



**COMMUNITY CARE  
NETWORK OF KANSAS**  
Health. Equity. Justice.

**SFY 2023 CAPITAL INVESTMENT GRANT (CIG) PROGRAM**  
**Request for Proposals (RFP)**

**Community Care Network of Kansas**  
**Contact: Kari Parker**  
**700 SW Jackson St. Ste. 600**  
**Topeka, KS 66603**  
**(785) 233-8483**  
**[kparker@communitycareks.org](mailto:kparker@communitycareks.org)**

Contents

Where to Apply..... 3

**INTRODUCTION..... 3**

**GENERAL PURPOSE..... 3**

**ELIGIBILITY..... 3**

**FUNDING..... 4**

**WHAT IS FUNDED..... 4**

**FUNDING CRITERIA..... 4**

**REPORTING REQUIREMENTS..... 4**

**DISBURSEMENT OF GRANT FUNDS..... 5**

**Background Information..... 5**

**Population impacted..... 5**

**Project..... 5**

**LINE ITEM BUDGET..... 8**

**Line Item Budget - (Attachment B)..... 8**

**Personnel..... 8**

**Contractor..... 9**

**Equipment..... 9**

**Supplies..... 9**

**Remote Patient Monitoring Supplies..... 10**

**Miscellaneous..... 10**

**Budget Narrative..... 10**

**Budget narrative (up to 3 pages single spaced)..... 10**

**Personnel..... 10**

**Contractual..... 10**

**Equipment..... 11**

**Supplies..... 11**

**Miscellaneous..... 11**

**WORK PLAN..... 11**

**Project Work Plan - (Attachment E)..... 11**

**Points..... 12**

## INTRODUCTION

As part of the State Fiscal Year (SFY) 2023 funding to community-based primary care clinic grantees, \$500,000 is available through the Capital Investment Grant (CIG) program. The legislature began allocating funds 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 community clinics providing primary, dental, and behavioral health 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 and/or
- Increase the ability of clinics to acquire a mobile unit to provide quality comprehensive healthcare services for a larger number of underserved people than is currently served within a bricks and mortar facility.

## ELIGIBILITY

Organizations receiving SFY 23 Community Based Primary Care Clinic (CBPCC) Grants through the Kansas Department of Health and Environment are eligible to complete the required intent to apply form and submit a full grant proposal.

## WHEN TO APPLY

### Intent to Apply Form Due

August 23, 2022 11:45 p.m.

### Full Application

September 20, 2022 11:45 p.m.

### Two Tiers

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

Tier 2 (\$20,000 – 40,000)

### Grant Term

November 1, 2022 –  
June 30, 2023

### Where to Apply

Intent to Apply

Grant Application link

### Questions?

Contact Kari Parker,  
[kparker@communitycareks.org](mailto:kparker@communitycareks.org)  
before submitting your  
application.

## 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, and some projects may be partially funded. Applications will be reviewed and scored based upon criteria set forth in the following pages of this RFP.

The SFY 2023 CIG program will allow applicants to choose between two tiers of grant opportunities:

- Tier One: mini-grants of \$5,000 – \$19,999
- 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.**

## WHAT IS FUNDED

- School-Based health clinic, startup or expansion
- Building renovation
- Building expansion
- New building construction
- Health information technology (HIT)
- Equipment
- Telehealth
- Mobile unit

## FUNDING CRITERIA

Applications will leverage CIG funds in a manner that best achieves the Legislative goal. This funding does not support the entirety of a major capital infrastructure development. *The intent is to augment with 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. (It is understood that these numbers may be projected, but applicants must describe how those numbers will be achieved.)

## 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 online with the required documentation. Reports are due according to the following schedule:

- April 10, 2023 for the period November 1, 2022 – March 31, 2023
- June 30, 2023 for the period March 31, 2023 – June 30, 2023

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 23 CIG program is November 1, 2022 through June 30, 2023 and is contingent upon Community Care receiving full funding from KDHE. Community Care will disperse 75% of CIG funding to awardees upon receipt of the fully executed Memorandum of Agreement (MOA). 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/encumbered by June 30, 2023 must be returned to Community Care Network of Kansas and could result in grantee losing eligibility for funding during the next grant cycle.**

## APPLICATION INSTRUCTIONS

### Background Information

- Organizational mission statement
- Organizational vision statement
- Current services provided
- Geographic area and counties that will benefit from CIG Project
- Description of the proposed project
- Amount of CIG Funds being requested
- Amount of matching funds being provided
- Total amount of project cost (**must match line-item budget and budget narrative**)

### Population impacted

1. Enter the number of unduplicated patients served in 2021 (**must match number in QRS**)
2. Enter the number of new patients to be served
3. Enter the number of existing patients to be served
4. Describe in detail how you arrived at these numbers.
5. Describe how the planned CIG project meets the Legislature’s goal: To increase the capacity of the safety net so that more underserved Kansans have access to and receive quality healthcare services.

