

SFY 2024 CAPITAL INVESTMENT GRANT (CIG) PROGRAM

Request for Proposals (RFP)

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Contents

Introduction	3
Eligibility	3
Purpose and Overview	3
Funding	4
Funding Criteria	4
Reporting Requirements	4
DISBURSEMENT OF GRANT FUNDS	4
Timeline	5
Grant Requirements	5
<i>Cash Funds</i>	5
<i>In-Kind Contributions</i>	5
Application Requirements	5
Executive Summary	6
Project Narrative	6
School Based Health Clinic	6
Facility Expansion/Renovation	6
New Facility Construction	7
Health Information Technology	7
Equipment	7
Telehealth	7
Mobile Clinic	8
Line-Item Budget	8
Contractor	8
Equipment	9
Supplies	9
Miscellaneous	10
Budget Narrative	10
Contractual	10
Equipment	10
Supplies	10
Subscriptions	11
Miscellaneous	11
Workplan	11



Introduction

As part of the State Fiscal Year (SFY) 24 funding to safety net clinics, \$1,250,000 is available for the capital investment grant program for state-funded community-based primary care clinics (CBPCC). State funding was allocated for the first time in 2008, specifically to enhance the infrastructure of the safety net. Due to the rapid growth in the number of patients served by clinics, the Legislature understood that this ongoing increase in patients could not be maintained without some investments in facilities, workforce, and knowledge base.

The SFY 2024 Capital Investment Grant (CIG) program will allow applicants to request up to \$100,000. A \$.50 to \$1.00 match is required. The CIG program is a competitive funding opportunity. Based on the number of applications received and the level of funding requested, it is possible not all applications will receive funding. Additionally, some projects may be partially funded.

Eligibility

Applicants must be an operational community clinic providing direct patient care services at the time of application. For the purposes of the CIG program, a community clinic is defined as “any clinic currently receiving KDHE Community-Based Primary Care Grant (CBPCC) program funding.”

Purpose and Overview

CIG Funds can be used for:

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

Strong applications will target CIG funds in a manner to best achieve the Legislative goals - *To Increase the capacity of the safety net so more underserved Kansans have access to and receive quality healthcare services.*

This funding is not designed to support the entirety of major capital infrastructure development. Rather, it is intended to augment other capital infrastructure development resources.

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.
- Increase physical capacity of existing clinic sites to provide quality comprehensive healthcare services for a larger number of underserved people than is currently served.
- Increase the ability of clinics to open satellite or new sites in communities with high need and little or no access to care.
- Improve the quality of care provided at the clinics.
- Increase the ability of the organization to provide telehealth services.
- Increase the ability of the clinics to upgrade/implement HIT technology, such as Azara DRVS.



- Increase the ability of clinics to acquire a mobile clinic to provide quality comprehensive healthcare services for a larger number of underserved people than is currently served within a bricks and mortar facility.

PLEASE NOTE: As a one-time allowance to CIG funding, applicants may include subscriptions for Azara DRVS and HIT/EHR implementation, and supplies related to equipment purchased through the SFY 24 CIG program only if all costs are incurred and paid before the end of the grant period (June 30, 2024).

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.

In a change to the SFY 2024 CIG program, applicants may apply for funding between \$5,000 – \$100,000.

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. *The intent is to augment with other capital resources. Matching funds must consist of a minimum of a 50% cash match by the applicant. Non-monetary donations may comprise up to 50% of the required match.*

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, 2024 for the period November 1, 2023 – March 31, 2024
- June 30, 2024 for the period April 1, 2024 – June 30, 2024

Reports must be submitted by grantee due dates to allow turnaround time for the aggregate report to the State. Community Care compiles all grant reports and submits required reports to KDHE for review in April and July 2024.

- ❖ **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 24 CIG program is November 1, 2023 through June 30, 2024 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, 2024 must be returned to Community Care Network of Kansas and could result in grantee losing eligibility for funding during the next grant cycle.**



Timeline

August 11	Release of RFP
August 23	Technical Assistance Application Training
August 30	Notice of Intent to Apply Due
October 9	Full Application Due
November 10	Announce Grantees
February 22	Post Award Grant Report Training
April 10	First Report Due
June 30	Final Report Due

Grant Requirements

A \$.50 to \$1 grant dollar match is required. In-kind contributions can be up to 50% of the requested CIG funds. Cash or confirmed and documented loans/lines of credit may be used as matching funds. ***State funding may not be used as matching funds. Materials and equipment that have been purchased with state funds may not be used as matching local contributions.***

Cash Funds

Matching cash funds must be documented on the Certification of Cash Matching Funds (Attachment B) and must be submitted with supplemental documentation of funds. The Certification of Cash Matching Funds must be completed, signed and dated. Examples of supplemental documentation for matching cash funds may include the following:

- Letters of planned investment
- Statements of a line of credit or loan
- Statement of donated funds from the contributor
- Bank statements

In-Kind Contributions

Local contributions are defined as ***non-cash contributions made from outside individuals, organizations, companies or corporations*** and may include materials or services. Examples of materials could include but are not limited to, items such as flooring, doors/windows, paint, computers, equipment or exam tables. Examples of services could include, but are not limited to, architectural services, construction services, or computer software/network consulting services. **In-kind matching funds are limited up to 50% of the total CIG funds requested.**

Please note: Personnel costs are no longer eligible to be used as in-kind matching funds.

