

## **Application for Ontario Ministry of Health and Long-Term Care Primary Health Care Transition Fund Capital Grants**

### **1. Background**

The Ontario Ministry of Health and Long-Term Care (MOHLTC) invites applications from interested proponents for capital grants under the Primary Health Care Transition Fund (PHCTF).

Capital grants are available to assist with one-time costs associated with primary health care practitioners integrating into inter-disciplinary primary care models.

The total amount of funding available for this grant process is approximately \$13 million.

### **2. Introduction**

The Primary Health Care Transition Fund is an investment by the Government of Canada to support transitional costs of implementing primary health care renewal initiatives across the nation. In keeping with the federal government's objectives, Ontario's vision for the PHCTF is to ensure that there is flexibility in payment and delivery models for primary health care while ensuring that the goals of primary health care renewal are met. The goals are:

- Improved access to primary health care
- Improved quality and continuity of primary health care
- Increased patient and provider satisfaction and
- Increased cost-effectiveness of primary health care services

This application concerns projects to be funded from Ontario's share of the **Provincial/Territorial Envelope** and is specifically related to capital expenditures.

### **3. Capital Grants Programs Goals and Categories**

The goal of the Capital grants program is to provide access to funds addressing one-time minor capital costs associated with the integration of primary health care practitioners into inter-disciplinary primary care models.

The potential costs covered by this program are defined broadly as "one-time transitional costs", in order to be responsive to the needs of primary health care practitioners.

Funds from the Capital Grants Program may be used to offset costs relating to the following categories:

- **Equipment** in order to address costs arising from co-location of inter-disciplinary primary health care providers

- **Furnishings** in order to offset costs arising from co-location of inter-disciplinary primary health care providers or the need for more furnishings associated with clinical practice(s).
- **Renovations to owned property** in order to address costs arising from co-location of inter-disciplinary primary health care providers or the need for more physical space due to clinical assessment needs.
- **Leasehold improvements** arising from co-location of inter-disciplinary primary health care providers or the need for more physical space due to clinical needs.

#### 4. Eligibility

Those who are invited to apply are:

- Primary health care teams of providers that are involved in primary health care service delivery models such as Family Health Networks (FHNs), Family Health Groups (FHGs), Health Service Organisations (HSOs), Community Sponsored Contracts (CSCs), Northern Group Funding Projects (NGFPs) and Primary Care Networks (PCNs).
- Primary health care teams of providers that are making a transition towards a Ministry recognised primary health care service delivery model such as Family Health Networks (FHNs), Family Health Groups (FHGs), Health Service Organisations (HSOs), Community Sponsored Contracts (CSCs), Northern Group Funding Projects (NGFPs) and Primary Care Networks (PCNs).

#### 5. General Requirements

The application should include:

##### Historical Information

- The date the primary health care model came into existence
- The identification of previously submitted requests or proposals for PHCTF funding

##### Application Summary

- Provide the name and contact information for the application
- Provide the name and contact information for any organizations / entities involved in the project
- Provide a one page executive summary of the application

##### Project Description

The application should briefly and generally describe the proposed project in narrative form by:

- Outlining the current practice situation, highlighting the barriers to collaborative, inter-disciplinary primary health care
- Describe how the proposal will facilitate integration of primary health care service providers into inter-disciplinary/group practice through one-time capital grants for co-location or through technological interfacing
- Describe the need for one-time minor capital funding and the impact of the proposal on service delivery or appropriateness of services

### Project Specifications

The application should provide supporting information for **all relevant points as specified in the following Grant Categories:**

## **6. Grant Categories**

### **Equipment**

The initial needs assessment for equipment should include:

- an evaluation of the continued use and life expectancy/obsolescence of existing equipment
- equipment deficiencies that inhibit or act as barriers to increasing collaborative practice

The proposal should outline how the new equipment will enable the applicant to enhance collaboration among participating providers and how these changes will improve collaboration among providers.

The equipment component should include:

- the location, type and quantity of equipment required
- a description of how additional equipment will bring forth new functions or services
- a description of the impact of additional equipment on the expansion of existing functions or services
- an explanation of why replacement/additional equipment is required

### **Furnishings**

The initial needs assessment for furnishing requirements should include:

- an evaluation of the continued use and life expectancy of existing furnishings
- an assessment of existing furnishings looking at staffing requirements, clinical needs relating to furnishings
- furnishings deficiencies and how they act as barriers to collaborative practice

The furnishing requirements should include:

- a description of the proposed furnishings and rationale
- an updated space assessment based on the proposed new furnishings and/or clinical needs relating to furnishings (such as more chairs for larger waiting areas)
- the identification of how the furnishings will facilitate the required clinical and operational needs relating to the enhancement of inter-disciplinary care and service delivery

