



Patient Centered Medical Home – Facility Improvements (P-FI) Program

HRSA-14-073

Application Technical Assistance Call



Objectives



- ❑ Part I – Grant Overview & Eligibility
- ❑ Part II – Application and Review Process
- ❑ Part III – Post Award Information
- ❑ Resources and Contact Information



Part I



Part I Grant Overview, Funding, Eligibility, and Allowable Projects/Costs



Affordable Care Act Overview



Authorized by the Patient Protection and Affordable Care Act (Affordable Care Act) ((P.L. 111-148), Title X, Section 10503(c)) which provided \$1.5 billion for years 2011 – 2015 for the construction and renovation of community health centers, resulting in the following capital funding opportunities:

- ❑ FY 2011
 - Capital Development (CD)
- ❑ FY 2012
 - Capital Development–Building Capacity Capital (CD-BC)
 - Capital Development–Immediate Facility Improvement (CD-IFI)
- ❑ FY 2014 (NEW)
 - Patient Centered Medical Home–Facility Improvements (P-FI)



P-FI Grant Overview



- ❑ This funding opportunity will:
 - Support efforts to make facility enhancements through alteration and renovation or construction projects that will improve patient access to services and quality of care using the Patient Centered Medical Home (PCMH) model of care
- ❑ Award approximately \$35 million, through competitive one-time grants in FY 2014
- ❑ Award individual grants up to \$250,000 to an estimated 150 – 175 Health Center Program grantees



Funding Information



- ❑ Catalog of Federal Domestic Assistance (CFDA) # 93.526
- ❑ Announcement Number: HRSA-14-073
- ❑ 2-year project/budget period
- ❑ Applications are limited to the 80-page length when printed by HRSA
- ❑ Applications must be submitted to Grants.gov by March 14, 2014 and through EHB by April 17, 2014



Funding Information



- ❑ Only one application may be submitted for consideration from the same applicant organization
- ❑ 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 application



P-FI Eligibility



- ❑ Applicant must be an existing health center receiving Health Center Program operational support (sections 330(e), (g), (h), and/or (i)) at the time of application. Health centers that are not eligible for P-FI funding include those that:
 - Received initial health center funding in FY 2013 or FY 2014;
 - Have five or more active 60- or 30-day progressive action conditions on current award; or
 - Have one or more 30-day progressive action condition(s) on current award.



P-FI Eligibility



- The requested Federal funding (presented on the consolidated SF-424C Budget Form and accompanying Budget Justification) is less than or equal to \$250,000.
- The project will support new alteration/renovation activities and/or new construction costs. No more than 50 percent of the total allowable budget will support moveable equipment costs (line item 10 of the budget information). (Note: Moveable Equipment-only projects are not eligible.)
- The proposed project is located at an active service delivery site or administrative/service delivery site that is within the health center's current approved scope of project.



P-FI Eligibility



- The project will not occur at a sub-recipient or contractor site.
- The project will not occur at a site with an active HRSA capital award (i.e., new construction, expansion, or alteration/renovation/repair projects).
- Proposed construction and alteration/renovation activity associated with the P-FI project or connected activity (e.g., site grading, installation of utilities, demolition) have not have not started.



Allowable Project Types



Applicants may propose the following project types at an active service delivery site at the time of application submission:

- Alteration/renovation (A/R)
- Construction



Allowable Project Types



- Alteration and renovation (A/R)
 - Work to modernize, improve, and/or reconfigure the interior arrangements; improve and/or replace exterior envelope; or improve accessibility (such as sidewalks and ramps) and/or life safety requirements in an existing facility
 - An A/R project would not increase the total square footage of an existing building and does not require ground disturbance or footing



Allowable Project Types



❑ Construction

- Includes expansion of an existing structure to increase the total square feet of a facility. Construction projects may include use of a permanently affixed modular or prefabricated building and the purchase of related moveable equipment.
- If a proposed facility expansion project also includes alteration/renovation to the existing structure, this falls under the construction project type.



Allowable Costs



- ❑ Pre-construction cost if directly related to the administration of the proposed project
- ❑ Design and consultation fees
- ❑ Testing for hazardous materials is allowable (abatement of site and building hazardous material is unallowable)
- ❑ Movable equipment as part of a A/R or construction project

- ❑ Note: these are examples of some allowable construction costs. Reference Appendix A of HRSA-14-072 for further guidance.



