

**Title 15: Mississippi State Department of Health  
Part 9: Office of Health Policy and Planning  
Subpart 97: Policies and Procedures Manual**

**Chapter 1. MQHC Grant Program Overview**

Rule 1.1.1. The Mississippi Qualified Health Center (MQHC) Grant Program was established during the 1999 Mississippi Legislative Session for the purpose of making service grants to Mississippi Qualified Health Centers for their use in providing care to uninsured or medically indigent patients in Mississippi.

*SOURCE: Miss. Code Ann. §41-99-3*

Rule 1.1.2. Reserved.

Rule 1.1.3. The program allows centers to use the funds to (a) increase access to preventative and primary care services by uninsured or medically indigent patients that are served by the centers; and (b) to create new services or augment existing services provided to uninsured or medically indigent patients, including, but not limited to, primary care medical and preventive services, dental services, optometric services, in-house laboratory services, diagnostic services, pharmacy services, nutritional services, and social services.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.4. Pursuant to Mississippi Code §41-99-5(3) funds received through the MQHC Grant Program cannot be used for the following:

To supplant federal funds traditionally received by those centers, but can be used to supplement them; or

For land or real estate investments; or

To finance or satisfy any existing debt.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.5. Mississippi Code §41-99-3 specifies that the Mississippi State Department of Health (MSDH) shall administer the MQHC Grant Program.

*SOURCE: Miss. Code Ann. §41-99-3*

Rule 1.1.6. As set forth in Mississippi Code § 51-99-5 (5b), the maximum grant award to a Mississippi Qualified Health Center is \$200,000 per state fiscal year.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.7. A Request for Proposal process will be used to award MQHC grants during the first year of a legislative authorized period.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.8. Reserved.

Rule 1.1.9. Reserved.

## **Chapter 2. MQHC Grant Program Advisory Council**

Rule 2.1.1. Pursuant to Mississippi Code § 41-99-5(6), the MSDH is required to establish an advisory council to review and make recommendations to the MSDH on the awarding of any grants to Mississippi Qualified Health Centers.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. Advisory Council Membership**

Rule 2.2.1. In accordance with 41-99-5(7), the advisory council membership consists of the following:

Two (2) employees of the MSDH, one (1) of whom must have experience in reviewing and writing grant proposals;

Two (2) executive employees of Mississippi Qualified Health Centers, one (1) of whom must be a chief financial officer;

Two (2) health care providers who are affiliated with a Mississippi Qualified Health Center; and

One (1) health care provider who is not affiliated with a Mississippi Qualified Health Center nor the MSDH, but has training and experience in primary care.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.2.2. To help ensure that the council has broad representation and a sufficient number of members to review proposals, centers are

limited to having only one representative serve on the council at a time.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.2.3. The advisory council appointments will be for a two-year term.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.2.4. Reserved.

Rule 2.2.5. Reserved.

### **Subchapter 3. Advisory Council Officers**

Rule 2.3.1. There shall be the following officers for the advisory council:

Chairperson  
Vice-Chairperson

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.3.2. The Chairperson shall chair the council meetings. The Vice-Chairperson shall exercise the duties of the Chairperson in his/her absence.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 4. Advisory Council Governing Policies**

Rule 2.4.1. The advisory council shall meet to vote on their recommendation for each grantee's award.

Rule 2.4.2. Reserved.

Rule 2.4.3. Reserved.

Rule 2.4.4. Reserved.

Rule 2.4.5. Reserved.

Rule 2.4.6. Reserved.

### **Subchapter 5. Advisory Council Agenda**

Rule 2.5.1. MQHC staff shall provide council members with the meeting agenda.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.5.2. Reserved.

Rule 2.5.3. Reserved.

Rule 2.5.4. Reserved.

### **Chapter 3. Advisory Council Members' Voting**

Rule 3.1.1. In order for the advisory council to conduct official business a quorum of five (5) members must be present.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 3.1.2. A member present may vote for or against any motion, or the member may abstain. Voting by proxy is not permitted.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 3.1.3. The minutes of the advisory council shall reflect the vote on each matter. A unanimous vote may be reflected.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 3.1.4. Advisory council members cannot review the proposal or Funding Continuation Application for the facility where they are employed.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. Advisory Council Minutes**

Rule 3.2.1. The minutes of the advisory council shall be the responsibility of the MQHC Program Coordinator. Minutes shall become official upon approval by the advisory council. Approved minutes will be on file at the Mississippi State Department of Health.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 3. Advisory Council Members Expenses**

Rule 3.3.1. Pursuant to Mississippi Code § 41-99-5(8), the MSDH may use a portion of any grant monies appropriated for the MQHC Grant Program for administration of the program and to pay reasonable expenses incurred by the advisory council. Council members shall be reimbursed for reasonable expenses in accordance with current MSDH finance policies.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Chapter 4. MQHC Grant Program Request for Proposals**

### **Subchapter 1. Guidelines And Procedures**

Rule 4.1.1. Pursuant to Mississippi Code § 41-99-5(4), the MSDH has developed a process to allow Mississippi Qualified Health Centers to apply for a grant under the MQHC Grant Program.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.1.2. Reserved.

### **Subchapter 2. MQHC Grant Program Award Allocation for Grantees**

Rule 4.2.1. The MQHC Grant Program award allocation will be distributed equitably among grantees based on evaluation criteria, activities undertaken, and performance measures (the award per grantee, per state fiscal year, is limited to \$200,000). To ensure that all awarded funds will be utilized for legislatively intended purposes; centers must submit an acceptable MQHC Grant Program proposal or Funding Continuation Application.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 3. MQHC Grant Program Redistribution of Awards**

Rule 4.3.1. MQHC Grant Program funds that become available to be redistributed will be among the remaining grantees. In no case shall the maximum award amount per grantee per state fiscal year exceed \$200,000.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.3.2. When funds are available to be redistributed, the MSDH will provide written notification announcing the availability via certified mail to the Executive Directors of the grantees. Grantees must submit information required by the MSDH regarding the utilization of the additional funds.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 4. MQHC Grant Program Request for Proposals**

Rule 4.4.1. The MQHC Grant Program Request for Proposal will provide applicants with the necessary information needed to submit a complete proposal.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.4.2. The Request for Proposal will provide at a minimum the following information:

Source of funds available;

Grant project period;

Eligible applicants;

Maximum level for awards;

Information regarding applicable laws and regulations;

Funding objectives;

Areas of special interest (if any);

Applicant's match requirements (may not be required)

Proposal format (paper size, font size, number of copies);

Deadline for submission; and

Evaluation criteria.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.4.3. Proposals for the MQHC Grant Program must be submitted in the manner prescribed by the MSDH. Applicants should thoroughly read the Request for Proposal information and follow all instructions.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 5. MQHC Grant Program Workshops**

Rule 4.5.1. The MSDH may conduct workshops for the MQHC Grant Program. The MSDH will notify affected parties when a MQHC workshop is scheduled to be held.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 6. MQHC Grant Program Proposal Submission Review/Award Process**

Rule 4.6.1. Pursuant to Mississippi Code §41-99-3 eligible applicants for the MQHC Grant Program are Mississippi Qualified Health Centers. Mississippi Qualified Health Centers are defined in Mississippi Code §44-99-1(a).

*SOURCE: Miss. Code Ann. §41-99-3.*

Rule 4.6.2. MQHC Grant Program Proposal Submission Date

The MSDH will prepare a MQHC Grant Program Request for Proposal Announcement to indicate when proposals are due and the required content.

Proposals are due by the submission deadline. Acceptance of a Mississippi Qualified Health Center Grant Program proposal or Funding Continuation Application does not obligate the MSDH to award a grant to the applicant.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.6.3. Minimum Requirements for Proposal and Funding Continuation Applications to be Reviewed

MQHC Grant Program proposals and Funding Continuation Applications must meet the following minimum requirements to be reviewed:

Submission of a complete proposal or Funding Continuation Application;

Submission of the applicant's complete most recent independent audit report;

No outstanding MQHC Grant Program closeout reports;

Submission of a copy of applicant's discount sliding-fee schedule;

Certification that the applicant has an adopted policy regarding non-discrimination pursuant to Mississippi Code §41-99-5; and

Certification that the applicant has an adopted policy regarding non-refusal of services pursuant to Mississippi Code §41-99-1 (a) (ii).

Applicants not meeting the minimum requirements for their proposal or Funding Continuation Application to be reviewed will be notified in writing via certified mail and provided a deadline to submit the required information to the MSDH.

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 4.6.4. MQHC Grant Program Proposal Review/Award Process

The MSDH may contact applicants for clarification of information presented in the proposal. The proposal review and award process includes the following:

The proposal will be reviewed by MSDH staff to determine if it meets the minimum requirements for consideration.

