

**Health Services and Resources Administration
Bureau of Primary Health Care
Health Infrastructure Investment Program (HIIP)
Question and Answer Application Technical Assistance
March 24, 2015 2pm – 3pm**

Coordinator: Welcome and thank you for standing by. At this time all participants are on a listen only mode. I would also like to inform all parties that this call is being recorded. If you have any objections please disconnect at this time. I would now like to turn the call over to Mr. Matt Kozar. Thank you sir, you may begin.

Matt Kozar: Thank you. Good afternoon and good morning. Thank you for joining us here on the Fiscal Year 2015 Health Infrastructure Investment Program Technical Assistance call.

This session is intended to provide you with responses to general questions related to the Health Infrastructure Investment Program which for the remainder of this session we'll refer to as the HIIP funding opportunity.

Questions have been emailed to the BPHCCapital@hrsa.gov email box. And we're going to be responding to those questions today.

And you can feel free to use the Adobe Connect Chat pod to provide questions in real time today. And we will do our best to get to your questions. We will not be answering questions through the phone line so again if you have a question that you want to ask on the session today please use Adobe Connect Chat pod. And you're always free to email us questions at the BPHCCapital@hrsa.gov email account in the event that you have a very case specific, project specific questions that you need to have addressed.

We have a number of resources that are available on our Technical Assistance web page. I'm hoping that most of you have already been to that web page. The web site is as follows. It's www.hrsa.gov/grants/apply/assistance/hiip.

We've recently added some Frequently Asked Questions which delve into information related to the eligibility criteria, obviously the application and some other topic areas that should be helpful to you as you're developing your proposals.

We've also recorded and posted two On-Demand webinar sessions that serve to describe the eligibility guidelines and parameters of the funding opportunity. And also provide a detailed walkthrough of the application submission process.

We've actually received quite a few questions thus far to our email box about accompanying slides to those sessions. And we don't presently have and nor do we intend to have separate slides for those sessions. Those sessions in and of themselves are meant to be viewed, listen to, you know, to make sure that you get the full extent of the information that we've conveyed through the slides as well as the other information that is relayed within the - those different sessions.

The sessions are relatively short. We've broken them up so it shouldn't require you any significant amount of time to listen through there. And we strongly encourage you to listen to both of those sessions to assist with your efforts in developing your proposals.

As a reminder the due dates for the application submission of the funding opportunity is April 21st for the grants.gov portion and May 21st in the Electronic Handbook System.

Another note, the Grants Management point of contact as listed in the Funding Opportunity Announcement is listed as Neal Meyerson. Mr. Meyerson will be moving onto another temporary position and this role will now be overseen by LaShawna Smith. And LaShawna can be reached at 301-443-4241 or her email is lsmith3@hrsa.gov.

And again please feel free to reach out to her and for the next few days Neal Meyerson if you have specific questions that relate to Grants Management aspects of the funding opportunity or the application proposal.

And the last point I want to make before I hand it over to our actual Q&A portion of this session is that we received a number of questions related to service specific sites. We want to remind applicants that the HIIP funding opportunity is really intended to fund applications that clearly demonstrate how the proposed construction project whether it's, you know, either alteration/renovation or new construction will increase the Health Center's patient capacity and provide additional comprehensive primary and preventive health services to medically underserved populations.

So it's - in the opportunity it's outlined within specifically the review criteria that the application should describe a need to increase capacity to provide the primary and preventive health services for the target population and how the proposed project will increase the number of additional unduplicated patients we serve.

So I have to say that it's not that you cannot necessarily submit a very service specific site or a proposal but the real focus and intent in how the application will be evaluated will be on the ability of the application to demonstrate how it will adjust a need to increase patient capacity and how the project, you know, ultimately relates to that.

So hopefully that clarifies that topic for many of you that have asked very specific questions related to that.

So at this point now I'm going to turn the session over to Bill Hemmingson. And he's going to read through some of the questions that we've already received through the BPHCCapital@hrsa.gov email. And we'll work together, the team here to provide some responses.

Bill Hemmingson: Thanks Matt. Just a reminder that this session is being recorded so we will have a record of this on the web site as soon as we can; a couple things I just wanted to go over ahead of time. And some of these can be found - many more of these can be found in our Frequently Asked Questions.

But couple things just to start us off here a little bit.

Question: And one is the question about the types of sites you can select for the HIIP Project.

