



## **REQUEST FOR APPLICATIONS**

### **County Medical Services Program Governing Board CMSP Healthcare Infrastructure Development Matching Grant**

#### **I. ABOUT THE COUNTY MEDICAL SERVICES PROGRAM**

The County Medical Services Program (CMSP) was established in January 1983 as a dedicated program for smaller rural counties (under 300,000 population) to provide health care services to uninsured indigent adult residents. In April 1995, the CMSP Governing Board was established to set overall program and fiscal policy for CMSP. Thirty-five counties throughout California participate in CMSP: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Modoc, Mono, Napa, Nevada, Plumas, San Benito, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

The CMSP Governing Board currently administers three health benefit programs, including CMSP, Connect to Care, and the Path to Health Pilot Project; four grant programs, including the Local Indigent Care Needs Grant (LICN), the Health Systems Development Grant (HSG), the Specialty Care Access Grant and the COVID-19 Emergency Response Grant; and two healthcare workforce development programs.

#### **II. ABOUT THE CMSP HEALTHCARE INFRASTRUCTURE DEVELOPMENT MATCHING GRANT**

With the CMSP Healthcare Infrastructure Development Matching Grant Request for Applications (RFA), the CMSP Governing Board seeks to help CMSP counties and organizations contracted with CMSP counties develop expanded physical capacity to provide healthcare and behavioral health services to underserved populations including CMSP beneficiaries. The funding is intended to provide funding to help meet the local financial match requirement for CMSP counties to take advantage of other healthcare infrastructure funding opportunities provided by state, federal or other programs to expand physical capacity to provide healthcare and behavioral health services. Grant funds are available to CMSP counties and CMSP counties on behalf of an organization that delivers healthcare or behavioral health services to underserved populations including CMSP beneficiaries under a contract with the CMSP county.

#### **III. GRANT AWARD AMOUNTS**

The Governing Board, in its sole discretion, may fund or not fund Healthcare Infrastructure Development Matching Grants. Total funding for the program provided by the Governing Board may equal up to ten-million dollars (\$10,000,000) over the duration of the program. One-time grant awards may be provided to a CMSP county as follows:

- For a single CMSP county, the lower of \$500,000 or a 5% match of the total project cost; and
- For two or more CMSP counties, the lower of \$1 million or a 5% match of the total project cost.

Funding under the program shall be available solely for local matching costs associated with the development of physical infrastructure for the delivery of healthcare or behavioral health services. No grant funding shall be provided for indirect costs, overhead costs, or ongoing program operation expenses.

Only one matching grant may be received by a CMSP county, and receipt of a grant by a CMSP county on behalf of an organization under contract to a CMSP county shall be counted as receipt by that county.

#### **IV. GRANT PROGRAM TIMELINE**

Below is the anticipated timeline for the Healthcare Infrastructure Development Matching Grant. This timeline is subject to change at the Governing Board’s discretion.

<b>Healthcare Infrastructure Development Grant Application Timeline</b>	
<b>Date</b>	<b>Activity</b>
January 2023	Request for Applications Released
February 2023	Opening Date of Application Submissions
December 2024	Closing Date for Application Submissions

#### **V. GRANT APPLICATION REQUIREMENTS**

##### **A. Eligible Entities**

Eligible entities that may apply for grants under this program are the following county agencies: Health Departments, Public Health Departments, Behavioral Health Departments, and Health and Human Services Agencies.

In addition, any of these referenced county agencies may apply on behalf of a non-profit or for-profit organization in the CMSP county that is under contract to the county for the delivery of health or behavioral health services to underserved populations including CMSP beneficiaries, and that organization has received a federal, state, or other grant for healthcare infrastructure development that requires a local financial match. To be eligible, the organization must have a contract with the CMSP Governing Board for the provision of medically necessary health care services to CMSP members. The organization must also have entered into a memorandum of understanding (MOU) or other agreement with the county agency to confirm the organization’s role in the program, including that it is working on behalf of the county agency.

## **B. Grant Application**

Please complete the Grant Application template located on the CMSP website.