Proposals will be reviewed and scored by two separate reviewers. Advisory council members associated with a MQHC cannot review their center's application. The two scores obtained from the independent reviews will be averaged for the proposal's final score.

The MQHC advisory council will meet to vote on the recommended award for each applicant.

The MQHC advisory council recommendations will be presented to the MSDH.

The MSDH is not bound by the recommendation of the advisory council. When the MSDH does not follow the recommendation of the advisory council on the awarding of a grant, the MSDH will place in its minutes reasons for not accepting the advisory council's recommendations and will inform the applicant of the availability of an appeals process.

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 4.6.5. MQHC Grant Program Applicant Appeal Process

This appeal process is only applicable when the MSDH does not follow the recommendation of the advisory council on the awarding



of a grant to a center under the MQHC Grant Program. The appeal process shall proceed as follows:

The applicant must submit a written correspondence to the MSDH, (return receipt requested) indicating that the applicant would like to appeal the MSDH's decision and the reason(s) why. The applicant's appeal correspondence must be received at the MSDH within thirty (30) calendar days of the date of the applicant's grant award notice or denial letter.

The State Health Officer or his designee will be notified of the applicant's request for an appeal.

The State Health Officer or his or her designee may meet with the advisory council, MSDH MQHC staff, and the applicant for discussion of the applicant's appeal request. The State Health Officer or his or her designee will issue a decision in writing to the applicant within thirty (30) calendar days of receipt of the request. This decision shall be final.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Chapter 5. MQHC Grant Program**

### **Subchapter 1. Request for Funding Continuation**

Rule 5.1.1. After the grant awards are made for the first state fiscal year of the legislatively authorized program period, Mississippi Qualified Health Centers must submit a Funding Continuation (FC) Application to request funding.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. Reserved.**

Rule 5.2.1. Reserved.

### **Subchapter 3. MQHC Grant Program Funding Continuation Submission/ Review/Award Process**

Rule 5.3.1. The MSDH will prepare a MQHC Grant Program Funding Continuation Application Announcement for submission to the MQHCs. The announcement will provide the application and indicate when due.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.2. To ensure a timely start of MQHC grantee projects, the Funding Continuation Application must be submitted to the MSDH by the deadline identified in the Funding Continuation Announcement to ensure that applications can be reviewed, awards recommendations made by the advisory council, and submission of the council's recommendation to the MSDH.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.3. The Funding Continuation Application must meet the minimum requirements listed in Rule 4.6.3 and in the Funding Continuation Application Announcement.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.4. The Funding Continuation Application will be reviewed to determine if it meets the minimum requirements.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.5. The MSDH may contact applicants for clarification of information presented in the Funding Continuation Application.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.6. Acceptance of a Funding Continuation Application does not obligate the MSDH to award a grant to the applicant.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.7. The MQHC advisory council will meet to vote on the recommended award for each qualifying applicant.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.8. The MQHC advisory council recommendations will be presented to the MSDH.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.9. The MSDH is not bound by the recommendation of the advisory council. When the MSDH does not follow the recommendation of the advisory council on the awarding of a grant, the MSDH will place in its minutes reasons for not accepting the advisory council's

recommendations and will inform the applicant of the availability of an appeals process.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Chapter 6. Implementation of MQHC Grant Program Projects**

The following guidelines have been designed to ensure compliance with state requirements and to provide instructions to help grantees successfully implement MQHC Grant Program projects.

### **Subchapter 1. MQHC Grant Program Award Notices**

Rule 6.1.1. Grantees will be provided written notices of their approved grant award.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. MQHC Grant Program Contract Agreements**

Rule 6.2.1. A MSDH contract agreement will be executed between the MSDH and the grantee for the approved award amount. All grant funds are based on availability of funding.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.2.2. Funds will be approved for payment in a manner to ensure that should state budget cuts be required funds will be available to institute the cuts.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.2.3. Reserved.

Rule 6.2.4. Reserved.

### **Subchapter 3. Finance**

Rule 6.3.1. Centers must use appropriate fiscal controls and accounting procedures to ensure accountability of grant funds.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.3.2. MQHC Grantees may use the following budget line items: personnel, fringe benefits, travel, equipment, supplies, contractual,

other, and indirect costs (definitions will be provided in the Request for Proposals and Funding Continuation Application instructions).

Pursuant to Mississippi Code §41-99-5(3) funds received through the MQHC Grant Program cannot be used for the following:

To supplant federal funds traditionally received by those centers, but can be used to supplement them; or

For land or real estate investments; or

To finance or satisfy any existing debt.

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 6.3.3. Requesting Grant Funds

The following applies for requesting payment of MQHC Grant Program funds:

Grantees are to request payment of MQHC Grant Program funds on a monthly basis.

MQHC Grant Program Payment Request Sheets along with supportive documentation must be submitted when requesting payment.

A cover letter requesting the monthly payment signed by the Chief Executive Officer of the center must be submitted with each individual monthly payment request. The letter must be on the grantee's letterhead and must indicate the state fiscal year of the grant, the month for which payment is being requested, and the amount being requested.

No payment request will be approved for grantees with unresolved MQHC Grant Program monitoring findings until the findings are resolved. Grantees must adhere to the following procedure when requesting payment of grant MQHC Grant funds.

Requests for payments cannot be processed prior to MSDH's approval of a MQHC contract agreement between the MSDH and the Mississippi Qualified Health Center. Payments will only be approved for activities for the contract period.

Requests for payments cannot exceed the contract amount.

The final payments requests must be submitted to the MSDH no later than thirty (30) days after the end date of the contract. The contract period will be listed on the contract. Failure to submit the final payment request and all required supportive documentation by this deadline <sup>may</sup> result in the MSDH not being able to process the payment request through our finance department.

Grantees are submit payment requests to the MSDH by the 15<sup>th</sup> day of the month immediately following the month for which the request is being made (for example, the payment request for the month of October should be received at the MSDH by November 15<sup>th</sup>).

Incomplete and or incorrect payment requests submitted by grantees will not be approved for payment until all deficiencies are corrected. MSDH MQHC Grant program staff will notify grantees when payment requests are incomplete and or incorrect and provide assistance.

Once payment requests are approved by the MSDH Primary Care Office, the payment request is submitted to the MSDH, Office of Finance.

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 6.3.4. Supportive Documentation Information

Acceptable forms of supportive documentation to be submitted with payment requests include the following at a minimum:

Personnel: Copies of payroll ledgers, payroll registers, payroll journals, or payroll check stubs must be submitted as supportive documentation when requesting payment for the personnel budget category. Documentation must indicate staff person's name, date of payroll, and payroll amount.

Payment will only be allowed for the staff positions and personnel listed in the approved project budget. The MSDH must be notified of any personnel changes in order for payment to be approved.

Grantees wanting to add a staff position(s) not listed in the approved budget must submit a written correspondence to the MSDH regarding the change, and must justify why an additional

staff position(s) is warranted. If adding a new staff position requires adjusting the budget, a MQHC Grant Program Budget Modification Sheet must also be submitted.

Fringe Benefits: Documentation for fringe benefits can be verified by information on pay stubs.

Travel: MQHC Grant Program Travel Sheet, along with proof of travel, hotel billing, registration forms and agendas, must be submitted as documentation for the travel budget category.

Equipment and Supplies: Invoices and receipts are acceptable forms of supportive documentation for equipment and supplies (invoice or receipt must provide billing organization's name, date, listing of items purchased, and amount(s)). All invoices must be billed to grantee.

Contractual: Invoices, receipts, and billing statements may be submitted as documentation for payment request for the contractual items (all documentation must clearly identify the grantee, include date information, billing organization's name, listing or description of services or products provided, and amount(s)).

#### Rule 6.3.5. Contract Budget Modifications

Grantees are allowed to request approval to modify their MQHC Grant program project budget. The budget line items for fringe benefits and indirect costs will not be approved in excess of the maximum percentages allowed by the MSDH. Grantees are required to submit the MQHC Grant Program Budget Modification Packet to the MSDH and obtain approval.

MQHC Grantees will be notified in writing by the MSDH of the approval or denial of the MQHC project budget modification request.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 4. MQHC Grant Program Recordkeeping Requirement**

Rule 6.4.1. Grantees shall maintain financial and other records in accordance with the Financial Records and Audits requirements of the MQHC Grant Program contract agreement.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 5. MQHC Grant Program Monitoring**

Rule 6.5.1. The MSDH has developed a monitoring policy to adhere to the requirement of Mississippi Code §41-99-5(4), which requires that the MSDH develop an audit process to assure that grant monies are used to provide and expand care to the uninsured and medically indigent.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.2. Reserved.