And just as a reminder that this opportunity does allow you to either add a new service site in which case you would identify the service area of that site and you'll be able to add that address into the scope of services.

And in addition you will be able to - you can select an active site that you might want to expand or renovate.

Now in the Electronic Handbook Submission that's where you'll be able to select sites that are currently in your scope of services and/or add a site.

And as part of this application process, it takes the place of a change in scope that you might normally do to add a site like this. So you don't need to submit anything separate through your H80 grant or your H80 Project Officer. It'll be processed as part of the review of the application.

Of course only if your organization is awarded the grant would that site actually appear on your site. So if you're not successful in obtaining one of the grants that site won't be added.

Question: **Another question that has come up is can you use the HIIP funding application to add services that are not currently within your scope of service.**

And answer to that question is no. That if there's - if a component of your project is to add a new service that's not currently in your 330 grant then you would need to work with your Project Officer to add those services in a separate action. We can add the site and any services you currently have into this new project but we can't - we don't have the - we won't be reviewing for additional services.

Question: **Another question that's come up a few times is there is a restriction on the not able to add an administrative only site.**

And again as Matt said this funding opportunity is focused on primary and preventative healthcare services so that's one of the reasons that we're not allowing for you add an administrative only site. If you have an existing administrative only site that you're thinking about converting to services that would have to be a separate action through your H80 Project Officer who will

change its scope and mission for that if you're - if that's the - you would like to do that.

And just one other point I wanted to make is question of how many projects can be proposed within an application. If there's only one project it must be site specific. So what that would mean it would be a single address and other work that's related to the project and maybe at a different address would not be allowable cost for this opportunity. So all the allowable cost must be related to the site you're proposing.

With that I wanted to bring up a few questions that have come recently into our inbox. And that is again as Matt said, the B-P-H-C-C Capital, oh I'm sorry, BPHCCapital. So there's two Cs in there, @hrsa.gov.

And a couple of them I just wanted to bring up before we look at some of the new questions today.

Question: **One is there - question was is there a maximum amount you can request for equipment in the HIIP funding opportunity which is as you may know our previous or our last funding opportunity for capital did have a restriction on that.**

On the H-I-I-P, the HIIP funding opportunity, there's no maximum amount for equipment.

But again but keep in mind that this funding opportunity is focused on in capacity and care and also equipment only projects are not allowable.

Question: **Another question that came in was is there - is a school-based health center allowable under the HIIP funding opportunity?**

And the answer to that is yes. You could propose a school-based center for primary and preventative healthcare services. There's - and is through - case throughout there's no operational funds provided under this funding opportunity. It's one time for capital.

Matt Kozar: And just to add to that too, you know that that - I guess that question could be interpreted in a variety of ways. So we earlier had organizations receive funding through our previous school-based health center capital funding. You know, the point of emphasis here is that in order to be eligible for the HIIP funding opportunity you have to be a current Health Center Program grantee.

So if an organization received funding through the earlier version of school-based health centers which was not limited to Health Center Program grantees you would not be eligible if you, you know, are not a Health Center Program grantee, meaning you have a H80 - current H80 grant.

Bill Hemmingson: Thanks Matt. And a couple other questions.

Question: Again one was related to can the funding be used to purchase a mobile unit and to pay salaries for personnel to serve the unit.

And the answer to that question is no, that the purchase of vehicles or mobile medical vans are unallowable for the HIIP funding opportunity, unallowable cost. And grant funds for any - for this opportunity cannot be used for salaries or building maintenance, vehicle maintenance, those types of things.

Matt.

Matt Kozar: So we're starting to get a good deal of questions into our Chat pod. So we'll go ahead and start trying to answer some of these.

Question forwarded on from (Cathy),

Question: Can we get some examples of what pre-application expenses may be reimbursed? Also we don't know the exact date of the Notice of Award. How can we judge when 90 days will start?

So I'll start off with responding to the latter part and I'll let Bill jump in on the first part of the question.

So the Funding Opportunity Announcement indicated that we anticipate awards being made sometime around September 1st. So if you just, you know, estimate 90 days prior to that around June 1st or so is, you know, when - would be the period of time where pre-award costs can ultimately be considered.

Question: Then in the other question about what type of pre-application expenses are typically considered to be potentially allowable. Bill, do you want to tackle that?

