FY 2019 School-Based Health Center Capital (SBHCC) Program
Notice of Funding Opportunity HRSA-19-073
Frequently Asked Questions

Below are common questions and corresponding answers for the fiscal year (FY) 2019 School-Based Health Center Capital (SBHCC) Program notice of funding opportunity (NOFO). New items will be added as needed. The SBHCC NOFO and any updates to these FAQs are available at https://bphc.hrsa.gov/programopportunities/fundingopportunities/SBHCC/.

Contents

General Information

1.   What is the purpose of the SBHCC funding opportunity?
The purpose of this funding opportunity is to increase access to mental health, substance abuse, and childhood obesity-related services in operational school-based health centers (SBHCs), by funding minor alteration/renovation (A/R) projects and/or the purchase of moveable equipment, including telehealth equipment.

2.   How much funding is available?
Approximately $10 million is available to support an estimated 100 awards in FY 2019.

3.   How much federal funding can I request in a SBHCC application?
You can submit only one application, requesting a maximum amount of $100,000. Your application may propose up to four different projects. The total funding request must be less than or equal to $100,000, regardless of the number of projects proposed.

4.   Can I submit more than one application?

No. HRSA will only accept your first validated electronic submission in Grants.gov. Subsequent applications will be marked as duplicates and will not be considered for funding.

5.   How do I submit my application and when is it due?

There is a two-phase application submission process via Grants.gov **and** the HRSA Electronic Handbooks (EHB).

>   **Phase 1 – Grants.gov:** Application must be completed and successfully submitted in Grants.gov by 11:59 PM ET on Tuesday, April 17, 2018.

>   **Phase 2 – HRSA EHB:** Application must be completed and successfully submitted in EHB by 5 PM ET on Thursday, May 31, 2018.

You must submit in Grants.gov and receive a tracking number through Grants.gov before beginning the application within EHB. HRSA recommends that you submit your application in Grants.gov as soon as possible to ensure that maximum time is available to provide the additional required information in EHB.

6.   How do I access the SBHCC application in Grants.gov?

To access the FY 2019 SBHCC application package:

- Go to http://www.grants.gov/ and click on the "Search Grants" tab.
- In the "Opportunity Number" field, enter **HRSA-19-073**, and click the "SEARCH" button.
- Under the "Opportunity Number" column in the results, click the "HRSA-19-073" link.

Refer to the Apply for Grants instructions for additional information on the Grants.gov registration and submission process.

7.   How do I register for HRSA Electronic Handbooks (EHB)?

Instructions for EHB registration can be found under the Registration and User Accounts FAQs at https://help.hrsa.gov/display/public/EHBSKBFG/Index. For technical assistance, contact the HRSA EHB Contact Center at 877-464-4772.

Eligibility

8.   Who is eligible to apply for SBHCC funds?

To be eligible, your organization must be an operational school-based health center or a sponsoring facility applying on behalf of an operational school-based health center. See the next two questions for details.

9. What is a school-based health center (SBHC)?

A school-based health center is:

- Located in or near a school facility of a school district or board, or in or near a school facility of an Indian tribe or tribal organization;
- Organized through school, community, and health provider relationships;
- Administered by a sponsoring facility;
- Providing, through health professionals, primary health services to children in accordance with State and local law, including laws relating to licensure and certification; and
- Compliant with other State requirements for the operation of such a clinic.

10. What is a sponsoring facility of a SBHC?

A sponsoring facility is one of the following:

- Community health center
- Public health department
- Hospital
- Non-profit health care agency
- Local educational agency
- Program administered by the Indian Health Service or the Bureau of Indian Affairs or operated by an Indian tribe or a tribal organization

11. What is a local education agency?

A local education agency is a public board of education (or other public authority) that controls, directs, or performs a service function for:

- Public elementary or secondary schools; or
- An administrative agency for public elementary or secondary schools.

12. Does the SBHC have to be operational at the time of application?

Yes. To be eligible, the SBHC must be operational and currently seeing patients, as evidenced in Attachment 1: SBHC Operational Agreement.

13. What type of school is eligible to be served by a SBHC?

All types of schools, including (but not limited to) public, private, parochial, and charter schools, serving patients in kindergarten through grade 12 may be served by a SBHC.

14. Are health centers eligible?

A health center that administers an operational SBHC is considered the sponsoring facility of a SBHC and is eligible to apply. The application must provide an established SBHC Operational Agreement as Attachment 1.

15. If an organization is a sponsoring facility for more than one SBHC, can each SBHC apply?
Yes. Each SBHC may apply, as long as the SBHC will be independently accountable to the federal government for the use of the funds and has the legal authority and the ability to administer the grant, including the ability to independently draw down, manage, and report on the use of the funds.

