**AMENDMENT**

**Date:** March 31, 2023

**Amendment Number:** 1

**Grant RFP**: Community Resource Capacity Program

**Closing Date:** April 14, 2023, 2:00 PM

**Pre-Award Manager:** George Van Hoozer

**Telephone:** 785-207-9522

**E-Mail Address:** george.vanhoozer@ks.gov

**Agency:** Kansas Department for Children and Families

**Item:** RFP Questions and Answers

**Conditions:** **Please see response to questions below**

A signed copy of this Addendum must be submitted with your bid. If your bid response has been returned, submit this Addendum by the closing date indicated above.

I (We) have read and understand this addendum and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM:

SIGNED BY:

TITLE: DATE:

**It shall be the vendor's responsibility to monitor this website on a regular basis for any changes/addenda.**

[**http://www.dcf.ks.gov/Agency/Operations/Pages/OGC/Grant-RFP.aspx**](http://www.dcf.ks.gov/Agency/Operations/Pages/OGC/Grant-RFP.aspx)

**DCF responses in blue**

Question 1: Is this RFP going to be one of several that DCF puts out for use of the SPARK funds? Or can you tell me that?

Answer 1: **This is the only SPARK related RFP that DCF is issuing.**

Question 2: Can the SPARK Community Resource Capacity funds be used to purchase a building? The RFP says "construction," but not sure if that includes the purchase of a building.

Answer 2: **No. The intent of the funding is for construction or improvements to existing facilities, not the purchase of new buildings.**

Question 3: Will the grant cover mechanicals (such as a solar energy system to reduce energy costs)?

Answer 3: **If that is included in the cost proposal in providing facilities to meet the goals of the RFP (focusing on the priority considerations), that could be a cost that would be considered – but costs related to meeting the priority considerations should be the primary cost of the proposed project.**

Question 4: Can funding from this grant be used to make capital improvements on a building that isn't owned by a nonprofit?

Answer 4: **There are no restrictions on building ownership or requirements that owners of buildings be a non-profit.**

Question 5: Could we set-up a time to discuss our specific project and see if it would qualify?

Answer 5: **It is important that all questions and answers be documented in order to assist all potential applicants in determining whether or not their project falls within the scope of the RFP and to assist them in filling out their application should they determine their proposed project is a fit for the purposes of the RFP.  All questions are to be submitted by 2:00 PM on Monday, March 20, 2023.  As identified in the RFP timeline, all questions received and answers to the questions will be posted on the DCF public website by March 31, 2023.**

Question 6: We offer care coordination services to local residents helping them enroll in Medicaid, Medicare, food assistance, rental assistance, and other safety-net programs. We need to install an elevator to allow our care coordinators to use the upstairs where there is more privacy for meetings. Would this qualify as a project?

Answer 6: **Expanded capacity of services provided and/or clients served would have to be a result of the construction project.**

Question 7: I have a couple of questions about this grant program. When would be a good time to visit over the phone? It shouldn't take too long.

Answer 7: **It is important that all questions and answers be documented in order to assist all potential applicants in determining whether or not their project falls within the scope of the RFP and to assist them in filling out their application should they determine their proposed project is a fit for the purposes of the RFP.  All questions are to be submitted by 2:00 PM on Monday, March 20, 2023. As identified in the RFP timeline, all questions received, and answers will be posted on the DCF public website on March 31, 2023.**

Question 8: The grant application is focused on capital improvement projects, systems, and program expansion opportunities for facilities/organizations that provide health, education and early childhood resources to Kansas communities. Currently, we provide early childhood education through the year. In addition, we have an After School Program for school age children during the school year and provide learning opportunities for school age children through the summer.

Our intent is to remodel the building where children’s/after school programming is currently provided in order to provide additional community learning opportunities for all ages, including but not limited to traveling museum exhibits. The remodel would also allow us to bring all Children's Programming back to the one building and allow us to expand the opportunities beyond what we currently offer and allowing our participants easier access to reading resources and other Library resources.

Do you think this project would fall under education and childhood resources for our community?