Bill Hemmingson: Yes. So one thing to keep in mind about the costs or allowable cost is that all cost that you would use grant funds for must comply with the Federal Procurement Guidelines and so for them to be considered allowable and if you did incur costs in the 90 days prior to award you would be able to by prior approval draw those funds down.

The - usually we see in some cases if you procure an architectural contract in anticipation of being awarded a grant, some of those costs could be allowable. If you did additional environmental testing or began some other preliminary work to a project, again in anticipation of an award you could draw down those funds.

Do keep in mind that we - that this funding opportunity could be very competitive. And so we encourage, you know, understand that there's no guarantee of an award on a grant so keep in mind that if you incur expenses.

Matt Kozar: So a couple questions that have been coming in in the Chat pod, from (Lauren Mindoncall),

Question: Just to confirm if proposing to add a new site we do not need to complete a CIS, correct?

And that is correct. Bill went through that earlier that the application process specifically the EHB portion, as you go through and add the new site and if you are successful and you receive funding then that site will automatically be added into the H80 scope and then you'll be asked to verify that once its operational. So there wouldn't be a specific action that would need to occur. The application process will handle that.

Let's see here. (Michelle Malindez).

Question: Is all funding for a \$13 million project need to be committed by May 21st to qualify for \$1 million from HRSA?

That's a really good question. We understand that, you know, depending on the timing of how you're developing your new projects and you may not have all information, documentation, plans available by the final deadline of May 21st. So it's really on the applicant to provide, you know, the information that they have available to demonstrate, you know, to the extent to which they have the overall funding for the project, you know, to the extent to which they have site control whether it's, you know, securing, you know, land for the site and building for the site.

And all of the, you know, the readiness and the - you know, that information will be evaluated by the objective review process. So let's see here.

Neal Meyerson: I'll just say read the part on funding sources on Page 16.

Matt Kozar: Thanks Neal, Neal Meyerson from the Grants Office, thank you for adding that. (Heather Holland),

Question: Question confirming that if you're adding a new service site we cannot use funds for the land or building purchase. And that is correct. You cannot use funding through this opportunity for the purchase of land or building.

Bill Hemmingson: Right. It would only be the improvements to that. So you would need to demonstrate in that case that you have or in the process of - would be able to procure the land using other funding sources.

Matt Kozar: A question from, I believe this is (Kara Conrad-Kopo).

Question: Our Health Center currently has a pending New Access Point application. If a grant is awarded can we apply for this grant for the site proposed in the New Access Point?

That's a very interesting question. I would - I think we probably would need more information about your situation and we'd have to evaluate that separately. I would recommend you send that question with a little more information about, you know, your status as a Health Center Program grantee. And send that to our BPHC Capital email box and we'll try to provide you with a response. Okay, cycling through more of the questions here.

Bill Hemmingson: I did I want to go over just briefly one part that's come up on a few questions through the - and we tried to make it as clear as possible but just as clarification.

So we - as you know we have had previous funding opportunities for varying amounts. And so we've determined that for the HIIP funding opportunity that sites that were renovated with what we considered major capital grants where you could've applied for a fairly large amount of money, would no longer - would not be eligible for this. So sites that were funded through our 2010 FIP Program which was grants beginning with the letter C80 or our capital development from 2011 which was C8A or our Building Capacity Program from 2012 which is also C8A.

So those grants, those sites that were renovated who were not eligible your organization can still submit an application. But it would have to be - not be at those sites that were previously renovated.

Sites that you've received smaller grant opportunities such as our CIP Program which was C81 or I-F-I grants which were C8B, a recent PFI grants which were C8C and previous school-based grant which was C12 or any funds that you would've gotten through the NAP Program which, you know, is for one-time funding for a NAP Program. Those sites could be eligible but the caveat is that they can no longer be active.

So if the project is completed, it's not active as we defined in the Funding Opportunity Announcement then those sites could receive or could be - you could propose a new project at that site even though they have been previously renovated or constructed into those programs.

Matt Kozar: We have some more questions coming into the Chat pod.

Question: Is there a target number of additional patients that we should plan on adding?

And, you know, the Funding Opportunity Announcement does not prescribe a specific number of patients that we're looking for you to target. It's really up to the applicant to identify what the need is, you know, what, you know, is the need in the service area that the project will cover. And then demonstrating that this project will be able to, you know, address that need.

