

FPSC Minor Tenant Improvements

Funding Guidelines

The Family Practice Services Committee (FPSC) has endorsed one-time funding for minor tenant improvements to family physician (FP) owned/ leased clinics participating in their local Primary Care Network (PCN). The Doctors of BC and the Ministry of Health, through the FPSC, are continuing to collaborate and support all PCN communities as they lead the implementation, spread and sustainability of team-based care within the context of Patient Medical Homes and Primary Care Networks.

Funding Amount

1. A total of \$750K is available in FY2023/24. Funding is available until March 31, 2024 or when the total funding amount has been exhausted. PCN communities with the approved PCN Service Plan will have priority access to the funding.
2. FPSC will contribute up to 85% of the total cost, up to a maximum of two rooms at \$41K per room, per clinic. The FP/Clinic will cover the remaining costs.

Eligible Use of Funds

Eligible:

1. Private FP owned or leased clinics currently participating in their local PCN, and planning to continue practicing in the expanded or renovated space.
2. Expanding and/or renovating existing or new space to accommodate *new* PCN team members (RNs, LPNs and/or AHPs), as indicated in PCN service plan approvals, who will be providing services in the new space at least 60% of the time.
3. Expanding and/or renovating may include:
 - design and contracting, including labour
 - permanent fixtures: materials for floor and wall coverings, ceilings, partitions, electrical, plumbing, fire protection and security
4. Unexpected costs associated with building code upgrades will be considered on a case by case basis.

Ineligible:

1. First Nations/Aboriginal clinics; Community Health Centres; Health Authority primary care clinics; Clinics owned or operated by third parties.

2. Expanding or renovating to accommodate FPs or NPs only – i.e. where no new inter-professional team members (RNs, LPNs and/or AHPs) will be added to the practice.
3. Costs associated with:
 - Moving or relocating an existing FP or NP clinic
 - Solo FP or NP practices forming a group practice
 - Building a new clinic
4. Purchasing capital or clinical equipment, including desks, computers, EMRs, etc.
5. Work funded through other sources (e.g. other JCCs, service planning funds, etc.)

Funding Process

1. Funding requests from divisions will be accepted during FY2023/24 for eligible PCN communities.
2. The division of family practice engages with members/clinics to assess need and opportunity for use of this funding to help achieve the goals of the local PCN, as defined in the service plan. When considering clinics, the division should ensure the chosen clinics also confirm their commitment to continue operating in the renovated space, and the new PCN team members (RNs, LPNs and/or AHPs) have been hired/in place.
3. The division applies for funding using the provided submission form, signed by the PCN Steering Committee Co-Chairs or CSC Co-Chairs; at minimum, the form will ask for:
 - explanation of need and alignment with PCN service plan approvals
 - size of the new space (square feet) and anticipated usage (days per week)
4. The division submits completed submission form to FPSC staff
 - FPSC and Ministry staff are available to provide clarity to the PCN Steering Committee on funding parameters and to review proposals as needed.
5. FPSC staff review the proposal and make recommendation to PCCT Leadership; at this time FPSC Staff will also review PCN funding approvals to prevent duplication of funding for similar elements.
6. PCT Leadership Team provides a response within three weeks of receiving submission.

Reporting Requirements

1. Within three months of completing the minor tenant improvements, the division must submit a financial report indicating the use of funds and initial status report demonstrating the value added in each clinic through the minor tenant improvements.
 - Financial report will ask for actual size (square feet) and actual cost, as well as cost breakdown of materials, labour, etc.
 - The value added by the renovation may be measured by: number of clinicians (FTE) using the new space, number of patients seen by the co-located RN, LPN and/or AHP as a result of the new space.
2. Funding must be expended, and minor tenant improvements must be completed by the end of the PMA, March 31, 2025. Any funds unspent as of March 31, 2025 must be returned to the FPSC by June 30, 2025.

MINOR TENANT IMPROVEMENT FUNDING SUBMISSION FORM

SUBMISSION DATE			
DIVISION NAME			
EXECUTIVE DIRECTOR Name			
	Email		Phone
Signature			
PCN STEERING COMMITTEE CO-CHAIR (PHYSICIAN) Name			
	Email		Phone
Signature			
PCN STEERING COMMITTEE CO-CHAIR (HEALTH AUTHORITY) Name			
	Email		Phone
Signature			

GP NAME				
PRIVATE CLINIC NAME				
PRIVATE CLINIC ADDRESS				
	Email		Phone	
Briefly describe the requirements and alignment with PCN service plan approvals. Please include # of rooms & square feet needed to accommodate new inter-professional team members. (max. 250 words)				

Number of new inter-professional team members (RNs/LPNs/ AHPs) that will be added to the practice (per approved service plan)	X RN X LPN X AHP
Number of hours of service per week that each new inter-professional team member will be providing at the clinic. (Minimum required is 60% time)	X RN X LPN X AHP
Type of expenses - <i>Check all that apply</i>	<input type="checkbox"/> Design and contracting <input type="checkbox"/> Floor and wall covering <input type="checkbox"/> Ceilings <input type="checkbox"/> Partitions <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire Protection <input type="checkbox"/> Security <input type="checkbox"/> Others, please specify:
Total estimated cost - <i>Please attach the quote from the contractor</i>	
Funds requested - <i>GPSC will contribute 85% of the cost, at maximum of 2 rooms per clinic @\$41K per room</i>	

By requesting this funding, we certify that the recipient:

- is a private GP owned or leased clinic participating in the local Primary Care Network; and
- has confirmed their commitment to continue operating in the renovated space.

**For more information about this funding please contact Helen Welch, Project Manager, VDFP
Completed applications can be emailed to Helen at hwelch@victoriadivision.ca**