



School-Based Health Center Capital (SBHCC) Program HRSA-19-073

SBHCC Technical Assistance Website

<https://bphc.hrsa.gov/programopportunities/fundingopportunities/sbhcc>

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Agenda

- SBHCC Overview
- Eligibility Requirements
- Project Requirements
- Application Submission Process
- Review Process
- Post Award Information
- Resources and Contact Information

SBHCC Overview



SBHCC Purpose

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.



SBHCC Overview

- Approximately \$10 million to fund an estimated 100 awards.
- Maximum of \$100,000 per award.
- 2-year project period: February 1, 2019 through January 31, 2021.
- Funding preference for SBHCs for serving 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 the Social Security Act.



Eligibility Requirements



Eligibility – SBHC

Eligible applicants must be a SBHC or a sponsoring facility applying on behalf of a SBHC.

A SBHC:

- Is located in or near a school facility of a school district or board, or a school facility of an Indian tribe or tribal organization;
- Is organized through school, community, and health provider relationships;
- Is administered by a sponsoring facility;
- Through health professionals, provides 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.



Eligibility – Sponsoring Facility

A sponsoring facility is one of the following:

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



Eligibility – Other

- SBHCs must be operational, as documented in Attachment 1: SBHC Operational Agreement.
- You **cannot** propose:
 - Construction (i.e., a project that will increase physical square footage)
 - Major alteration/renovation activities (i.e., an A/R project that is part of a larger construction project or has a total project cost of \$500,000 or more)
 - An A/R project at a site that received funding for A/R or construction through previous SBHCC funding opportunities in FY 2011 (HRSA-11-127), FY 2012 (HRSA-12-113), or FY 2013 (HRSA-13-140).
- You **cannot** request more than \$100,000.
- You **cannot** have an application that exceeds 80 pages.



Participant Question #1

Which of these organizations may be eligible to apply for this funding opportunity?

- A. School-Based Health Centers
- B. Community Health Centers
- C. Public Health Departments
- D. Local Education Agencies
- E. All of the Above



Participant Answer #1

Correct answer: E. All of the above.

To be eligible, an applicant must be an operational school-based health center or a sponsoring facility of an operational school-based health center.



Project Requirements



Project Requirements

- Project Types
 - Minor Alteration/Renovation (A/R)
 - Equipment-Only
- You may propose up to four minor A/R projects or one equipment-only project and up to three minor A/R projects
- You must demonstrate how the proposed project(s) will increase access to the following services in the SBHC:
 - mental health services,
 - substance abuse services, and
 - childhood obesity-related services



Minor Alteration/Renovation Projects

- Work to modernize, improve, and/or reconfigure the interior of a facility and/or install equipment
- May include site-specific moveable equipment
- Total cost (federal and non-federal) **cannot** be over \$500,000, excluding moveable equipment
- **Cannot** increase square footage (e.g., construction of an addition)
- **Cannot** be part of a larger construction project
- Site-specific (up to 4 may be proposed)



Equipment-Only Project

- Moveable equipment with a useful life of more than one year.
- Equipment for one or multiple operational SBHC sites beyond those proposed for minor A/R projects.
- Examples of moveable equipment include:
 - Telehealth equipment (e.g., laptops, servers, videoconferencing equipment)
 - Medical equipment (e.g., scales, stethoscopes)
 - Exercise equipment (e.g., treadmills)
 - Mobile vans for the provision of services
- The unit cost of equipment can be of any value (e.g., less than, equal to, or greater than \$5,000)
- You may propose one equipment-only project alone or in combination with up to three minor A/R projects



Participant Question #2

Which of these focus areas are applicants required to address? Select one.

- A. Mental Health
- B. Substance Abuse
- C. Childhood Obesity
- D. Any of the above
- E. A, B, and C



Participant Answer #2

Correct answer: E. A, B, and C.

You must propose project(s) that, once completed, will increase access to mental health, substance abuse, and childhood obesity-related services in operational SBHCs.



Unallowable Costs

SBHCC funds may **not** be used for:

- The provision of services and other operating costs (e.g., indirect costs, clinical staff, expendable supplies).
- Minor A/R activities associated with the project or connected activity started before the award date (e.g., site grading, installation of utilities, demolition).
- Costs incurred more than 90 days prior to the award date.
- Personnel costs unrelated to the project.
- Costs related to electronic health record (EHR) system initiation, ongoing operations, and maintenance.



Unallowable Costs Continued

- Mobile vans for purposes **other than** the initiation or expansion of mental health, substance abuse and/or childhood obesity-related services to children.
- Facility or land purchases.
- Installation of trailers or pre-fabricated modular units.
- Concrete or asphalt paving of areas outside of a building.

