

School-Based Health Center Capital (SBHCC) Program Frequently Asked Questions

The questions and answers are organized by the following headings/topics for the School-Based Health Center Capital (SBHCC) Program. The SBHCC funding opportunity (HRSA-13-140) is available at <http://www.hrsa.gov/grants/apply/assistance/sbhcc>. The authorizing legislation is Section 4101 of the Affordable Care Act (42 U.S.C. 280h-4).

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Summary of the Funding Opportunity

1. When will the SBHCC grants be awarded?

It is anticipated that grants will be awarded on or around December 12, 2012.

2. How much Federal funding can an applicant request in a SBHCC application?

Applicants can request a maximum amount of \$500,000 per application, regardless of the type or number of projects proposed.

3. How much is available for the SBHCC funding opportunity in FY 2013?

Approximately \$75 million is available to be awarded in Fiscal Year (FY) 2013.

4. How many applications can I submit?

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

Eligibility

5. What are the eligibility criteria for SBHCC funds?

For this funding opportunity, eligible applicants must be a school-based health center or a sponsoring facility of a school-based health center as defined in section 2110(c)(9) of the Social Security Act.

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

Section 2110(c)(9) of the Social Security Act defines a school-based health center as the following:

- Is located in or near a school facility of a school district or board, or of an Indian tribe or tribal organization;
- Is organized through school, community, and health provider relationships;
- Is administered by a sponsoring authority;
- Provides through health professionals primary health services to children in accordance with State and local law, including laws relating to licensure and certification; and
- Satisfies such other requirements as a State may establish for the operation of such a clinic.

7. What is a sponsoring facility?

Section 2110(c)(9) of the Social Security Act defines a sponsoring facility as:

- a. A hospital;
- b. A public health department;
- c. A community health center;
- d. A non-profit health care agency;
- e. A local educational agency; or
- f. A program administered by the Indian Health Service or the Bureau of Indian Affairs or operated by an Indian tribe or a tribal organization.

8. What is a local education agency?

Section 2102(a)(7) of Affordable Care Act amended Section 2110(c)(9)(B) of the Social Security Act by modifying the definition of "sponsoring facility." The new definition of

“sponsoring facility” incorporates the definition of “local educational agency” as set forth in Section 9101 of the “Elementary and Secondary Education Act.” (20 U.S.C. § 7801).

A local education agency is defined in 20 USCS §7801(26) as a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.

9. UPDATED If our organization received an FY 2011 (HRSA-11-127) or FY 2012 (HRSA-12-113) SBHCC award, are we eligible to apply for an FY 13 (HRSA-13-140) award?

SBHC sites funded for alteration/renovation or construction under the FY 2011 (HRSA-11-127) or FY 2012 (HRSA-12-113) SBHCC funding opportunities will not be eligible for an FY 2013 (HRSA-13-140) award. SBHC sites funded for an equipment-only project under the FY 2011 (HRSA-11-127) or FY 2012 (HRSA-12-113) SBHCC opportunities will be eligible to receive funds for equipment-only, alteration/renovation, and construction projects under this funding opportunity. Organizations that received an FY 2011 (HRSA-11-127) or FY 2012 (HRSA-12-113) SBHCC award are eligible to submit applications for sites that have not yet received an SBHCC award.

10. We are starting a new school-based health center; does it need to be already operational in order to apply for a SBHCC grant?

To be eligible, the applicant must be a school-based health center or a sponsoring facility of a school-based health center as defined in section 2110(c) (9) of the Social Security Act. The applicant may propose any type of project for a school-based health center that is not yet operational, but will be operational within the two-year project period.

11. 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 are eligible.

12. Are school-linked health centers eligible to apply for SBHCC funds?

Yes. For school-linked health centers, the SBHCC application must include an established agreement between the SBHC(s) and sponsoring facility, if applicable; documentation of a minimum level of service delivery at each proposed SBHC; and a defined transportation plan for how patients will access the services. Note: SBHCC funds may not be used to purchase a mobile van for purposes other than service delivery (i.e., transporting patients).