1. *Applicant Name.* List the name and contact information of the county agency applying for grant funding. If the application is made on behalf of a non-profit or for-profit organization in the county, also list the name and contact information for that organization.
2. *Project Title.* Provide a title for the grant project.
3. *Requested Grant Amount.* List the requested grant amount (not to exceed the lower of \$500,000 or a 5% match of the total project cost), the total project cost and the proportion of the required local match that would be funded by the CMSP Healthcare Infrastructure Development Grant.
4. *Target Population.* Identify the target population(s) to be served by the new facility or facilities that will be constructed using the CMSP grant funds.
5. *Description of Project.* Provide a summary description of the infrastructure project, including the following:
  - a. Identification of the federal, state or other grant that will serve as the primary funding for the infrastructure project and the amount of funding requested and/or received under that grant (include a website link to information regarding grant);
  - b. Required amount of local matching funds for receipt of the federal, state or other grant;
  - c. Summary description of the infrastructure project, including an outline of the project, square feet to be constructed, location of the new or expanded facility, expected project completion date, and beginning date for delivery of health and/or behavioral health care services at the new or expanded facility;
  - d. Type of healthcare, behavioral health and other direct care services that will be provided at the new facility (funded by the infrastructure grant).
6. *Project Partners.* If the application is made on behalf of an organization, list the contracted partner(s) that will deliver services under a contract with the county.

## **C. Letter of Commitment by County Board of Supervisors**

In addition to the Grant Application requirements specified above, each application submitted by a county agency or a county agency on behalf of a county-contracted organization must submit a Letter of Commitment from the County Board of Supervisors (or Boards of Supervisors in joint-county applications) with the county's grant application. This Letter of Commitment is intended to provide an up-front assurance that the county commits to assuring that the healthcare infrastructure funded by the CMSP Grant shall be used for the intended purpose for the entire period required under the federal, state or other grant received by the county or an organization under contract with the county. Failure to include the Letter of Commitment will disqualify the application from funding consideration.

## **D. Primary Grant Supplemental Documentation**

In addition to the Grant Application requirements specified above, each application submitted by a county agency or a county agency on behalf of a county-contracted organization must submit copies of the following documents:

1. Primary grant application;
2. Primary grant award letter;
3. Primary grant agreement, when available;
4. All agreements and MOU's between the county agency and the non-profit or for-profit organization that pertain to the Healthcare Infrastructure Development Matching Grant and the associated duties of each entity; and
5. Any agreements and MOU's between any entities in regard to acquisition, usage, lease or purchase of any real property related to the Healthcare Infrastructure Development Matching Grant project.

## **VI. GRANT APPLICATION FORM AND INSTRUCTIONS**

1. Please complete the Grant Application form located on the CMSP website.
2. All applications must be complete at the time of submission and use the application form provided. Please use the Arial font and use a minimum of 11-point font.
3. The application must be signed by a person with legal authority to obligate the Applicant.
4. Submit all applications via email to [grants@cmspcounties.org](mailto:grants@cmspcounties.org).
5. Include as a separate attachment the signed Letter of Commitment from the County Board of Supervisors (see Section V.C. above).
6. Include as separate attachments any available supporting documents as listed in Section V.D. above.
7. Do not provide any materials that are not requested.
8. Grant applications shall be received by the Governing Board on a rolling basis beginning January 2023 and lasting until December 2024.

## **VII. CMSP STAFF CONTACT**

Please direct any questions regarding the RFA to:

Laura Moyer, Grants Administrator  
CMSP Governing Board  
1545 River Park Drive, Suite 435  
Sacramento, CA 95815  
(916) 649-2631 ext. 110  
[grants@cmspcounties.org](mailto:grants@cmspcounties.org)

## VIII. GENERAL INFORMATION

1. The Governing Board shall have no obligation to provide Grant funding or continue to provide Grant funding at any time.
2. All applications become the property of the Governing Board and will not be returned to the Applicant unless otherwise determined by the Governing Board in its sole discretion.
3. Any costs incurred by the responding Applicant for developing an application are the sole responsibility of the responding Applicant and the Governing Board shall have no obligation to compensate any responding Applicant for any costs incurred in responding to this RFA.
4. Applications may remain confidential during this process only until such time as determined by the Governing Board in its sole discretion. Thereafter, the Governing Board may treat all information submitted by a responding Applicant as a public record. The Governing Board makes no guarantee that any or all portions of an application will be kept confidential, even if the application is marked "confidential," "proprietary," etc.
5. The Governing Board reserves the right to do the following at any time, at the Governing Board's sole discretion:
  - a. Reject all applications or cancel this RFA;
  - b. Waive or correct any minor or inadvertent defect, irregularity, or technical error in any application;
  - c. Request that certain or all Applicants supplement or modify all or certain aspects of their respective applications submitted;
  - d. Modify the specifications or requirements for the Grant program in this RFA, or the required contents or format of the applications prior to the due date;
  - e. Extend the deadlines specified in this RFA, including the deadline for accepting applications; and
  - f. Award, or not award, any amount of Grant funding to any Applicant.
6. All grants awarded shall be subject to the terms of a grant agreement as determined by the Governing Board. For grants jointly awarded to a county agency and a county agency on behalf of a county-contracted organization, both grantees must sign the grant agreement with each grantee agreeing to be fully bound to the terms and conditions set forth therein.