All matching funds, and contributions specific to the project must be documented on the line-item budget (Attachment A) accordingly.

Application Requirements

A complete application must contain the following items

- Online Application completed and submitted with the required documentation
- Executive Summary
- Line-Item Budget - Attachment A
- Budget Narrative
- Certification of Matching Funds - Attachment B



- Certification of Matching Funds Supplemental documentation
- Certification of In-Kind Matching Funds - Attachment C as appropriate
- Certification of In-Kind Matching Funds Supplement documentation
- Project Workplan – Attachment D

Executive Summary

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

- A summary of the applicant organization and its history
- A summary of the planned capital project
- Requested CIG grant funds, matching funds and total project budget that will be applied to the project.
- A summary of how the proposed CIG project meets the Legislature's goal: *To Increase the capacity of the safety net so more underserved Kansans have access to and receive quality healthcare services.*

Project Narrative

You will upload a project narrative limited to no more than 5 pages, single spaced and must respond to the following criteria for the project type.

School Based Health Clinic

- a. 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.
- b. Describe the services to be provided at the school-Based clinic.
- c. Include school districts and schools that will be reached through this project.
- d. Describe how the School-Based clinic will be staffed. Will you use current staff or recruit new staff?
- e. Describe any possible challenges an unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.).
- f. Describe where in your strategic plan the project is listed. If it is not part of your strategic plan, please explain why this project is needed.

Facility Expansion/Renovation

- a. Describe the current facility and how the planned project will increase capacity to serve more patients and/or improve the quality of care provided including the following information:
 - a. Number of current exam rooms/dental operatories, etc.
 - b. Number and type of additional exam rooms to be added as applicable.
 - c. If the expansion includes additional exam rooms, describe your recruitment plan, recent recruitment success and/or how current providers will staff the expansion.
 - d. Describe equipment supplies needed for the project period included in the application.
 - e. Describe any possible challenges an unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.).
 - f. Describe where in your strategic plan the project is listed. If it is not part of your strategic plan, please explain why this project is needed.



New Facility Construction

- a. Describe the current facility, how and/or why it is not currently adequate, and how the planned facility will increase capacity and/or improve quality of care provided. Include the following information as you describe the current facility:
 - a. Current facility square footage
 - b. Planned facility square footage
 - c. Current number of exam rooms
 - d. Number of exam rooms in planned facility
 - e. Other details distinguishing current facility from planned facility
- b. Describe recent recruitment successes and/or plans for recruiting additional providers to staff the new facility.
- c. Describe equipment and/or supplies needed for the project period included in the application.
- d. Describe any possible challenges an unforeseen PHE or declaration could cause supply chain issues, contractor backlog, etc.).
- e. Describe where in your strategic plan the project is listed. If it is not part of your strategic plan, please explain why this project is needed.

Health Information Technology

- a. 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
- b. Describe equipment and/or supplies and/or subscriptions needed for the project period included in the application. ***As a one-time allowance to CIG funding, applicants may include subscriptions for Azara DRVS and HIT/EHR implementation purchased through the SFY 24 CIG program only if all costs are incurred and paid before the end of the grant period (June 30, 2024).***
- a. Describe any possible challenges an unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.).
- c. Describe where in your strategic plan the project is listed. If it is not part of your strategic plan, please explain why this project is needed.

Equipment

- a. 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.
- b. Describe equipment supplies needed for the project period that are included in the application. ***Reminder: As a one-time allowance to CIG funding allowances, applicants may include multi-year supplies related to equipment purchased through the SFY 24 CIG program only if all costs are incurred and paid before the end of the grant period (June 30, 2024).***
- c. Describe any possible challenges an unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.).
- d. Describe where in your strategic plan the project is listed. If it is not part of your strategic plan, please explain why this project is needed.

Telehealth

- a. 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.



- b. Describe equipment supplies needed for the project period included in the application. (Supplies may be funded if they are directly related to equipment purchased through CIG).
- c. Describe any possible challenges an unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.)
- d. Describe where in your strategic plan the project is listed. If it is not part of your strategic plan, please explain why this project is needed.

Mobile Clinic

- a. Describe your need for a mobile clinic and how the proposed mobile clinic will increase your capacity to serve more patients and/or improve the quality of care provided to patients.
- b. Describe proposed equipment included in the application and needed to support the provision of services with the mobile clinic.
- c. Describe supplies needed for use in the mobile clinic during the project period and are included in the application. (Supplies may be funded if they are directly related to equipment purchased through CIG.) ***As a one-time allowance to CIG funding allowances, applicants may include multi-year supplies related to equipment purchased through the SFY 24 CIG program only if all costs are incurred and paid before the end of the grant period (June 30, 2024).***
- d. Describe any possible challenges an unforeseen PHE or declaration could cause (supply chain issues, contractor backlog, etc.).
- e. Describe where in your strategic plan the project is listed. If it is not part of your strategic plan, please explain why this project is needed.

