



**COMMUNITY CARE
NETWORK OF KANSAS**
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SFY 2021 CAPITAL INVESTMENT GRANT (CIG) PROGRAM

Request for Proposals (RFP)

**Community Care Network of Kansas
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INTRODUCTION

As part of the State Fiscal Year (SFY) 2021 funding to community-based primary care clinic grantees, \$500,000 is available through the Capital Investment Grant (CIG) program. The legislature allocated funds for the first time in 2008, specifically to enhance the infrastructure of community clinics serving underserved Kansans. Due to the rapid growth of the number of patients served by these clinics, the legislature understood the continuing increase in patients could not be maintained without some investments in facilities, workforce and knowledge base. The primary purpose of this grant program, therefore, is to achieve the Legislature's goal: **to increase the capacity of community clinics so that more underserved Kansans have access to and receive quality healthcare services.**

GENERAL PURPOSE

Through the CIG program, the network of clinics providing primary health and primary dental care to underserved Kansans is strengthened. A successful CIG project will achieve at least one of the following objectives:

- Increase the ability of clinics to open a school-based health clinic in communities with high need and little or no access to care; and/or,
- Increase physical capacity of existing clinic sites to provide quality comprehensive healthcare services for a larger number of underserved people than is currently served; and/or,
- Increase the ability of clinics to open satellite or new sites in communities with high need and little or no access to care; and/or,
- Improve the quality of care provided at the clinics; and/or
- Increase the ability of the organization to provide telehealth services

WHO SHOULD APPLY

Organizations receiving SFY 21 Community-Based Primary Care Clinic Grants through the Kansas Department of Health and Environment are eligible to complete the intent to apply form and a full grant proposal.

Organizations receiving SFY 21 Community-Based Primary Care Clinic Grants through the Kansas Department of Health and Environment are eligible to apply. Please complete the Intent to Apply form.

FUNDING

The CIG program is a competitive funding process. Based on the number of applications received and levels of funding requested. It is possible that not all applications will receive funding. Additionally, some projects may be partially funded.

WHEN TO APPLY

Intent to Apply Form Due

June 14, 2020, 11:59 p.m.

Full Application

July 12, 2020 11:59 p.m.

Two Tiers

Tier 1 (\$5,000 - \$19,999)

Tier 2 (\$20,000 – 40,000)

Grant Term

Oct. 1, 2020 – Jun 30, 2021

Where to Apply

[Intent to Apply](#)

[Grant Application link](#)

Refer to the

FREQUENTLY ASKED

QUESTIONS sections of
the website or contact

Kari Parker,

kparker@communitycareks.org

before submitting your
application.



The SFY 2021 CIG program will allow applicants to choose between two tiers of grant opportunities:

- Tier One: mini-grants of \$5,000 – \$19,999; or
- Tier Two: major grants of \$20,000 – \$40,000

❖ ***Applicants may only apply for one tier.***

A dollar to grant dollar match is required. *State funding or equipment purchased with state funds may not be utilized as matching funds for the purposes of this grant application. Documentation of matching funds must be provided within 60 days prior to the application deadline.*

WHAT IS FUNDED

- School-based health clinic, startup or expansion; and/or
- Building renovations/expansions; and/or
- New building construction; and/or
- Health information technology (HIT); and/or
- Equipment

FUNDING CRITERIA

Strong applications will leverage CIG funds in a manner that best achieves the Legislative goals. This funding does not support the entirety of a major capital infrastructure development. *The intent is to augment other capital resources.*

- Applicants must include how the proposed project demonstrates increased access to care.
- Applicants must report the number of existing or new patients who will have improved access to care, and how.

School-Based Health Clinic includes:

- Bricks and mortar and/or mobile health clinic on wheels
 - If a bricks and mortar renovation and/or expansion is planned with a projected minimum cost of \$20,000, applicant must either own the building or have a minimum three year lease at time of application
- Services to establish or expand the capacity of an existing school-based clinic
- Renovations and expansions should improve capacity of the school-based clinic and/or
- Improve the quality of care provided to students

Building Renovations and/or expansion includes:

- Materials and services to expand the capacity of the existing clinic site;
- Renovations and/or expansions should improve the capacity of the clinic and/or improve the quality of healthcare provided to patients
 - If a bricks and mortar renovation and/or expansion is planned with a projected minimum cost of \$20,000, applicant must either own the building or have a minimum three year lease at time of application



New Building includes:

- Materials and services to establish a new clinic site
- New construction must demonstrate an increase to access, improvement of capacity and/or quality of care for patients.