Rule 6.5.3. Reserved.

Rule 6.5.4. The MSDH will conduct at least one on-site monitoring visit per state fiscal year to one-half of the grantees. The other half of the grantees will have their on-site monitoring visit the next state fiscal year. However an on-site visit for any grantee of the MQHC Grant Program may be conducted if it is considered necessary.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.5. During the monitoring site visit, activities related to implementation of the approved MQHC Grant project will be verified, grantees' progress will be assessed, and technical assistance will be available.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.6. Grantees will be notified in writing of the results of the monitoring site visit, of any monitoring findings, and the requirements of corrective actions if any required.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.7. Grantees are required to submit a corrective action plan to the MSDH by the due date indicated. The corrective action plan must include a timeline.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.8. If necessary, the MSDH will conduct follow-up site visits to verify correction of monitoring findings.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.9. Reserved.

## **Subchapter 6. MQHC Grant Program Project Closeout Reports**

Rule 6.6.1. Mississippi Code §41-99-5(5c) requires each grantee to submit a yearly report to the MSDH detailing the number of additional uninsured and medically indigent patients cared for, and the types of services provided. The MSDH has developed a Mississippi Qualified Health Center Grant Program closeout report to meet this legislative directive.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.6.2. Information tracking mechanisms should be established at the beginning of the grant period to ensure that project related information is accurate and can be captured throughout each grant budget cycle.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.6.3. Reserved.

Rule 6.6.4. The MSDH will provide grantees with the MQHC Grant Program closeout report.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.6.5. Reserved.

Rule 6.6.6. Reserved.

### **Title 15: Mississippi State Department of Health Part 9: Office of Health Policy and Planning Subpart 97: Policies and Procedures Manual**

#### **Chapter 1: MQHC Grant Program Overview**

Rule 1.1.1. The Mississippi Qualified Health Center (MQHC) Grant Program was established during the 1999 Mississippi Legislative Session for the purpose of making service grants to Mississippi Qualified Health Centers for their use in providing care to uninsured or medically indigent patients in Mississippi. The Mississippi Qualified Health Center (MQHC) Grant Program was established during the 1999 Mississippi Legislative Session and is now under Section 41-99-1 through 41-99-7 (Chapter 99) of the Mississippi Code 1972 Annotated, as amended. Legislation for the MQHC Grant Program emerged from the need to address the immense



~~disparity between primary health care for Mississippi's uninsured or medically indigent population and the insured.~~

*SOURCE: Miss. Code Ann. §41-99-53*

Rule 1.1.2. ~~The purpose of the MQHC Grant Program is to increase access to preventative and primary care services for uninsured or medically indigent patients, by making funding available to Mississippi Qualified Health Centers. Mississippi Code § 41-99-1 defines a Mississippi Qualified Health Center as a public or non-profit entity that provides comprehensive primary care services that: i) has a community board of directors, the majority of whom are users of such centers; ii) accepts all patients that present themselves despite the patient's ability to pay, and uses a sliding fee schedule for payments; and iii) serves a designated medically underserved area or population as defined by Section 330 of the Public Health Service Act.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.3. The program allows centers to use the funds to (a) increase access to preventative and primary care services by uninsured or medically indigent patients that are served by the centers; and (b) to create new services or augment existing services provided to uninsured or medically indigent patients, including, but not limited to, primary care medical and preventive services, dental services, optometric services, in-house laboratory services, diagnostic services, pharmacy services, nutritional services, and social services. ~~The program allows centers to create new services or augment existing services for this target population. These services include, but are not limited to, primary care medical and preventive services, dental services, optometric services, in-house laboratory services, diagnostic services, pharmacy services, nutritional services, and social services. Additional services including mental health services, substance abuse services, transportation services, translation or interpretation services, and school-based clinic services may also be provided for uninsured or medically indigent patients with MQHC Grant Program funding.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.4. ~~Mississippi Qualified Health Centers are required to provide a full range of comprehensive preventive and primary care services as defined in Section 330 of the Public Health Service Act. Centers must comply with all applicable federal and state statutes, policies, and regulations. Funds received through the MQHC Grant Program~~

~~must be used to expand the amount or type of services available to serve additional uninsured or medically indigent patients, but cannot be used to replace existing funds; nor are these funds intended to be a reimbursement source for non-paying patients who have an ability to pay.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.5. ~~Mississippi Code §41-99-3 specifies that the Mississippi State Department of Health (MSDH) shall administer the MQHC Grant Program. Section 41-99-3 specifies that the Mississippi Department of Health (MDH) will administer the MQHC Grant Program. Section 41-99-5 requires the MDH to establish an advisory council to review and make recommendations to the MDH on the awarding of any grants to Mississippi Qualified Health Centers.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.6. ~~As set forth in Mississippi Code § 51-99-5 (5b), the maximum grant award to a Mississippi Qualified Health Center is \$200,000 per state fiscal year. As set forth in Mississippi Code § 51-99-5 Section 5, the MQHC Grant Program receives \$4,000,000 per state fiscal year for a five-year program period. The statute further stipulates in this section that the maximum grant award to Mississippi Qualified Health Centers be \$200,000 per state fiscal year (July 1st thru June 30<sup>th</sup>). However, the actual funding level for the MQHC Grant Program is set each year by a legislative appropriation bill.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.7. ~~A Request for Proposal process will be used to award MQHC grants during the first year of a legislative authorized period. MQHC grants will be awarded during the first state fiscal year of the five-year program period utilizing a Request for Proposals (RFP) process, and grants for the remaining four fiscal years will be awarded utilizing a Funding Continuation process.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.8. ~~Section 41-99-7 of the Mississippi Code, enacted by the 1999-Regular Session of the Mississippi Legislature, created a special fund (the Mississippi Qualified Health Center Grant Program Fund) in the State Treasury from which grants and expenditures authorized for the MQHC Grant Program shall be disbursed. All monies received by legislative appropriation to carry out the purposes of this section shall be deposited into the Mississippi Qualified Health Center Grant~~

~~Program Fund. Passage of House Bill 1048 during the 2004 Regular Session of the Mississippi Legislature extended the MQHC Grant Program until July 1, 2009.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 1.1.9. ~~The MQHC Grant Program has been designed to decrease the disparity between primary health care services for Mississippi's uninsured or medically indigent citizens and Mississippi's medically insured citizens. By making funding available through the MQHC Grant Program, the following objectives are expected to be accomplished:~~

~~Increased access to preventative and primary care services for uninsured or medically indigent patients;~~

~~The creation of new services or the augmentation of existing services provided to the uninsured or medically indigent, including, but not limited to, primary care medical and preventive services, dental services, optometric services, in-house laboratory services, diagnostic services, pharmacy services, nutritional services, and social services;~~

~~The provision of additional services including mental health services, substance abuse services, transportation services, translation or interpretation services, and school-based clinic services; and~~

~~Increased access to medical services for uninsured or medically indigent patients in medically underserved areas (those areas designated by the Secretary of the United States Department of Health and Human Services as an area with a shortage of professionals, health services or a population group designated by the Secretary as having a shortage of those services).~~

*SOURCE: Miss. Code Ann. §41-99-5*

## **Chapter 2 MQHC Grant Program Advisory Council**

Rule 2.1.1. ~~Pursuant to Mississippi Code §41-99-5(6), the MSDH is required to establish an advisory council to review and make recommendations to the MSDH on the awarding of any grants to Mississippi Qualified Health Centers. Pursuant to Section 6, Mississippi Code § 41-99-5, the MDH is required to establish an advisory council to review and make recommendations to the MDH on the awarding of any grants to Mississippi Qualified Health Centers.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. Advisory Council Membership**

Rule 2.2.1. In accordance with 41-99-5(7), the advisory council membership consists of the following:

Two (2) employees of the MSDH, one (1) of whom must have experience in reviewing and writing grant proposals;

Two (2) executive employees of Mississippi Qualified Health Centers, one (1) of whom must be a chief financial officer;

Two (2) health care providers who are affiliated with a Mississippi Qualified Health Center; and

One (1) health care provider who is not affiliated with a Mississippi Qualified Health Center nor the MSDH, but has training and experience in primary care.