And in the other part of the question is this new primary care patients; in the actual FOA, in the Funding Opportunity Announcement, it talks about new unduplicated patients so, you know, overall patients.

Then a question from (Lindsey),

Question: The RFP and FAQ say that funding is to support one site specific project. If you're planning to use the funding at one site for alteration/renovation, for build-out and equipment to add multiple services over the course of your project period will that still count?

And I just lost my question. So really I guess in that question, what we ask for you to describe is how you're implementing the project. If you're going through a phased approach of integrating in a variety of services through the project, you know, really go ahead and describe how the overall project will be implemented so to be clear in how that'll occur.

And as mentioned, you know, the grant will be for a three year project period so roughly, you know, awards are made in September of this year. The project period will go through August of 2018.

Bill Hemmingson: And in those types of phase projects, just one thing to keep in mind is that we will - the conditions of the award and terms and conditions will apply to the entire project over - even if it's over multiple phases.

So, you know, for example federal interest would apply at the beginning of the project. And our environmental/historic preservation requirements would need to cover the entire scope of all the work that you propose to do in the project prior to beginning that project so just to keep that in mind.

So we had a couple questions. Neal maybe you can tackle these.

Question: And one question is that our current lease ends in 2017. But we're discussing a lease extension. But in time for the application they won't have the new lease signed at this point. What do you suggest we attach to the application to demonstrate appropriate site control?

Neal Meyerson: Well let's see. I would strongly recommend that the landlord letter consent be included. That's certainly helpful.

Bill Hemmingson: And what the length of lease would you suggest?

Neal Meyerson: Well the guidance has - cites a minimum of five years, five years or more would be...

Matt Kozar: And that's like I said, the guidance is sort of indicating that's the ideal that we were asking for, that the five year, not necessarily a requirement but that's sort of the expectation as outlined in the review criteria section. Correct?

Neal Meyerson: And yes.

Matt Kozar: And another question is maybe related to that notice –

Question: The Notice of Federal Interest. When is the Notice of Federal Interest required for alteration and renovation projects?

Neal Meyerson: It's required when the total cost of the renovation project exceeds \$500,000 not including equipment. And I know it's described here in the guidance. I don't recall which page offhand but...

Matt Kozar: Yes. I think that's maybe on Page 24 in the funding opportunity.

And then just a reminder that whether the site is leased or owned, the federal interest would be required for that or, you know, and also...

Neal Meyerson: Yes.

Matt Kozar: ...for any construction project it will be required. And that would be filed by the building owner. So if you're leasing the space the landlord would need to agree to file that Notice of Federal Interest.

Neal Meyerson: Right.

Matt Kozar: All right. And some more questions coming into the Chat pod.

Question: Do we need architectural drawings for the grant proposal?

And the application requires the submission of schematic drawings and a site plan if applicable. But and Bill could probably speak to this better than I can, Bill being an architect. We don't require, you know, really final work and drawings or drawings that are necessarily have to be performed or created by an architect. We want a rough sketch of the project with the purpose of understanding that the scope of what is being presented. But we're not expecting that application to have drawings that would be necessarily created by an architect.

Bill Hemmingson: Right. I think that just to mention what we recommend you put in the application is a clear depiction of the project of what the work would entail. If there's demolition or walls being removed and new walls being put in, just a clear delineation of that so that it's easy for us to understand the types of work and the types of spaces you're creating in that building.

I mean we recommend that you thoughtfully consider your project and that you plan it out so that you're - you - what you're proposing to do is what is actually going to work best for your organization. And often time's consultation with an architect will be helpful in those areas.

But the drawings can still be in a - in what we call schematic level which is somewhat in a developing stage but we still need to show all the critical or all the important spaces in the project.

Matt Kozar: Okay the next question in the Chat pod,

Question: If the proposed project costs more than the maximum allowed grant is it possible to initiate groundwork paid for by the grantee?

That's an interesting question. Generally speaking, you know, the funding opportunity outlines that no construction related activities should begin prior to the award date and that that would consist of site work, any demolition work, any sort of ground disturbance activities.

And even if those activities are performed with the nonfederal portion that you're applying for, for the environmental/historic preservation purposes which if you're so lucky to be funded are a requirement to be followed. We consider - typically consider those to be connected actions.

And they ultimately by virtue of the project being started in that manner, it could be jeopardize the ability of HRSA to continue funding that project. Not to mention we also have the eligibility criteria and that talks about not starting any construction related activities prior to the award date.