13. My organization oversees 7 SBHC sites. Can we apply for more than \$500,000?

No. A SBHCC application may not request more than \$500,000 regardless of the number of SBHC sites. An SBHCC application can request funding for up to 5 projects.

14. My organization is a sponsoring facility of 7 SBHCs. Can each of the schools housing one of the SBHCs apply for a SBHCC grant?

Yes, a school can apply for the SBHCC grant if it will be independently accountable to the Federal government for the use of the SBHCC funds and has the legal authority and the ability to administer the SBHCC funds, including independently drawing down, receiving, and reporting on the use of the funds.

15. Are health centers funded under section 330 of the Public Health Service Act eligible to apply for SBHCC funding?

Yes. Section 330 grantees are eligible to apply for SBHCC funds as a sponsoring facility.

16. Are applicants in U.S. territories eligible to apply for the SBHCC funding opportunity?

Yes, applicants in U.S. Territories are eligible to apply.

17. Are universities eligible to apply as a sponsoring facility?

In order for an organization to be eligible for a SBHCC grant, the applicant organization must demonstrate that the proposed school-based health center will meet the school-based health center definition outlined in section 2110(c)(9) of the Social Security Act (42 USC 1397jj(c)(9)) which states that the school-based health center must be administered by a sponsoring facility. The types of sponsoring facilities include: a hospital; a public health department; a community health center; a nonprofit health care agency; a local educational agency (as defined under section 9101 of the Elementary and Secondary Education Act of 1965 (20 USCS § 7801(26))); or a program administered by the Indian Health Service or the Bureau of Indian Affairs or operated by an Indian tribe or a tribal organization.

In terms of a university or institution of higher learning as the applicant, since it does not fall under the definition of a local educational agency, it would have to meet one of the other criteria for a sponsoring facility. Although a university may be a non-profit organization, the requirement under the sponsoring facility definition is that the organization is a non-profit health care agency.

If a university or institution of higher learning is able to demonstrate that it meets one of the eligible types of sponsoring facilities (e.g., non-profit health care agency or hospital),

it should be noted that the role of the sponsoring facility should be the main function of the organization and not solely for the purpose of applying for these grant funds.

18. Are part-time SBHCs eligible? What is the minimum number of hours that the SBHC should be open?

Part-time SBHCs are eligible. There is no pre-determined number of hours that a SBHC must provide services under the Affordable Care Act.

Eligible Use of Funds

19. What types of projects are permitted for this SBHCC funding opportunity?

Applicants may propose up to 5 projects in a SBHCC application. These may include:

- a. Equipment-only (one per application): This project type includes moveable equipment and items with a unit cost of less than \$5,000 and a useful life of more than one year. This project type also includes mobile vans for the purpose of providing services. Any equipment that is fixed or requires installation must be proposed as an alteration/renovation project. May include multiple SBHC sites.
- b. Alteration and renovation (A/R) (up to 5 per application): This project type includes work required to modernize, improve, and/or change the interior arrangements or other physical characteristics of an existing facility or install equipment. Alterations and renovations make existing space usable for another purpose. This type of project does not increase the square footage.
- c. Construction (new site or expansion of existing site) (up to 5 per application): This project type includes—(i) adding a new structure to an existing site that increases the total square footage of the facility; and (ii) permanently affixing a structure (e.g., modular units, prefabricated buildings) to real property (i.e., land).

20. What is the difference between alteration and renovation (A/R) and construction?

Applicants should take great care to ensure projects are categorized correctly and appropriately. An A/R project is one which does not create new physical square footage, but somehow modifies and improves existing physical space. This may include (but is not limited to):

- Building out the shell of an existing facility;
- Renovating a portion of an existing facility; and/or
- Renovating unused space that is adjacent to a current school-based health center.

A construction project is one which increases physical square footage—either through building on to an existing facility or constructing a new facility from the ground up. This may include (but is not limited to):

- Adding a wing to an existing facility;
- Adding a floor to an existing facility;
- Constructing a brand new structure;
- Demolishing a structure and building a new one in the same location; and/or
- Permanently affixing a modular or prefabricated unit to an existing facility or land.

