



**COMMUNITY CARE
NETWORK OF KANSAS**

**SFY 2027
Capital Investment Grant (CIG)
Application Guidance**

**Community Care Network of Kansas
700 SW Jackson St. Ste. 600
Topeka, KS 66603
(785) 861-7854**

**Contact: Kari Parker, Resource and Training Specialist
kparker@communitycareks.org**

Introduction

The Kansas 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. As part of the State Fiscal Year (SFY) 27 funding to safety net clinics, \$1,050,000 is available for the Capital Investment Grant (CIG) program for Kansas Department of Health and Environment (KDHE) Community-Based Primary Care Clinics (CBPCC) grantees.

The SFY 2027 CIG Program will allow applicants to request between \$10,000 and \$100,000. A 1: 2 (\$1.00 match for every \$2.00 requested) is required. 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.

Eligibility

Applicants must:

- Be a State Fiscal Year (SFY) 2027 KDHE CBPCC grantee

Purpose and Overview

Projects must align with the legislative goal: Expand the capacity of the safety net to provide quality healthcare services to underserved Kansans.

CIG funding is not designed to support the entirety of a major capital infrastructure project. It is intended to augment other capital funding resources.

Through CIG, the network of community clinics providing primary, dental, and behavioral health care to 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 a satellite clinic or new site 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 clinic to upgrade/implement Health Information Technology (HIT)
- Increase the ability of a clinic to acquire a mobile unit to provide quality comprehensive healthcare services for a larger number of underserved people than is currently served within a brick-and-mortar facility

CIG Funds can be used for:

- Renovation and/or Expansion (including school clinics)
- New Construction (including school clinics)
- Equipment/Subscriptions (including mobile clinics, HIT, telehealth, subscriptions, or equipment)

Funding

- Applicants may request funding between \$10,000 and \$100,000
- A minimum of \$1.00 match for every \$2.00 of CIG funds is required
 - Up to 50% of the required match may be fulfilled through in-kind, non-monetary donations
- All funds must be expended or encumbered by June 15, 2027
- Unused funds must be returned to Community Care Network of Kansas
- Failure to comply may affect eligibility for future grant funding

Grant funds will be released in up to three installments, based on project progress and expenditure documentation.

1. Initial Disbursement (50%)
 - Released upon receipt of a signed Memorandum of Agreement (MOA)
2. Second Disbursement (25%)
 - Released upon submission of the second grant report.
 - Must include documented expenditure of CIG funds and matching funds
 - If less than 50% of the grant funds received have not been expended, Community Care will not release additional funds
3. Final Disbursement (25% - 50%)
 - Released upon submission of the final grant report
 - Must include documented expenditures of all CIG and matching funds

Reporting Requirements

Grantees will submit three quarterly financial reports, ensuring transparency in fund allocation and project progress. Reports will include the following:

- Financial Expenditures Form
- Brief Narrative detailing project progress
- Copies of All Invoices paid using CIG funds and matching funds

Reports must be submitted online by:

- December 31, 2026 *(Covering the period: October 15, 2026 – December 31, 2026)*
- March 31, 2027 *(Covering the period: January 1, 2027 – March 31, 2027)*
- June 15, 2027 *(Covering the period: April 1, 2027 – June 15, 2027)*

Community Care compiles financial data and submits quarterly reports to KDHE. Failure to submit timely and accurate reports with required documentation may result in loss of eligibility for future grant funding.

Relevant Dates

August 17, 2026	Release of CIG Grant Guidance
August 26, 2026	CIG Application Webinar
September 8, 2026	Notice of Intent to Apply Due
September 30, 2026	Full Application Due online
October 15, 2026	Announce Grantees
December 2, 2026	Post Award Grant Report Technical Assistance training
December 31, 2026	First Quarterly Report Due
March 31, 2027	Second Quarterly Report Due
June 15, 2027	Third and Final Quarterly Report Due

Application Requirements

Please fill out the online application form and provide the following items:

- Project Narrative (5 pages max)
- Attachment A: Line-Item Budget
- Attachment B: Budget Narrative (3 pages max)
- Attachment C: Bids/Estimates for budgeted items more than \$10,000
- Attachment D: Certification of Matching Funds with supplemental documentation
- **(IF APPLICABLE)** Attachment E: Certification of In-Kind Contributions with supplemental documentation
- Attachment F: Project Workplan

Online Application

Organizational Information

- Organization Legal Name
- Contact Person Name and contact information
- Project Director if different from Contact Person with contact information

Project Type: Expansion/Renovation, New Facility Construction, Equipment/Subscription.