~~The Advisory Council membership consists of the following:~~

~~Two (2) employees of the MDH, one (1) of whom must have experience in reviewing and writing grant proposals;~~

~~Two (2) executive employees of Mississippi Qualified Health Centers, one (1) of whom must be a chief financial officer;~~

~~Two (2) health care providers who are affiliated with a Mississippi Qualified Health Center; and~~

~~One (1) health care provider who is not affiliated with a Mississippi Qualified Health Center nor the MDH, but has training and experience in primary care.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.2.2. To help ensure that the council has broad representation and a sufficient number of members to review proposals, centers are limited to having only one representative serve on the council at a time. ~~To help ensure (1) that the Council has a sufficient number of members available to constitute a quorum for official business, and (2) to provide for more widespread center representation on the Advisory Council, centers are limited to having only one representative serve on the Council at a time.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.2.3. The advisory council appointments will be for a two-year term. ~~The Advisory Council appointments will be for a two-year term. To assist with maintaining continuity on the Council, the MDH will make new appointments to serve on the Council as follows:~~

~~For a two-year term to commence on July 1, 2005, the MDH will make new appointments for the following seats on the Council:~~

~~A Mississippi Department of Health employee (the seat required for someone with experience in reviewing and writing grant proposals);~~

~~A health care provider from a Mississippi Qualified Health Center;~~

~~An executive employee of a Mississippi Qualified Health Center (not the seat required for the chief financial officer); and~~

~~A health care provider not affiliated with a Mississippi Qualified Health Center nor the MDH.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.2.4. ~~The next appointments for these seats on the Council will occur every two years thereafter with terms to commence on July 1<sup>st</sup>:~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.2.5. ~~For a two-year term to commence on July 1, 2006, the MDH will make new appointments for the following seats on the Council:~~

~~The second MDH employee seat;~~

~~A health care provider from a Mississippi Qualified Health Center; and~~

~~The second executive employee of a Mississippi Qualified Health Center (the seat required for the chief financial officer).~~

~~The next appointments for these seats on the Council will occur every two years thereafter with terms to commence on July 1<sup>st</sup>.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 3. Advisory Council Officers**

Rule 2.3.1. There shall be the following officers for the advisory council:

Chairperson

Vice-Chairperson

~~The Officers for the MQHC Advisory Council shall be elected at the March regularly scheduled meeting, for a two-year term, with terms~~

to commence on July 1<sup>st</sup>. There shall be the following officers for the Advisory Council:

~~Chairperson  
Vice-Chairperson~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.3.2. ~~The Chairperson shall chair the council meetings. The Vice-Chairperson shall exercise the duties of the Chairperson in his/her absence. The Chairperson shall be one of the appointees from the MDH, and the Vice-Chairperson shall be one of the appointees from a Mississippi Qualified Health Center. The Vice-Chairperson shall exercise the duties of the Chairperson in his/her absence.~~

*SOURCE: Miss. Code Ann. §41-99-5*

#### **Subchapter 4. Advisory Council Governing Policies**

Rule 2.4.1. ~~The advisory council shall meet to vote on their recommendation for each grantee's award. The Advisory Council shall have one regularly scheduled meeting during the state fiscal year, which shall be held on the second Thursday in March of each year.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.4.2. ~~This meeting will be held at 10:00 a.m., at the Mississippi Department of Health Office Complex, 570 East Woodrow Wilson (room location to be announced), Jackson, MS 39216. Notice of Advisory Council meetings will be provided to council members, Mississippi Qualified Health Centers, and other interested parties.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.4.3. ~~The review and recommendation process for awarding grants to centers under the MQHC Grant Program shall occur at the March regularly scheduled meeting.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.4.4. ~~The Advisory Council may change or alter its meeting time by official action of the Council and appropriate notification of such changes to members, Mississippi Qualified Health Centers, and other interested parties.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.4.5. ~~The Advisory Council may call special meetings. Appropriate notification of such meetings must be provided to members and Qualified Health Centers. Special Called Meetings will be held at the Mississippi Department of Health Office Complex, 570 East Woodrow Wilson, Jackson, Mississippi 39216 (date, time, and room location to be announced).~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.4.6. ~~The Advisory Council may take action only when in official session, and as reflected by Advisory Council's minutes. Opinions and personal comments of individual Advisory Council members are non-binding and do not constitute an official position of the Advisory Council.~~

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 5. Advisory Council Agenda**

Rule 2.5.1. ~~MQHC staff shall provide council members with the meeting agenda. The Chairperson and MQHC Program Coordinator shall confer and prepare the agenda which is to be considered by the Council. The Council may present for discussion matters of emergency which arise after this process, or items which could not have been anticipated.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.5.2. ~~Any item may be placed on the agenda by any Advisory Council member.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.5.3. ~~All requests for items to be placed on the agenda must be received by the MQHC Program Coordinator at least thirty (30) calendar days prior to the date of the regularly scheduled meeting.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 2.5.4. ~~Matters not on the agenda will not be considered by the Council, except when a quorum of the Council present and voting concurs that an additional item be included which did not arise in time to be placed on the agenda, or items which were omitted by clerical error and which are of such a nature that the Council's consideration is required in the current meeting.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Chapter 3. Advisory Council Members' Voting**

Rule 3.1.1. ~~In order for the advisory council to conduct official business a quorum of five (5) members must be present. In order for the Advisory Council to conduct official business, a quorum of at least four (4) members must be present.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 3.1.2. A member present may vote for or against any motion, or the member may abstain. Voting by proxy is not permitted.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 3.1.3. ~~The minutes of the advisory council shall reflect the vote on each matter. A unanimous vote may be reflected. The minutes of the Advisory Council shall reflect the vote of each member on each matter. A unanimous vote may be reflected.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 3.1.4. ~~Advisory council members cannot review the proposal or Funding Continuation Application for the facility where they are employed. Any Council member who may obtain pecuniary benefit from action on any MQHC proposal or application, either for himself/herself, or for any business for which he/she is associated, shall recuse himself/herself from the vote on said proposal or application. Such member shall, however, be allowed to present information to the members of the Council as a representative of the organization through which the pecuniary benefit is associated, but shall not be involved in Council's deliberations regarding such application.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. Advisory Council Minutes**

Rule 3.2.1. ~~The minutes of the advisory council shall be the responsibility of the MQHC Program Coordinator. Minutes shall become official upon approval by the advisory council. Approved minutes will be on file at the Mississippi State Department of Health. The minutes of the Advisory Council shall be the responsibility of the MQHC Program Coordinator. All proposed minutes shall become the official minutes upon approval by the Advisory Council. Approved minutes will be on file in the Office of Primary Care Liaison at the Mississippi Department of Health.~~

*SOURCE: Miss. Code Ann. §41-99-5*



### **Subchapter 3. Advisory Council Members Expenses**

Rule 3.3.1. Pursuant to Mississippi Code §41-99-5(8), the MSDH may use a portion of any grant monies appropriated for the MQHC Grant Program for administration of the program and to pay reasonable expenses incurred by the advisory council. Council members shall be reimbursed for reasonable expenses in accordance with current MSDH finance policies. Pursuant to Section 8 of Mississippi Code §41-99-5, the MDH may use a portion of any grant monies appropriated for the MQHC Grant Program for administration of the program and to pay reasonable expenses incurred by the Advisory Council. Council members shall be reimbursed for reasonable expenses in accordance with MDH policy.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Chapter 4. MQHC Grant Program Request for Proposals**

### **Subchapter 1. Guidelines And Procedures**

Rule 4.1.1. Pursuant to Mississippi Code § 41-99-5(4), the MSDH has developed a process to allow Mississippi Qualified Health Centers to apply for a grant under the MQHC Grant Program. Pursuant to Section 4 of Mississippi Code §41-99-5, the MDH has developed a process to allow Mississippi Qualified Health Centers to apply for a grant under the MQHC Grant Program. MQHCs may apply for new funding in the first state fiscal year of each legislatively authorized program period. A Funding Continuation process will be utilized to award grants for the remaining four fiscal years of the program period.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.1.2. ~~The MDH has developed the following procedures and criteria for accepting grant proposals from Mississippi Qualified Health Centers and for making funding recommendations for the first state fiscal year of the legislatively authorized program period for the MQHC Grant Program.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. MQHC Grant Program Award Allocation for Grantees**

Rule 4.2.1. The MQHC Grant Program award allocation will be distributed equitably among grantees based on evaluation criteria, activities undertaken, and performance measures (the award per grantee, per

~~state fiscal year, is limited to \$200,000). To ensure that all awarded funds will be utilized for legislatively intended purposes; centers must submit an acceptable MQHC Grant Program proposal or Funding Continuation Application. The MQHC Grant Program Award Allocation will be distributed equitably among grantees, based on evaluation criteria, activities undertaken, and performance measures (the award per grantee, per state fiscal year, is limited to \$200,000). To ensure that all awarded funds will be utilized for legislatively intended purposes; centers must submit an acceptable MQHC Grant Program Proposal/Funding Continuation Application.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 3. MQHC Grant Program Redistribution of Awards**