### **Renovations to owned property**

The initial needs assessment for physical space requirements should include:

- an evaluation of the continued use and life expectancy of existing buildings
- the viability of renovations to existing buildings
- an assessment of existing space looking at staffing requirements, clinical needs relating to space (such as larger waiting areas), functional relationships, physical environment, location and amenities (such as access to public transit)
- space and/or location deficiencies and how they act as barriers to collaborative practice

The renovation requirements should include:

- a description of the proposed renovations and/or physical modifications and rationale
- an updated space assessment based on the proposed new staffing and/or clinical needs relating to space (such as larger waiting areas)
- the identification of how the renovations will facilitate the required clinical and operational needs relating to the enhancement of inter-disciplinary care and service delivery

### **Leasehold Improvements**

The initial needs assessment for leasehold improvement requirements should include:

- an assessment of existing space looking at staffing requirements, clinical needs relating to space, functional relationships, physical environment
- space and/or location deficiencies and how they act as barriers to collaborative practice

The leasehold improvement requirements should include:

- a description of the proposed leasehold improvements
- an updated space assessment based on the proposed new staffing and/or clinical needs relating to space
- the identification of how the leasehold improvements will facilitate the required clinical and operational needs relating to the enhancement of inter-disciplinary care and service delivery

Applications in this category should specify:

- the terms of the lease
- the funding request amount for the leasehold improvement, and
- the useful life of the leasehold improvement

## **7. Budget and Budget Justification**

The budget for the project should be outlined using the template in Appendix A.

The application should identify the total capital funding being requested, and identify any potential offsets such as the sale of out-moded or unnecessary equipment/technology, trade-ins, contributions negotiated with landlord, etc.

- A cost justification should be included in order to substantiate associated costs and outline any potential savings and/or operational efficiencies resulting from the one-time investment.

### Examples of Costs Eligible for Funding

- Furnishings
- Renovations
- Leasehold improvements
- New equipment to enhance services and inter-disciplinary care

### Examples of Costs Not Eligible for Funding

- Purchasing of buildings or other major capital ventures
- Operational expenses (including salaries)
- Training/Orientation sessions
- Assessment or Feasibility studies
- Additions to building's structure

## **8. Assessment of Applications**

When assessing applications, the Ministry will consider the equitable and regional distribution of funding to eligible applications in Ontario. We will look for varied and innovative approaches that will facilitate movement of primary health care practitioners into primary care models.

Applications will be reviewed for their clarity, concrete outcomes, level of co-ordination and integration with other Primary Health Care providers, direct benefits to the providers involved and their patients, and the overall ability of the project to contribute to primary care health renewal and improve access to a broad range of primary care providers and services.

Priority will be given to applications that are making the transition to inter-disciplinary primary care practice in a Ministry-recognised Primary Care Model.

Special consideration will be given to Ministry-funded projects (e.g., Primary Care Nurse Practitioner projects and PHCTF projects funded in 02/03), as long as these capital expenditures were not incurred more than six months before the issuance date of these Capital Grants Application Guidelines.

Other assessment criteria include one or more of the following:

- Feasibility and suitability of the proposed physical changes as it relates to service delivery.
- Time required for the completion of the proposed project, based on all relevant factors. All projects are to be completed by March 31, 2006.
- Cost efficiency (best alternative option)
- Enhancement of collaborative primary health care initiatives
- Compliance with PHCTF Goals and Objectives
- Size of the capital expenditure
- Net ongoing operating savings (if any)

Not all projects will be funded or receive the full amount requested.

Successful applicants may be required to purchase all supplies, equipment and services through a competitive process in order to ensure the best value for funds expended.

The Ministry may issue capital application guidelines again in the future, depending on the response to this process and allocations of capital grants.

## **10. Application Checklist**

The application should provide a concise description of the request and the underlying rationale. The application should include the following components:

- Historical Information
- Application Summary
- Project Description
- Project Specifications related to the relevant grant categories
- Budget (Appendix A) and Budget Justification

## **11. Application Logistics**

Electronic applications must be followed up with hard copies. Submit electronic versions in Microsoft Word, or PDF format to:

PHCTF@moh.gov.on.ca

Six (6) copies of your application should be forwarded to the following address:

PHCTF Project  
Ministry of Health and Long-Term Care  
Primary Health Care Transition Fund Project Unit

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Alternative Payment Programs Branch  
5700 Yonge Street, 3<sup>rd</sup> Floor  
North York, ON M2M 4K5  
Fax: 416-327-9427  
Phone: 416-314-5931

The deadline for electronic and mailed copies of applications for capital grants is Friday, October 31, 2003 at 4.00 p.m., Eastern time.