So we would not recommend initiating any construction or ground disturbance activities prior to the awarding of the funds.

Bill Hemmingson: And another thing to consider with that is that there is often with, particularly with additions or new buildings, there would be a public comment period associated with it. And so that's another reason we would discourage you from starting any project.

It's all considered what Matt was referring to as a connected action so HRSA is required to - HRSA can only support projects where it's fully and fully compliant with the environmental reviews and the historic preservation issues have been reviewed and checked and released prior to beginning a project. And that is a reason why we would discourage any starting of projects before the award date.

Matt Kozar: Okay, next question.

Question: **We got a request to revisit a previous question about - well it says we cannot use these funds to acquire land or a building. So what do we use it for?**

So just to reiterate, the funding that you're applying for, the \$1 million maximum that - through the HIIP funding opportunity those - that funding cannot be used for the acquisition of land or a building so the expectation is that this funding would support the actual construction of these efforts. So the architect and engineering fees, permitting costs, the hard construction cost, the equipment to fit out the building, those are the costs that we anticipate the funding being used for.

And if you look at the appendix of the funding opportunity there's a really good chart that breaks out the - not only the line items of what we expect to see in terms of the cost associated with the construction project but it gives a good overview of the allowable and unallowable cost associated with each of those line items.

So we have a question.

Question: **Do we really need letters of support if we are submitting an alternation renovation proposal?**

And the answer is yes. Even a submission of an alternation renovation project will require the inclusion of letters of support. The reason being is that no matter of the type of the project alteration/renovation or

construction/expansion we're asking that the proposal speak to how additional patient capacity will be met through this project.

And it's critical as you can see in the review criteria for you to demonstrate how you're working with other providers, other Health Centers, lookalikes or what have you in the area to get the support for the project and the ultimate goals of the project and seeing new patients in the service area.

Bill Hemmingson: I did have one question here that came through the inbox. And it was a good question.

Question: The question is we are planning on renovating an existing Health Center without expanding the structure. However we want to include repair of the Health Center parking lot. And how would we classify this project? Would it be an alteration/renovation or would it be a construction and expansion?

And this question that without knowing all the details of it, it could depend on the extent of the parking lot work. For example if it's simply you're just resurfacing a parking lot or, you know, restriping it and, you know, putting a handicap space in and those types of things, that could be considered a alternation renovation project.

However if you're paving over an area that hadn't been paved before, a grassy area or a gravel lot or if you're being required to put in some large underground sewer work, those types of things would elevate the project to ground disturbance and would be considered a construction project. So then it should be classified as a construction/expansion project.

If you look at our definitions in the FOA, the Funding Opportunity Announcement the - we do allow some minimal work outside the building in alteration/renovation project such as, you know, minor renovations to sidewalks, you know, ramps, something related to, I guess minor ramping of the sidewalk I should say. Anything that's not as structural could still be considered just alteration/renovation so it wouldn't increase the square footage of the building. It'd still be considered alterations and renovation.

If there's footings, if there's other work that would be part of ground disturbance, it's better to have that classified as a construction/expansion project.

Matt Kozar: And we got a question.

Question: Is the Health Center Program operational Support from any source or just from HRSA?

Well I think this is referring to the eligibility criteria that speaks to needing to be a current Health Center Program grantee in order to be eligible for the funding so this would be the H80 grant that the organization would have in order to actually apply through the EHB portion, you're going to be asked to provide your H80 grant number. And it'll be checked to make sure that you are an active current Health Center grantee.

We have a question.

Question: Where can I find a template of a new site checklist?

I know it'll eventually be available in the EHB but I cannot access that application until we submit Phase 1 through grants.gov.

And we have a couple of web sites. I'll try to read them. Maybe we can also post the web site links to the Adobe Connect as well too. But I can give you a preview of the checklist questions that you'll be asked to respond to. It's www.bphc.hrsa.gov/policiesregulations/policies/pdfs/pin2008-01.pdf.

And that's actually the link to our PIN related to scope policies. Then for an actual preview of the change in scope forms and the checklist, the link is BPHC, www.bphc.hrsa.gov/policiesregulations/policies/addnewservicesite.pdf

And again I think we're going to try to, if we haven't already done so, post those to the Adobe Connect so that way you have that at your disposal during this presentation.

We got a question.

