

## FY 2015 Health Center Outreach and Enrollment Assistance Supplemental Funding Opportunity

### Frequently Asked Questions

#### Eligibility

#### 1. Are health centers that received FY 2013 O/E supplemental funding eligible for FY 2015 funding?

No. Only Health Center Program grantees that did NOT receive O/E funding in FY 2013 are eligible to apply for FY 2015 O/E assistance supplemental funding.

#### Application Process and the Electronic Handbook (EHB)

#### 2. How can I access this supplemental funding opportunity in EHB?

On September 24, 2014, HRSA sent an email to all eligible health centers notifying individuals registered in EHB as the organization's authorizing official (AO), business official (BO), and project director (PD) of information necessary to access and complete the EHB application. The notification provided:

- The health center's maximum funding amount,
- A link to the application in EHB
- A funding cycle eligibility code that will allow access to the application in EHB, and
- A link to the Funding Opportunity Announcement.

The Outreach and Enrollment EHB Application User Guide provides step-by-step instructions for accessing and completing the application once you've signed into EHB. This resource is available at [http://bphc.hrsa.gov/outreachandenrollment/fy15supplement/fy15\\_oe\\_userguide.pdf](http://bphc.hrsa.gov/outreachandenrollment/fy15supplement/fy15_oe_userguide.pdf).

#### 3. What must be included in the EHB application?

You will need to complete two program-specific forms:

- The Outreach and Enrollment supplemental form (preview template available at <http://bphc.hrsa.gov/outreachandenrollment/FY15Supplement>); and
- The line item budget form

You will also need to upload two files:

- The work plan (template available at <http://bphc.hrsa.gov/outreachandenrollment/FY15Supplement>); and
- The Budget Narrative Justification

In addition, the application in EHB will include the following:

- Sub-Program Page – No action is necessary on this page. The standard “Sub-Program” page is prepopulated with any sub-program funding to serve special populations that your organization receives. You should not select additional sub-programs.
- Section A Budget Summary—“Section A - Budget Summary” form breaks out the supplemental funding request proportionate to any funding your organization currently receives to serve special populations. Enter the amounts provided in the HRSA email that was sent on September 24, 2014, in the “New or Revised Budget – Federal” line if you are requesting the maximum amount.

Other standard application forms: Almost all required fields will be pre-populated with your organization’s information. You should check the information and update as needed, but you should not need to make any significant changes to these forms.

#### **4. I’m having trouble with EHB. What do I do?**

For EHB issues, contact the BPHC Help Line at 1-877-974-BPHC, or [bphchelpline@hrsa.gov](mailto:bphchelpline@hrsa.gov).

#### **5. Are there page limits for the applications?**

There are two narrative responses required for the electronic application. Each response will be limited to 1,500 characters (approximately half a page). Please note that all information presented in the submission may be provided to the general public.

#### **6. Do we need letters of support for this funding opportunity?**

No. Letters of support are not required and the EHB application does not support their submission.

### **Funding**

#### **7. Will these O/E assistance supplemental funds be available to health centers in FY 2016?**

Supplemental awards, minus \$5,000 in one-time funds, will be incorporated into grantees’ ongoing base funding with the expectation that health centers will continue to conduct outreach and enrollment activities at a similar level of effort and report appropriate progress in future years. However, as with all Health Center Program funding, future support is dependent on the availability of appropriated funds in subsequent fiscal years, grantee satisfactory performance, and a determination that continued funding would be in the best interest of the Federal government.

#### **8. How was the maximum allowable funding amount calculated?**

The estimated amount for each eligible health center was based on the following calculation:

- A base amount of \$54,000;
- An additional \$5,000 for initial one-time expenditures (e.g., supplies); and
- An additional amount allocated by a grantee’s proportion of uninsured patients, as reported in calendar year 2013 Health Center Program Uniform Data System (UDS).

HRSA communicated through the HRSA Electronic Handbook (EHB) the maximum amount of supplemental funding each eligible Health Center Program grantee may request. Depending on the number of approvable applications, HRSA may make adjustments in award amounts consistent with funds available for this supplemental opportunity.

**9. Are cost sharing or matching funds required?**

No. Cost sharing or matching is not a requirement for this funding.

**10. When will the O/E assistance supplemental funding be awarded?**

Health Center O/E assistance supplemental funds are expected to be awarded in late October, 2014.

**11. What period of time will the O/E assistance supplemental funding cover?**

The supplemental funding is expected to be used to cover O/E costs for the first 12 months following the Notice of Award, from approximately November 1, 2014 to October 31, 2015. Ongoing O/E amounts will be adjusted in FY 2016 to align with grantees' FY 2016 budget periods.

**12. Can O/E supplemental funding be used to cover costs incurred prior to the award date?**

Pre-award costs up to 90 days are allowable under this supplemental funding opportunity.

### Funding Opportunity Requirements

**13. I receive general Community Health Center funding (section 330(e)) and Healthcare for the Homeless funding (section 330(h)). How should I allocate my efforts for the O/E supplemental funding opportunity?**

O/E assistance activities should be consistent with a grantee's current scope of project. A grantee who receives both general health center and special population funds should propose O/E activities that target both populations.

**14. I am a homeless-only grantee. Do I have to conduct O/E activities with non-homeless residents in my service area?**

Homeless-only (or other special populations-only) grantees who receive O/E funds should focus outreach activities to individuals in their target population, consistent with their scope of project. However, all health center O/E assisters are required to assist any resident seeking O/E assistance.