Rule 4.3.1. ~~MQHC Grant Program funds that become available to be redistributed will be among the remaining grantees. In no case shall the maximum award amount per grantee per state fiscal year exceed \$200,000. MQHC Grant Program funds allotted for a Mississippi Qualified Health Center that does not meet requirements of the program will be redistributed proportionately among the remaining grantees. The percent that the initial grant award represents of the total MQHC Grant Program Award Allocation will be applied to determine the amount of additional funds that the remaining grantees will be eligible to receive. In no case shall the maximum award amount per grantee per state fiscal year exceed \$200,000.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.3.2. ~~When funds are available to be redistributed, the MSDH will provide written notification announcing the availability via certified mail to the Executive Directors of the grantees. Grantees must submit information required by the MSDH regarding the utilization of the additional funds. When funds are available to be redistributed, the MDH will provide written notification of the Availability of Redistributed Funds to the Executive Directors of funded centers and to the Executive Director of the Mississippi Primary Health Care Association. Grantees must submit information required by the MDH regarding the utilization of the additional funds to the Office of Primary Care Liaison within thirty (30) calendar days of the date of the Notice of Availability of Redistributed Funds. Grantees not submitting the required information will not be eligible to receive any of the funds available for redistribution.~~

*SOURCE: Miss. Code Ann. §41-99-5*

#### **Subchapter 4. MQHC Grant Program Request for Proposals**

Rule 4.4.1. The MQHC Grant Program Request for Proposal will provide applicants with the necessary information needed to submit a complete proposal. ~~The MQHC Grant Program Request for Proposals has been designed to help centers apply for MQHC Grant Program funding. The Request for Proposals provides guidance for developing a proposal that explains all requirements.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.4.2. The Request for Proposal will provide at a minimum the following information:

Source of funds available;

Grant project period;

Eligible applicants;

Maximum level for awards;

Information regarding applicable laws and regulations;

Funding objectives;

Areas of special interest (if any);

Applicant's match requirements (may not be required)

Proposal format (paper size, font size, number of copies);

Deadline for submission; and

Evaluation criteria.

~~The Request for Proposals contains the following items:~~

~~Grant period;~~

~~Eligible applicants;~~

~~Amount of funds available;~~

~~Source of funds to be awarded;~~

~~Information regarding applicable laws and regulations;~~

~~Funding objectives and areas of special emphasis or interest;~~

~~Recipient financial participation requirements, e.g. matching or cost-sharing requirements;~~

~~Proposal format, including deadline date and time for receipt of proposals;~~

~~Criteria for review and evaluation and program priorities for funding; and~~

~~The number of originals and copies of the proposal to submit.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.4.3. Proposals for the MQHC Grant Program must be submitted in the manner prescribed by the MSDH. Applicants should thoroughly read the Request for Proposal information and follow all instructions. ~~Proposals for the MQHC Grant Program must be submitted in the manner prescribed by the MDH. Applicants should read the RFP guidelines thoroughly and follow all directions. Applicants are encouraged to attend the MQHC Grant Program Request for Proposals Workshop. The MDH may also be contacted for assistance.~~

*SOURCE: Miss. Code Ann. §41-99-5*

#### **Subchapter 5. MQHC Grant Program Workshops ~~MQHC Grant Program Request for Proposals Workshop~~**

Rule 4.5.1. The MSDH may conduct workshops for the MQHC Grant Program. The MSDH will notify affected parties when a MQHC workshop is scheduled to be held. The Mississippi Department of Health will conduct one Request for Proposals workshop during the last state fiscal year of the legislatively authorized program period to provide information regarding the submission and requirements of the MQHC Grant Proposal.

*SOURCE: Miss. Code Ann. §41-99-5*

#### **Subchapter 6. MQHC Grant Program Proposal Submission Review/Award Process**

Rule 4.6.1. Pursuant to Mississippi Code §41-99-3 eligible applicants for the MQHC Grant Program are Mississippi Qualified Health Centers. Mississippi Qualified Health Centers are defined in Mississippi Code §44-99-1(a). Eligible Applicants: Mississippi Qualified Health

~~Centers are eligible to submit an application for MQHC funding to the MDH.~~

*SOURCE: Miss. Code Ann. §41-99-53.*

Rule 4.6.2. MQHC Grant Program Proposal Submission Date

The MSDH will prepare a MQHC Grant Program Request for Proposal Announcement to indicate when proposals are due and the required content.

Proposals are due by the submission deadline. Acceptance of a Mississippi Qualified Health Center Grant Program proposal or Funding Continuation Application does not obligate the MSDH to award a grant to the applicant.

~~Proposals requesting funding under the Mississippi Qualified Health Center Grant Program are due in the MDH, Office of Primary Care Liaison, by 5:00 p.m. on January 15<sup>th</sup> of the last state fiscal year of the current legislatively authorized program period for the MQHC Grant Program. Acceptance of proposals at this time will be in anticipation of the Mississippi Legislature re-authorizing the MQHC Grant Program.~~

~~This submission date will allow the MDH and the MQHC Grant Program Advisory Council to complete the RFP process and should allow grantees to begin implementation of their new approved MQHC Grant projects on July 1<sup>st</sup> (which would be the first day of the first state fiscal year for the re-authorized program period).~~

~~Proposals are due by the submission deadline. The Office of Primary Care has the option to return late proposals or accept with or without penalty to the late applicant.~~

~~Acceptance of a Mississippi Qualified Health Center Grant Program proposal/ application does not obligate the MDH to award a grant to the applicant.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 4.6.3. Minimum Requirements for Proposal and Funding Continuation Applications to be Reviewed

MQHC Grant Program proposals and Funding Continuation Applications must meet the following minimum requirements to be reviewed:

Submission of a complete proposal or Funding Continuation Application;

Submission of the applicant's complete most recent independent audit report;

No outstanding MQHC Grant Program closeout reports;

Submission of a copy of applicant's discount sliding-fee schedule;

Certification that the applicant has an adopted policy regarding non-discrimination pursuant to Mississippi Code §41-99-5; and

Certification that the applicant has an adopted policy regarding non-refusal of services pursuant to Mississippi Code §41-99-1 (a) (ii).

Applicants not meeting the minimum requirements for their proposal or Funding Continuation Application to be reviewed will be notified in writing via certified mail and provided a deadline to submit the required information to the MSDH.

~~MQHC Grant Program Applications must meet the following minimum requirements in order to be considered:~~

~~Submission of an acceptable independent audit report for the applicant's most recent fiscal year or the most recent audit according to the United States Department of Health and Human Services, Health Resources & Services Administration (HRSA) guidelines.~~

~~Submission of the applicant's complete MQHC Grant Program Closeout Package (two copies required) for the last state fiscal year ended for which the applicant was funded.~~

~~Submission of a copy of applicant's sliding-fee schedule for payments.~~

~~Submission of the six month progress report for last year funded.~~

~~Submission of a complete proposal in the described format indicated in the instructions.~~

~~Certification that the applicant has an adopted policy regarding non-discrimination pursuant to Section 9 of Mississippi Code § 41-99-5.~~

~~Certification that the applicant has an adopted policy regarding non-refusal of services pursuant to Mississippi Code § 41-99-1 (a) (ii).~~

~~Applicant must have no unresolved monitoring findings.~~

~~Applicants not meeting the minimum requirements for their proposals to be considered will be notified in writing and provided thirty (30) calendar days from the date of the notice to submit the required items to the MDH, Office of Primary Care Liaison. If the required information is not received within this time frame, the proposal will not be eligible for review.~~

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 4.6.4. MQHC Grant Program Proposal Review/Award Process

The MSDH may contact applicants for clarification of information presented in the proposal. The proposal review and award process includes the following:

The proposal will be reviewed by MSDH staff to determine if it meets the minimum requirements for consideration.

Proposals will be reviewed and scored by two separate reviewers. Advisory council members associated with a MQHC cannot review their center's application. The two scores obtained from the independent reviews will be averaged for the proposal's final score.

The MQHC advisory council will meet to vote on the recommended award for each applicant.

The MQHC advisory council recommendations will be presented to the MSDH.

The MSDH is not bound by the recommendation of the advisory council. When the MSDH does not follow the recommendation of the advisory council on the awarding of a grant, the MSDH will place in its minutes reasons for not accepting the advisory council's recommendations and will inform the applicant of the availability of an appeals process.

