**Section 590.130 Application for Grants**

a) Applications shall be in writing and describe the applicant's proposed methods to achieve the goals specified in the Department's request for proposals (see Section 590.120).

b) Applicants will have 60 calendar days to submit applications for grant funding. The 60-calendar-day timeframe begins on the publication date of the notice. Applications received after the 60-calendar-day timeframe will not be processed and reviewed.

c) Applications shall be in two formats – one for new projects and one for the subsequent years of a continuing project.

1) New project applications shall include:

A) The legal name of the applicant;

B) The name and title of all of the applicant's officers and managers;

C) The applicant's legal address and telephone number;

D) A general description of the applicant, including its business and business experience;

E) The project director's name, phone number and e-mail address;

F) A detailed description of the project for which grant funds are requested, including a summary statement of the applicant's plan of action to address the goals described in the Department's request for proposals;

G) A description of the geographic area or special population group to be served by the applicant's project, a statement of the special needs of the area or group (e.g., lack of health care providers, high incidence of disease, economic barriers to care) and an explanation of the manner in which the proposed project would meet those needs;

H) A statement of objective, measurable and relevant objectives the applicant proposes to achieve in the first year of the project as well as its longer term goals, including appropriate measuring metrics together with proposed objective measurement criteria;

I) A detailed work plan and time table for achievement of the objectives;

J) An evaluation plan that will document the project's progress in meeting the particular needs of the geographic area or special population group described in subsection (c)(1)(G);

K) A description of the medical student or resident involvement in the project, including numbers participating, level of training, amount of academic time involved, medical supervision, and whether involvement will be a required or an optional experience for the student or resident;

L) A description of the educational benefits the project would offer students or residents, which would not be available to them without the project;

M) A detailed description of the project's relationship to other activities and goals of the school or the residency program;

N) A detailed budget with narrative explanation of the request, including cost estimates of developing, constructing, operating or completing the project; and

O) For residency program applicants, a summary report, for the most recent five-year period, of the percentage of its graduates who have established practices in HPSAs in Illinois and, if available, a count of those who have established practices in underserved areas of Illinois.

2) Continuing project applications shall include:

A) The legal name of the applicant;

B) The name and title of the applicant's chief officers and key employees;

C) The applicant's legal address and telephone number;

D) A general description of the applicant, including its business and business experience;

E) A detailed, comprehensive, and objective progress report on the prior project year's activities, including accomplishments in meeting all stated objectives, impact on the needs of the area or population group served, amount of student and/or resident involvement, and educational benefits achieved;

F) A summary statement of all changes in the plan of action;

G) A description of all changes in the geographic area being served;

H) A detailed statement of objective measurable deliverables for the new project year, measured with previously identified metrics;

I) A detailed and comprehensive work plan and timetable to meet each of the objectives;

J) An evaluation plan for the new objectives, including appropriate metrics;

K) A detailed and comprehensive budget with a narrative description, including cost estimates of developing, constructing, operating or completing the project; and

L) For residency program applicants, a report on the practice locations of the most recent graduates.

(Source: Amended at 44 Ill. Reg. 20074, effective December 9, 2020)