

Request for Proposals: Capital Projects Fund Accelerator

Due: October 2 (Round 1) and December 18 (Round 2), at 5:00 p.m. CT

The Capital Projects Fund Accelerator grant is made possible by the US Treasury (Treasury) under the Coronavirus Capital Projects Fund (CPF) program established by section 604 of the Social Security Act (SSA), as added by section 9901 of the American Rescue Plan Act (ARPA) of 2021.

The [Kansas Children's Cabinet & Trust Fund](#) (KCCTF) will fund a limited number of Capital Projects Fund Accelerator grants (CPF Accelerator) to eligible applicants. The COVID-19 pandemic and the subsequent public health emergency have changed the health, economic, and education landscape. Kansans have demonstrated resilience and ingenuity in developing coordinated community-driven responses, particularly for their youngest citizens. Leaders from business, education, and health sectors have joined with early childhood champions to strategize how to best meet the multi-layered needs of their employees, patients, and families. The CPF Accelerator project will build on those responses to construct spaces designed to provide a community-driven, holistic approach to meeting the unique needs of Kansas families with young children. Funding is intended for communities positioned to make transformational investments in coordinated solutions involving child care, employment, education, and health monitoring.

Communities interested in applying for this RFP must demonstrate experience in:

- managing capital grant and/or community development projects that include major renovation or new construction;
- collaborating at the community level through existing coalitions and governance structures that support the health, employment, child care, and education needs of children and families;
- utilizing data to drive local decision making for economic development and investments;
- interpreting and applying federal and state rules and regulations, including the ability to track and respond to federal reporting requirements; and
- providing high-quality, developmentally appropriate early learning programming.

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Section I: Funding Opportunity

Background

The [2019 Kansas Early Childhood Care and Education Needs Assessment](#) highlighted an unavoidable fact: when it comes to getting the best start in life, it matters where you live in Kansas. Geography impacts the availability and accessibility of services that families need to support young children, creating isolation and navigational barriers and resulting in too many young Kansas children growing up in families where basic needs are not met. The struggle to meet basic needs such as food, housing, and health care prevents families from fully meeting their child's developmental needs and limits opportunities for all Kansas children to have the best start in life. Despite barriers, Kansas communities have long worked to find solutions that meet the unique needs of their families and this funding seeks to leverage and accelerate those efforts. The **Capital Projects Fund Accelerator Grant** program (CPF Accelerator) will offer **construction-only** support for communities to build or renovate facilities that reduce barriers to employment, education, health, and child care. These community-driven projects will demonstrate concrete investments and opportunities for Kansas families to ensure the best start for their children.

Purpose, Goals, & Target Outcomes

The purpose is to fund construction to expand the supply of facilities in Kansas meeting the full range of employment, health, education, and child care needs of families.

Goals

Streamline and increase access to community supports by investing in capital projects that co-locate services directly enabling work, education, and health monitoring, and create additional full-day, full-year licensed child care slots.

Target Outcomes

- Increased number of individuals receiving access to education, including early childhood education
- Increased access to physical, mental, and/or behavioral health needs in the community
- Increased access to supports that enable work, including broadband
- Increased access to child care for children birth to 5 years

Eligibility Criteria

A variety of organizations and entities, both public and private, may serve as the lead **applicant** for a CPF Accelerator project.

Eligible lead applicants may include:

- City & County Governments applying on behalf of local businesses and organizations.
- Economic Development Organizations such as chambers of commerce, economic development corporations, and regional economic organizations.
- Community-Based Organizations such as social service, health, employment, faith-based, and after-school/out-of-school time programs.
- Private Entities such as corporations and businesses, health systems, community centers, foundations, and libraries.
- Educational Institutions such as USDs, early childhood local agencies, and higher education (e.g., 2- and 4-year colleges).
- Tribes and Tribal organizations.