Unallowable Costs



- ❑ All construction costs before the award date
- ❑ Pre-award preconstruction costs incurred before 90 days prior to the anticipated award date
- ❑ Land and building purchases, lease payments, and related costs
- ❑ 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).
- ❑ Health center operating costs (e.g., funding direct health care services, clinical full-time equivalents, rent, mortgage payments)



Unallowable Costs



- ❑ Costs that do not meet Federal procurement guidelines as listed in 45 CFR 74.40 – 74.48 or Part 92
- ❑ Permanent relocation costs
- ❑ Expenditures for personnel unrelated to the project
- ❑ Costs related to Electronic Health Records (EHR) ongoing operations and maintenance
- ❑ Mobile vans
- ❑ Abatement of site and building hazardous material



Equipment Purchases



- ❑ Equipment may only be purchased in conjunction with an approved alteration/renovation or construction project
- ❑ Equipment must be used at the approved project site
- ❑ Equipment must be tracked and maintained as outlined in 45 CFR Parts 74.31, 74.34, Part 92.32, and Department of Health and Human Services (DHHS) Grants Policy Statement II-66



Part II



Part II Application Process



Submission Process



- 2-tier application submission process
 - Grants.gov on **March 1**(, 2014 by 11:59 PM EST
 - HRSA's EHB on **April 17, 2014** by 5:00 PM EST



- ❑ Refer to <http://www.hrsa.gov/grants/apply/userguide.pdf> for detailed application and submission instructions
- ❑ The Grants.gov registration process involves these basic steps:
 - Register the organization
 - Get authorized as an Authorized Organization Representative (AOR) by the applicant organization
 - Register an individual as the AOR for the organization
 - Get authorized as an AOR by the applicant organization



- ❑ The following information will be provided through Grants.gov:
 - Application for Federal Assistance (SF-424) (required)
 - Disclosure of Lobbying Activities (SF-LLL) (as applicable)
 - Project Summary/Abstract (required)
 - Grants.gov Lobbying Form (required)

Note: Detailed instructions for completing these documents are available within the funding opportunity announcement



- ❑ Registration in Grants.gov is required (registration may take up to a month—start the process as soon as possible)
- ❑ Please visit the Grants.gov website at <http://www.grants.gov> or call the Grants.gov Contact Center at 1-800-518-4726, 24 hours a day, 7 days a week (excluding Federal holidays) for additional technical assistance on the registration process



HRSA's EHB



- ❑ Registration in HRSA's EHB is required.
 - Refer to <http://www.hrsa.gov/grants/apply/userguide.pdf> for registration information, process instructions, and frequently-asked questions.
 - For technical support, call the HRSA Call Center at 1-877-464-4772.
- ❑ The Authorizing Official (AO) must complete submission of the application.
- ❑ More information and technical assistance is available at <http://www.hrsa.gov/grants/apply/assistance/P-FI>.



HRSA's EHB



- ❑ The following information will be provided in electronic forms through the EHB:
 - Proposal Cover Page (Required)
 - Project Cover Page (Required)
 - Budget Information for Construction Programs (SF-424C) (Required)
 - Funding Sources (Required)
 - SF-424D Assurances Constructions Programs (Required)
 - Equipment List (Required)
 - Form 5B Service Sites (Required)
 - Other Requirements for Sites (Required)



HRSA's EHB



- ❑ The following information will be provided as documents uploaded as attachments through the EHB:
 - Attachment 1: Budget Justification (Required)
 - Attachment 2: Site Plan (Required)
 - Attachment 3: Floor Plans/Schematic Drawings (Required)
 - Attachment 4: Environmental Information and Documentation Checklist (Required)
 - Attachment 5: Property Information (Required)
 - Attachment 6: Landlord Letter of Consent (As applicable)
 - Attachment 7: Other Relevant Documents (As applicable)



Proposal Cover Page



- Applicants will provide the following information for the overall application information:
 - Need* (*4,000 characters*)
 - Response* (*4,000 characters*)
 - Impact (*4,000 characters*)
 - Resources/Capabilities (*4,000 characters*)

* These sections address PMCH Principle/Domains



Proposal Cover Page



- ❑ HRSA does not endorse one PCMH accreditation/ recognition over another, but recognize six principles/ domains of a PCMH that are the overarching categories that create a patient-centered medical home. One or more of the following principles/domains should be explained within the Proposal Cover Page:
 - Enhance Access/Continuity
 - Identify/Manage Patient Populations
 - Plan/Manage Care
 - Provide Self-Care Support/Community Resources
 - Track/Coordinate Care
 - Measure/Improve Performance