If an applicant wishes to implement an A/R project at the **same** site (with the same physical address) at which it is proposing a construction project (e.g., the applicant is proposing to construct a new wing to add on to a site as well as renovating an existing floor of that site) then the applicant should include and describe the A/R component **as part of** a construction project.

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

Applicants may propose a maximum of five (5) projects within the FY 2013 SBHCC application. This includes a maximum of five (5) A/R and/or construction projects in any combination and/or one (1) equipment-only project.

22. How many sites can be proposed per project?

A/R and construction projects are site-specific and may only have one (1) site associated with each project. Equipment-only projects are multi-site and have no maximum number of sites.

23. What are the funding limitations for the SBHCC opportunity?

The following are considered unallowable costs that cannot be supported with SBHCC funds:

- Costs incurred more than 90 days prior to the award date.
- Operating costs (e.g., funding direct services, clinical full-time equivalents, rent, mortgage payments, refinanced credit facilities).
- The provision of health care services.
- Mobile vans for purposes other than the provision of health care services (e.g., transport of patients).
- EHR licenses and software.
- Expendable office, medical, and laboratory supplies.
- Educational supplies of any shelf life or cost.
- Sites funded for A/R or construction through the SBHCC FY 2011 (HRSA-11-127) or FY 2012 (HRSA-12-113) funding opportunities.

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

Costs incurred not more than 90 days prior to the award date that are submitted in the application may be determined allowable upon review by HRSA. 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 budget justification.

25. Can an applicant purchase modular units or trailers with SBHCC funds?

Yes, modular units and/or trailers are permitted through the SBHCC program. A “trailer” is a portable vehicle built on a chassis designed to be hauled from one site to another by a separate means of propulsion (such as a car or truck). “Trailers” are considered as an equipment purchase.

A “modular unit” is a prefabricated portable unit designed to be moved to a site and assembled on a foundation. “Modular units” assembled on a permanent foundation or footings are considered as a construction project.

26. What is considered to be moveable equipment?

Moveable equipment includes non-expendable items with a useful life of more than one year and a unit cost greater than \$5,000 that can be easily moved, such as x-ray equipment, freezers, autoclaves, medical exam tables, dental chairs, computers, and modular workstations. 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. For purposes of this funding opportunity, moveable equipment is also considered to be items with a unit cost less than \$5,000 with a useful life of more than one year, excluding items previously mentioned.

27. Can SBHCC funds be used to lease movable equipment?

No, SBHCC funds may only be used for the purchase of movable equipment.

28. Are mobile vans an allowable cost?

Yes, SBHCC funds can be used to purchase a mobile van. Any mobile van purchased must only be used for the direct provision of services at sites proposed within the application. No mobile vans purchased with SBHCC funds may be used to transport patients or to pull a trailer. Applicants may not use funds to physically alter or repair any mobile vehicles currently owned.

29. Can SBHCC funds be used to purchase a medical/dental van that would travel between multiple schools as a mobile SBHC?

Yes, a mobile van purchased with SBHCC funds may be used for the direct provision of primary health services at all sites proposed within the application.

30. My SBHC would like to purchase a mobile van. What type of project should I propose?

Mobile vans will be proposed as an equipment-only project. If the site of the mobile van is the same as that at which an A/R or construction project is occurring, it will still be proposed under a separate equipment-only project.

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

An applicant must demonstrate how it will be able to complete the SBHCC project within the 2-year project period, as well as how the school-based health center will maintain the improvements that result from the SBHCC project. It is in the applicant's best interest to ensure that completion and sustainability requirements will be met by having any other sources of funding for the project secured by the time of application. The applicant assumes all risk associated with unsecured funds.

32. Can SBHCC funds be used to acquire land or a building?

Land or facility purchase costs are allowable uses of SBHCC grant funding only if they are associated with an eligible alteration/renovation or construction project.