The lead applicant must ensure the following for the proposal to be considered for funding:

- Have a single identified fiscal agent, which may or may not be the same as the lead applicant entity. Responsibilities of the fiscal agent include compliance with any [grantee reporting requirements](#); submitting all information, documentation, and signatures required for the grant award (i.e., UEIN, W9, FEIN, etc.); and serving as the recipient and [fiscal manager of grantee funds](#) as guided by this RFP.
- Have documented community support for the project (i.e., needs assessment, public input, letters of support) and a local collaboration and decision-making structure in place. If multiple applications are received from the same community, technical assistance will be provided to ensure efforts are not duplicated and there is evidence to support more than one proposal.
- Have an identified Community Champion throughout the life of the project and funding agreement. This individual is someone who is committed to identifying solutions driven by the needs of the community.
- Have a detailed timeline that reflects supply-demand realities and conveys the ability to quickly move from planning to construction to guarantee funds will be spent during the project period.
- Per US Treasury guidance as the funding source, meet legal requirements relating to nondiscrimination and nondiscriminatory use of federal funds which includes compliance with the Title VI Civil Rights [Act of 1964](#).
- Meet all requirements outlined in the [Application Requirements](#) section.

Eligible Projects must meet **ALL** the following criteria to be considered for funding:

- The project is designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency.
- The project invests in capital assets designed to increase the number of licensed **child care** slots and directly **enable work, education, and health monitoring** (defined in next bullet). As KCCTF priorities and requirements of the federal funding source, these four program elements are non-negotiable to receive CPF Accelerator funding.
- The project ensures immediate broadband access to community members and for a period of no less than 5 years
- Projects must have explicit design considerations to enable **ALL** the following activities for a period of no less than 5 years:
 - **Licensed child care** slots to support quality care and education programming for children B-5 that enable parents and caregivers to participate in employment opportunities.
 - **Work** activities to help community members engage in employment, search for employment, and/or develop the requisite skills and knowledge to become employed. Examples include, but are not limited to:
 - Offering trainings for job seekers
 - Offering space and broadband access for community members who lack consistent access in personal spaces, such as migrant workers and families, those experiencing homelessness, and/or low-income families without home internet
 - Creating co-location space for career navigation, training, and employment services
 - Creating community work spaces with reliable broadband for local community members needing access to remote work opportunities
 - Expanding access to resources for finding employment (e.g., internet access, job fairs, information about career options)
 - **Education** activities to acquire knowledge and/or skills, undertaken as part of a person's participation in school, an academic program, extracurricular program, or social-emotional development program. Examples include, but are not limited to:
 - Providing both shared and private spaces for adults to access online classes and other continuing education opportunities
 - Providing spaces for adult workers to access workforce trainings required for employment and ongoing professional development opportunities
 - Providing space for parent education opportunities

- Providing early learning opportunities by adhering to the Kansas Early Learning Standards
- Offering educational programming/resourcing for children and families (e.g., enrichment activities, books, technology/devices)
- **Health** monitoring services for an individual's physical and/or behavioral health. Examples include, but are not limited to:
 - Providing space for telehealth services for community members
 - Providing health screening and basic primary care services on-site
 - Providing early childhood developmental, vision, hearing, and/or dental health screenings, either in-person, virtually, or through telehealth provided by a licensed health care provider
 - Offering office space for mental health services provided by licensed therapists
 - Embedding nurses on a permanent or rotational basis to perform physical and proactive mental health screenings/wellness checks
 - Hosting periodic health screenings and enabling access to specialty care (e.g., high-risk prenatal care, occupational therapy) for community members

While all proposals and applicants that meet the above eligibility criteria will be reviewed, a strong competitive proposal will include the following elements:

- Directly represents and describes community needs, including those identified from any local-level needs assessments and action plans and publicly available data, including but not limited to the [Child Care Aware Point in Time dashboard](#) and the [Community Data Dashboard](#) on the *All in for Kansas Kids* website. Applicants must describe the high-risk needs of the community, including unemployment, poverty, high infant mortality rates, and other health and social context outcomes.
- Provides a strong sustainability plan, including confirmed sources of funding for both initial and ongoing operations or planned earned revenue approaches.
- Leverages public-private partnerships.
- Includes stated outcomes and a plan to directly meet the health monitoring, education, child care, and work needs of the community as outlined in the project requirements.
- Uses comprehensive and/or integrated systems approaches that have broad population reach, high accessibility (e.g., cost, transportation, language), and a “no wrong door” approach.