16. If our organization received a previous SBHCC award, are we eligible to apply?
Yes, if you apply for different site(s) for any minor A/R projects. Organizations that propose a minor A/R project at a site that received A/R or construction funding through an SBHCC funding opportunity in FY 2011 (HRSA-11-127), FY 2012 (HRSA-12-113), or FY 2013 (HRSA-13-140) are not eligible and will not be considered for funding. Equipment-only projects that will supply equipment to a site that benefited from a past SBHCC funding opportunity are allowable.

17. Are construction and major A/R projects allowable?
No. Applications that propose construction or major A/R will not be eligible for funding.
- Construction is defined as a project that will increase physical square footage, either by building on to an existing facility or constructing a new facility from the ground up.
- Major A/R is defined as A/R that is part of a larger construction project or has a total project cost of $500,000 or more.

18.   NEW! If the SBHC only provides mental health services or dental services, is it eligible?
No. Based on the definition in section 2110(c)(9)(A) of the Social Security Act, the SBHC must provide primary health services to children.

19. Are part-time SBHCs eligible? What is the minimum number of hours that the SBHC should be open?
Yes. Part-time or seasonal SBHCs are eligible. There is no minimum number of hours that a SBHC must provide services.

Project Requirements

20. What types of projects are permitted?
There are two types of allowable projects:
- **Minor A/R**: You may propose only one minor A/R project per operational SBHC site. For each site-specific minor A/R project, the total project cost, including other non-SBHCC funding sources, must be less than $500,000. This project type includes the following:
    ◦ Work required to modernize, improve, and/or reconfigure the interior or other physical characteristics of a facility.
    ◦ Installation of equipment in an existing facility.
    ◦ Purchase of moveable equipment to be located at the site proposed to be altered/renovated.

- **Equipment-only**: This project type includes the purchase of moveable equipment items with a useful life of more than one year. Examples of equipment that you may propose in an equipment-only project include telehealth equipment, exercise equipment, health education equipment, laptops, servers, videoconferencing equipment, scales, and mobile medical vans. You may propose one equipment-only project to purchase equipment for one or multiple operational SBHC sites.

21. Can SBHCC funds be used to lease moveable equipment?
No. SBHCC funds may be used to purchase, but not lease, moveable equipment.

22. How many projects can be proposed?
You may propose up to four projects in total. This could be up to four minor A/R projects **or** one equipment-only project and up to three minor A/R projects. This allows the following combination of projects:
- 1-4 Minor A/R projects (which can include equipment to be used at the minor A/R project sites);
- 1 equipment-only project; or
- 1 equipment-only project and 1-3 minor A/R projects (which can include equipment to be used at minor A/R project sites).

23. How many sites can be proposed per project?
Minor A/R projects are site-specific, so only one site can be associated with each minor A/R project. You may propose one equipment-only project to purchase moveable equipment for an unlimited number of operational SBHC sites.

24. If we propose a minor A/R project and also want to purchase equipment for that site, do we have to also propose a separate equipment-only project?
No, a minor A/R project should include all costs related to the operational SBHC site (both minor A/R and moveable equipment). An equipment-only project should only be proposed for the purchase of moveable equipment where no minor A/R is proposed.

25. Do we have to address all three focus areas (mental health, substance abuse, and childhood obesity)?
Yes, applicants must address how they will increase access to mental health, substance abuse, **and** childhood obesity-related services (all three) through minor A/R and/or the purchase of moveable equipment.

26. Can I use SBHCC funding to provide mental health, substance abuse, or childhood obesity-related services?
No, the provision of services and other operating costs (e.g., clinical staff, rent, mortgage payments, refinancing) are unallowable costs.

27. Can SBHCC funding be used to cover costs incurred prior to the award date?

Minor A/R activities associated with the project started before the award date are considered unallowable costs. Pre-award (e.g., planning) costs may be proposed as part of the SBHCC application. However, as this is a competitive opportunity, pre-award costs are incurred at your risk since funding is not guaranteed.

Costs (other than minor A/R activities) incurred not more than 90 days prior to the award date may be allowable. Approval will be based on the nature of the cost, relevance of the cost to the project, and justification for the cost being incurred prior to the award date as presented in the Project Narrative and the Project-Specific Budget Justification(s). Costs incurred more than 90 days prior to the award date are not allowable.

28. Can we purchase trailers with SBHCC funds?

You may propose to purchase portable trailers with SBHCC funds if they expand access to mental health, substance abuse, and childhood obesity services. A portable trailer is built on a chassis and designed to be hauled from one site to another by a vehicle. Such a trailer is considered an equipment purchase. Note that costs for installation of trailers or pre-fabricated modular units are unallowable.

