

Frequently Asked Questions

Health Infrastructure Investment Program (HIIP) - HRSA-15-129

Below are common questions and corresponding answers for the Health Infrastructure Investment Program (HIIP) funding opportunity. New FAQs will be added as necessary, so please check the HIIP Technical Assistance page located at <http://www.hrsa.gov/grants/apply/assistance/HIIP> for updates.

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Summary

1. What is the purpose of the HIIP funding opportunity?

The Health Infrastructure Investment Program (HIIP), as authorized by Section 330(e)(3) of the Public Health Service Act, 42 U.S.C. 254b(e)(3); Section 10503(b) of the Patient Protection and Affordable Care Act of 2010, P.L. 111-148; and Division G, Title II, p. 2466, Consolidated and Further Continuing Appropriations Act, 2015, P.L. 113-235 is a one-time funding opportunity to support existing Health Center Program grantees' efforts to increase their patient capacity and to provide additional comprehensive primary and preventive health services to medically underserved populations through the alteration/renovation, expansion, or construction of a facility.

2. How much Federal funding can an applicant request?

Applicants can request a maximum amount of \$1,000,000 in Federal funds per application.

3. How many applications can one health center submit?

Only one application per organization will be considered for funding to support one site-specific project. If more than one application is submitted, HRSA will accept the applicant's last electronic submission validated by Grants.gov and/or EHB on or before the deadline date as the final and only acceptable application.

4. Does the whole project need to be completed (e.g., Certificate of Occupancy/Final Inspection) by the end of project/budget period?

Yes. HRSA considers a project complete when all activities have been fully completed, the areas are furnished and equipped, the site is open (or ready to be opened and operational), and when the local permitting authority approves the occupancy of the site. Therefore, applicants are encouraged to propose a reasonable project that can be completed within the three-year project/budget period. The project schedule should allow time for HRSA reviews and approvals, site and building permits, bidding and, if applicable, securing of financing for any non-Federal funds.

Eligibility

5. Can a health center propose a project at a new service delivery site?

Yes. Applicants can propose a project at either a new service delivery site or at an active service delivery site that is within the health center's current approved scope of project at the time of the application submission.

6. Can we propose a project through the HIIP funding opportunity for a site that previously received funding through the Facility Investment Program (FIP)?

No. Sites that received construction-related funding (i.e., new construction or alteration/renovation) through the FY 2010 Facility Investment Program (C80), FY 2011 Capital Development or FY 2012 Capital Development - Building Capacity funding opportunities (C8A) are not eligible.

7. Who can apply for HIIP funding?

Organizations eligible to compete for HIIP funds include existing health centers receiving Health Center Program operational support (sections 330(e), (g), (h), and/or (i)) at the time of application and which did not receive initial health center funding in FY 2015.

8. Can an applicant add services to their Health Center Program scope of project through this funding opportunity?

No. An applicant cannot add services through this funding opportunity. Any changes to services must be submitted through a separate change in scope request (see PIN 2008-01, available at <http://bphc.hrsa.gov/policiesregulations/policies/pin200801.html>).

9. Can an applicant request HIIP funding to support a project at an administrative-only site?

No. Applicants must propose a project at either an active service delivery site in the health center's approved scope of project at the time of the application submission or a new site which will serve as a service delivery site. HIIP projects cannot be proposed at administrative-only sites.

10. Can an applicant propose sub-recipient and contractor sites?

No, sub-recipient and contractor sites are not eligible for this funding opportunity.

11. How does HRSA define an “active” construction award under eligibility criterion “h) the project will not occur at a site with an active HRSA award that supports construction (i.e., new construction, expansion, or alteration/renovation/repair projects)”?

For the purpose of funding opportunity HRSA-15-129, HRSA defines an “active HRSA award that supports construction” as a project that:

- Has not been identified as “Complete” as of the reporting period ending 3/31/15 Quarterly Progress Report submission; and
- All project-specific submissions have not been submitted to HRSA by the application deadline of 5/21/15. This includes the Final Budget Information, Project Completion Certification, Final Photos, other active reporting requirement submissions and/or conditions of award.