Question: Can you confirm if we can apply for funding for improving a facility on land that we do not own but have a lease agreement on?

And it's probably a question best directed to Neal, if you want to address that.

Neal Meyerson: Sure. I missed a little bit of it. Could you just...?

Matt Kozar: Sure. Can you confirm if we can apply for funding for improving a facility on land that we do not own but have a lease agreement on?

Neal Meyerson: Yes.

Matt Kozar: So the answer is yes.

Neal Meyerson: Yes. They could do that.

Matt Kozar: Okay.

Neal Meyerson: Again landlord letter of consent and site control are what...

Matt Kozar: Right.

Neal Meyerson:...are important. But yes.

Matt Kozar: All right, another question.

Question: We are looking at utilizing these funds to renovate a vacant area within the Health Center. We'd also like to expand the parking lot as the current parking will not be adequate for the new Health Center Program patients should we receive these funds. Will this be acceptable to use these funds for the parking expansion? Did we already answer a question similar to this or...?

Bill Hemmingson: Well it's similar. It was - I was talking about the project type but...

Matt Kozar: Okay.

Bill Hemmingson: ...yes. The improvements to the parking lot would be an allowable cost. And this one like I said earlier, if you're putting a parking lot where there hasn't been a parking lot before, if it's been grass or gravel or then we'd recommend that you - request that you submit that as construction project type.

And when the project - again assuming that's all at the same address that would be allowable to do in that manner.

Question: **One other question that I had from the mailbox was a question that we haven't addressed today but I think we may have talked about it on the recording is as you submit through grants.gov you'll be asked to submit a budget form and some other information about the project.**

And then again as Matt said, in mid-May you'll need to submit through Electronic Handbook.

So if there's changes in the project or if there's - and the amount of money you want to request or the size of the budget of a project you - the final documents that we'll review will be the ones from the EHB so those will be considered the final form of the project for the application purposes. So if there's some slight conflicts between grants.gov submission and the EHB submission we will look and if everything in EHB so you can see what was in grants.gov so just to clarify that.

Matt Kozar: All right, jumping back to the Chat pod,

Question: **If we need to get a new building to expand services, we can provide details of funding required to buy the building but we wouldn't buy it until we knew we had the money to renovate. Is that okay?**

And I think the, you know, best response to that is, you know, we ask or you're asked to respond in the review criteria to the extent at which you have site control and whether you have the building secured at the time of the application submission or not. You know being able to demonstrate site control will - it'll be evaluating ultimately on the objective review process.

So to the extent to which you can demonstrate that you have a site or a building that you, you know, readily implement the project at, you know, that would - should help you with, you know, (unintelligible) the (process) that you're evaluated for (unintelligible) proposal.

We got another question.

Question: Where can I read more about what kind of phasing is allowed?

And I'm assuming this relates to a situation where a project wants to proceed with various phases or stages. And I don't think that we have any significant information in the funding opportunity related to that. It would probably be best for you to contact the BPHC Capital email to provide more detail as to what you're thinking your proposal would be and we can work with you to figure out, you know, what are - what's within the parameters of the funding opportunity.

Next question,

Question: The grants.gov submission requires us to state total project cost. Is the project cost that must then be used for the EHB submission? Or may we modify if the plans are modified between grants.gov and EHB submission?

So that's a good question. And the response is yes, that you may modify the information that was submitted through grants.gov for the total project cost during the EHB stage. You understand that, you know, from the time that you submit the grants.gov portion to when you finally submit your proposal through EHB there could be some tweaks to the overall cost. So you would be able to modify that and indicate that in the EHB.

It's critical for if you are doing any sort of modifications to a particular project cost or anything else from grants.gov to EHB to make sure that you specifically reference that in the EHB portion identifying or acknowledging that, you know, what was indicated in the grants.gov has now been changed in the EHB portion.

So that way it's clear to the objective reviewers that it's not an inconsistency with, you know, what your application is conveying. But it was, you know, a specific instance of the proposal evolving into what was finally submitted at the EHB stage.

Question: A question, for the environmental checklist, does that require anything more than self-attestation?

So I'll turn that question over to Bill.

Bill Hemmingson: Yes. We've tried to make that form so that you can fill it out yourself.

Although for certain areas, certain cities where you suspect or you're well aware that there are more complex issues related to the environmental reviews, it might be worthwhile for you to have an assistance in filling out the form.