Answer 8: **The project as described falls within the priority considerations of the RFP for education, early childhood resources and expanding capacity of services and access to services.**

Question 9: When planning the budget, what is the ceiling per year for the project? What is the limit for the total award a grantee can request.

Answer 9: **The total amount of funding available for this RFP is $18 million. There is not a per award limit beyond that overall cap. There may be as many as 10 awards based on the applications that meet the priority considerations as determined by the overall limit of funds available through this RFP.**

Question 10: I am seeking to understand service priorities. Are the grant parameters only focused on children or families with children?

Answer 10: **Both children and families with children.**

Question 11: What about expanded health care services to individuals who don’t have families or have grown children?

Answer 11: **Projects eligible to receive funding focus on children, families with children and child caregivers.**

Question 12: Are the projects selected fully funded, or is there a matching piece? I could not find anything when reading through the proposal but wanted to make sure.

Answer 12: **A match is not required; however adequate funding may not be available to fund the full project. If there is a commitment of other funds or resources available as a match, that should be included in your proposal.**

Question 13: Is consideration given to larger dollar amount projects?

Answer 13: **Since the primary use of the funds will be related to construction of facilities to expand community program capacity and since construction projects usually require a substantial funding commitment, it is anticipated that most proposals submitted for consideration will require a higher level of funding.**

Question 14: Can the request be for construction/renovation at 2 different locations with the same purpose in mind be considered?

Answer 14: **Yes, the construction/renovation at both locations must meet the purpose and priority considerations documented in the RFP.**

Question 15: In reviewing the RFP for the Community Resource Capacity Program, please clarify some conflicting information.

Page 6, “Allowable Uses of Funds” states that construction and capital improvements are allowed. Page 7, in the continued paragraph states that the “use of funds must meet all federal and/or State, requirements, including those contained in the Specific Terms and Conditions (Attachment F)…” Attachment F specifies in section 10.4, Ineligible items, that “remodeling of …buildings or structures and office furnishings and fixtures” are ineligible, and (section 9.4) “any equipment purchased with grant funds must be returned to DCF upon completion of the grant.”

The project to be considered is renovation of a building to include classrooms, playground, gymnasium, dining hall, and industrial kitchen to expand healthy feeding, education, and social activity programs.

Answer 15: Construction and capital improvements are allowed. **Attachment F provides the framework on which the grant agreement is eventually written and is the grant agreement’s boilerplate language. The funds available through this funding opportunity are allocated specifically for construction and remodeling projects that meet the priority considerations as documented in the RFP. In all DCF grant agreements, Section 7 addresses the Order of Precedence as follows:**

**In the event of an inconsistency or conflict between or among provisions of this Grant, the inconsistency shall be resolved by giving precedence as follows:**

1. **Contractual Provisions – DA-146a**
2. **Amendments to the Award**
3. **The Award**
4. **Special Provisions Incorporated by Reference**
5. **Other provisions of this Grant whether incorporated by reference or otherwise.**

**The Award takes precedence over the Special Provisions and other Provisions in the Grant. The awards resulting from this RFP will be written identifying the funds are for the specific use of construction and remodel projects meeting the priority considerations of the RFP.**

Question 16: We are inquiring about the possibility of pursuing the**Community Resource Capacity** grant funding to continue and increase capacity for our ongoing, community-wide Kindergarten Readiness project.

One piece of our work includes the installation of **Read, Play, Learn literacy centers**. An example of a Read, Play, Learn center includes child-sized furniture, table and chairs, bookshelves, books and specific materials targeted toward kindergarten readiness. Children are spending more time reading, building and engaging with developmentally appropriate materials. Our goal is to increase the number of children and families served through more Read Play Learn centers in laundromats and other local areas where families spend time together.

Another piece of our collaborative work is to provide**early literacy kits** four times per year to four-year-old’s. The kits are provided to children, their caregivers and local childcare providers along with in-person and video training on how to use them. Our intention is to increase the number of children served and to include kits for three-year-old’s.

Based on the brief description of our project, does our organization’s project align with your organization’s goals for funding?