33. Can an applicant use SBHCC funds if they have already started an alteration and renovation or construction project?

HRSA will evaluate these situations on a case-by-case basis. If construction has progressed to a point where an environmental and historic preservation review is not feasible, HRSA may not be able to fund the project.

34. It may be necessary for some applicants to spend some money in order to get to the point of applying for the SBHCC grant. Would these costs be reimbursable?

Pre-award (e.g., planning) costs may be proposed as part of the SBHCC application; however, as this is a competitive opportunity with no guarantee of funding, it is at the applicant's risk to incur any and all pre-award costs. Any costs incurred more than 90 days prior to the award date are not allowable.

Electronic Health Records (EHRs)

35. Can I purchase an EHR with SBHCC funding?

No, school-based health centers or sponsoring facilities may not purchase a new EHR system and/or new/additional EHR licenses for an existing EHR system.

36. What Electronic Health Record equipment is allowed?

Equipment associated with an EHR such as computers and/or servers is allowed.

37. We are a hospital that is the sponsoring facility of three school-based health centers. We would like to purchase a server to be located on-site at the hospital, so that the SBHCs are able to connect to our EHR. Is this allowable?

Yes, SBHCC funds may be used to purchase a server located off-site in order for the SBHCs to utilize an existing EHR.

Funding Preference

38. The guidance states that to receive the funding preference, an applicant must “serve a large number of children eligible for Title XIX and Title XXI of the Social Security Act, or a waiver under Title XIX.” Can you further define these titles?

Title XIX is Medicaid and Title XXI is the Children’s Health Insurance Program (CHIP). 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.”

39. Are there guidelines for determining what constitutes a “large number” of children eligible for Medicaid and CHIP (i.e., Titles XIX and XXI)?

HRSA has not established a specific threshold for the number or the percentage of children eligible for Medicaid or CHIP that an applicant must serve in order to request the preference. Each individual applicant must determine whether they serve a “large number” of children who are eligible for Medicaid—whether the State operates a regular plan or under a waiver—and self-certify within the application to be eligible to receive the preference.

40. The preference language refers to “children.” Do middle and high school aged students count as children for purposes of the preference?

The applicant may choose to count middle school and high school age students as “children” for purposes of the preference. This is consistent with the definitions used in Medicaid and CHIP.

41. Can I count children who are eligible but not enrolled in Medicaid and CHIP for purposes of this preference?

An applicant may choose to request the preference based on children eligible and/or enrolled in Medicaid and CHIP.

42. What happens if I do not request the preference?

Applicants that do not request the preference will be reviewed and scored using the same process and criteria as all other applications that meet the eligibility requirements. However, all approved applications (i.e., those that scored above the minimum threshold) that requested the preference will be funded before any approved applications that did not request the preference.

43. How do I indicate that I am requesting the preference?

Applicants requesting the preference must indicate the request when completing the proposal cover page within the HRSA Electronic Handbook. Be sure to request the preference, as well as affirm that the student population to be served meets the preference criteria by marking the appropriate boxes. Failure to mark both boxes may result in not receiving the funding preference, although the application will receive full and equitable consideration for funding.

Application

44. What is the timeline for the SBHCC funds?

The grant project period is anticipated to start December 12, 2012 and end December 11, 2014.

45. How do you define “site” in the SBHCC application?

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

46. Can two separate sponsoring facilities propose separate applications to fund the same SBHC, if funds are requested for separate projects to meet different needs of the SBHC?

No, a SBHC site may not be duplicated in applications from multiple sponsoring facilities.

47. Does the applicant need to know the exact site at which a project is proposed prior to submitting the application?

Yes, the complete address for the SBHC site must be submitted in the application.

48. What is a sub-recipient, as defined in Form 5B Service Sites?

Sub-recipient means an award of financial assistance made under an award by a recipient to an eligible sub-awardee. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance not allowable under the award. The grantee and its sub-recipients are subject to all applicable requirements under 45 CFR Part 74.

49. If a section 330 grantee applies as the sponsoring facility and adds a new site through Form 5B, is it automatically added to its section 330 grant scope?

No, all section 330 grantees must request a separate change in scope to add a site.