- Please select the appropriate category. Your project may fall into more than one category, please choose the category that most completely defines your project

Funding

- Amount of CIG funds requested. Please note only use whole numbers
- Amount of proposed matching funds (both cash and in-kind). Please note only use whole numbers

Project Completion & Fund Expenditure

- Anticipated completion date for the project (when all CIG and matching funds will be expended) must be prior to June 15, 2027

Project Narrative (Maximum: 5 Pages, Single-Spaced)

Project Narrative: Upload a document responding to the Project Narrative Criteria and the required criteria for the selected project type

Overview

1. **Applicant Organization Overview:** Please provide relevant information about your organization that will help describe why the project is necessary.
2. **Capital Project Overview:** Describe the planned project and its objectives.
3. **Need for the Project:** Explain how the project will enhance the accessibility to and/or quality of care provided by your organization.
4. **Alignment with Legislative Goals:** Demonstrate how this project improves healthcare access for underserved Kansans.
5. **Potential Challenges:** Description of possible issues (*e.g., supply chain disruptions, contractor backlog*) and strategies to overcome them.
6. **Strategic Plan/Needs Assessment Alignment:** Indicate how the project meets goals in your organization's strategic plan or addresses needs identified in your organization's community needs assessment.
7. **Counties to benefit from the CIG Project:** List the counties that will benefit from the project.
8. **Projected Number of Patients to Be Served:** Please provide the projected number of patients to be served and explain how patient estimates align with service expansion and resource allocation.

9. **Project Timeline:** Please provide a brief overview of the project timeline from start to completion with significant activities (project must be completed by June 15, 2027).

Please answer the following questions only for the type of project in your applications (as identified in the online form).

Facility Expansion/Renovation (including mobile or school health)

1. Describe your current facility to be expanded or renovated.
2. Describe how CIG funds will be used as part of the expansion and renovation.
3. Provide an overview of construction costs, equipment, and/or supplies that will be purchased with CIG funds.
4. Explain how the expansion or renovation will increase access for your patients or improve the quality of care/services.

New Facility Construction (including mobile or school health)

1. Describe the new facility.
2. Describe how CIG funds will be used as part of the construction of the new facility.
3. Provide an overview of construction costs, equipment, and/or supplies that will be purchased with CIG funds.
4. Explain how the new facility will increase access for your patients or improve the quality of care/services.

Equipment/Subscription (including mobile clinics, HIT, or Telehealth)

1. Describe the new equipment/subscription and the need for requested funds.
2. Describe how CIG funds will be used to purchase the equipment/subscription.
3. Provide an overview of the equipment/subscription that will be purchased with CIG funds.
4. Explain how the new equipment/subscription will increase access to your patients or improve the quality of care/services.

Attachment A: Line-Item Budget

Total Project Cost:

- The budget should reflect the full cost of the planned project to provide a clear scope of work
- Round to the nearest dollar: Eliminate all cents from your budget items

Matching Funds & In-Kind Matching Funds Documentation:

- A \$1.00 match for every \$2.00 of CIG funds is required
- Up to 50% of the required match may be fulfilled through in-kind contributions (*non-monetary donations*)
- Materials or equipment purchased with state CBPCC or other funds are ineligible as matching contributions
- Donated/Contributed Services & Materials must be listed at fair market value
- Non-monetary in-kind matching funds cannot exceed 50% of the required match
 - In-kind contributions refer to non-cash support provided by external individuals, organizations, businesses, or corporations. These contributions may consist of materials or services
 - Personnel time and volunteer hours cannot be counted as in-kind matching contributions

Acceptable Cash Match Documentation:

1. Letters of planned investment
2. Statements confirming a line of credit or loan

3. Statements confirming receiving donated funds from contributors
4. Bank statements

Supplemental Documentation:

- At least one formal bid/estimate is required for contractors and all equipment (valued at more than \$10,000).