For HRSA awards that support multiple projects within the same grant, please note that only the project site that is being requested in the application must comply with the requirements outlined above. For additional information related to defining project status, please reference page 5 of the Quarterly Progress Reports Manual at: <http://bphc.hrsa.gov/policiesregulations/capital/qprmanual.pdf>.

Eligible Use of Funds

12. What types of projects are permitted through the HIIP funding opportunity?

Applicants may propose either an alternation and renovation (A/R) or a construction/expansion (C/E) project. Either type of project may include the purchase of moveable equipment relevant to the proposed project.

13. What is the difference between an alteration/renovation (A/R) project and construction/expansion (C/E) project?

The project types are defined as follows:

- **Alteration and renovation (A/R):** This project type can include work required to modernize, improve, and/or reconfigure the interior arrangements of an existing facility; work to improve and/or replace exterior envelope; work to improve accessibility (such as sidewalks and ramps), and/or life safety requirements in an existing facility. This type of project would not increase the total square footage of an existing building and does not require ground disturbance or footings. This type of project may include the purchase of related moveable equipment.
- **Construction/Expansion(C/E):** This project type can include the construction of a new stand-alone structure and/or associated work required to expand a structure to increase the total square feet of a facility. Construction projects may include the installation of a permanently affixed modular or prefabricated building and/or the purchase of related moveable equipment.

14. Can applicants propose an equipment-only project?

No. Applicants may not propose equipment-only projects.

15. How many projects may be proposed within an application?

Applicants may propose only one distinct, site-specific, project.

16. Are pre-award costs allowable?

Yes. Pre-award costs up to 90 days prior to the award date may be proposed as part of the application. If the applicant receives a grant award, only pre-construction costs incurred up to 90 days prior to the award date, and in accordance with Federal procurement requirements, may be considered for reimbursement under the grant.

17. Are pre-award costs for grant writers allowable?

The services of a grant writer are not allowable through this funding opportunity.

18. What are the limitations for use of funding under this opportunity?

The following costs are unallowable and cannot be supported with HIIP funds:

- Health center operating costs (e.g., funding direct services, clinical full-time equivalents, costs for staff not directly related to the implementation of the proposed project within the project scope of work), rent, mortgage payments, refinanced credit facilities
- Costs related to Electronic Health Records (EHR) ongoing operations, and maintenance
- Pre-construction (architectural and engineering) costs incurred prior to 90 days before the award date
- Creation of shell space for future use
- Creation or improvement of space for use that is not consistent with the Health Center Program (section 330 of the Public Health Service Act, as amended)
- Hazardous materials remediation/abatement
- Leasing movable equipment
- Purchasing equipment for a site other than the site proposed in the application
- Purchase of a mobile van
- Land and/or facility purchase
- Project financing costs, such as conducting financial assessments or obtaining loans or mortgages

19. Can an application propose the purchase of a modular unit?

Yes. The purchase and permanent installation of a modular unit to expand an active site is an allowable construction cost. This type of project is considered a Construction/Expansion (C/E) project.

20. Does the salary limitation apply to FY 2015 HIIP awards?

Yes, the salary limitation does apply. Additional information related to the salary limitation can be found in Section 5.1 Budget – Salary Limitation of HRSA’s SF-424 Two-Tier Application Guide. Please remember that only the salary of an applicant’s staff that is directly related to the administration of the technical aspects of the proposed project can be considered as an allowable cost through this funding opportunity.

Application

21. Does Executive Order 12372 (Intergovernmental Review of Federal Programs) apply to the HRSA-15-129 funding opportunity?

This funding opportunity is not subject to the provisions of Executive Order 12372.

22. Can the project manager be a contractor?

Yes, the project manager may be a contractor who is responsible for overseeing the day-to-day activities of the project.

23. Is a Public Health System Impact Statement required or applicable?

No, a Public Health System Impact Statement is not required to be completed or distributed for this funding opportunity.

24. Are letters of support required?

Yes. Letters of support must be submitted with the application in order to demonstrate the commitment to the project from other service providers and organizations in the service area. The collaboration section of the Proposal Cover Page provides additional details on what is expected in the letters of support. As necessary, applicants may provide a list of additional letters that are available onsite. Letters of support that are not submitted with the application will not be considered by reviewers.