29. If we propose minor A/R, what are the environmental and historic preservation requirements?

For information on environmental and historic preservation compliance requirements, see https://bphc.hrsa.gov/about/nepa-nhpa/capital-development.html. Although applicants proposing minor A/R projects typically do not require preparation of a full Environmental Assessment under the National Environmental Policy Act (NEPA), you may need to comply with several other requirements which are further described in the Award Administration Information section of the NOFO (Section VI).

30. Can we use SBHCC funds to pay an architect that is a direct employee of the SBHC?

The preferred method for selecting an architect is to solicit for competitive bids and select the lowest responsive and responsible bid. However, some organizations may wish to accomplish this using their own work force (force account). Further information is available at https://bphc.hrsa.gov/about/pdf/forcefaq.pdf.

Equipment

31. What is considered moveable equipment?

Moveable equipment includes non-expendable items with a useful life of more than one year that is not permanently affixed and can be easily moved (e.g., exercise equipment, telehealth equipment). There is no specific minimum or maximum per unit costs for equipment items.

32. Are supplies an allowable cost?

Expendable supplies (e.g., office supplies, medical supplies, educational supplies) are unallowable. Supplies with a useful life of more than one year may be included as moveable equipment for this funding opportunity.

33. Are mobile vans and other vehicles an allowable cost?

SBHCC funds can be used to purchase a mobile van for the initiation or expansion of mental health, substance abuse, and/or childhood obesity-related services to children, alone or in addition to other primary health care services. Vehicles other than mobile vans to provide services are unallowable.

34. Can we store equipment purchases until a later date?

No. Equipment purchased with SBHCC funds must be used to increase access to mental health, substance abuse, and/or childhood obesity-related services for the intended population within the two-year project period (February 1, 2019 to January 31, 2021).

35. What is telehealth equipment?

Telehealth equipment includes, but is not limited to, speakers, microphones, laptops, servers, and videoconferencing equipment.

36. Are electronic health record (EHR) purchases allowable?

You may not use SBHCC funding for costs related to EHR system initiation (i.e., to purchase an EHR), ongoing operations, or maintenance. However, equipment associated with using an existing EHR, such as software, site licenses, laptops, and/or servers, is allowed.

Funding Preference

37. Can you further define the titles referenced in the funding preference, which states that the SBHC must "serve a large population of children eligible for medical assistance under the state Medicaid plan under title XIX of the Social Security Act or under a waiver of such plan or children eligible for child health assistance under the state child health plan under title XXI of that Act"?

Title XIX is Medicaid and Title XXI is the State's Children's Health Insurance Program (SCHIP). Individual States may call these programs by other names (such as Healthy Families). Also, several States have permission from the federal government to waive specific Medicaid requirements; these States are said to have waivers.

38. Are there guidelines for determining what constitutes a "large number" of children eligible for Medicaid and SCHIP (i.e., Titles XIX and XXI)?

HRSA has not established a specific threshold for the number or percentage of children eligible for Medicaid or SCHIP that an applicant must serve in order to request the funding preference.

You must determine whether you serve a "large number" of children who are eligible for Medicaid.

39. The funding preference language refers to "children." Do middle and high school aged students count as children for purposes of the funding preference?

Applicants may choose to count middle school and high school age students as children for purposes of the funding preference. This is consistent with the definitions used in Medicaid and SCHIP.

40. What happens if I do not request the funding preference?

All eligible applications will be reviewed and scored using the same process and criteria. However, applications that requested the funding preference will be considered for funding before applications that did not request the funding preference.

Application Forms

41. What is the difference between the Proposal Cover Page and the Project Narrative?

The Proposal Cover Page provides a consolidated summary of the proposed SBHCC project(s) and includes the Project Narrative. The Project Narrative describes the need, response, service impacts, and resources/capabilities for the proposed SBHCC project(s).

42. If I am proposing an equipment-only project, do I need to complete the Project Management and Project Description sections of the Project Cover Page?

Yes. The Project Management and Project Description sections must be completed for all project types, including equipment-only projects.

43. Who should be listed as the Project Manager?

The Project Manager is the person responsible for the administrative direction and oversight for the project. The Project Manager may be a contractor or direct hire staff responsible for overseeing the day-to-day activities of the project.

44. On the Project Cover Page, what should I enter for the square footage of the space for an equipment-only project?

Enter zero for equipment-only projects.

45.   Do I fill out a separate Form 5B for each site?

Yes. A separate Form 5B must be completed for each site where equipment will be located, or where minor A/R activities will occur.

46. How do you define "site" in the SBHCC application?

A site is the physical location where school-based health care services are provided.

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

The authorizing official (AO) may complete and the sign the EID checklist. You are strongly encouraged to seek clarification and consultation from the property owner as needed to ensure the accuracy of the responses provided on the checklist.

Budget

48. Is the $100,000 maximum for the entire project period or can we request $100,000 per year, for a total request of $200,000 in federal funds?