Answer 16: **As long as the project includes renovation/remodeling of spaces that will expand service capacity and provide the resources to support health, education and early childhood needs.**

Question 17: Would the Read Play Learn early literacy centers fit within the category of increased building capacity or renovation of spaces? We do not plan to build from the ground up or entirely renovate a space but will improve and enhance spaces in the community with the Read Play Learn centers.

Answer 17: **Yes, remodeling of spaces to expand capacity is included as a priority consideration.**

Question 18: Would the early literacy kits be considered a proper use of funding with this grant funding, including purchase of materials, training, and delivery to children and families in Wyandotte County?

Answer 18**: No. Unlike the purchase and installation of furniture and supplies to enhance and expand services in the first example, the second item from question 16, is purchase of consumable goods for clients. The grant funds are for one-time costs that can be sustained for future years.**

Question 19: The grant mentions CPF Funds must provide Broadband access to the community. What does that mean? Is this something we need to do if we are not requesting funds for a building or new construction?

Answer 19: **Access to some resources that will enhance capacity may be available through the internet. If applicable, the projects should recognize this and support broadband access in the communities impacted by their project and incorporate the use of these services where applicable within the project that is being proposed regardless of whether the project involves the construction of a new building, or the renovation or remodeling of an existing building. This would be related to projects meeting the following priority consideration:**

**Applicants that demonstrate through the capital improvement award the facilities or system network will provide a coordinated care network that connects clinical healthcare and social care to address issues of housing, hunger, unemployment, social isolation and transportation.**

**The Guidance for the Coronavirus Capital Projects fund for States, Territories and Freely Associated States provides the following additional information:**

***“Investing in broadband for communities sensitive to or that have historically experienced these inequities will be critical for improving digital equity and opportunity, especially in the case of communities that currently lack access to the affordable, reliable, high-quality broadband internet that is necessary for full participation in school, healthcare, employment, social services, government programs, and civic life.”***

Question 20: The grant mentions that CPF requirements must be met for 5 years from the completion of the project. What are the requirements? Does this mean we need to construct a new building or location to meet the requirements of this grant?

Answer 20: **The program is looking for sustainability of the expansion of the programs resulting from the proposed projects. The programs must meet the expanded capacity requirements for access to work, education, health monitoring and early childhood resources resulting from the project for a minimum of 5 years. This does not include a requirement to construct a new building or location. Remodel or renovation of an existing facility that will expand capacity are eligible for consideration of an award.**

Question 21: United Way of Kaw Valley receives dollars from KPP as the fiscal agent, these dollars have federal dollars embedded in the overall grant funding stream, as well as Volunteer Generation Fund Grant Dollars. Will these federal grant(s) preclude us from eligibility?

Answer 21: **No – as long as funds from this award are not used to supplant other federal funds.**

Question 22: Section V Application Process (p. 8) - Please confirm that there is no need to send a hard copy version if we submit an electronic copy via email.

Answer 22: **Electronic submittal of applications are preferred. A hard copy of the application is not required.**

Question 23: Section V Application Process (p. 8) - Please clarify if you will accept one pdf with all the proposal sections and forms (excluding Attachment B which will be submitted separately as an Excel document).

Answer 23: **One PDF document containing all required sections and forms, with the exception of Attachment B will be accepted.**

Question 24: Section V Application Process (p. 8) - If you prefer applicants to submit multiple files rather than one pdf, then please clarify if the pages of the documents should be numbered consecutively or if each separate file should start at page 1.

Answer 24: **Due to the size of some files, if submitting electronically you may be required to submit multiple files rather than a consolidated PDF document. If multiple files are submitted, please number the pages consecutively and do not restart the numbering for each file.**

Question 25: Section V Application Process and Section VIII Checklists (p. 8 and p. 13) - Please clarify where you would like the Delegation of Authority from Board of Directors to be. The Application Checklist lists the Delegation of Authority from Board of Directors at the end, but the Management Structure portion of the Program Narrative says to include it there.

Answer 25: **Identify in the Management Structure section of the proposal if there is a Delegation of Authority from the Board of Directors and that it is attached. Attach the Delegation of Authority in the order as identified in the Application Checklist.**

Question 26: Section V Application Process (p. 9) - Does the 12-point font and double-spacing requirements apply to tables and images?