50. Is the applicant required to have a Medicaid/Medicare/Medicaid Pharmacy billing number to apply?

No, this field may be left blank.

51. How do I forecast the following:

- a. Total current number of patients to be served.**
- b. Total number of additional, unduplicated patients to be served.**

Applicants should project these numbers based on activities at the SBHC within a 12-month period following completion of all SBHCC projects. For example, if your application requests funding for construction to be completed in December 2014, you should forecast the additional patients and visits that may occur between January 2015 and December 2015.

52. The description for the Project Management and Project Description sections in the guidance only pertain to alteration and renovation and construction projects. If we are proposing an equipment-only project, do these sections need to be completed within the EHB?

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

53. Who can be listed as the Project Manager?

The Project Manager is responsible for the administrative direction and oversight for the project. The Project Manager may also be the Authorizing Official.

54. Can the Project Manager be a contractor?

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

55. What is clinical versus non-clinical equipment?

Clinical equipment is used in the direct delivery of health care services, whether diagnostic or therapeutic. Non-clinical equipment would encompass all other equipment that is used to meet the day-to-day-operations of the site.

56. What information is needed for the equipment list?

For the purpose of the SBHCC application equipment list, include only moveable equipment with a useful life of more than 1-year. Equipment must be relevant and appropriate to the identified needs of the school-based health center. Applicants will need to provide information in the equipment list such as an item description, unit price, quantity, total price, and the type of equipment. Applicants will need to identify equipment type as one of the following: clinical, non-clinical, or mobile van. The list should include all moveable equipment associated with each project, regardless of project type. Fixed equipment associated with A/R and construction projects should not be included in this list.

57. Is a letter of intent required?

No. A letter of intent is not required for this funding opportunity.

58. How should attachments be formatted?

All attachments must be provided to HRSA in a computer-readable format (i.e., do not upload text as images); to the extent possible, HRSA recommends PDF files but will accept Microsoft Word or Excel files, as well. Please do not use spaces or special characters when naming files. Also, ensure that documents are uploaded in the correct orientation so as to not require rotating to be read.

59. Is there a specific order required for the assembly of the application?

Yes. All applications should follow the order described in the funding opportunity announcement, HRSA-13-140.

60. Is input of the square footage of the space required for equipment-only projects?

No, a value for square feet should only be entered for A/R and construction projects.

61. Who should complete and sign the EID checklist?

The Authorizing Official may complete and the sign the EID checklist. The AO is strongly encouraged to seek clarification and consultation in fully understanding the information requested and the accuracy of the responses to the checklist.

62. To whom should letters of support be addressed?

Letters of Support should be addressed to the Health Resources and Services Administration and should be uploaded where indicated in the EHB application. Letters of Support are not required to be mailed to the agency. Note, only those letters of support that are submitted with the application will be included in the application review. Letters of support that are sent directly to HRSA will not be attached to the application prior to review.

Budget

63. Does the requested budget have to be for 24 months?

The proposed budget must be for a 24-month period, regardless of whether the applicant intends to complete the project prior to the project end date of December 11, 2014.

64. Is the \$500,000 maximum for the entire 2-year budget/project period or can applicants request \$500,000 per year for the 2-year budget/project period, for a total request of \$1,000,000 in Federal funds?

Applicants can request a maximum amount of \$500,000 per application for the entire 2-year budget/project period.

65. Do applicants submit one budget for all SBHC projects?

No. Applicants must provide a separate budget for each separate project proposed.

66. What is the Federal share percentage that is calculated on the SF-424C (construction programs) budget?

This is a standard calculation that is required for the SF-424C Budget. The EHB system will automatically calculate the Federal share percentage based on the amounts the applicant enters on Lines 16c (Total Project Allowable Cost) and 17c (Total Project Allowable Cost-Federal Funding) of the budget.

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

Amounts should be rounded to the nearest whole dollar.

68. Can the budget (and therefore the narrative) for a SBHCC grant include costs for the operation of the SBHC?

No. Operational costs may not be included as part of the SBHCC application. The budget and narrative submissions for a SBHCC grant should include only those costs directly related to the construction, alteration/renovation, and/or equipment projects included in the application.