But what the environmental checklist will do it will provide us with the guidelines for what - usually it's more something that will identify what follow-up information is needed and what more detailed information would be needed before we could fully support the project in the case that it's funded. There might be some additional things required.

So as clear as you can make the form and complete it. Certain times it's - it may take a little bit of homework to determine if there's culturally significant

issues or if there's - you're not sure of the age of the building or those types of things.

But it is possible for just someone in the organization to complete that form.

Matt Kozar: And I - yes, we've seen a lot of traffic into the Chat pod for this next question. And we tried to address it at the very beginning but we'll go ahead and reiterate sort of our generic response to the question of wanting to know if a Health Center Project is acceptable.

So as mentioned, you know, from the start of the presentation that we have received a lot of questions about service specific sites. Again we want to remind everyone applying that the purpose of the HIIP funding opportunity is for - is the (funding) application that clearly demonstrate how the proposed project, construction project, will increase the Health Center's patient capacity and provide additional comprehensive primary and preventive health services to medically underserved populations.

So and it's really up to the applicant to demonstrate how the project, you know, if there's a specific focus on it or a service, you know, it's very often to be determined whether that's really in keeping with the spirit of the funding opportunity. Will it ultimately demonstrate that it's providing additional comprehensive primary and preventive health services to the medically underserved population that has been outlined in the service area that's going to be targeted in the project?

So, you know, it's not something that I think that we can answer in terms of whether it would be competitive or not. You know the objective review process will evaluate how responsive the applications are to all of the review criteria.

So we just want to make sure that everyone's clear that, you know, we really be focusing in on the review criteria and how the application relates to the underlying premise of what is being funded through the opportunity. We're still scrolling through some questions here. We have quite a few.

Question: **Question, if we improve access to our facility, that sidewalks, ramps, current parking upgrade, do not change the footprint of the building, is that a construction grant or a renovation grant?**

Bill Hemmingson: Again I think the key component there is if there's ground being disturbed. If it's large areas of ground being disturbed. So if you're - if you - again if you don't have any sidewalks at all right now and you're going to be putting them in, then that would be considered a construction project type.

But overall what you're describing it sounds more towards an alteration/renovation project where you're just making some improvements around the entrance, you know, project.

And so if you want to send us more information through the inbox we can look at it. But I think generally that's our guidelines is if there's - we have to evaluate for environmental impact and those types of things so it sort of depends on whether that you're really making some major changes to the outside and whether you're paving areas that hadn't been paved before so.

Matt Kozar: Okay, another question.

Question: **If the proposed project includes both clinical and administrative space and the administrative portion will be paid by the Health Center, how is**

the best way to indicate what portion of the project will be funded by the grant and what will be paid by the Health Center's funds?

That's a good question. We do encounter that, you know, from time-to-time. I think it's best to email sort of the particulars of the project to the BPHC Capital inbox to sort of best determine how to determine what is allowable or unallowable or allowable that costs wouldn't be considered for the federal funding so there's a variety of ways to approach that depending on, you know, what specifically is going to occur within the administrative space. So if you could send that email to us we'll try to work with you to figure out what, you know, best meets your situation there.

Bill Hemmingson: And generally speaking the way we want to see the budgets come through is the total cost of the project and all the related work for a project like that.

So for example if you have a \$2 million project that's going to renovate the entire, you know, a large facility or maybe constructing a new facility, then the federal percentage here might only be 50% of that. We wouldn't consider your building portions of the building for certain purposes and certain - for others.

So unless it's unallowable from the program guidance it should be all in the allowable costs. And it may just adjust your federal percentage here. And we do advise the Objective Review Committee that they not consider that if that they're only - if they score higher or lower depending on how much is funded by the grant. It's a - and the whole project is looked at as a whole.

So in that particular case if portions of the building are used for administrative only that would be the - we would consider the entire project funded by the

grant but maybe only at, you know, maybe at 60% or 70% of the project, somewhere along those lines.

Matt Kozar: I was seeing quite a few questions come in that are really case specific. So if you could, you know, make certain that the questions you asked are really general so that way, you know, everyone participating in the call can really benefit from it. If you have really case specific questions it'd be best to divert those questions to the BPHCCapital@hrsa.gov email box or you can also call the phone number listed in the Funding Opportunity Announcement.