Answer 26: **The Time New Roman 12-point font double-spaced applies to the one page abstract. All other sections should use Times New Roman 12-point font, but double spacing is not required. For consistency and ease of reviewing, the tables should use Time New Roman 12-point font and if possible, images should include the same when practical. If images are included, they must be easily legible.**

Question 27: Section V Application Process (p. 10) - Due to the length of detailed implementation plans/project timelines, could the plan/timeline be included as an attachment?

Answer 27: **Yes**

Question 28: The SPARK Grant RFP mentions "program navigation" in at least a couple of places. Could we please get a definition/meaning for the term "program navigation" as it is being used in the SPARK Grant RFP context?

*Two examples from the RFP can be found here:*

*I Overview*

*Grants will focus on capital improvement projects and program navigation projects to meet the goals*

# *II. FUNDING OPPORTUNITY / PROGRAM BACKGROUND*

## *Purpose, Goals and Objectives*

*The goal of this program is to increase community capacity for access to children education, health and enrichment services and program navigation.*

Answer 28: **Program navigation connects those it serves to the programs and services that best fit their needs.**

Question 29: How many proposals are single organizations permitted to present for consideration?

Answer 29: **There are no limits on the number of proposals that can be submitted by any organization.**

Question 30: If applicants have eligible projects in separate locations, should the agency combine them into a single proposal or present them in separate proposals?

Answer 30: **It would be up to the individual organization’s decision if the strategy is to combine projects for multiple sites in one application or submit each separately.**

Question 31: Is there a minimum amount of contractor bids for construction/renovation projects?

Answer 31: **State purchasing regulations require a minimum of three bids before awarding funds for projects.**

Question 32: Will properties purchased or renovated in part or entirely with funding provided by this opportunity need to complete environmental assessments at any point during the project period?

Answer 32: **All Federal, State and Local building codes will be required to be followed for construction/renovation/remodeling projects. Please note, funds awarded through this grant cannot be used to purchase property.**

Question 33: What federal guidelines apply to projects supported with this funding?

Answer 33: **Federal compliance requirements are found in Section III in the document found at the following link:**

<https://home.treasury.gov/system/files/136/21.027-SLFRF-2022-Compliance-Supplement.pdf>

Question 34: Can you please explain what the “health monitoring” requirement entails?

Answer 34: **Providing services to monitor an individual’s health, including with respect to either physical or behavioral health. Health monitoring activities are often conducted as part of telemedicine appointments with a healthcare provider, but these activities can be conducted in a variety of other ways, such as during in-person appointments with health care providers or as part of community health screening programs.**

Question 35: I'm not able to open any of the Attachments A-D on page 14 of the RPF when I double click on them. Is there some other way that I can access these forms?

Answer 35: **The following links have been tested. If unable to access, contact** **dcf.grants@ks.gov** **by email and the documents will be forwarded to you by email.**

    

Question 36: Regarding Attachment F, do you want us to include all 11 pages with our application or just include the final page (page 11) that has our Authorizing Official's Signature?

Answer 36: **Enter the “Grant Applicant Agency” name in the paragraph preceding the signature lines, sign, date and submit the final page.**

Question 37: On page 6 of the RFP, it states that the *“purpose for awards issued through this RFP is to launch the Capital Project Fund (CPF) community grants for the construction of multi-purpose facilities intended to jointly and directly enable work, education, and health monitoring in communities across Kansas and increase access to services in support of these objectives.*” However, on page 18 of the RFP under the "10.4 INELIGIBLE ITEMS" section, it states that items ineligible for grant award reimbursements include *".... construction, rehabilitation, or remodeling of State, local or private buildings or structures; and office furnishings and fixtures. Grant funds shall never be used to purchase property or build facilities."*

Can you please clarify if grant funds can be used on actual construction costs of a facility?

Answer 37: **See response to Question 15 above.**

Question 38: We are a non-profit organization and I assume we would be considered a "private" building...?