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

All items with a unit cost of less than \$5,000 and a useful life of more than one year should be entered on Line 10 Equipment.

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

A budget justification is required for each project. The budget justification must clearly identify and describe each cost element in the budget, and provide sufficient narrative detail to explain how each cost element contributes to the goals and objectives of the SBHCC project. Further, if there are additional sources of funding, applicants should identify which costs will be covered by the Federal SBHCC grant. Please refer to the sample SBHCC budget justification available at <http://bphc.hrsa.gov/policiesregulations/capital/>.

71. Will projects with additional sources of funds (equity and/or debt) be more competitive than projects that request SBHCC funding for all allowable costs?

No. Applications are reviewed on their merits and the extent to which the applicant proposes to use any funds available, regardless of the funding source (i.e., federal or non-federal sources).

72. Should the applicant request SBHCC funds at a certain percentage of the total project cost?

Applicants should request funds that are adequate, necessary, and reasonable to make the application competitive. Applications will be reviewed independently by the Objective Review Committee based on the review criteria outlined in the funding opportunity announcement. We encourage applicants to carefully review the criteria to ensure that they submit strong applications that meet or exceed the established criteria.

73. 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, applicants should list any 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.

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

The estimated value of in-kind services should be included in the “other allowable costs” and “un-allowable costs” columns of the budget justification, depending on the nature of the cost (refer to the allowable cost chart within the funding opportunity announcement). These costs should also be accounted for in the “Other Sources of Funding” section of the project.

75. Are indirect costs allowable for this funding opportunity (HRSA-13-140)?

Indirect costs are not allowable under the SBHCC (HRSA-13-140) funding opportunity.

Federal Interest and Leasehold Improvements

76. When is a Notice of Federal Interest required?

Notice of Federal Interest (NFI) filings are required for ALL SBHCC construction projects and any alteration and renovation project having a total (Federal and non-Federal) allowable project cost of more than \$500,000, excluding moveable equipment costs.

Applicants that are not required to file a (NFI) understand that the Federal interest exists irrespective of the filing of the NFI. Awardees shall maintain adequate documentation regarding protection of all Federal interest. This will include communications with a lessor related to protecting such interest, in accordance with the standard award terms and conditions. Such documentation must be available for subsequent review in accordance with 45 C.F.R. 74.53.

Additional information regarding Federal Interest can be found at:
<http://bphc.hrsa.gov/policiesregulations/capital/>.

77. When and why does it matter if I own or lease the site(s) at which I’m proposing projects?

An applicant must demonstrate site control to ensure that the proposed projects can be completed and that the benefit to the school-based health center will be realized. When a Notice of Federal Interest is required, applicants that own the project site/facility will directly file a NFI when the project begins. Applicants that do not own the project site/facility will need to provide a Landlord Letter of Consent from the facility owner that proves the owner (1) agrees to the project, (2) agrees to provide the applicant site control.

78. Does a lease, property agreement, or deed need to be available at the time of application?

No. However, should an applicant be awarded SBHCC funding, all documents that demonstrate that the applicant has site control must be available prior to the applicant starting the project(s).

79. Can I propose to construct a new building on leased land/land not owned?

Yes, applicants may propose construction on leased land/land not owned. Please note, this is still considered a leasehold improvement and the parameters described on page 5 of the guidance apply to this type of project. These parameters include the need for a Statement of Agreement from the property owner, including agreement from the owner to file a NFI.

Review

80. Will projects be funded for less than the requested amount if they are less competitive or if there are substantially more eligible applications than available funds?

Applications will be funded at the amount of eligible costs requested in the grant application. Requested amounts will not be reduced for less competitive applications or if there are more applications than available funds.

81. If an application proposes multiple projects, but one is found to be ineligible, is it possible for one project within the application to be awarded and not the other?

No, grant applications will be assessed for overall eligibility and completeness.