Question: **Got a question, are there particular laws that apply to the wages of employees hired to do construction? And quote in parentheses Davis-Bacon.**

So Davis-Bacon does not apply to this funding opportunity. There was no specific reference in the legislation that ultimately authorizes this particular funding.

So but that does not necessarily mean - that is not to say that if there are state or local requirements for the Health Center, the project to abide by Davis-Bacon or other regarding wage related requirements that those would then not apply.

But from the - for this particular grant at the federal level the Davis-Bacon requirement is not applicable.

Question: **Okay, question, we are planning several different alterations within our building. Is it possible to receive partial funding?**

Bill Hemmingson: I'm not sure if I fully understand the question. But again we want to see the entire project that's being proposed at the site because it would fall under - could fall under related actions. So and we would need to make sure that environmentally and for historic preservation purposes that every activity that's being done in that area would be compliant.

So it is possible though to ask for - obviously to request less than \$1 million if you're that way or if you want to fund a portion from your own and part through the grant, there's certainly - again as we said earlier we would just need to provide the - in the application indication of where additional funding sources would come from whether you have loan capacity or whether you have cash on hand or whether you have other grants that you may be using to fund the full portion of the project.

But we will look at it to make sure that the entire project could be funded - could be constructed.

Matt Kozar: And I mentioned earlier the phone number to call. I couldn't remember off the top of my head but I've been informed that it's 301-594-4300 is our general phone line so if you have questions throughout the process of submitting your application.

Question: Question, if awarded how much time is allotted to complete the construction project?

So the awards made to this opportunity will be for a three year project period which will be, you know, from around September 1 of 2015 through the end of August of 2018.

Bill Hemmingson: And so the expectation is that within that three year period you'd be able to fully complete the project, get all your permits signed off on, have all your inspections done and be fully implementing the project by the - within that grant period.

It certainly can be done sooner, could be - and there's no time limit on, you know, within the three years of when you would have to have it fully completed so.

Matt Kozar: And we got a question about today's recording.

Question: When will the recording of today's call be posted? Will it include the transcript of questions?

Answer is that we anticipate having the - a recording posted this week, by the end of this week, hopefully sooner.

And yes, it will include a transcript of all the questions that we've gone through today.

I think we have time for just really two or three more questions. So we're continuing to cycle through Chat pod here.

Question: And question, regarding increasing patient capacity as supported by the UDS Mapper information and consistent with the service area identified in Form 5B. Are we going to address the entire service area or be specific to the zip code of the facility that we are renovating?

So ultimately what needs to happen is for you to present the location of the site via the Form 5B and the service areas associated with that.

And then to demonstrate how that service area that is identified through the zip codes on that Form 5B will be - will ultimately be served by the project.

So identifying the unmet need of the patient populations or what have you, you know, what exists there and how the project will ultimately, you know, resolve the deficiencies and serve an entire population within the service area that is defined by a site.

Bill Hemmingson: Right. And I think this is the first funding opportunity for capital that we've used the UDS Mapper. But we've - I think it'll be a helpful tool for you to be able to present the need in your - in the area, in the service area that you are supporting.

There are - we've had a few questions about maybe there's some information that you're not sure is fully up-to-date or accurate. And if you need to include some information in the application of other information that you have, other documentation of - to reinforce the need that you have in your community, I would certainly encourage you to do that to augment the UDS Mapper function in the attachment there so.

Matt Kozar: Okay. So it looks like we're just about at time and we know that there's probably a number of questions that we didn't get a chance to get to and some of which are due to the fact that, you know, as we mentioned they're very case specific.

So please send all of your questions to the BPHCCapital@hrsa.gov email box or call us at 301-594-4300. And we'll do our best to be responsive to your questions.

Just another plug to make sure you visit our Technical Assistance web page. It's the web site at www.hrsa.gov/grants/apply/assistance/hiip. We have a set of Frequently Asked Questions there that answer a lot of the questions that we've gone through today already. And the On-Demand webinar sessions which provide a little bit more detail as it relates to the eligibility criteria and guidelines for the funding opportunity as well as a nice walkthrough of the application submission process.

And again grants.gov due date is April 21st. The EHB due date is May 21st.

And we'll be here to work through all of your issues and questions. And thank you again for taking the time to participate in this session. And we'll hope to have everything posted by the end of this week.

Coordinator: This concludes today's conference. Thank you for participating. You may disconnect at this time.

END