Health Information Technology (HIT) includes:

- Establishment or enhancement of a clinic electronic health/dental record, practice management system; and/or
- HIT infrastructure

Equipment includes:

- Furniture and machinery that would enhance an existing or new clinic space
 - E.g. exam tables, X-ray machine, waiting room chairs, back-up generator, refrigerator for stock vaccines, etc.

Supplies include:

- Items which commonly have a shorter life span in use than equipment and machines and which are stocked for recurring usage.
 - **Supplies allowed *only* if directly related to equipment purchased through CIG. Supplies are not allowed for general clinic operation.**

REPORTING REQUIREMENTS

Financial reports listing project expenses (CIG and matching funds), a brief narrative report on project progress, and copies of all invoices paid by CIG and matching funds, in whole or in part, must be submitted to Kari Parker kparker@communitycareks.org. Reports are due according to the following schedule:

- April 10, 2021 for the period November 1, 2020 – February 28, 2021
- July 10, 2021 for the period March 1, 2021 – June 30, 2021

Community Care compiles all grant reports and submits to KDHE for review on a quarterly basis. Reports must be submitted by grantee due dates in order to allow turnaround time for aggregate report to the State.

- ❖ **Failure to submit complete and accurate reports with required documentation on time could result in a grantee losing eligibility for funding during the next grant cycle.**

DISBURSEMENT OF GRANT FUNDS

Award period for SFY 21 CIG program is November 1, 2020 through June 30, 2021. Community Care will disperse 75% of CIG funding to awardees upon receipt of the fully executed Memorandum of Agreement (MOA), ***contingent upon Community Care's receipt of full CIG funding from KDHE***. Community Care will disperse the remaining 25% of CIG funding to awardees upon approval of the final CIG grant report documenting 100% expenditure or encumbrance of CIG and matching funds. Funding not expended or encumbered before June 30, 2021 must be returned to Community Care Network of Kansas.



ANTICIPATED TIMELINE

July 17	Release of CIG RFP
July 24	Mandatory Technical Assistance Webinar
August 2	Intent to Apply Complete
September 7	Full Application Due
October 9	Announce Grantees
February 4	Mandatory Post Award Reporting TA Webinar
March 10	First Quarter Report Due
July 10	Final Report Due

APPLICATION INSTRUCTIONS

Intent to Apply Form

Organizations intending to apply for the SFY 21 Capital Investment Grant must complete the intent to apply form. The intent to apply form is designed to give Community Care an indication of how many applications will be received, the intended funding levels and types of projects. The Intent to Apply Form must be completed by 11:59 August 2, 2020.

Grant Application

The Capital Investment Grant application is due online <https://bit.ly/2ZAHjsQ> by 11:59 p.m. Monday, September 7, 2020. A complete application consists of several components.

- Executive Summary (1 page single spaced)
- Project Need (up to 2 pages single spaced)
 - Response to need: must be tied to organization's strategic plan
 - Population affected
- Project description (up to 4 pages single spaced)
 - Describe planned CIG project
 - Additional details of the project and how it responds to the need of the organization
 - Describe how the project is linked to the organization's strategic plan
- Impact (Max of 2 pages single spaced)
- Line Item Budget Form (signed and dated)
- Line Item budget narrative (up to 2 pages single spaced)
- Certification of Matching Funds (signed and dated)
- Certification of In-Kind Contributions (signed and dated)
- Project Work Plan
- Supplemental documentation
 - i.e. financial statements, letters of credit, floor plans, lease agreements, supply/equipment bid, contractor bids, etc.



Executive Summary

The Executive Summary is limited to one page single spaced, 12 point font, and must include the following information:

- Organization's mission and vision statement, and current services provided
- Brief summary of the planned CIG project, including the geographic area that will benefit
- Total project cost, including matching funds applied to the project and requested grant funds

Project Narrative

The Project Narrative is limited to a total of eight pages single spaced, 12 point font. Each section of the Project Narrative has its own page limit. **Reviewers will not score information beyond the page limit in each section of the Project Narrative.** The Project Narrative will address the following criteria:

Project Need – 15 points possible, (limit 2 pages, single spaced, 12 point font):

1. Explain the most relevant reasons this capital project is needed. This should be supported by referencing the applicant's current strategic plan, and other supporting/planning data as available and applicable.
 - a. **School-Based Health Center:** Describe why the project is needed in order to increase capacity to serve more students and/or improve the quality of care provided to students;
 - b. **Facility Expansion:** Describe the current facility and explain why it is not currently adequate. Include square footage, number of exam rooms, staffing levels, and additional information to demonstrate that the current structure is not adequate to expand current capacity and/or improve existing patient quality of care;
 - c. **Facility Construction/Renovation** (does not include expansion): Describe current facility and why it is not currently adequate. Include square footage, number of exam rooms, staffing levels, and additional information to demonstrate current structure is not adequate to expand current capacity;
 - d. **Health Information Technology:** Describe why project is needed in order to increase capacity to serve more patients and/or improve the quality of healthcare provided;
 - e. **Equipment:** Describe why the project is needed to increase capacity to serve more patients and/or improve the quality of care provided to patients.