### Anticipated Timeline

|              |   |
|--------------|---|
| August 2     | Release of CIG RFP                        |
| August 16    | Mandatory Technical Assistance Webinar    |
| August 23    | Intent to Apply Due                       |
| September 20 | Full Application Due                      |
| October 31   | Announce Grantees                         |
| December 16  | Mandatory Post Award Reporting TA Webinar |
| April 10     | First Report Due                          |
| June 30      | Final Report Due                          |

### Project

1. Answer the set of questions below in the section related to your type of project

**a. School-Based Health Clinic:**

- i. Describe the need for the planned project and how it will increase the capacity to serve more students and/or improve the quality of care provided.
- ii. List services to be provided at the School-Based clinic
- iii. List school districts and schools that will be reached through this project
- iv. How will the School-Based clinic be staffed? Will you use current staff or recruit new staff?
- v. Describe any possible challenges COVID or other unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- vi. Is this CIG project part of your current strategic plan?  
Yes – list section of current strategic plan where priority project is mentioned  
No – explain why the project is not part of your current strategic plan and why it is a priority for CIG Funding

**b. Facility Expansion/Renovation**

- i. Describe the current facility and how the planned project will increase capacity to serve more patients and/or improve the quality of care provided.
- ii. Enter the number of current number of exam rooms/dental operatories (list the number of medical, dental, behavioral health, etc.)
- iii. If the expansion will add additional exam rooms/dental operatories, list the number and type of rooms to be added
- iv. If the expansion includes additional exam rooms/dental operatories, describe recruitment plan, recent recruitment success and/or how current providers will staff the expansion.
- v. Describe equipment supplies needed for the project period included in the application
- vi. Describe any possible challenges COVID or other unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- vii. Is the project part of your current strategic plan?  
Yes – list section of current strategic plan where project priority is mentioned  
No – explain why the project is not part of your current strategic plan and why it is a priority for CIG Funding.

**c. New Facility construction**

- i. Describe the current facility why it is not currently adequate and how the planned facility will increase capacity and/or improve quality of care provided.
- ii. Current facility square footage
- iii. Planned facility square footage
- iv. Current number of exam rooms
- v. Number of exam rooms in planned facility
- vi. If the new building includes additional exam rooms, describe recent recruitment successes and/or plans for recruiting additional providers to staff the expansion
- vii. Describe equipment and/or supplies needed for the project period included in the application
- viii. Describe any possible challenges COVID or other unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- ix. Is the planned project part of your Clinic Strategic Plan?  
Yes – list section of current strategic plan where project priority is mentioned

No – explain why the project is not part of your current strategic plan and why it is a priority for CIG Funding.

**d. Health Information Technology (HIT)**

- i. Describe your current Health Information Technology or lack of and how the proposed new/and or updated technology will increase capacity to serve more patients and/or improve the quality of care provided
- ii. Describe equipment supplies needed for the project period included in the application
- iii. Describe any possible challenges COVID or other unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- iv. Is the planned project part of your Current Strategic Plan?  
Yes – list section of current strategic plan where project priority is mentioned  
No – explain why the project is not part of your current strategic plan and why it is a priority for CIG Funding.

**e. Equipment:**

- i. Describe your current equipment or lack of equipment and how the advantages of the new equipment and/or replacement equipment will improve the capacity and/or quality of care provided.
- ii. Describe equipment supplies needed for the project period that are included in the application. Reminder that supplies are limited to the project period (October 1, 2022 - June 30, 2023). (Supplies may be funded if they are directly related to equipment purchased through CIG).
- iii. Describe any possible challenges COVID or other unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- iv. Is the project part of your Current Strategic Plan?  
Yes – list section of current strategic plan where project priority is mentioned  
No – explain why the project is not part of your current strategic plan and why it is a priority for CIG Funding.

**f. Telehealth:**

- i. Describe your current Telehealth capabilities and how the proposed project will increase your capacity to serve more patients and/or improve the quality of care provided to patients.
- ii. Describe equipment supplies needed for the project period included in the application. Reminder that supplies are limited to the project period (October 1, 2022 - June 30, 2023). (Supplies may be funded if they are directly related to equipment purchased through CIG).
- iii. Describe any possible challenges COVID or other unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- iv. Is the project part of your Current Strategic Plan?  
Yes – list section of current strategic plan where project priority is mentioned  
No – explain why the project is not part of your current strategic plan and why it is a priority for CIG Funding.