~~The MDH may contact applicants for clarification of information presented in the proposal. The proposal review process is as follows:~~

~~The proposal will be reviewed by MDH staff to determine if it meets the minimum requirements for consideration (including being received by the due date).~~

~~Proposals meeting minimum requirements for consideration will be reviewed and scored by two separate review committees (scoring will be based on pre-established evaluation criteria). One committee will be comprised of MDH staff and the other comprised of the MQHC Grant Program Advisory Council. The two scores obtained from the independent reviews will be averaged for the proposal's final score. A minimum score of seventy (70) is required to be considered for funding.~~

~~The review committees will be informed of the applicants that did not meet the minimum requirements to be considered.~~

~~The Advisory Council will meet to vote on the recommendation to make to the MDH regarding the awarding of grants to centers under the MQHC Grant Program.~~

~~The MDH is not bound by the recommendation of the Advisory Council. When the MDH does not follow the recommendation of the Advisory Council on the awarding of a grant, an appeal process is afforded applicants (refer to PART III, Section 3-6 (F) MQHC Grant Program Applicant Appeal Process).~~

~~If the MDH does not accept the Advisory Council's recommendation regarding the awarding of a grant to a center under the MQHC Grant Program, the MDH will provide a written statement to the Advisory Council detailing the reason(s) for not accepting the Advisory Council's recommendation.~~

~~Applicants will be notified in writing of the funding decision.~~

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 4.6.5. MQHC Grant Program Applicant Appeal Process

This appeal process is only applicable when the MSDH does not follow the recommendation of the advisory council on the awarding of a grant to a center under the MQHC Grant Program. The appeal process shall proceed as follows:

The applicant must submit a written correspondence to the MSDH, (return receipt requested) indicating that the applicant would like to appeal the MSDH's decision and the reason(s)



why. The applicant's appeal correspondence must be received at the MSDH within thirty (30) calendar days of the date of the applicant's grant award notice or denial letter.

The State Health Officer or his designee will be notified of the applicant's request for an appeal.

The State Health Officer or his or her designee may meet with the advisory council, MSDH MQHC staff, and the applicant for discussion of the applicant's appeal request. The State Health Officer or his or her designee will issue a decision in writing to the applicant within thirty (30) calendar days of receipt of the request. This decision shall be final.

~~The applicant must submit a written correspondence to the MDH, Office of Primary Care Liaison (return receipt requested) indicating that the applicant would like to appeal the MDH's decision. The correspondence must also state why the applicant believes the decision should be reconsidered. The applicant's appeal correspondence must be received in the Office of Primary Care Liaison within thirty (30) calendar days of the date of the applicant's grant denial letter.~~

~~The State Health Officer or his designee will be notified of the MQHC Grant Program applicant's request for an appeal.~~

~~The State Health Officer or his designee may meet with the Advisory Council and the applicant for discussion of the applicant's appeal request. Only the original information submitted in the proposal/application may be utilized for discussion. The State Health Officer or his designee will make a decision regarding funding. This decision shall be final.~~

~~The applicant will be notified in writing within thirty (30) calendar days of the date that the decision is made.~~

*SOURCE: Miss. Code Ann. §41-99-5*

## **Chapter 5. MQHC Grant Program**

### **Subchapter 1. Request for Funding Continuation**

Rule 5.1.1. After the grant awards are made for the first state fiscal year of the legislatively authorized program period, Mississippi Qualified Health Centers must submit a Funding Continuation (FC) Application to request funding.

After grant awards are made for the first state fiscal year of the legislatively authorized program period for the MQHC Grant Program, a Funding Continuation (FC) Application process will be utilized to award grants for the four remaining state fiscal years. Applicants are required to implement the approved MQHC Grant Program project for which they were awarded a grant during the first state fiscal year for the entire five year legislatively authorized program period (unless waived by the MDH). To apply for funding continuation under the MQHC Grant Program, applicants are required to submit a Mississippi Qualified Health Center Funding Continuation Application to the MDH, Office of Primary Care Liaison, by 5:00 p.m. on January 15<sup>th</sup> of each state fiscal year (with the exception of the last state fiscal year) of the current legislatively authorized program period. Being awarded a Mississippi Qualified Health Center Program Grant for the first state fiscal year does not guarantee that a center will receive continued funding for the subsequent state fiscal years. The FC Application process is to ensure that all awarded MQHC Grant Program funds will continue to be utilized for legislatively intended purposes.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 2. ~~MQHC Grant Program Funding Continuation Application Workshop~~**

Rule 5.2.1. ~~The Mississippi Department of Health will conduct a Funding Continuation Application workshop for the second state fiscal year of the legislatively authorized program period. However, if necessary, additional workshops may be scheduled. The workshop will provide information regarding the submission and requirements for the Funding Continuation process and application.~~

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 3. MQHC Grant Program Funding Continuation Submission/ Review/Award Process**

Rule 5.3.1. The MSDH will prepare a MQHC Grant Program Funding Continuation Application Announcement for submission to the MQHCs. The announcement will provide the application and indicate when due. The Mississippi Department of Health will conduct a Funding Continuation Application workshop for the second state fiscal year of the legislatively authorized program period. However, if necessary, additional workshops may be scheduled. The workshop will provide information regarding the

~~submission and requirements for the Funding Continuation process and application.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.2. To ensure a timely start of MQHC grantee projects, the Funding Continuation Application must be submitted to the MSDH by the deadline identified in the Funding Continuation Announcement to ensure that applications can be reviewed, awards recommendations made by the advisory council, and submission of the council's recommendation to the MSDH.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.3. The Funding Continuation Application must meet the minimum requirements listed in Rule 4.6.3 and in the Funding Continuation Application Announcement.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.4. The Funding Continuation Application will be reviewed to determine if it meets the minimum requirements.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.5. The MSDH may contact applicants for clarification of information presented in the Funding Continuation Application.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.6. Acceptance of a Funding Continuation Application does not obligate the MSDH to award a grant to the applicant.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.7. The MQHC advisory council will meet to vote on the recommended award for each qualifying applicant.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.8. The MQHC advisory council recommendations will be presented to the MSDH.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 5.3.9. The MSDH is not bound by the recommendation of the advisory council. When the MSDH does not follow the recommendation of

the advisory council on the awarding of a grant, the MSDH will place in its minutes reasons for not accepting the advisory council's recommendations and will inform the applicant of the availability of an appeals process.

*SOURCE: Miss. Code Ann. §41-99-5*

## **Chapter 6. Implementation of MQHC Grant Program Projects**

The following guidelines have been designed to ensure compliance with state requirements and to provide instructions to help grantees successfully implement MQHC Grant Program projects.

### **Subchapter 1. MQHC Grant Program Award Notices**

Rule 6.1.1. Grantees will be provided written notices of their approved grant award. ~~Grants for all approved MQHC projects shall be awarded within thirty (30) calendar days from the date the MDH approves the grant.~~

~~The notice will indicate the following:~~

~~Funding has been approved;~~

~~The total amount of funding to be awarded through the contract;~~

~~The contract period; and~~

~~A statement that a formal contract will be forthcoming.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 2. MQHC Grant Program Contract Agreements**

Rule 6.2.1. A MSDH contract agreement will be executed between the MSDH and the grantee for the approved award amount. All grant funds are based on availability of funding. ~~A binding contract agreement must be executed between the MDH and the grantee for the specific grant amount awarded and for the approved project proposed by the grantee. The MDH reserves the right to negotiate the terms of the MQHC grant agreement for any recipient of MQHC Grant Program funding.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.2.2. Funds will be approved for payment in a manner to ensure that should state budget cuts be required funds will be available to institute the cuts. ~~The MQHC Grant contract agreement identifies~~

~~the activities funded, budgeted costs, general terms and conditions, and other pertinent requirements. Grantees should carefully review the contract agreement in order to become familiar with all the terms and conditions contained therein.~~

*SOURCE: Miss. Code Ann. §41-99-5*

~~Rule 6.2.3. The MQHC Grant contract agreement identifies the activities funded, budgeted costs, general terms and conditions, and other pertinent requirements. Grantees should carefully review the contract agreement in order to become familiar with all the terms and conditions contained therein.~~

*SOURCE: Miss. Code Ann. §41-99-5*

~~Rule 6.2.4. To ensure that all monies appropriated for the MQHC Grant Program are expended within the period for each state fiscal year, grantees that fail to return the signed MQHC Grant Program contract agreement to the MDH, Office of Primary Care Liaison, by the time specified will have their grant award redistributed proportionately among the remaining grantees.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 3. Finance**

~~Rule 6.3.1. Centers must use appropriate fiscal controls and accounting procedures to ensure accountability of grant funds. Centers must use appropriate fiscal controls and accounting procedures to ensure the proper disbursement of and accountability for grant funds. The accounting system should reflect all receipts, obligations, revenues, and disbursements of grant funds. Applicants are expected to adequately justify the need for and appropriate use of all grant funds requested and, at the conclusion of the grant period, to adequately show that funds were used as intended. Failure to provide accurate fiscal reporting may result in a request for repayment of funds. All grant records are subject to audit in accordance with the requirements of the contract agreement.~~

*SOURCE: Miss. Code Ann. §41-99-5*

~~Rule 6.3.2. MQHC Grantees may use MQHC Program Grant funds for the following budget line items: personnel, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs (definitions will be provided in the Request for Proposals and Funding Continuation Application instructions).~~

Pursuant to Mississippi Code §41-99-5(3) funds received through the MQHC Grant Program cannot be used for the following:

To supplant federal funds traditionally received by those centers, but can be used to supplement them; or

For land or real estate investments; or

To finance or satisfy any existing debt.