Funding & Details

A maximum of \$38 Million will be awarded through this RFP, supporting capital investments and construction incurred during the project period. No operating expenses can be supported by these grant funds.

Funding will be awarded in two rounds. As outlined in the [timeline below](#), both funding rounds open on the same date but have different deadline dates. The eligibility criteria for applicants and projects as outlined in this RFP are the same for both rounds.

The funding will be administered by the KCCTF on a **cost reimbursement basis**. The lead applicant is solely responsible for compliance with state and federal requirements, including [Single Audit requirements](#) that apply to organizations receiving more than \$750,000 in federal funding in a single federal fiscal year.

Funding Limits

There is no set minimum or maximum award amount. The KCCTF aims to make awards in the range of \$500,000 to \$5,000,000 to create long-term, transformational change for the well-being of the most vulnerable within the community by providing direct access to child care services and to enable work, education, and health monitoring. KCCTF aims to issue between \$10 Million - \$12 Million in total funding for those applications received by the Round One deadline, with the remaining amount (approximately \$26 Million - \$28 Million) awarded in Round Two.

There is a 15% asset match amount required for this grant. Assets considered eligible for the 15% match include cash from non-federal sources, land (appraised at fair market value), or other physical facilities and resources deemed necessary for project operations. As these grant funds can only be used for capital investments, KCCTF expects to only fund projects with strong existing community support and a well-documented operational and sustainability plans to maintain operations in line with the original grant purpose for no less than 5 years.

KCCTF will make awards based on the case for need, community and project readiness, overall project impact within the community, and sustainability potential. Award amounts may be adjusted based on the application, content, evidence, impact, and availability of funds. KCCTF reserves the right to be adaptive in funding CPF Accelerator projects and will ultimately award grants of any size for projects that meet CPF Accelerator goals and outcomes.

Reasonable Costs

Applicants must have a procedure for determining if costs are reasonable. Reasonable costs are defined in Federal Uniform Grant Guidance [2 CFR Part 200 Subpart E \(Cost Principles\)](#).

Allowable Use of Funds

- Construction, renovation, or rehabilitation of facilities that increases physical space for licensed child care services **AND** that directly enable work, education, and health monitoring activities.

- Construction, renovation, or rehabilitation of outdoor play space in accordance with KDHE child care licensing regulations and best practice that expands licensed capacity to serve children birth to five years old as part of projects that meet federal requirements to directly enable work, education, and health monitoring activities.
- Deferred maintenance or repairs which directly contribute to making the project or property suitable for use as both a multi-purpose and a child care facility.
- Acquisition costs (land or building) at fair market value may be eligible if the applicant can demonstrate they have secured enough funding to complete the project and obtain any required licenses to become operational.
- Acquisition of start-up equipment required for facility opening and deemed to have a useful lifespan beyond one year (i.e., technology/devices, office equipment, essential furnishings).
- Project development costs and uses, including permitting, planning, architectural design, engineering design, and work related to environmental reviews incurred **AFTER the grant award start date**.
- Personnel costs including salaries and fringe benefits for staff and consultants required for carrying out the construction phase of the project (such as project managers, program directors, subject matter experts, equity consultants, grant administrators, financial analysts, accountants, and attorneys) incurred **AFTER the grant award start date**.
- Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation system.

Note: For the above eligible expenses to be covered by the CPF Accelerator grant, they must be incurred **AFTER the grant award start date** (date fully executed legal documents are in place between KCCTF and the grantee). No expenses incurred prior to the grant award start date will be eligible for reimbursement by this grant.

Non-Allowable Use of Funds

- General infrastructure projects, such as highways, bridges, and transit systems.
- Operational expenses, other than the initial project costs specifically outlined in the Allowable Use of Funds above.
- Costs associated with personnel and/or training for opening or ongoing operations.
- Short-term operating lease.
- Audit costs.
- Indirect expenses.