You can request a maximum amount of $100,000 for the entire two-year project period.

49. Do I submit one budget for all projects?

You must provide a separate SF-424C Budget and Project-Specific Budget Justification for each proposed project. In addition, you must submit a Consolidated Budget Narrative that summarizes the individual Project-Specific Budget Justifications (even if only one project is proposed) and describes any requested equipment-only project funds. See samples at https://bphc.hrsa.gov/programopportunities/fundingopportunities/SBHCC.

50. Can the budget for a SBHCC project include costs for operating the SBHC?

No. The SBHCC budget can include only those costs directly related to the minor A/R and/or equipment projects included in the application. SBHCC funds may not be used for the direct provision of services.

51. Is it required to have additional sources of funds (i.e., non-federal funding)?

No, additional sources of funding are not required.

52. If we need other sources of funding to supplement the SBHCC project, do we need to have those other sources in-hand by the time of application?

Although having other sources of funding for the project secured at the time of application is not required, reviewers will evaluate your capacity to successfully complete the project. You assume all risk associated with unsecured funds.

53. For total project costs, should I list all other sources of funding or should I list only the sources that are supporting allowable costs?

On the Funding Sources form, list any other sources of funding supporting project costs (both allowable and unallowable) on Lines 3a-3e (Columns a, b, and c, as appropriate). Additional sources of funding should also be included in narrative detail in the Project-Specific Budget Justification.

54. How should in-kind costs be included in the application?

The estimated value of in-kind services should be included in the "other allowable costs" and "unallowable costs" columns of the Project-Specific Budget Justification, depending on the nature of the cost (refer to the allowable cost chart in Appendix A of the NOFO). These costs should also be identified as "Other Sources of Funding" on the Funding Sources form.

Leasehold Improvements and Federal Interest

55. Can I propose a minor A/R project at a leased site?

Yes. Leasehold improvements are allowed. However, SBHCC funds cannot be used to address facility needs that are part of the terms of the lease (i.e., the obligation of the lessor). If proposing minor A/R for a leased facility, you must attach a signed Landlord Letter of Consent (LLOC) from the facility owner in the Other Requirements for Sites form. See a sample LLOC at http://bphc.hrsa.gov/programopportunities/fundingopportunities/SBHCC.

56. Would a Notice of Federal Interest be required for minor A/R projects completed with SBHCC funds?

A Notice of Federal Interest (NFI) is required to be filed when an A/R project has a total (federal and non-federal) allowable project cost of more than $500,000, excluding moveable equipment costs. To be eligible, your minor A/R project cannot have a project cost over $500,000, therefore a NFI is not required. Additional information regarding federal interest can be found at: http://bphc.hrsa.gov/policiesregulations/capital/nfifilingguide.pdf.

57. What is reasonable control of the project site?

For the purpose of the SBHCC program, "reasonable control" is the ability to implement the project and realize the benefits of the project without unnecessary demands, such as unreasonably restrictive access and limited control at the site. You must have reasonable control of the project site for at least a period of 5 years after the renovation is completed.

Review and Selection Process

58. When will the SBHCC grants be awarded?

HRSA anticipates awards will be issued through a Notice of Award (NoA) prior to the project period start date of February 1, 2019.

59. What criteria does the ORC use in assessing SBHCC applications?

Refer to the Project Narrative and Review Criteria sections of the NOFO (Sections IV and V). Reviewers will consider the Project Narrative as well as additional supporting documentation provided throughout the application when assigning points to each review criterion. Carefully

review the Project Narrative requirements and the Review Criteria to ensure that your application is fully responsive.

Technical Assistance and Contact Information

60. **If I encounter technical difficulties when trying to submit my application in Grants.gov, who should I contact?**

Refer to http://www.grants.gov/web/grants/applicants/applicant-faqs.html for applicant FAQs or contact the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding federal holidays) at 1-800-518-4726 or support@grants.gov. Always obtain a case number when calling for support.

61. **If I encounter technical difficulties when trying to submit my application in EHB, who should I contact?**

Contact the Health Center Program Support at 877-464-4772, Monday through Friday, 7:00 a.m. to 8:00 p.m. ET., (except Federal holidays) or http://www.hrsa.gov/about/contact/bphc.aspx. Always obtain a case number when calling for support.

62. **Who should I contact with questions concerning the application requirements and process?**

Refer to the SBHCC Technical Assistance (TA) page at http://bphc.hrsa.gov/programopportunities/fundingopportunities/SBHCC for the SBHCC applicant webinar, application guides, samples, and other TA resources. You may also contact the SBHCC application TA team at sbhc@hrsa.gov.

63. **Who should I contact with questions about preparing my budget?**

Contact LaShawna Smith in the Division of Grants Management Operations at LSmith3@hrsa.gov or 301-443-4241.