25. How should attachments be formatted?

All attachments in EHB must be provided to HRSA in a computer-readable format (i.e., do not upload text as images). HRSA recommends that applicants submit PDF files, but will also accept Microsoft Word or Excel files. Limit file attachment names to 50 or fewer characters. Use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period (.). Attachments that do not follow this rule will cause the entire application to be rejected by Grants.gov.

26. Who should complete and sign the Environmental Information Documentation (EID) checklist?

The Authorizing Official (AO) must complete and sign the EID checklist (OMB Form 0915-0324). Because this is a certification of conditions and the potential impacts on and around a proposed project site, the AO is strongly encouraged to seek consultation to ensure a complete understanding of the information requested.

27. Our organization is proposing an alteration/renovation project, so will we be exempt from undertaking environmental studies?

Although applicants proposing an alteration/renovation project typically do not require preparation of a full Environmental Assessment under the National Environmental Policy Act (NEPA), funded organizations will need to comply with the following requirements, as applicable:

- If the proposed work involves exterior work, ground disturbance, or work on a building that is over 50 years old, the project may require SHPO consultation under Section 106 of the National Environmental Policy Act.
- Buildings constructed prior to 1975 may require submission of a hazmat study and abatement plan.
- If the site is located in a coastal state, the project may require compliance with the Coastal Zone Management Act.
- If the proposed project is in a 100- or 500-year floodplain, it may require compliance with E.O. 11988, Floodplain Management.

If concurrent construction/expansion (C/E) is occurring at the site with the proposed alteration/renovation (A/E) project, other requirements may apply. The full scope of work should be disclosed on the EID Checklist (OMB Form 0915-0324).

Service Area Map and Table/Uniform Data System

28. What is the purpose of Attachment 7: Service Area Map and Table?

The primary purpose of the Service Area Map and Table is to depict your service area and the local health care environment. The map is a visual representation of the service area demonstrating

opportunities for collaboration described in the narrative. The table is a companion to the map, providing additional information on need.

29. How does an applicant become proficient in utilizing UDS Mapper to create a service area map and table?

For a tutorial on how to create a map, visit <http://www.udsmapper.org/tutorials.cfm>. The site offers a number of resources that will better acquaint users with UDS Mapper.

30. Do we need to provide the UDS Mapper and Service Area Related information for a project proposed at an existing service site or new sites?

Yes, since the HIIP funding opportunity requires applicants to serve additional patients, the application will need to demonstrate that there are additional, unserved patients in the current service area for the existing service site. Tools are available to assist you in determining the location of current Health Center Program, grantee sites, including the UDS Mapper (<http://www.udsmapper.org>) and Find a Health Center (<http://findahealthcenter.hrsa.gov>).

31. Can I propose to serve zip codes in an existing grantee's service area?

Yes. However, the application will need to demonstrate how the proposed project will address the need for increased patient capacity in the service area, as well as how the potential for duplication of resources and/or overlap in services, sites, or programs for the target population will be minimized.

32. How do we determine if our HIIP site is located in another health center's scope of project?

Applicant will use the UDS Mapper to identify the safety-net providers (i.e., other Health Center Program grantees, look-alikes, rural health clinics, hospitals, and health departments) within the proposed service area for the project site.

33. We would like to propose a project that relocates our existing service site to a new location within our current service area. Do we need to submit a separate Change in Scope (CIS) request to our H80 Grant project officer?

No. A separate CIS is not required. However, all applicants proposing a new service site location must complete both the Form 5B and an Add Site Checklist within the HIIP Application. These documents, as well as the other information provided in the application, will provide the required information that will be evaluated for the new site/location. Please see the FOA, Section III, Eligibility Information, for additional information and for links for additional information on how to complete these forms.

34. If our HIIP project will be at a new site location, will we be required to be operational within 120 days of the grant award?

No. The requirement that a new site be operational within 120 days of the Notice of Award (see PIN 2008-01 - <http://bphc.hrsa.gov/policiesregulations/policies/pin200801.html>) will not apply due to the approval of the site location through a capital grant application (see PAL 2011-07 - <http://bphc.hrsa.gov/policiesregulations/policies/pal201107.html>). HIIP grantees will be required to demonstrate that the new site location is operational within 30 days after the project period end date for this grant.