**g. Mobile Unit:**

- i. Describe your need for a mobile unit and how the proposed unit will increase your capacity to serve more patients and/or improve the quality of care provided to patients.
- i. Describe proposed equipment included in the application and needed to support the provision of services with mobile unit
- ii. Describe supplies needed for use in mobile unit during the project period and are included in the application. (Supplies may be funded if they are directly related to equipment purchased through CIG.)
- iii. Describe any possible challenges COVID or other unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- iv. Is the project part of your Current Strategic Plan?
  1. Yes – list section of current strategic plan where project priority is mentioned
  2. No – explain why the project is not part of your current strategic plan and why it is a priority for CIG Funding.

## LINE ITEM BUDGET

### Line Item Budget - (Attachment B)

- The Line-Item Budget documents 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, 2021 through the grant period;
- **Do not list matching funds (i.e. from funder) as a separate line item on the budget.** Each item on the line item budget form should list the corresponding funds (CIG or matching) next to the line item. Do not list it as a separate line item
- 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 of a minimum of two formal bids/estimates are required for contractors, equipment, supplies and miscellaneous items.
- Supplemental documentation must 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. If you have questions, please email Kari Parker, [kparker@communitycareks.org](mailto:kparker@communitycareks.org) prior to submitting your application.**

### Personnel

1. In-kind staff contributions may only be claimed for the staff person who is the “**project coordinator**” of the CIG project and **must be limited to the amount of time specifically devoted to the CIG project (max of .25 FTE) and must be between October 1, 2022 and June 30, 2023.** Costs for other staff (such as CFO, CEO, etc.) are not allowable as an in-kind match. 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 for the duration of the CIG project, and the need must be documented. 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 be documented on the Certification of In-Kind Contributions (Attachment D). The Certification of In-Kind Contributions must be completed, signed, and dated.**



2. Volunteer time specifically for the duration of the CIG project, may count toward an in-kind contribution. Indicate the volunteer position title in the cost category column as personnel. Enter the position equivalent sum of salary and fringe benefits for the project on the respective matching funds column. Volunteer efforts counted as in-kind must be dedicated specifically to the CIG project. **Total in-kind volunteer time may not exceed .25 FTE and must be between October 1, 2022 and June 30, 2023. In-kind volunteer contributions must be documented on the Certification of In-Kind Contributions (Attachment D). The Certification of In-Kind Contributions must be completed, signed, and dated.**

**\*Personnel and volunteer time may not exceed .25 FTE total.**

## **Contractor**

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. **In-kind contractor contributions must be documented on the Certification of In-Kind Contributions (Attachment D). The Certification of In-Kind Contributions must be completed, signed, and dated.**

## **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, 2021 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. **In-kind equipment contributions must be documented on the Certification of In-Kind Contributions (Attachment D). The Certification of In-Kind Contributions must be completed, signed, and dated.**

## **Supplies**

1. Supplies may be funded if they are directly related to equipment purchased through CIG up to 10% of the CIG budget or \$2,500 whichever is greater. 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 July 1, 2022 and the end of the grant period may be used as an in-kind contribution up to 10% of the requested CIG grant funds or \$2,500 whichever is greater. 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. **In-kind supply contributions**

**must be documented on the Certification of In-Kind Contributions (Attachment D). The Certification of In-Kind Contributions must be completed, signed, and dated.**

### **Remote Patient Monitoring Supplies**

1. Remote Patient Monitoring Device (RPM) supplies up to 10% of the requested CIG grant funds or \$2,500 whichever is greater may be purchased through CIG. Enter the cost of the RPM 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.***

### **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 July 1, 2022 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. (For donated items that are used as matching funds, documentation must be dated between July 1, 2022 and the end of the project date.) **In-kind miscellaneous contributions must be documented on the Certification of In-Kind Contributions (Attachment D). The Certification of In-Kind Contributions must be completed, signed, and dated.**

## **Budget Narrative**

### **Budget narrative (up to 3 pages single spaced)**

The budget narrative is a written account explaining your line-item budget form and must include the following information. **Documentation of a minimum of two formal bids/estimates are required** for contractors, equipment, supplies and miscellaneous items.