~~Grantees must take into account cost-sharing of other revenue and/or funding sources. The intent for MQHC Grant Program funding is to serve uninsured or medically indigent patients. If funds are used to purchase equipment, supplies, support personnel, or other direct costs, the allowable amount of such costs for the MQHC Grant Program budget should reflect the percentage of users of such equipment, personnel, or other items that are uninsured or medically indigent. For example, if 60% of a physician's patients are uninsured or medically indigent patients, then not more than 60% of the physician's salary is an allowable expenditure under the MQHC Grant Program.~~

~~Grantees are allowed to utilize MQHC Program funds for the following expenditures to provide services, undertake eligible activities, and accomplish the stated objectives of the MQHC Grant Program:~~

~~**Personnel Cost:** Salary for staff providing services for the MQHC Grant Program project.~~

~~**Fringe Benefits:** An employment benefit granted by an employer that involves a money cost without affecting basic wage rates. Only the costs for bona fide retirement programs and employee insurance plans are allowable expenditures for the fringe benefits budget category for the MQHC Grant Program. Insurance plans are limited to health, life, unemployment, and workers' compensation. The fringe benefit amount should be directly proportional to that portion of personnel costs that are allocated for the MQHC project. The fringe benefit percentage for the MQHC budget cannot exceed the current percentage level set by the MDH.~~

~~**Travel:** Travel related expenses for long distance travel (including travel, lodging, registration, training, and meals) incurred for the discharge of duties required to provide the services proposed for the MQHC Grant Program.~~

~~Reimbursement amounts will be based upon the allowance set by state law and the MDH travel rules and regulations.~~

~~**Equipment:** Costs for equipment (durable items) needed by grantee to provide services described for the proposed MQHC project.~~

~~**Supplies:** Costs for supplies (expendable items) needed by grantee to provide services described for the proposed MQHC project.~~

~~**Contractual:** Costs incurred by grantee to obtain needed contractual arrangements to provide services described for the proposed MQHC project.~~

~~**Indirect Costs:** Costs that are not identified with a specific function, activity, or product, but are necessary to the operations of the organization. The amount allowed for indirect costs is subject to the maximum percentage level established by the MDH, Office of Finance and Administration.~~

*SOURCE: Miss. Code Ann. §41-99-5*

### Rule 6.3.3. Requesting Grant Funds

The following applies for requesting payment of MQHC Grant Program funds:

Grantees are to request payment of MQHC Grant Program funds on a monthly basis.

MQHC Grant Program Payment Request Sheets along with supportive documentation must be submitted when requesting payment.

A cover letter requesting the monthly payment signed by the Chief Executive Officer of the center must be submitted with each individual monthly payment request. The letter must be on the grantee's letterhead and must indicate the state fiscal year of the grant, the month for which payment is being requested, and the amount being requested.

No payment request will be approved for grantees with unresolved MQHC Grant Program monitoring findings until the findings are resolved. Grantees must adhere to the following procedure when requesting payment of grant MQHC Grant funds.

Requests for payments cannot be processed prior to MSDH's approval of a MQHC contract agreement between the MSDH and the Mississippi Qualified Health Center. Payments will only be approved for activities for the contract period.

Requests for payments cannot exceed the contract amount.

The final payments requests must be submitted to the MSDH no later than thirty (30) days after the end date of the contract. The contract period will be listed on the contract. Failure to submit the final payment request and all required supportive documentation by this deadline <sup>may</sup> result in the MSDH not being able to process the payment request through our finance department.

Grantees are submit payment requests to the-MSDH by the 15<sup>th</sup> day of the month immediately following the month for which the request is being made (for example, the payment request for the month of October should be received at the MSDH by November 15<sup>th</sup>).

Incomplete and or incorrect payment requests submitted by grantees will not be approved for payment until all deficiencies are corrected. MSDH MQHC Grant program staff will notify grantees when payment requests are incomplete and or incorrect and provide assistance.

Once payment requests are approved by the MSDH Primary Care Office, the payment request is submitted to the MSDH, Office of Finance.

~~The reimbursement payment method will be utilized to allow grantees to receive funds from the MQHC Grant Program on a monthly basis. Grantees must adhere to the following procedure when requesting monthly reimbursements:~~

~~Requests for reimbursement cannot be processed prior to receipt of the grantee's signed MQHC Grant Program contract agreement in the Office of Primary Care Liaison at the MDH. Reimbursement is only available for the current contract period.~~

~~Requests for reimbursement should not exceed budget limits.~~



~~The final reimbursement requests must be submitted to the MDH, Office of Primary Care Liaison, no later than thirty (30) days after the close of the contract. The contract period is July 1<sup>st</sup> through June 30<sup>th</sup>. Failure to submit the final reimbursement request and all required supportive documentation by July 31<sup>st</sup> may result in the MDH not being able to approve the request for payment based on MDH Finance and Administration guidelines.~~

~~It is crucial that grantees adhere to the July 31<sup>st</sup> deadline for submission of any requests for reimbursement and required documentation to allow adequate time for processing prior to the close of the fiscal processing period, which is mid August.~~

~~Grantees must (unless waived by the MDH) submit requests for reimbursement to the MDH, Office of Primary Care Liaison, by the 15<sup>th</sup> day of the month immediately following the month for which the request is being made (i.e. the reimbursement request for the month of October should be received in the Office of Primary Care Liaison by November 15<sup>th</sup>).~~

~~A cover letter requesting reimbursement and signed by the Chief Executive Officer of the center must be submitted each month. The letter must be on the grantee's letterhead and must indicate the state fiscal year of the grant, the month for which reimbursement is being requested, and the amount of the request.~~

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 6.3.4. Supportive Documentation Information

Acceptable forms of supportive documentation to be submitted with payment requests include the following at a minimum:

Personnel: Copies of payroll ledgers, payroll registers, payroll journals, or payroll check stubs must be submitted as supportive documentation when requesting payment for the personnel budget category. Documentation must indicate staff person's name, date of payroll, and payroll amount.

Payment will only be allowed for the staff positions and personnel listed in the approved project budget. The MSDH must be notified of any personnel changes in order for payment to be approved.

Grantees wanting to add a staff position(s) not listed in the approved budget must submit a written correspondence to the MSDH regarding the change, and must justify why an additional staff position(s) is warranted. If adding a new staff position requires adjusting the budget, a MQHC Grant Program Budget Modification Sheet must also be submitted.

Fringe Benefits: Documentation for fringe benefits can be verified by information on pay stubs.

Travel: MQHC Grant Program Travel Sheet, along with proof of travel, hotel billing, registration forms and agendas, must be submitted as documentation for the travel budget category.

Equipment and Supplies: Invoices and receipts are acceptable forms of supportive documentation for equipment and supplies (invoice or receipt must provide billing organization's name, date, listing of items purchased, and amount(s)). All invoices must be billed to grantee.

Contractual: Invoices, receipts, and billing statements may be submitted as documentation for payment request for the contractual items (all documentation must clearly identify the grantee, include date information, billing organization's name, listing or description of services or products provided, and amount(s)).