Answer 38: **Correct**

Question 39: Can you please provide further information about what is required/expected for the Board Member Conflict-of-Interest Statement and the Delegation of Authority from Board of Directors documents?

Answer 39: **Board Member Conflict-of-Interest Statement – on your organization’s letterhead provide a statement that (1) your organization has a board member conflict of interest policy requiring board members with a conflict, or potential conflict to disclose such conflicts and (2) prohibits any board members from voting on any matter in which they have a personal conflict. This is to be signed and dated by an authorized board member.**

**Delegation of Authority from Board of Directors - on your organization’s letterhead a statement authorizing an individual of the organization to provide required information in applying for, reviewing and executing, on the board’s behalf, agreements resulting from awards generated through this RFP. This is to be signed and dated by an authorized board member.**

Question 40: We understand that we’re required to submit a Grant Budget Request. Are we required to use the Grant Budget Request (Excel Sheet-Attachment B) as is or can we modify the Excel sheet according to our particular use case?

Answer 40: **The budget should be submitted using attachment B. Any unique budget items can be put in the “Other” line items and should be fully explained in the Budget Narrative/Justification.**

Question 41: May we add the Letter(s) of Support in the Appendix section or is that a part of 10-page Narrative?

Answer 41: **Please add Letters of Support to the Appendix**

Question 42: May we add Letter(s) of Collaboration with Community Colleges, Tech Colleges, and Universities?

Answer 42: **Yes**

Question 43: Can you please elaborate on “health monitoring”?  What do you consider health monitoring in a multipurpose facility, and does it need to be staffed with a certified nurse or a doctor or have tools to monitor health of individuals, etc.?

Answer 43: **See response to 34 above. Also, there are no requirements for on-site staffing or health monitoring tools that are to be maintained on site.**

Question 44: Can the funds be used to purchase existing structures and improve them for a multipurpose facility use?

Answer 44: **Funding may not be used to purchase existing structures. Funds are to be used for construction/renovation/remodeling of facilities, but not for the purchase of the buildings.**

Question 45: To create a learning center that is viable and sustainable, we suggest multiple sites according to geographic need. Do we need to complete an application for each proposed location or will one, generalized application covering all locations be acceptable?

Answer 45: **Individual applications for each location or a consolidated application can be submitted. If submitting a consolidated application, detailed information will need to be provided for the budgets for each of the proposed sites. Also, any required information for numbers to be served etc., should be broken down by each site.**

Question 46: How are "indirect costs" defined?

Answer 46: **Indirect costs are costs used by multiple activities, and which cannot therefore be assigned to specific cost objects or assigned specifically to the grant program. Indirect costs are needed to operate the business as a whole. Examples include materials and supplies needed for an organization’s day-to-day operations – such as computers, electricity, and rent – are examples of indirect costs. While these items contribute to the organization as a whole, they are not assigned to the creation of any one service for the grant program.**

Question 47: On Page 18, ineligible items contradict grant application. For example, remodel, furnishings and fixtures are not included?

Answer 47: **See response to Question 15 above.**

Question 48: Can some of the funding be used to pay for staff?

Answer 48: **The primary purpose for the use of the funds is for construction/renovation/remodel projects. Costs to provide sufficient program resources in order to meet the resulting expanded capacity are also allowable use of the funds. This includes the cost of staffing, learning materials and other resources required to meet childhood, education and health-monitoring programs.**

Question 49: Can we submit Letters of Support with our application?

Answer 49: **Yes – see response to Question 41 above.**

Question 50: Do I need to provide a letter for Delegation of Authority from my board?

Answer 50: **Yes**

Question 51: Could you clarify whether the Community Resource Capacity Program grant and the Childcare Capacity Accelerator grant are two separate grants and applications, or is one embedded within the other?

Answer 51: **They are two separate grants. Applications for the Community Resource Capacity Program RFP are submitted to the Kansas Department for Children and Families. Applications for the Child Care Capacity Accelerator RFP are submitted to the Kansas Children’s Cabinet.**

Question 52: Are Kansas Tribes/Tribal Entities eligible to apply for DCF Community Resource Capacity funding?

Answer 52: **Yes.**