The full list of funding restrictions is available in Section IV.6 and unallowable costs indicated in the chart in Appendix A of the NOFO.



Participant Question #3

Which of the following costs are unallowable (choose all that apply)?

- A. Mobile Vans
- B. Facility Purchases
- C. Mental Health Service Delivery
- D. Videoconferencing Equipment



Participant Answer #3

Correct answer: B. Facility Purchases and C. Mental Health Service Delivery are not allowable costs.

A. Mobile vans are allowable as long as they are used 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.

D. Videoconferencing equipment is allowable as long as it increases access to mental health, substance abuse, and/or childhood obesity-related services.



Application Submission Process



Two-Phase Application Process

Grants.gov

Electronic Handbooks

- Phase 1: Grants.gov - Deadline **Tuesday, April 17, 2018**
 - Immediately ensure current Grants.gov registration
 - New registration may take up to 1 month to complete (DUNS number and SAM.gov registration required)
- Phase 2: HRSA Electronic Handbooks (EHB) - Deadline **Thursday, May 31, 2018**
 - Register in HRSA EHB as soon as possible
 - Application can only be submitted by the Authorizing Official
- See HRSA's SF-424 Two-Tier Application Guide for details:
<http://www.hrsa.gov/grants/apply/applicationguide/sf424programspecificappguide.pdf>



Grants.gov Components

- SF-424: Application for Federal Assistance
 - Select NEW as the application type in box 2
 - Upload Project Abstract in box 15
- SF-424B: Assurances – Non-Construction Programs
- Project/Performance Site Location(s) Form
- Key Contacts
- Grants.gov Lobbying Form (certification)
- SF-LLL: Disclosure of Lobbying Activities (as applicable)



Participant Question #4

True or False.

There are benefits to submitting the application early in Grants.gov.