Project Description

Planned Project - 30 points possible (limit 3 pages, single spaced, 12 point font)

Describe the planned CIG project and demonstrate how it is appropriate and responsive to the needs identified in the previous section. This must address the following:

1. School-Based Project
 - a. Describe planned project
 - b. Describe additional details of the project i.e. services to be provided, school districts and/or schools that will be reached through this project
 - c. Recent recruitment success and/or how current providers will staff the clinic
2. Facility Expansion
 - a. Total number of square feet to be added to facility
 - b. Number, size and type of rooms to added
 - c. If the expansion includes additional exam rooms/dental operatory describe recent recruitment success and/or how current providers will staff the expansion.
3. **Facility Construction/Renovation**



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- a. Provide a detailed description of the planned facility when completed and how the new site will increase capacity or improve healthcare access
- b. If the new building includes additional exam rooms, describe recent recruitment successes and/or plans for recruiting additional providers to staff the expansion
4. Health Information Technology
 - a. Describe the advantages of the planned health information technology infrastructure as compared to the current infrastructure and how the technology will improve the capacity or quality of care provided.
5. Equipment Project
 - a. Describe the advantages of the planned additional equipment and how the new equipment will improve the quality of care provided.

IMPACT

Population impacted – 10 points possible (limit of 3 pages, single spaced, 12 point font)

1. Describe the number of unduplicated patients served in 2019, the number of new patients that will be served, and/or how the quality of care will be improved as a result of this project. *The number of patients stated in 2019 should match the number reported to Community Care's Quality Reporting System (QRS)/Federal Uniform Data System (UDS).* . This should include both community-wide and current patient data that clearly describe the population who will benefit from expanded, diversified and/or improved services. Data should include poverty level, insurance status, social determinants, sources of other available healthcare services available to the targeted population, and other relevant data. **As you demonstrate the impact of the project, describe how you quantify the projections.**
2. Describe how the planned CIG project will result in meeting the Kansas Legislature's goal: To increase the capacity of the safety net so that more underserved Kansans have access to and receive quality healthcare services.

LINE ITEM BUDGET

Line Item Budget - 10 Points Possible (Attachment B)

- The Line-Item Budget will document the project cost;
- Include the total cost of the planned project on the line item budget to develop a clear picture of the scope of work; and
- Any donated/contributed services and materials should be listed **at fair market value**. All donated/contributed services and materials must be from June 1, 2020 through the grant period; and
- All matching funds must be documented on either the Certification of Cash Matching Funds (Attachment C) or the Certification of In-Kind Contributions (Attachment D); and
- Supplemental documentation must also be submitted for matching funds.

State funds may not be used as cash match; likewise, materials and equipment purchased with state funds may not be used as matching local contributions.



Personnel

1. In-kind staff contributions are confined to staff that are “project coordinators” of the CIG project and must be limited to the amount of time specifically devoted to the CIG project (max of .25FTE). Costs for other staff (such as CFO, CEO, etc.) are not allowable as a match requirement. The existing position title must be indicated in the Cost Category column as Existing Personnel. The total of all In-kind personnel matching funds may not exceed .25 FTE. The position’s sum of dedicated salary and fringe benefits for the project will be entered on the respective row in the Matching Funds column. In-kind staff contributions must also be documented on the Certification of In-Kind Contributions (Attachment D). The Certification of In-Kind Contributions must be completed, signed, and dated.
2. Volunteers may contribute to local support, specifically for the duration of the CIG project, as an in-kind contribution. Indicate the volunteer position title in the cost category column as new personnel. Enter the position equivalent sum of salary and fringe benefits for the project on the respective matching funds column. Total in-kind volunteer may not exceed .25 FTE.
1. Staff hired by applicant specifically for the duration of the CIG project may be financed through the CIG project. The hired position title must be indicated in the Cost Category column as New Personnel. The position’s sum of salary and fringe benefits for the project period must be entered on the respective row in the Grant Funds column.