Contractual

1. Funded Contractors

- Contractors hired for the project (*e.g., architects, builders, IT consultants*) may be financed through CIG funds
- The contractor's name must be entered in the Cost Category column as Contractual
- The specific cost of the contractor's work must be entered in the Grant Funds column (*e.g., detailed service costs rather than a lump sum like "Contractor A - \$100,000"*)
- The line-item budget must provide a comprehensive breakdown of expenses to ensure transparency

2. In-Kind Contractor Contributions

- Contractors may donate their time to the project as an in-kind contribution
- The contractor's name must be entered in the Cost Category column as Contractual
- The value of the contributed work must be recorded in the Matching Funds column
- Donated contributions must be provided between July 1, 2026, and June 15, 2027

Equipment

1. Purchased Equipment

- Equipment for the project may be financed through CIG funds
- Enter the type of equipment in the Cost Category column as Equipment
- Record the cost in the appropriate Grant Funds column on the respective row
- Include estimated discounts and vendor reductions in the budget

2. Donated Equipment (In-Kind Contribution)

- Donated equipment must be provided between July 1, 2026, and June 15, 2027
- Enter the type of donated equipment in the Cost Category column as Equipment
- Record the reasonable value of the equipment in the Matching Funds column on the respective row
- Non-monetary donations may not exceed 50% of the required match

Supplies

1. Funded Supplies

- Supplies may be funded if they are directly related to equipment purchased through the CIG project
- Enter the type of supplies in the Cost Category column as Supplies
- Record the cost in the appropriate Grant Funds column on the respective row
- Include estimated discounts and vendor reductions in the budget
 - Please note that up to one (1) year of supplies may be funded with CIG funds and they must be purchased during the funding period (October 15, 2026 to June 15, 2027).

3. Donated Supplies (In-Kind Contributions)

- Supplies donated between July 1, 2026, and June 15, 2027, may be used as an in-kind contribution
- Enter the donated supplies in the Cost Category column as Supplies
- Record the reasonable value of the donated supplies in the Matching Funds column on the respective row
- Non-monetary donations may not exceed 50% of the required match

Subscription

- CIG funds may only be used to cover a one-year subscription during the project period
- Non-monetary donations cannot exceed 50% of the required match
- Subsequent year subscriptions cannot be funded through CIG

Miscellaneous

1. Funded Miscellaneous Items

- Items that do not fit into previous categories should be listed in the Cost Category column as Miscellaneous
- Record the cost of each item in the Grant Funds column on the respective row
- If miscellaneous items are used as matching funds, documentation must be dated between July 1, 2026, and June 15, 2027
- Include all estimated discounts and vendor reductions in the budget
- Some items may be donated as an in-kind contribution, provided they are directly related to the proposed CIG project
- Enter the reasonable cost of each donated item in the Matching Funds column on the respective row
- Non-monetary donations may not exceed 50% of the required match

Attachment B: Budget Narrative (Maximum: 3 Pages, Single-Spaced)

The budget narrative provides a detailed explanation of the line-item budget form, ensuring transparency and justification for all expenses

Contractual

For each contractor, the narrative must include:

1. Contractual Description

- Provide a clear and concise explanation of how the contractual service is needed for the project

2. Contractor Qualifications

- Provide a summary of the contractor's expertise, experience, and relevant credentials

3. Disclosure of Affiliations

- Identify any relationship or affiliation with the contractor (*e.g., board member, previous partnership, organizational ties*)

4. Bid/Estimate Documentation

- Provide at least one formal bid/estimate for the contractor's work if it is categorized as grant funds, matching funds, or in-kind contributions
- If no bid or estimate is available, include a detailed explanation of why documentation was not obtained. (*Incomplete bids may affect competitiveness in the CIG funding process*)

Equipment (valued at more than \$10,000)

For each item listed, the budget narrative must include:

1. Equipment Description

- Provide a clear and concise explanation of the equipment and its intended use within the project

2. Bid/Estimate Documentation

- Include at least one formal bid or estimate if the equipment is listed under grant funds or matching funds
- If no bids or estimates were obtained, provide a detailed explanation of why documentation was unavailable