82. How will the SBHCC applications be reviewed?

SBHCC 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 SBHCC guidance (HRSA-13-140) will be used by the ORC to review and rank applications.

83. What are the relevant qualifications of the reviewers?

HRSA maintains a large database of reviewers that are selected based on the type of grant that is being reviewed. Each reviewer will be screened to avoid conflicts of interest. Review committee members are responsible for providing an objective, unbiased evaluation based on the criteria that have been established for this funding opportunity.

Electronic Submission Requirements

84. How do I access the SBHCC application package from Grants.gov?

To access the FY 2013 SBHCC funding opportunity announcement:

- Go to <http://www.grants.gov/> and click on the red tab labeled “Apply for Grants.”
- Under the “Apply for Grants” webpage, click on the hyperlink for “Apply for Grants.” This will take you to the “Download Application Package” webpage.
- Under the “Download Application Package” webpage, enter the HRSA Announcement Number, HRSA-13-140.
- Click on Download under the “Instructions and Application” heading to access the application package.

85. How are applications submitted?

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

86. How do I register for Grants.gov?

Instructions for Grants.gov registration can be found at <http://www.hrsa.gov/grants/userguide.htm>. Registration in Grants.gov is required. 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 ET for technical assistance.

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

Instructions for EHB registration can be found at <http://www.hrsa.gov/grants/userguide.htm>. For technical assistance contact:

- HRSA Call Center at 877-464-4772 between 9:00 AM and 5:30 PM ET or by email at CallCenter@hrsa.gov.
- BPHC Helpline at 1-877-974-BPHC (2742) weekdays from 8:30AM to 6:00PM ET or by email at bphchelpline@hrsa.gov.

88. How will I know if my application has been received?

If an application is successfully submitted, there will be an acknowledgment of receipt from grants.gov and the HRSA EHB. The applicant organization will receive verification via e-mail from Grants.gov and the submitting authorized official (AO) receives the EHB acknowledgment on a screen after clicking the submit button. HRSA recommends saving a screenshot of this webpage confirming successful submission of the application to the EHB.

Program Administration

89. Does Executive Order 12372 (Intergovernmental Review of Federal Programs) apply to the HRSA-13-140 funding opportunity?

The SBHCC Program is not subject to the provisions of Executive Order 12372.

90. Is there any formal notification of a SBHCC award from HRSA?

Yes, funded applicants will receive a Notice of Award (NoA) from HRSA on or about December 12, 2012.

91. What procurement rules and requirements are applicable to SBHCC grant recipients?

The procurement rules and requirements can be found at <http://bphc.hrsa.gov/policiesregulations/capital/postaward/faqprocurement.pdf>. This information addresses questions regarding competitive bidding for supplies and services.

92. We are proposing an A/R project within the application and would like to use the services of an architect that is a direct employee of the SBHC, is this allowable?

The preferred method for accomplishing construction development is by soliciting for competitive bids and then selecting the lowest responsive and responsible bid (where the contractor has adequately responded to the terms, conditions, and specification of the bid and has the capability to satisfactorily perform the contract). However, some grantees may wish to accomplish construction using their own work force (force account). The grantee must justify the use of force account by demonstrating that it would be cost effective and that qualified personnel are available to accomplish the work. Further information is available at <http://bphc.hrsa.gov/policiesregulations/capital/>.

93. Can we store our equipment purchases until a later date?

No. Equipment purchased with the SBHCC funds must be used to deliver services to the intended population within the two year project period.

94. Why do I need to complete the Assurances document if I am not doing construction?

The SF-424D Assurance Form also covers non-construction activities that would take place in conjunction with construction activities, such as purchase of equipment.

Other

95. What do "green" technologies involve in reference to the SBHCC funding opportunity?

It is strongly recommended that grantees employ the standards of the Electronic Product Environmental Assessment Tool and Energy Star, where practicable, in the procurement of equipment. Following these standards will mitigate many short and long term negative impacts on human health and the environment from the proliferation, rapid obsolescence, low recycling rate, high energy consumption, and potential to contain hazardous materials, and increased liability from improper disposal.