Contracts

1. Contractors (e.g., architects, builders, IT consultants, etc.) hired by the applicant may be financed through the CIG project. The contractor’s name will be entered in the Cost Category column as Contractual. The cost of the contractor’s work is to be entered in the Grant Funds column on the respective row.
2. Contractors may also donate their time to the project as an in-kind contribution. The contractor’s name will be entered in the Cost Category column as Contractual. The cost of the contractor’s work that is contributed is to be entered in the Matching Funds column on the respective row.

Equipment

1. Equipment purchased for the project may be financed through the CIG fund. Enter the type of equipment in the Cost Category column as Equipment. Enter the cost of the equipment in the appropriate Grant funds column on the respective row. If appropriate and in the best interest of the applicant, clinics are encouraged to utilize group purchasing options, such as Community Health Ventures, for equipment cost estimates and purchase. Indicate which group purchasing arrangement, if any, provided a bid(s) for the CIG project. ***Include all estimated discounts and vendor reductions.***
2. Donated equipment may be used as an in-kind contribution as long as it was donated between June 1, 2020 and the end of the grant period. List donated equipment in the Cost Category column as Equipment. Enter the reasonable value of the equipment in the Matching Funds column on the respective row.



Supplies

1. Supplies may be funded if they are directly related to equipment purchased through CIG. List supplies in the Cost Category column as Supplies. Enter the cost of the supplies in the Grant Funds column on the respective row. If appropriate and in the best interest of the applicant, clinics are encouraged to utilize group purchasing options, such as Community Health Ventures, for supply cost estimates and purchase. Indicate which group purchasing arrangement, if any, provided a bid(s) for the CIG project. **Include all estimated discounts and vendor reductions.**
2. Supplies directly related to the CIG project and donated between June 1, 2020 and the end of the grant period may be used as an in-kind contribution. Enter the supplies in the Cost Category column as Supplies. Enter the reasonable value of the donated supplies in the Matching Funds column on the respective row.

Miscellaneous

1. Items that cannot be classified in the previous categories should be listed in the Cost Category column as Miscellaneous. Document the cost of each item in the Grant Funds column on the respective row. (If miscellaneous items are used for matching funds, documentation must be dated between June 1, 2020 and the end of the project date.) **Include all estimated discounts and vendor reductions.**
2. Some items may be donated as an in-kind contribution **if they are directly related to the proposed CIG project.** List these items in the Cost Category column as Miscellaneous. Document the reasonable cost of each donated item in the Matching Funds column on the respective row.

Budget Narrative

Budget narrative 10 Points Possible (up to 2 pages single spaced)

Personnel

The narrative of the Personnel budget must include the following for each position:

- The description of the employee's responsibilities;
- A list of fringe benefits that will be paid to the employee during the project period.

Contractual

The narrative of the Contractual budget must include the following for each contractor:

- An explanation of the need for outsourcing the work;
- A description of the contractor's qualifications; and
- Disclosure of relationship/affiliation to the contractor, e.g. board member; and
- Documentation of a formal bid/estimate (if contractor's work is listed as grant funds or matching funds).

Equipment

The narrative of the Equipment budget must include the following for each item listed:

- Full description of the equipment;
- Documentation of a formal bid/estimate (if equipment is listed as grant funds). If only one bid or estimate is obtained, provide an explanation of why only one bid or estimate could be obtained; and
- Documentation of a formal receipt or purchase order (if equipment is for matching funds documentation must be dated on/after June 1, 2020).



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Supplies

The narrative of the Supplies budget must include the following for each item listed:

- Full description of the supplies;
- Documentation of formal bid/estimate (if supplies are listed as grant funds). If only one bid or estimate is obtained, provide an explanation of why only one bid or estimate could be obtained; and
- Documentation of a formal receipt or purchase order (if supplies are for matching funds, documentation must be dated on/after June 1, 2020).

Miscellaneous

The narrative of the Miscellaneous budget must include the following for each item listed:

- Full description of the item;
- Documentation of formal bid/estimate (if miscellaneous items listed are as grant funds). If only one bid or estimate is obtained, provide an explanation of why only one bid or estimate could be obtained; and
- Documentation of a formal receipt or purchase order (if miscellaneous items are for matching funds, they must be dated on/after June 1, 2020).

WORK PLAN

The Project Work plan (Attachment E) must include each project activity in detail so that the main project activities and anticipated activity completion date are clearly outlined. **The work plan must demonstrate that the project will have progressed far enough so that all CIG funds and matching funds are 100% expended and/or encumbered by June 30, 2021.**