Facility types, safety, code, and licensing compliance:

- Local zoning and building code approval must be obtained, and all local ordinances must be followed and met.

- Applicant organizations must be able to comply with applicable Kansas Life Safety/Occupancy, Fire, and Public Health laws and regulations.
- Applicant organizations must be able to comply with applicable Kansas Public Health Licensing laws and regulations, including [Kansas Child Care Licensing laws and regulations](#) governing child care facilities.
- An applicant organization building a **NEW** facility must apply for licensing through the KDHE Child Care Licensing (CCL) Program no later than 120 days prior to the estimated facility opening date. Completion of orientation with the local child care surveyor is required prior to submitting an application.
- An applicant organization **already licensed** with KDHE planning a major renovation or expansion of an existing facility must apply for a licensing [amendment through KDHE](#) no later than 120 days prior to the effective date. There are no exceptions unless the applicant is exempt from state licensing.
- For the child care service portion, projects must serve **at minimum** children birth to five years, and provide full-day, year-round care in non-residential/commercial settings. Projects that ONLY serve school age children, operate less than full-day and year-round, or operate in residential settings are not eligible. Learn more about the [KDHE licensed child care facility types](#).
- All child care spaces must be used exclusively for this purpose during all hours of operation (entrances, exits, hallways, classrooms, restrooms, drinking fountains, playgrounds, etc.). Site and floor plans must be approved in advance by the local child care licensing surveyor.

Timeline

The CPF Accelerator grant funding timeline runs through September 30, 2025. There may be an opportunity for a no-cost time extension through June 30, 2026, to complete the project if sufficient progress has been documented. Individual awarded projects may begin incurring expenses to be reimbursed by the grant on the Start Date outlined in their individual Grant Award Notice (GAN). The KCCTF Board Meeting date where funding approvals are made does NOT equal the grant award start date.

Activity	Date (s)
RFP released and Kansas CommonApp portal opens	September 5, 2023
Round 1 Application Deadline	October 2, 2023 at 5pm CST
Round 1 Review Process	October 3 – October 13, 2023

Round 1 Funding Approvals (KCCTF Board Meeting)	Mid/Late October 2023 (final date TBD)
Round 2 Application Deadline	December 18, 2023 at 5pm CST
Round 2 Review Process	December 19 – January 12, 2024
Round 2 Funding Approvals (KCCTF Board Meeting)	February 2, 2024
Technical Assistance Webinars (times, topics TBD)	September 5 – December 18, 2023

*The KCCTF reserves the right to change any dates in the timeline. TBD = To Be Determined

Section II: Application Requirements

How to Apply

Applications and all required documentation must be submitted online using the [Kansas CommonApp](#) portal no later than 5 p.m. CT on October 2, 2023 for Round One and 5 p.m. CT on December 18, 2023 for Round Two. **Applications received after these dates and times will not be accepted in their respective rounds. There will be NO exceptions.**

The [Kansas CommonApp](#) portal is a grant submission tool to manage applicant profiles and proposals across a variety of state agency funding opportunities. The [Kansas CommonApp](#) includes both question-and-answer fields and the ability to upload all required documents. Applicants can submit a [Help Desk Request](#) for technical assistance.

Applications will be rated only on the information requested in this RFP, including any clarifying information requested by the KCCTF. Do not include any materials not requested with your application. Applications that do not follow the required format may not be reviewed. Late or incomplete applications or those that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be reviewed.

Submission Requirements

Electronic submissions must include the **Application** (online form) and **Attachments** (uploaded documents). Required attachment templates are available in the online Application, specifically on the Technical Support and Resources Tab.

Application Narrative Sections

The Application includes Project Narrative questions organized in six sections that will be scored. The maximum score that can be awarded for the narrative questions is 100 points. A minimum score of 45 points is required for eligibility. The matrix below outlines the high-level section content and associated scores. Refer to the Application for specific questions.