Project Cover Page



- Applicants will provide the following information for the project:
 - Project Title
 - Project Type
 - Project Description
 - Project Management
 - Project Timeline
 - Project Equipment List
 - Budget Information for Construction (SF-424C)
 - Funding Sources
 - Form 5B: Service Sites
 - Other Requirements for Sites



Budget Page Form



- ❑ Refer to the Appendix A in the Guidance for specifics of submitting the budget
- ❑ Please be aware of the following common issues:
 - Administrative costs are generally for in-house costs and expenses – costs should be directly related to the project implementation
 - Construction Bonds and Insurance are part of the construction cost
 - Contingency is 5% of Lines 7, 8, and 9 ONLY
 - Include the cost of any site work (sidewalks, curb grading, etc.) under Line 7 – Site Work
 - Fixed equipment is anything that alters the building and must be installed, such as an HVAC, and is considered alteration/renovation



Funding Sources



- ❑ If the Federal assistance requested (line 17C) in the SF-424C is less than the Total Project Cost (line 16C), then the balance of the project must be distributed across “Other Funding Sources.”
- ❑ The “Amount Secured” – funds in possession, “Amount Expected” – funds committed and “Amount Forthcoming” – funds expected but not committed, can be distributed across the following:
 - State Grants
 - Local Funding
 - Other Federal Financing
 - Private/Third Party Funding
 - Other Project Financing



Budget Justification



- The Budget Justification must describe the scope of work to be performed within the project. Be sure to provide a detailed description for every line item on the SF-424C form.
 - Provide further explanation of any other sources of funding, including the plan to and status of securing those funds.
 - ALL costs on the SF-424C should be detailed in the Budget Justification; a sample Budget Justification is available at <http://bphc.hrsa.gov/policiesregulations/capital/>.



Equipment List



- ❑ Applicants must include all moveable equipment with a useful life of more than one (1) year, regardless of cost, to be purchased with P-FI funds.
- ❑ If no equipment will be purchased – insert \$0.
- ❑ Equipment type will be categorized as one of the following:
 - Clinical (exam tables, audiometer, nebulizers, etc.)
 - Non-clinical (computers, desks, furniture, etc.)

Completeness and Eligibility
(C&E) Review

Objective Review
Committee (ORC) Review

Technical Application
Review (TAR)

Notice of Award (NoA)

- ❑ Initial review to ensure applicants have submitted all required documents and met eligibility criteria.
- ❑ ORC reviews and scores applications based on review criteria in the funding opportunity announcement.
- ❑ HRSA performs technical reviews of the applications.
- ❑ Based on ORC and TAR reviews, successful applicants receive NoA.



Objective Review Committee (ORC Review)



- ❑ An objective review of the applications will be performed to assess the merit of eligible applications based on the review criteria in the funding announcement:
 1. Need (25 points)
 2. Response (25 points)
 3. Impact (15 points)
 4. Resource/Capabilities (25 points)
 5. Support Requested (10 points)
- ❑ Applicants should ensure the review criteria are fully addressed within the Proposal Narrative sections and supported by other supplementary information in the application as appropriate.



P-FI Internal Review



- All proposals are subject to internal technical reviews (as applicable):
 - Architectural and Engineering Reasonableness
 - Allowable/Unallowable Costs Analysis
 - Environmental Review (NEPA) and Compliance – to be considered a complete application the application MUST contain a completed Environmental Information and Documentation (EID) checklist for each project
 - State Historic Preservation Office (SHPO) review



Part III



Part III Post Award Information



Notice of Award



- ❑ If the application is funded, a Notice of Award (NoA) will be issued as the authorizing document
- ❑ The NoA contains the following information:
 - Terms of award
 - Conditions of award
 - Approved budget
 - Amount of Federal funds awarded
 - Project description



Post Award



- ❑ Please refer to the NoA for the complete list of grant specific conditions
- ❑ Grantees **cannot begin** any construction or demolition (including grading or utility work) on the site or building until all conditions on the NoA have been lifted
- ❑ Grant conditions may require the grantee to submit revised documents



Environmental and Historic Preservation Conditions



- Most construction and A/R projects will include several conditions for environmental and/or historic preservation reviews and compliance with Federal laws
 - Do not begin construction or draw down funds for demolition, site preparation, or construction activities until these conditions have been approved and a lifted
 - Please plan accordingly in project schedules. Consultation under Section 106, takes a minimum of a month to prepare, while an Environmental Assessments may take several additional months to prepare, review, and distribute for public comment.
 - Grant recipients should work closely with their Project Officer and Environmental Reviewer.