Supplies

For each item listed, the budget narrative must include:

1. Description of Supplies

- Clearly outline how the supplies are necessary for the project
- CIG funds are only allocated for supplies within the designated project period

Subscriptions

Please Note: CIG funds are only eligible to cover a one-year subscription initiated during the project period. For each subscription listed, the budget narrative must include:

1. Description of the Subscription

- Detail the type of subscription requested (*e.g., HIT/EHR subscriptions*) and its relevance to the project

2. Bid/Estimate Documentation

- Provide at least one formal bid or estimate if the subscription is listed under grant funds or matching funds
- If no bids or estimates were obtained, provide a detailed explanation of why documentation was unavailable

Miscellaneous

For each miscellaneous item listed, the budget narrative must include:

1. Description of Miscellaneous Items

- Clearly outline how the items are necessary for the project

2. Bid/Estimate Documentation

- Provide at least one formal bid or estimate if the miscellaneous item is more than \$10,000
- If no bids or estimates were obtained, provide a detailed explanation of why documentation was unavailable

Attachment C: Bids/Estimates for contractual, equipment, or budgeted items more than \$10,000

Please attach bids for contractual services, equipment, or other items valued at more than \$10,000.

Attachment D: Certification of Matching Funds with supplemental documentation

Please provide certification/documentation of matching funds.

Attachment E: (if applicable) Certification of In-Kind Contributions with supplemental documentation

Please provide certification/documentation of in-kind contributions (if applicable).

Attachment F: Project Workplan

To ensure precise financial tracking and accurate forecasting for Community Care, the work plan timeline with costs must align with the Project Narrative and Budget/Budget Narrative.

Activity		CIG Cost	Matching funds
<i>Quarter</i>	<i>Please list project activities whether funded by the CIG grant or through matching contributions in the order they will occur.</i>	<i>If a cost is funded using CIG funds, the CIG dollar amount must be recorded in the quarter it is planned to occur</i>	<i>Locally funded or donated activities' value/cost should be recorded in the quarter they are planned to occur</i>
Quarter 1 (October 15- December 31,2026	1. 2. 3. 4.	1. \$ 2. \$ 3. \$ 4. \$	1. \$ 2. \$ 3. \$ 4. \$
Quarter 2 (January 1- March 31, 2027)	1. 2. 3. 4.	1. \$ 2. \$ 3. \$ 4. \$	1. \$ 2. \$ 3. \$ 4. \$
Quarter 3 (April 1-June 15, 2027)	1. 2. 3. 4.	1. \$ 2. \$ 3. \$ 4. \$	1. \$ 2. \$ 3. \$ 4. \$

Application Review

The following scoring rubric will be used:

Scoring Criteria	Point Value
Narrative-Overview	30
Does the application include all required overview information?	
Does the application include a reasonable estimate of patients to be served?	
Does the application clearly describe the Capital Project?	
Does the application describe a compelling need for the project?	
Does the project align with the legislative goal and with CIG Program objectives?	
Does the application fully describe how the project aligns with the organization's strategic plan and community needs?	
Narrative-Project Type	30
Does the application include all required information for the type of proposed project?	
Does the application provide a thorough description of the components of the proposed project and the role of CIG funding in accomplishing it?	
Does the application fully describe the capital project and activities?	
Does the application provide a strong explanation of how the project will increase access or improve the quality of care/services?	
Budget	25
Does the application include a complete Line-Item Budget that documents all project costs including: the total cost of the planned project	
Does the Budget Narrative fully describe how each cost in the line-item budget is reasonable and matches the line-item budget?	
Does the application include all required supplemental documentation including budget narrative supplemental documentation, certification of matching funds, and certification of in-kind matching funds (if applicable)?	
Does the project include the required \$1.00 matching for every \$2.00 of CIG funds with reasonable matching funds/expense with documentation as required?	
Are all requirements met related to contractors, equipment, supplies, and miscellaneous expenses?	
Project Work Plan	15
Does the project work plan completely describe each project activity with a reasonable timeline and activities with related expenses outlined and aligned with the budget documents?	
Does the scope of the project and completion date seem reasonable and attainable prior to the end of the funding period (June 15, 2027)?	
Total Available: 100	