Scored Narrative Sections	Content	Maximum Score	Minimum Score
A. Project Description	Project plan (goals, objectives, timeline); facility services to enable work, education, health, and child care	20	10
B. Project Need	Child care data; impact of COVID-19; critical employment, health, and education needs of community; community/public feedback and	20	10

	engagement; general community characteristics; needs assessments		
C. Project Readiness	Project organization structure, expertise, and experience; project lead expertise and experience; community collaboration and champion	15	5
D. Project Impact	Anticipated project outcomes connected to project services; approach to meeting high-risk and critical needs; monitoring and evaluation plan, including staffing and quality improvement efforts	15	5
E. Project Sustainability	5-year detailed sustainability plan, including ongoing operational support for work, education, health, and child care services	20	10
F. Budget and Community Investments	Total project budget; grant request amount; community investments and partnerships	10	5
Total		100 Points	45 Points

Attachments

Attachments must be uploaded to the Kansas CommonApp portal with file names that match the associated Attachment number indicated below (e.g., Attachment 1, Attachment 2). The following file formats are acceptable: doc, docx, pdf, xls, xlsx and are noted in the online application.

1. Project Organization Chart

The organization chart should include departments/functions of the project and including fiscal or accounting, the relationship to one another, and names and titles of individual employees relevant to the project.

2. Project Budget, Narrative, and Anticipated Operational Revenue

Applicants must complete and submit the Budget Worksheet template (available for download on the Attachments Tab within the Kansas CommonApp), providing detailed project costs by state fiscal year (July to June), narrative supporting those costs, and any anticipated operational revenue from the project. Costs for each category should be based on actual bids and/or valid estimates.

3. Project Sustainability and Business Plan

Applicants must submit a detailed plan indicating how the project will ensure operations that

support work, health monitoring, education, and child care for a period no less than 5 years in compliance with Federal funding requirements.

4. Procurement Policies

Submit procurement documents including documentation of labor practices related to construction. All recipients of federal grant funds are required to have written procurement procedures. Applicants that have documented “strong labor practices in construction” in their procurement policies are highly encouraged. All procurements, regardless of dollar amount, must be conducted to provide “maximum open and free competition” procurement practice.

5. Local Zoning Code Approval (Sample available on Technical Support and Resources tab within the Kansas CommonApp)

Local zoning codes and ordinances may prescribe other requirements for the legal operation of a community building that includes planned project activities, with particular emphasis on child care. Applicants must submit written approval from the appropriate city or county building codes offices indicating that all local zoning codes have been met or that no zoning codes apply. This could be a statement on letterhead or email from the local official.

6. Land/Property Ownership or Acquisition (proof or permission)

7. Facility Physical Plant – Indoor Space

Submit a detailed floor plan of the building (all levels). Show how the spaces to be utilized for services and activities fit into the overall floor plan. Mark all exits that lead directly to the outside. Label the direction North on the plan.

8. Facility Building Drawing or Rendering

A licensed architect or engineer should provide you with two-dimensional and three-dimensional images (to scale) of the proposed building/facility design. The goal is to illustrate a lifelike experience of how a space or building will look before it is built, accurately representing design intent.

9. KDHE Site Approval for Child Care Portion of Project

Start the process by [contacting your local surveyor](#). The surveyor will complete the KDHE Site Approval form and return it to you as the applicant. The form must be submitted with an authorized KDHE signature and date of preliminary site approval.

- If you do not yet have KDHE Site Approval, please submit a document showcasing your efforts to receive approval, including the date you requested approval, anticipated date of approval, and any documents submitted to the local surveyor.

10. Office of State Fire Marshal Plan Review Approval for Child Care Portion of Project

Submit Office of State Fire Marshal (OSFM) Plan Review Approval. Visit the [State Fire Marshal website](#) to start the process. Requirements vary depending on the type of child care facility and request. Review the [Child Care Handbook](#) for more information and contact [OSFM's Prevention Division](#). Note: The Office of State Fire Marshal requires written notice from your licensed architect or engineer 30 days prior to the date on which 50 or 100 percent of the

construction will be completed. If you do not yet have OSFM Plan Review Approval, please submit a document showcasing your efforts to receive plan approval, including the data you requested approval, anticipated date of approval, and any documents you submitted to OSFM.