Environmental and Historic Preservation Conditions



- ❑ Technical assistance for environmental and historic preservation requirements is available at <http://bphc.hrsa.gov/policiesregulations/capital/environmentandhistoric/capitaldevelopment.html>



Design and Construction Standards



- P-FI projects must be compliant with the following:
 - Uniform Relocation Assistance, 45 CFR Part 15
 - ADA Accessibility Guidelines for Building and Facilities (28 CFR Part 36)
 - NFPA 101 Life Safety Code (2009 edition) (as applicable)
 - AIA Guidelines for Design and Construction of Hospital and Health Care Facilities (2009 edition) (as applicable)
 - Real Property insurance, maintenance, disposition, and Federal interest, 45 CFR Part 74.31-37, and 92.31 and DHHS Grants Policy Statement



Sustainable Practices and Design



- ❑ HRSA strongly encourages organizations to use sustainable design principles when applicable to a project design, construction, and equipment purchases
- ❑ Equipment:
 - Electronic Product Environmental Assessment Tool (EPEAT)—Silver Rated products
<http://www.epeat.net>
 - When EPEAT registered products are not available, the following environmental criteria should be considered—Energy Star features
<http://www.energystar.gov>



Sustainable Practices and Design



□ Design/Construction

- The specifics of Sustainable Design (available at <http://bphc.hrsa.gov/policiesregulations/capital>) are discussed in Appendix A3 to the document's Environment of Care section (1.2.3)
- The appendix references the U.S. Green Building Council's LEED Green Building Rating System (<http://www.usgbc.org>) and the Green Guide for Health Care (<http://www.gghc.org>)



Federal Interest



- The Federal government always retains interest in property constructed, acquired, or improved with Federal funds:
 - For all P-FI construction projects, regardless of award amount, applicants are required to file a NFI
 - For A/R, Federal interest exists for the useful life attributable to the alteration/renovation funded under this grant
 - Projects with total (Federal and non-Federal) costs more than \$500,000 (excluding equipment) must file a Notice of Federal Interest (NFI)
 - Applicants not required to file an NFI (projects with total Federal and non-Federal costs less than \$500,000)
 - Federal interest still exists



Leasehold Improvements



- ❑ Funds may not be used to pay lease costs
- ❑ Funds for a leased property cannot address needs that are part of the terms of the lease (i.e., the responsibility of the lessor)
- ❑ If funds address improvements that would impact terms of the lease (e.g., double paned windows) applicants must have written evidence of negotiated offset in the rent



Leasehold Improvements



- The Landlord Letter of Consent from the facility owner must address the following components:
 - Approval of the scope of the project
 - Agreement to lease terms and to provide the applicant health center reasonable control of the project site for required number of years
 - Agreement to file an NFI in the land records of the local jurisdiction before the project begins (if the proposed project is greater than \$500,000)



Leasehold Improvements



- ❑ HRSA will determine if the term of the lease is sufficient for the full value of the grant-supported improvements to benefit the grant activity. HRSA will take into account the purpose and duration of the grant, the expected life of the facility, and the use of the facility for grant-supported purposes.
- ❑ The lease agreement must provide the applicant reasonable control



Resources/Contacts



- ❑ Grants.gov Contact Center
 - Phone: 1-800-518-4726
 - Email: support@grants.gov
- ❑ EHB Support
 - HRSA Contact Center: Phone 877-Go4-HRSA/877-464-4772 (TTY: 877-897-9910) Fax: 301-998-7377or Email: callcenter@hrsa.gov



Resources/Contacts



□ BPHC Helpline

- Phone: 877-974-2742 weekdays from 8:30 AM to 5:30 PM EST
- Email: bphchelpline@hrsa.gov

□ Resources

- Website:
<http://www.hrsa.gov/grants/apply/assistance/pfi>
- FAQs
 - EHB Registration Slides
 - EHB User Guide



Resources/Contacts



- ❑ Program Contact Information
 - Ann Piesen: 301-594-4300
 - Email: BPHCCapital@hrsa.gov
- ❑ Grants Management Contact Information
 - Neal Meyerson: 301-443-5906 or nmeyerson@hrsa.gov



Questions?