~~MQHC Grant Program Reimbursement Request Forms, along with supportive documentation, must be submitted when requesting reimbursement. The forms must be completed properly. Acceptable forms of supportive documentation shall include:~~

~~Personnel: Copies of payroll ledgers, payroll registers, payroll journals, or payroll check stubs must be submitted as supportive documentation when requesting reimbursement for the personnel budget category. Documentation must indicate staff person's name, date of payroll, and payroll amount.~~

~~Reimbursement will only be allowed for the staff positions and personnel approved in the grant proposal. The MDH must be notified of any personnel changes for the approved staff position for the MQHC project. Grantees must submit a written correspondence to the MDH regarding the personnel change prior to reimbursement being approved for payment of any personnel expenditure for a staff person not listed in the grant~~

~~proposal. Should changing a staff person require adjusting the budget, a Contract Budget Modification must also be submitted for approval.~~

~~Grantees wanting to add a staff position(s) not listed in the grant proposal must submit a written correspondence to the MDH regarding the change, and must justify why an additional staff position(s) is warranted. If adding a new staff position requires adjusting the budget, a Contract Budget Modification must also be submitted for approval.~~

~~Fringe Benefits: Documentation for all fringe benefit payments must be submitted with the first reimbursement request of each state fiscal year. Documentation for subsequent requests will be verified during the monitoring site visit.~~

~~Travel: MQHC Grant Program Travel Form, along with proof of travel, hotel billing, registration forms and agendas, must be submitted as documentation for the travel budget category.~~

~~Equipment and Supplies: Invoices or Receipts are acceptable forms of supportive documentation for equipment and supplies (invoice or receipt must provide billing organization's name, date, listing of items purchased, and amount). All invoices must be billed to grantee.~~

~~Contractual: Invoices must be submitted as documentation for reimbursement for the contractual budget category (invoices must be billed to grantee, provide date, billing organization's name, listing or description of services provided, and amount).~~

#### Reimbursement Request Approval

~~Incomplete/incorrect reimbursement requests submitted by grantees will not be approved for payment until corrections/adjustments and/or required documentation is submitted to the MDH, Office of Primary Care Liaison. MDH will notify grantees of incomplete/incorrect reimbursement requests and the requirements for correction/adjustments and/or required documentation.~~

~~Once approved by the Office of Primary Care Liaison and the Director of Health Policy and Planning, the payment request for reimbursement will be submitted to the MDH, Office of Finance and Administration.~~

Upon approval by MDH, Office of Finance and Administration, the payment request for reimbursement will be submitted to the State's Department of Finance and Administration for processing checks. Checks will be mailed to grantees.

#### Contract Budget Modifications

Grantees are allowed to request approval to modify the budget of the MQHC Grant Program contract agreement, if the grant award for the grantee has not been exhausted. Re-budgeting between approved budget categories to meet unanticipated requirements must be approved. Requests for the fringe benefits and indirect costs budget categories will not be approved in excess of the maximum percentages allowed by the MDH. Grantees are required to submit the MQHC Grant Program Budget Modification Packet to the MDH, and obtain approval prior to making any changes to the approved MQHC Grant project contract budget. The deadline for requesting approval of a contract budget modification is May 31<sup>st</sup> of each state fiscal year.

MQHC Grantees will be notified in writing by the MDH, Office of Primary Care Liaison, of the approval or denial of the Contract Budget Modification request.

*SOURCE: Miss. Code Ann. §41-99-5*

#### Rule 6.3.5. Contract Budget Modifications

Grantees are allowed to request approval to modify their MQHC Grant program project budget. The budget line items for fringe benefits and indirect costs will not be approved in excess of the maximum percentages allowed by the MSDH. Grantees are required to submit the MQHC Grant Program Budget Modification Packet to the MSDH and obtain approval.

MQHC Grantees will be notified in writing by the MSDH of the approval or denial of the MQHC project budget modification request.

*SOURCE: Miss. Code Ann. §41-99-5*

### **Subchapter 4. MQHC Grant Program Recordkeeping Requirement**

Rule 6.4.1. Grantees shall maintain financial and other records in accordance with the Financial Records and Audits requirements of the MQHC Grant Program contract agreement. Grantees shall maintain

~~financial and other records in accordance with the Financial Records and Audits requirements of the MQHC Grant Program contract agreement.~~

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 5. MQHC Grant Program Monitoring**

Rule 6.5.1. ~~The MSDH has developed a monitoring policy to adhere to the requirement of Mississippi Code §41-99-5(4), which requires that the MSDH develop an audit process to assure that grant monies are used to provide and expand care to the uninsured and medically indigent. The MDH has developed a monitoring policy to adhere to the requirement of Section 4 of Mississippi Code § 41-99-5, which requires that the MDH develop an audit process to assure that grant monies are used to provide and expand care to the uninsured and medically indigent.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.2. ~~Monitoring the progress of the grantees of MQHC Grant funds is an important function of the grantee and the MDH, to ensure that the objectives of the MQHC Grant Program are met. Through monitoring of grantee activities, both grantees and the MDH can demonstrate that funds are being utilized effectively to provide primary health care for uninsured or medically indigent patients.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.3. ~~Grantees will be required to submit a six month progress report as a part of the monitoring requirement. The MDH will mail the six month progress report packet to grantees. Failure to submit a six month progress report constitutes a monitoring finding.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.4. ~~The MSDH will conduct at least one on-site monitoring visit per state fiscal year to one-half of the grantees. The other half of the grantees will have their on-site monitoring visit the next state fiscal year. However an on-site visit for any grantee of the MQHC Grant Program may be conducted if it is considered necessary. The MDH will conduct at conduct at least one on-site monitoring visit per state fiscal year to one-half of the grantees. The other half of the grantees will be required to submit the site visit monitoring report and will have their actual on-site monitoring visit the next state fiscal year. During the monitoring site visit, actual implementation of the~~

~~proposed MQHC Grant project will be verified, grantees' progress will be assessed, and technical assistance will be available. Additional monitoring site visits during the state fiscal year may be conducted if deemed necessary.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.5. During the monitoring site visit, activities related to implementation of the approved MQHC Grant project will be verified, grantees' progress will be assessed, and technical assistance will be available. ~~During the monitoring site visit, actual implementation of the proposed MQHC Grant project will be verified, grantees' progress will be assessed, and technical assistance will be available. Additional monitoring site visits during the state fiscal year may be conducted if deemed necessary.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.6. Grantees will be notified in writing of the results of the monitoring site visit, of any monitoring findings, and the requirements for corrective actions if any. ~~Grantees will be notified in writing of the results of the monitoring site visit, of any monitoring findings, and the requirements of corrective actions.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.7. Grantees are required to submit a corrective action plan to the MSDH by the due date indicated. The corrective action plan must include a timeline. ~~Grantees are required to submit a corrective plan of action to the MDH within fifteen (15) calendar days of the date of the notice from the MDH of any monitoring findings. The corrective plan of action must include an implementation date.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.8. If necessary, the MSDH will conduct follow-up site visits to verify correction of monitoring findings. ~~If necessary, the MDH will conduct follow-up review to verify implementation of corrective plans of action.~~

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.5.9. ~~Failure of a grantee to address any monitoring findings will result in a violation of the minimum requirements for consideration of future proposals/applications for the MQHC Grant Program.~~

*SOURCE: Miss. Code Ann. §41-99-5*

## **Subchapter 6. MQHC Grant Program Project Closeout Reports**

Rule 6.6.1. Mississippi Code §41-99-5(5c) requires each grantee to submit a yearly report to the MSDH detailing the number of additional uninsured and medically indigent patients cared for, and the types of services provided. The MSDH has developed a Mississippi Qualified Health Center Grant Program closeout report to meet this legislative directive. Mississippi Code § 41-99-5 Section 5 (c) requires each grantee to submit a yearly report to the MDH detailing the number of additional uninsured and medically indigent patients cared for, and the types of services provided. The MDH has developed a Mississippi Qualified Health Center Grant Program project close out packet to meet this legislative directive.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.6.2. Grantees should establish information tracking mechanisms at the beginning of the grant period to ensure that project related information is accurate and can be captured throughout each grant budget cycle. Self-monitoring of the MQHC project's progress and outcomes are an equally important activity for MQHC Grantees. Information tracking mechanisms should be established at the beginning of the grant period, so that information is consistently collected throughout the life of the grant project. Not only is this tracking valuable for reporting purposes to the MDH, but it also allows the grantee to evaluate if its project is meeting the grantee's individual MQHC program goals.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.6.3. The project close out packet provides information regarding the achievement of the legislative objectives of the MQHC Grant program and also helps to ensure that all applicable administrative actions and all listed activities of the grantee's MQHC project have been completed in accordance with the grant proposal and contract agreement.

*SOURCE: Miss. Code Ann. §41-99-5*

Rule 6.6.4. The MSDH will provide grantees with the MQHC Grant Program closeout report. The MDH will mail two (2) MQHC Grant Program project close out packets to all grantees. Grantees will provide information regarding MQHC Utilization Assessment, the actual accomplishments of the project (in terms of the service area, scope of services provided, and target population served), patient

~~information data, certification regarding cash balance, and final budget information.~~

*SOURCE: Miss. Code Ann. §41-99-5*

~~Rule 6.6.5. Two (2) MQHC Grant Program project close-out packets bearing the original signatures (in blue ink) of grantee's Chief Executive Officer are due in the Office of Primary Care Liaison at the MDH by the indicated due date.~~

*SOURCE: Miss. Code Ann. §41-99-5*

~~Rule 6.6.6. Failure of a grantee to submit complete project closeout packets to the MDH will result in a violation of the minimum requirements for consideration of future proposals/applications for the MQHC Grant Program.~~

*SOURCE: Miss. Code Ann. §41-99-5*