11. Fee Schedule for Services

Submit documentation related to the costs and/or fees that the project will be charging for services provided within the facility. Indicate if fees for certain services will be waived or reduced based on household income or other criteria. Provide a sliding fee scale if applicable.

12. Proof of Collaboration

Submit three letters from your identified Community Champion, local partners, and/or investors that include specific details about how the partner will contribute to or support the proposed project. A letter from the Community Champion is required.

13. Proof of Title VI Civil Rights Compliance

Submit documentation showing how your organization meets legal requirements relating to nondiscrimination and nondiscriminatory use of federal funds which includes compliance with the [Title VI Civil Rights Act of 1964](#).

Bonus Points

1. Applicants with documented support and/or collaboration with a city or county council will receive up to 5 points.
2. Applicants adding infant and toddler capacity will receive up to 5 points. Baseline infant capacity data source is the [CCA-KS point-in-time data by county](#).
3. Projects with documented care coordination services embedded in project operations will receive up to 5 bonus points.
4. Applicants with ownership ties to an existing licensed child care facility in operation for at least three years and in good standing with KDHE will receive up to 3 bonus points.
5. Projects with proximate access to public transportation or documented supports to enable affordable transportation to the facility will receive up to 3 bonus points.

Review Process & Funding Recommendations

The KCCTF is committed to ensuring a fair and equitable process for awarding grants. The KCCTF reserves the right to work with grantees to modify proposals if needed.

The application review committee will be a diverse group with relevant expertise. Two Reviewers will independently score each application using a scoring rubric and provide narrative comments as warranted for clarity. The full scores and applications will be referred to a final executive review committee with at least three but no more than five members selected by the KCCTF. Funding recommendations from the review team will be conveyed to the Executive Director of

the KCCTF, who will review the slate, ask clarifying questions if necessary, and seek approval from the KCCTF Board. The final slate of recommended awards will be presented to the KCCTF Board in public meetings on a TBD October 2023 date (Round 1) and February 2, 2024 (Round 2) for discussion and approval.

Section III: Contracting & Reporting Requirements

The funding will be administered by KCCTF. The KCCTF reserves the right to grant partial awards or deny applications. As a condition of receiving funding, the applicant will be required to enter into a formal agreement with the KCCTF. Any applicant applying for funds under this RFP bears the responsibility for any project costs incurred prior to executing a funding agreement with the KCCTF. **An applicant should not expect to be reimbursed for expenses incurred prior to executing the legal agreement.**

Legal Requirements for Award

The KCCTF will issue award notification to the applicant organization announcing the award and include necessary instructions for documents and next steps. The KCCTF Grant Coordination Team will collect necessary documentation. Organizations will have 10 business days from the date of written request to provide the documents. Invoices will not be accepted and funds will not be disbursed until these items have been submitted.

- UEI number from [SAM.gov](https://sam.gov) and active SAM.gov account
- FEIN
- Verification of ownership status
- Financial/budget docs (W9, banking, audits, etc.)
- Insurance (e.g., liability)
- Fiscal agent agreement if applicable
- Signed MOAs/MOUs with project contractors
- Confirmation of matching funds
- Revised budget and timeline
- Proof of property ownership
- Certification of Company Not Currently Engaged in a Boycott of Goods or Services from Israel (required by state law, document provided by KCCTF for signature)
- Acknowledgment of State Policy Regarding Sexual Harassment (required by state law, document provided by KCCTF for signature)

Program Reporting and Data Collection Requirements

The KCCTF is a data-driven organization. As such, all funded organizations and community partners will be required to participate in project evaluation efforts and collect data, no less than monthly. The KCCTF will provide additional details in the subsequent grant award contracts.