Electronic Submission Requirements

35. How are applications submitted?

Applications must be submitted electronically through BOTH Grants.gov and HRSA's EHB. Applicants must first submit to Grants.gov and receive a tracking number before beginning the application within the EHB.

36. How are grant application packages accessed from Grants.gov?

To access the HIIIP funding opportunity announcement:

- Go to <http://www.grants.gov/> and click on the blue tab labeled "Search Grants".
- Under the Basic Search Criteria, there will be a "Funding Opportunity #" field. Enter "HRSA-15-129" in the search field and select search.
- A matching result will display the HRSA-15-129 grant opportunity. Select the hyperlinked option that will allow you to view the grant opportunity.
- Select the blue tab labeled "Application Package."
- Select the "Download" hyperlink. This will take you to the Download Application Package Web page where you can access the application package.

37. What is the registration process for Grants.gov?

Registration in Grants.gov is required. Instructions for Grants.gov registration can be found at <http://www.hrsa.gov/grants/apply/register/index.html>. As registration may take up to a month, start the process as soon as possible. Call Grants.gov at 800-518-4726 between 7:00 AM and 9:00 PM EST for technical assistance.

38. How do I know if an application has been successfully submitted?

For the Grants.gov portion of the application, the applicant organization will receive verification via e-mail from Grants.gov verifying successful submission of the application. For the EHB portion of the application, the submitting authorized official (AO) will receive a confirmation web page upon successful submission in EHB. Applicants are strongly encouraged to print this confirmation page; no e-mail confirmation will be sent through EHB.

Budget Information

39. What is the proposed project/budget period for this funding opportunity?

Applicants will identify how the proposed project will be implemented within a three-year project/budget period.

40. Is the \$1,000,000 maximum for the entire three-year project/budget period or can applicants request \$1,000,000 per year for the three-year project/budget period, for a total request of \$3,000,000 in Federal funds?

Applicants can request a maximum amount of \$1,000,000 per application for the entire three-year project/budget period.

41. How should dollar amounts be entered on the SF-424C Budget?

Amounts must be rounded to the nearest whole dollar.

42. Where should moveable equipment be entered on the SF-424C budget page?

All moveable equipment items (regardless of cost) should be entered on Line 10 Equipment.

43. Can you provide more instruction on how to prepare the budget justification?

The budget justification must provide a detailed break-out and description of each line item in the budget. Detail related to the other sources of funding needed for the project, if not fully funded with the HIIP grant funding request, should also be included. Please refer to the sample budget justification available at <http://www.hrsa.gov/grants/apply/assistance/hiip>.

Applicants are encouraged to evaluate the cost/square foot for the proposed project ($[\text{construction costs} + \text{demolition costs} + \text{site work costs} + \text{contingency costs}] \div \text{total square footage}$). For project costs that deviate from the regional average, provide supporting information (justification for high/low costs, unique project requirements, and a table of costs comparison of similar projects) as needed to demonstrate that the costs are appropriate.

44. If a health center is utilizing other sources of funding to supplement a project, do those other sources need to be in-hand or committed?

No, but the budget justification should provide information on the other sources of funding, including the status of obtaining the full funding needed to undertake the project, and plans for securing the balance of the funds that have not been secured. Applicants must be able to demonstrate how they will be able to complete the HIIP project within the three-year project period.

45. For total project costs, should applicants identify all other sources of funding for the project, regardless of whether it supports allowable or unallowable costs?

Yes. Applicants should identify all other sources of funding for all costs (both allowable and unallowable) on Lines 3a-3e (Columns a, b, and c, as appropriate). If there are additional sources of funding, sufficient narrative detail must be provided in the budget justification.

46. How should in-kind costs be included in the overall project budget and entered into the application?

“In-kind costs” should be included and described in the budget justification.

47. Can the budget include costs for the operation of the health center?

No. Health center operational costs are not allowable and cannot be included as part of the application.

48. How do I calculate the allowable amount for the contingency cost line item (Line 13 of the SF-424C budget form)?

Contingency costs are limited to 5 percent of the sum of Lines 7c (allowable site work), 8c (allowable demolition and removal), and 9c (allowable construction). The contingency costs are limited to 2% after the contract is awarded. The contingency does not include moveable equipment costs.