- You must upload supplemental documentation with your budget narrative

### **Personnel**

The narrative of the Personnel budget must include the following:

If including personnel in the budget, the narrative of the personnel budget must include the following:

- Description of the project director's responsibilities; and
- A list of fringe benefits that will be paid to the project director during the project period (max of .25 FTE); and
- If using a volunteer, describe the volunteer's responsibilities; and
- A list of fringe benefits that would have been paid to the volunteer during the project period (max of .25 FTE).

### **Contractual**

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

- An explanation of the need for outsourcing the work; and
- A description of the contractor's qualifications; and
- Disclosure of relationship/affiliation to the contractor, e.g. board member; and

- Documentation of a minimum of two formal bids/estimates. (if contractor’s work is listed as grant funds, matching funds or in-kind funds).

***If only one bid or estimate is obtained, provide an explanation of why only one bid or estimate could be obtained. Please remember that CIG funding is a competitive process and applications with incomplete bids will be compared to applications with full bid requirements.***

## Equipment

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

- Description of the equipment; and
- Documentation of a minimum of two formal bids/estimates (if equipment is listed as grant funds or matching funds). ***If only one bid or estimate is obtained, provide an explanation of why only one bid or estimate could be obtained. Please remember that CIG funding is a competitive process and applications with incomplete bids will be compared to applications with full bid requirements;*** and
- Documentation of a formal receipt or purchase order (if equipment is for matching funds or in-kind funds, documentation must be dated on/after July 1, 2022).

## Supplies

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

- Description of the supplies requested; and
- Documentation of a minimum of two formal bids/estimates. ***If only one bid or estimate is obtained, provide an explanation of why only one bid or estimate could be obtained. Please remember that CIG Funding is a competitive process and applications with incomplete bids will be compared to applications with full bid requirements;*** and
- Documentation of a formal receipt or purchase order (if supplies are for matching funds, documentation must be dated on/after July 1, 2022).

## Miscellaneous

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

- Full description of the item; and
- Documentation of formal bid/estimate (if miscellaneous items listed are as grant fund or matching funds). ***If only one bid or estimate is obtained, provide an explanation of why only one bid or estimate could be obtained. Please remember that CIG Funding is a competitive process and applications with incomplete bids will be compared to applications with full bid requirements;*** and
- Documentation of a formal receipt or purchase order (if miscellaneous items are for matching funds, they must be dated on/after July 1, 2022).

## WORK PLAN

### Project Work Plan - (Attachment E)

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, 2023. Funds not expended or encumbered by June 30, 2023 must be returned to Community Care Network of Kansas and could result in grantee losing eligibility for funding during the next grant cycle.**

## Points

| Sections                                       | Subsection                              | Maximum Points per Section/Subsection | Subtotal                         |
|--|---|---------------------------------------|----------------------------------|
| Background                                     | Mission statement                       | 5                                     |                                  |
|  | Vision statement                        | 5                                     |                                  |
|  | Current services                        | 10                                    |                                  |
|  | Geographic area                         | 5                                     |                                  |
|  | Project                                 | 10                                    | <b>35</b>                        |
| Population Impacted                            | Unduplicated patients (must match QRS)  | 5                                     |                                  |
|  | New Patients                            | 5                                     |                                  |
|  | Existing patients to be served          | 5                                     |                                  |
|  | Quantify numbers                        | 15                                    | <b>30</b>                        |
| Project  | Need                                    | 15                                    |                                  |
|  | Included information                    | 15                                    |                                  |
|  | Strategic Plan                          | Bonus up to 5 points                  | <b>30 – 35</b>                   |
| Line-Item Budget                               |   | 20                                    | <b>20</b>                        |
| Budget Narrative                               |   | 30                                    | <b>30</b>                        |
|  | Personnel                               |                                       |                                  |
|  | Contractor                              |                                       |                                  |
|  | Equipment                               |                                       |                                  |
|  | Supplies                                |                                       |                                  |
|  | RMP supplies                            |                                       |                                  |
|  | Misc.                                   |                                       |                                  |
|  | Budget narrative attachments            | 15                                    | <b>15</b>                        |
| Certification of Matching Funds (Attachment C) |   | 10                                    |                                  |
|  | Matching funds supplemental attachments | 10                                    | <b>20</b>                        |
| Certification of In-kind funds (Attachment D)  |   | 0                                     |                                  |
|  | Matching funds supplemental attachments | 0                                     |                                  |
| Work plan                                      |   | 10                                    | <b>10</b>                        |
| Additional supplemental documentation          |   | 10                                    | <b>10</b>                        |
|  |   |                                       | <b>200 – 205 points possible</b> |