The **KCCTF** expects to report on overall outcomes that meet [project goals as outlined in this RFP](#). These may include, but are not limited to:

- Increased supports to enable **work**

1. Number of trainings offered for job seekers
 2. Usage of space and broadband access for community members who lack consistent access in personal spaces
 3. Usage of co-location space for career navigation, training, and employment services
 4. Availability and usage of community work spaces and reliable broadband for local community members needed access to remote work opportunities
 5. Access to resources for finding employment (internet access, job fairs, information about job options)
 6. Availability of 24/7 community spaces for child care and afterschool space to allow parents to take shift work employment opportunities
- Increased number of licensed **child care** facilities providing full-time, year-round care
 1. Number of licensed child care facilities providing full-time care
 2. Total number of licensed child care slots, broken down by age
 3. Improved ratio of supply (licensed child care slots serving children birth to five years) compared to demand/need
 - Increased access to **education** services
 1. Usage of space for adults to access online classes and other continuing education opportunities
 2. Usage of space for adult workers to access workforce trainings required for employment and ongoing professional development
 3. Number of parent education opportunities
 4. Number of educational programming/resourcing for children and families (enrichment activities, books, technology/devices)
 5. Number of early learning activities as guided by the [Kansas Early Learning Standards](#)
 - Increased access to **health monitoring** services
 1. Usage of tele-health services for community members
 2. Number of health screenings and basic primary care services provided on-site and/or via telehealth
 3. Number of early childhood screenings (in-person or telehealth) for vision, hearing, dental, or mental health
 4. Usage of space for mental health services provided by licensed therapists
 5. Availability of nurses on permanent or rotational basis to perform physical and proactive mental health screenings/wellness checks
 6. Number of periodic health screenings and access to specialty care (high-risk prenatal care, occupational therapy) for community members

Funded organizations will be expected to:

- Participate in evaluation and provide monthly and/or quarterly reports on:
 1. Narrative description of progress on project deliverables, outcomes, barriers, and plans for the upcoming quarter.
 2. Project-specific outcomes measuring progress on grantee's articulated goals and objectives. For example:
 - a. Number of resources offered for finding employment (internet access, job fairs, information about job options)
 - b. Number of licensed child care slots by age group
 - c. Number of health screenings and basic primary care services provided on-site, virtually, and via telehealth
 - d. Number of community members accessing rentable work space and reliable broadband for remote work opportunities
 - e. Number of adults accessing online classes and other continuing education opportunities
- Participate in interviews with evaluators.
- Share non-sensitive project information for evaluation purposes.
- Comply with all applicable federal reporting requirements.
- Submit a final report at the end of the grant period indicating accomplishments, challenges, and next steps.

Final data collection requirements will be outlined in the grant award contract. The KCCTF may share data related to this funding opportunity and activities with the Kansas Office of Recovery, Kansas Department of Commerce, Kansas Office of Broadband Development, and other state agencies or policy makers working to support the early childhood care and education system.

Financial Reporting and Invoice Requirements

Funding will be distributed no less frequently than monthly, based on the project scope, needs, and documentation. Ongoing funding is contingent upon documented progress with the project and compliance with contracting and reporting requirements. Federal guidance requires funding to be distributed on a reimbursement basis and organizations will be expected to do the following to draw funds:

- Utilize the template provided to submit invoice requests, detailing expenses incurred for the invoice period. Requests must use the invoice template to be accepted and paid.
- Submit invoices by the 10th of each month for payment within 30 days of receipt. Invoices received after the 10th will be processed the following month.

All funded organizations will be required to maintain receipts for all expenses paid for by the CPF Accelerator and to participate in fiscal evaluation efforts.

The KCCTF may be asked to perform a random audit of expense documentation, and if selected, the grantee will be required to submit all CPF Accelerator-funded invoices and receipts. For invoices including direct construction or contractor costs, proof of liability insurance, and/or permits may be required.

Other Requirements

Record Retention

Grantees are required to retain all records pertinent to the project for a minimum of five (5) years. The starting point for the 5-year period is when all grants awarded for the program year have been closed by the KCCTF. Obligations for record retention and audit extend beyond the termination or expiration of any formal agreement. Such records shall be accessible to authorized representatives of the KCCTF and the Kansas Office of Recovery. Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years. Any contract or agreement entered into by the grantee shall contain these provisions to assure accessibility by authorized personnel to the pertinent records of any contractor or subcontractor.