49. Is there a dollar limit for the Miscellaneous (Line 11c of the SF-424C budget form) category of expenses?

Miscellaneous costs are limited to no more than 10 percent of Line 16c (total cost). However, applicants must provide significant detail for what is included in this line item, and ensure that the costs are not more appropriately identified in another line item within the SF-424C budget form.

50. How should items with a unit cost of less than \$5,000 and a useful life of more than 1 year be entered on the SF-424C?

All items with a useful life of more than 1 year should be entered on Line 10 Equipment.

51. What relocation costs are allowable?

Moving costs associated with a project are unallowable. The following types of relocation costs are allowable:

- Renting a space for temporary relocation purposes while work on the main site is being completed;
- Costs associated with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (as amended by the Uniform Relocation Act of 1987) (the Act provides relocation assistance in specific circumstances where the project involves the displacement of persons and businesses).

52. How is moveable equipment defined?

Moveable equipment includes non-expendable items with a useful life of more than one year that are not permanently affixed and can be easily moved. Examples include x-ray equipment, freezers, autoclaves, furniture, administrative equipment (i.e., computers, servers, telephones, copying machines, software), and special purpose equipment used for medical activities (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers). Office supplies (e.g., paper, pencils, toner), medical supplies (e.g., syringes, blood tubes, plastic gloves), and educational supplies (e.g., pamphlets, educational videotapes) are not defined as moveable equipment and are unallowable.

Application Review

53. What is the review process and how will the application be evaluated?

Grant applications will be subject to internal and external HRSA reviews. The internal review will assess completeness and eligibility. These applications will also be reviewed by an external Objective Review Committee (ORC) to assess technical merit. The review criteria outlined in the HIIP funding opportunity announcement (HRSA-15-129) will be used by the ORC to review and rank applications.

54. Will projects with additional sources of funds (equity and/or debt) be more competitive than projects that request grant funding for all allowable costs? Should the applicant request grant funds at a certain percentage of the total project cost?

Applicants should request funds that are adequate, necessary, and reasonable to complete the project. The Objective Review Committee will evaluate the application based on the review criteria in the funding opportunity announcement.

Federal Interest and Leasehold Improvements

55. Is a Notice of Federal (NFI) Interest required?

Depending on the scope of work, the owner of the property may be required to consent and file a Notice of Federal Interest. Additional information on NFI requirements is located in the HIIP funding opportunity announcement, section VI, Federal Interest.

56. What is required in a NFI and how is it filed?

Information regarding the contents of a NFI and filing is available at <http://bphc.hrsa.gov/policiesregulations/capital/nfifilingguide.pdf>.

A sample NFI can be obtained at

<http://bphc.hrsa.gov/policiesregulations/capital/postaward/samplenoticeoffederalinterest.docx>.

57. When is a NFI required to be filed? Must it be submitted with the application?

If a NFI is required, the applicant must submit the NFI after the award of the grant, but prior to initiating physical work on the project.

58. What if there is already a HRSA NFI on the property?

NFIs must specify the grant under which the capital funding was provided. NFIs that cite other grant programs cannot be substituted. Existing NFIs may be amended to add in the new grant and project description along with the existing grant information upon issuance of a Notice of Award. Sites that received construction-related funding (i.e., new construction or alteration/renovation) through the FY 2010 Facility Investment Program (C80), FY 2011 Capital Development or FY 2012 Capital Development - Building Capacity funding opportunities (C8A) are not eligible.

59. Are leasehold improvements allowable?

Yes. Leasehold improvements are allowed. More detailed information regarding leasehold improvements can be found in the HIIP funding opportunity announcement, section VI, Leasehold Improvements.

Green Building

60. What does HRSA mean by “green sustainability principles” in reference to the funding opportunity?

In the Project Description section, applicants must clearly demonstrate how the construction activities and/or design elements will incorporate sustainable/green design, construction practices, and products to the maximum extent feasible. Examples of such design and construction considerations include passive (use of building components and orientation or site features for efficiencies) and active (built-in building or site systems) facility efficiencies, salvage during demolition, efficiencies and benefits of choice of materials, ensuring energy efficiency, and maximizing reuse/recycling capabilities. For further information, see section VI of the HIIP Funding Opportunity Announcement.