Line-Item Budget

Line-Item Budget Form (Attachment A)

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 July 1, 2023, through the grant period;

All matching funds must be documented on either the Certification of Cash Matching Funds (Attachment B) or the Certification of In-Kind Contributions (Attachment C); and

Supplemental documentation of a minimum of one formal bid/estimate is required for contractors, equipment, supplies and miscellaneous items.

Supplemental documentation must be submitted for matching funds and in-kind 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 funds. Matching funds must consist of a minimum of a 50% cash match by the applicant; non-monetary donations may comprise up to 50% of the required match. If you have questions, please email Kari Parker, kparker@communitycareks.org prior to submitting your application.

Please note: Personnel costs are no longer eligible to be used as in-kind matching funds.

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. The total amount of non-monetary donations may not exceed 50% of the required match. **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.**
 - ❖ The total amount of non-monetary donations may not exceed 50% of the required match.

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 July 1, 2023 and the end of the grant period (June 30, 2024). 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. The total amount of **non-monetary donations may not exceed 50% of the required match. 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.**
 - ❖ The total amount of non-monetary donations may not exceed 50% of the required match.

Supplies

1. Supplies may be funded if they are directly related to equipment purchased through the CIG project. **As a one-time allowance to CIG funding allowances, applicants may include multi-year supplies related to equipment purchased through the SFY 24 CIG program only if all costs are incurred and paid before the end of the grant period (June 30, 2024).**
2. 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.**
3. Supplies directly related to the CIG project and donated between July 1, 2023 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. **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.**
 - ❖ The total amount of non-monetary donations may not exceed 50% of the required match.



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, 2023 and the end of the project date.) **Include all estimated discounts and vendor reductions.** Some items may be donated as an in-kind contribution **if they are directly related to the proposed CIG project.** The total amount of **non-monetary donations may not exceed 50% of the required match.**
2. 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, 2023 and the end of the project period.) **In-kind miscellaneous contributions must be documented on the Certification of In-Kind Contributions (Attachment C). The Certification of In-Kind Contributions must be completed, signed, and dated.**
 - ❖ The total amount of non-monetary donations may not exceed 50% of the required match.

Budget Narrative

Budget narrative (up to 3 pages single spaced)

The budget narrative is a written explanation of your line-item budget form and must include the following information

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 one formal bid/estimate. (if contractor's work is listed as grant funds, matching funds or in-kind funds). **If no bids or estimates are obtained, provide an explanation of why none could be obtained. Please remember that CIG funding is a competitive process and applications with incomplete bids will be compared to applications with bid requirements.**
- Documentation of a formal receipt or purchase order (if contractual services are for matching funds or in-kind funds, documentation must be dated on/after July 1, 2023).

Equipment

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

- Description of the equipment; and
- A minimum of one formal bid/estimate (if equipment is listed as grant funds or matching funds).
- **If no bids or estimates are obtained, provide an explanation of why none could be obtained. Please remember that CIG funding is a competitive process and applications with incomplete bids will be compared to applications with bid requirements.**
- 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, 2023).

Supplies

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



- Description of the supplies requested; and
- A minimum of one formal bid/estimate (if equipment is listed as grant funds or matching funds).
- **If no bids or estimates are obtained, provide an explanation of why none could be obtained. Please remember that CIG funding is a competitive process and applications with incomplete bids will be compared to applications with bid requirements; and**
- Documentation of a formal receipt or purchase order (if supplies are for matching funds or in-kind funds, documentation must be dated on/after July 1, 2023).

Subscriptions

The narrative of the Subscriptions budget must include the following for each item listed;

- Description of the subscription(s) requested (Azara DRVS or HIT/EHR subscriptions); and
- A minimum of one formal bid/estimate (if the subscription is listed as grant funds or matching funds).
- **If no bids or estimates are obtained, provide an explanation as to why none could be obtained. Please remember that CIG funding is a competitive process and applications with incomplete bids will be compared to applications with bid requirements.**
- Documentation of a formal receipt or purchase order (if the subscription is for matching funds or in-kind funds, documentation must be dated on/after July 1, 2023).

Miscellaneous

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

- Describe the miscellaneous item(s); and
 - Documentation of formal bid/estimate (if miscellaneous items listed are as grant fund or matching funds).
 - **If no bids or estimates are obtained, provide an explanation of why none could be obtained. Please remember that CIG funding is a competitive process and applications with incomplete bids will be compared to applications with bid requirements.**
 - 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, 2023).
- ❖ **You must upload supplemental documentation with your budget narrative.**

Workplan

Project Workplan (Attachment D)

The Project Work plan (Attachment D) must include each project activity in detail and the anticipated completion date so that the main project activities and anticipated activity completion dates are clearly outlined. **The work plan must demonstrate that the project will have progressed far enough that all CIG funds and matching funds are 100% expended and/or encumbered by June 30, 2024. Funds not expended or encumbered by June 30, 2024 must be returned to Community Care Network of Kansas and could result in grantee losing eligibility for funding during the next grant cycle.**