**15. How should we estimate our projected impact?**

HRSA strongly encourages grantees to provide realistic projections based on current experience with O/E activities and knowledge of their patient population and service area.

**16. Do O/E assistance efforts have to go beyond my target population?**

O/E assistance efforts should target eligible uninsured residents in the approved service area, consistent

with the grantee's approved scope of project.

**17. Should I count volunteer O/E assisters in my estimate of FTEs to be hired?**

No. Only O/E assisters or additional hours for existing O/E assistance workers supported by this supplemental funding should be counted as projected new FTEs in this application.

**18. Do I need to capture O/E assistance activities on Form 5C: Other Activities?**

Yes. If funded to conduct O/E assistance activities, the health center should add these activities to Form 5C: Other Activities in the H80 grant folder as "Non-Clinical Outreach" or update the existing "Non-Clinical Outreach" entry (e.g., update frequency and locations).

**19. If we lease a temporary site for O/E assistance activities under this supplement, do we need to submit a change in scope request to add that site to our Form 5B: Service Sites?**

O/E funds cannot be used to support the provision of primary health care services. Therefore, any temporary sites leased for O/E activities would be considered an administrative-only site listed under the "Non-Clinic Outreach" entry for O/E activities on Form 5C: Other Activities.

## Review Process

**20. What is the review process for the FY 2015 O/E assistance supplemental funding opportunity?**

All HRSA FY 2015 O/E assistance applications will be reviewed by HRSA for completeness and allowable costs.

## Allowable and Required Use of Funds and Budget

**21. Can we support administrative or other clinical staff using O/E assistance supplemental funding?**

No. O/E supplemental funding cannot be used to support the provision of primary health care services or personnel other than outreach and eligibility/enrollment assistance workers.

**22. Can I support O/E supervisors with O/E supplemental funds?**

Health centers may use O/E supplemental funds to support a portion of time for a trained O/E assistance staff member to coordinate and/or supervise O/E assistance workers. However, all supported activities must directly contribute to the overall O/E goals. These supervisors must also be trained as certified application counselors or the equivalent state requirement for providing assistance with enrollment into Marketplace qualified health plans, Medicaid and CHIP.

**23. How do I count existing staff as FTEs under this funding opportunity?**

Additional FTEs may include additional hours for existing O/E assistance staff and/or to new personnel hired specifically to conduct O/E assistance activities supported by this supplemental funding.

**24. Can the cost of additional hours for current O/E assistance staff be covered by O/E funds?**

Yes, the cost of the additional hours is allowable and should be counted in the additional FTE total.

**25. Can I contract for FTEs?**

Yes. FTEs may be acquired either through direct hire or a contractual arrangement.

**26. Does the one FTE-minimum need to equate to one person?**

No. FTEs can be allocated to new personnel and/or to expanded hours of existing personnel. The addition of 1.0 FTE requirement is a minimum. HRSA expects that many health centers may increase the O/E assistance personal by multiple FTEs.

**27. May I count volunteers as FTEs under the Projected Impact section of the application?**

Volunteers should be included in the number of O/E assistance workers trained and the estimates of other O/E workers not supported by this O/E funding. Projections of the number of individuals to be assisted and enrolled should take into account contributions of trained volunteer O/E assistance workers.

**28. May I use incentives for O/E assistance activities?**

O/E assistance supplemental funds cannot be used to provide incentives.

**29. May overhead or indirect costs be applied towards this funding opportunity?**

Applicants may include federally-approved indirect costs under "other" on the budget form and must explain these costs in the budget narrative justification.

**30. Is travel an allowable cost?**

Yes. Local travel in direct support of O/E activities supported by this supplemental funding is an allowable cost.

**Is recruitment of O/E assisters an allowable cost?**

Yes. Recruitment costs such as posting an open position in a newspaper are permitted.

**31. What time period should the O/E budget and budget narrative/justification cover?**

The O/E budget should cover a 12-month period from approximately November 1, 2014 - October 31, 2015.

**Are there specific requirements for use of the one-time funding?**

One-time funds are provided to support one-time expenditures in support of O/E activities. However, applicants do not need to specify how the one-time funds will be used on the budget form or in the

budget narrative justification.

**32. What should I do if I think that my sub-population budget formula is incorrect?**

Please contact the O/E inbox at [bphc-oe@hrsa.gov](mailto:bphc-oe@hrsa.gov).

**33. What level of detail should I provide in the budget narrative/justification?**

The budget justification must clearly describe each cost element and explain how it contributes to the goals and objectives of the O/E project.

**34. Do I need to track FY 2015 O/E costs separately from my other H80 funds?**

HRSA does not require separate budget reporting for this supplemental funding opportunity. However, HRSA expects that funds would be spent in accordance with the approved budget and work plan, and that grantees could account for spending if necessary.

**35. O/E funds cannot be used for equipment or supply items costing \$5,000 or more. Is this limit per item or for all equipment in total?**

This \$5,000 limit is per item; each individual item must be valued at less than \$5,000.

**36. How will FY 2015 O/E funding be delivered to grantees?**

Grantees will receive FY 2015 O/E supplemental funds via a Notice of Award (NoA) as a supplement to your current H80 grant.

**37. Should non-federal portions of unallocated funds or budget be reported?**

No. Non-federal portions of funds or the proposed budget do not need to be reported.

**38. We plan on using our mobile medical van for outreach. Are the van costs for these O/E-specific trips allowable?**

No. The costs of operating the van should be included in your existing budget, which would be expected to cover the costs of its operation for the purposes of this grant as well.