COVID-19 Safety Guidelines

All funded agencies are expected to adhere to current, appropriate safety protocols as outlined by KDHE, to [prevent the spread of COVID-19](#). [Guidance and FAQs for child care facilities](#) are also available.

Equal Opportunity, Affirmative Efforts, and Non-Discrimination in Contracting

Agencies are expected to provide equal employment opportunity to organization employees in all terms, conditions, and privileges of employment without regard to race, color, gender, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, veteran status, or physical, mental, or sensory disabilities in accordance with applicable laws, ordinances, and policies.

Single Audit (formerly known as OMB Circular A-133 Audit)

Organizations that receive more than \$750,000 in federal funds in a single fiscal year are required to comply with the Single Audit requirements. These requirements are further described in the Code of Federal Regulations section on [Uniform Guidance at 2CFR200.500 \(subpart F\)](#). Organizations that have not had to previously comply with Single Audit requirements should contact their accountant or financial advisor to understand what is needed to meet these requirements and what additional costs may be incurred to prepare an acceptable audit and financial statements.

Section IV: Technical Assistance & Support

Information about the CPF Accelerator is available on the [All In For Kansas Kids](#) (AIFKK) website (Communities tab). Visit the website often for updates and additional resources related to the RFP, other funding opportunities, and access to technical assistance. The KCCTF will not provide individual notice of changes, and organizations are responsible for regularly checking this webpage for any changes or updates. KCCTF will not be responsible for any expenses an organization may incur while preparing for their application.

Potential Applicants & Applicants

KCCTF, with support from the University of Kansas Center for Public Partnerships & Research (KU-CPPR), will utilize TA providers including but not limited to Child Care Aware of KS (CCA-KS) for community outreach and engagement, Kansas Department of Commerce, the Kansas Child Care GO Team, teams at KDHE supporting public health and care coordination, and KDHE Child care Licensing.

Technical assistance will be available to answer questions about the application process and questions, including navigating the online application portal. Specific resources include:

- A series of live Q&A webinars with posted recordings (dates and registration information will be announced on the [All In For Kansas Kids](#) website).
- [CPF Accelerator Technical Assistance Portal](#) to submit TA requests and questions, including for the Kansas CommonApp Help Desk.
- FAQ document, helpful links, resources, and templates .
- Data dashboards and needs assessment links.
- A dedicated email address - accelerator@ku.edu - for communication purposes with CPF Accelerator audiences, including as a means of post-award correspondence.

Grantees

Grantees will have support from the following partners during the grant period, based on needs.

KCCTF

- Grant requirements and administrative support
- Reporting requirements - program and fiscal
- Construction planning and processes
- Early Childhood programming

KDHE

- Care-related licensing laws and regulations

- Telehealth and other public health services and regulations
- Care coordination, referrals, and community navigation
- Special health care needs and specialty care service providers
- Family and consumer engagement

Kansas Department of Commerce

- Workforce training support
- Broadband access support

CCA-KS (Community Engagement)

- Community planning and coalition building
- Child care system challenges
- Child care workforce outreach and family engagement
- Data and evidence

KU Center for Public Partnerships & Research (CPPR)

- Technical support for the Kansas CommonApp
- Evaluation and data collection
- Sustainability plans
- Wages and compensation (standards, plans)
- Community and end user input, promotion, and outreach

Applicant Informational Webinars

The KCCTF will host a series of live Q&A webinars to address questions. Dates will be posted on the [All In For Kansas Kids](#) website). Questions and requests for accommodations may be submitted to accelerator@ku.edu. You must register for the webinars to receive access details. Webinars will be recorded and posted for those unable to attend. FAQs are available on the website and will be updated periodically throughout the application period.

RFP Coordinator Contact Information

Kansas Children's Cabinet & Trust Fund

accelerator@ku.edu

allinforkansaskids.org