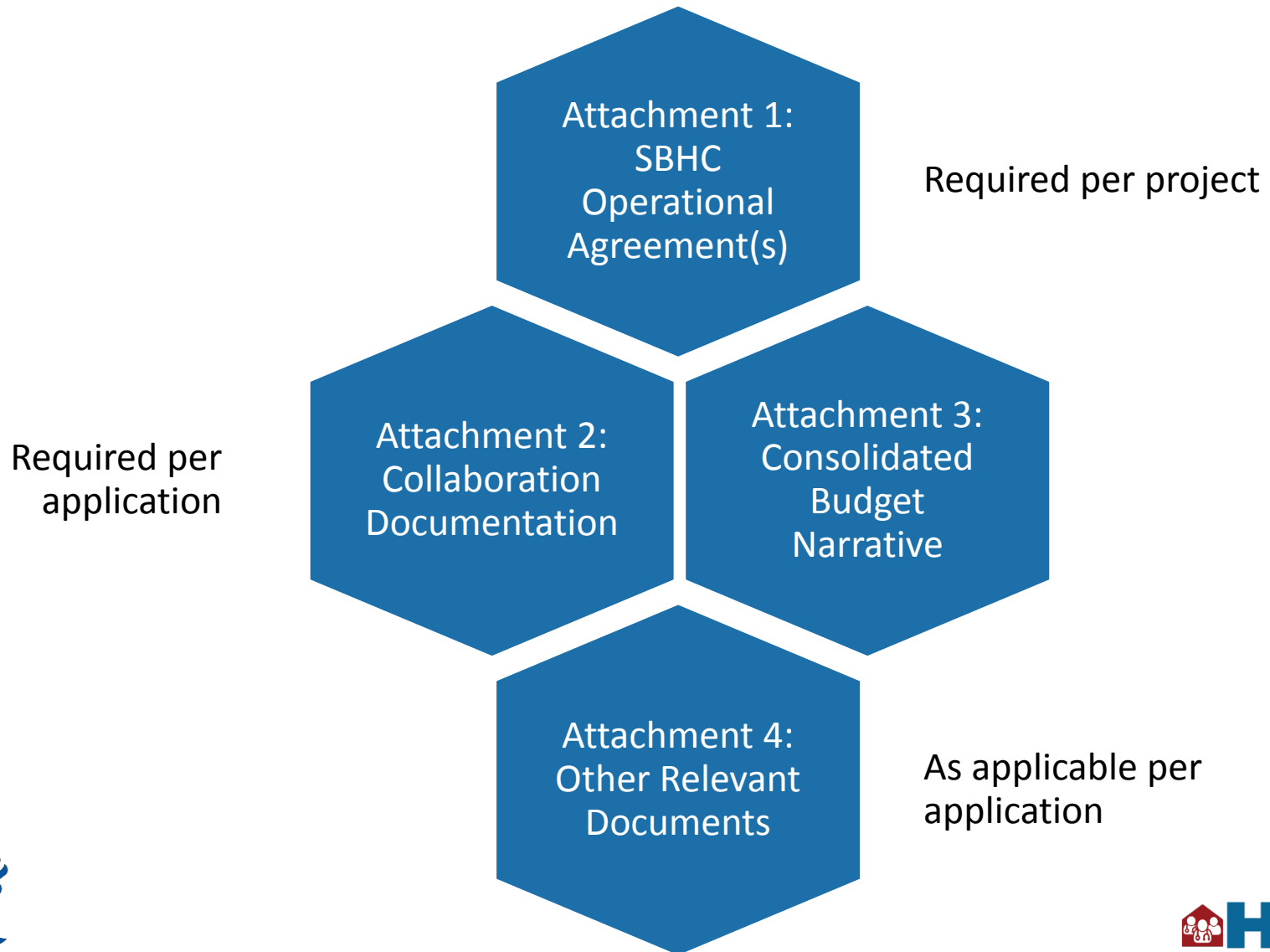
Participant Answer #4

Correct answer: True

You should apply as early as possible in Grants.gov. Most of the application is submitted in HRSA EHB, therefore the earlier you submit in Grants.gov, the more time you will have to complete the application in HRSA EHB.



HRSA EHB Components - Attachments



HRSA EHB Components - Forms

Application Forms

Assurances for Construction Programs (SF-424D)

Proposal Cover Page

Budget Information Sections A and C (SF-424)

Consolidated Budget Information for Construction Programs (SF-424C)

Project-Specific Forms

Project Qualification Criteria

Project Cover Page

Other Requirements for Sites

Form 5B: Service Sites

Project-Specific Budget Information for Construction Programs

Funding Sources

Equipment List



Proposal Cover Page/Project Narrative

- Applicant Information regarding SBHC and Sponsoring Facility
- Project Narrative (entered in the Proposal Cover Page):
 - Need
 - Response
 - Service Impacts
 - Resources/Capabilities
- Funding Preference Request



Project Qualification Criteria

(project-specific)

- Eligibility questions:
 - Does the SBHC meet definition requirements?
 - Is the SBHC open and operational?
 - Are there construction and major A/R activities included in proposed project?
- Unallowable cost question:
 - Will SBHCC funds be used to supplant other HRSA award funds for capital activities?



Project Cover Page

(project-specific)

- Provide the following information for each project:
 - Project Description
 - Project Management
- Provide the following additional information for each minor A/R project:
 - Site Information (Improved Project Square Footage)
 - Project Budget Justification
 - Environmental Information and Documentation Checklist
 - Floor Plans/Schematic Drawings/Site Plan



Other Requirements for Sites (project-specific)

- Required for each minor A/R project. This form addresses:
 - Site Control and Federal Interest
 - Cultural Resource Assessment and Historic Preservation Considerations
 - Property Information
 - Landlord Letter of Consent

Leasehold Improvements

- For minor A/R projects at a leased site, the Landlord Letter of Consent from the facility owner must:
 - Provide permission to undertake the proposed minor A/R project;
 - Include an appropriate lease length, and
 - Acknowledge federal interest in the project (as applicable).
- SBHCC funds may not be used to:
 - Pay lease costs or
 - Address needs that are the responsibility of the lessor.
- The lease agreement must provide the applicant reasonable control for at least 5 years after the renovation is complete.
 - For the purpose of this NOFO, “reasonable control” is the ability to implement the project without unnecessary demands.



Form 5B: Service Sites

(project-specific)

- A separate Form 5B must be completed for each site where:
 - Minor A/R will occur
 - Equipment purchases will be located
- If the site is not at a school, in Attachment 1: SBHC Operational Agreement, describe how you ensure access to services (e.g., transportation for patients between the school and the SBHC site).



Budget Presentation

- Budget Forms
 - Budget Information Sections A and C (required per application)
 - Budget Information for Construction Programs (SF-424C) – Project-Specific Budget (required per project)
 - Funding Sources Form (required per project)
 - Project Equipment List (required for each project that includes equipment)
- Project-Specific Budget Justification(s)
- Consolidated Budget Narrative
- Consolidated Budget Information for Construction Programs (SF-424C) (required per application)



Equipment List

(project-specific)

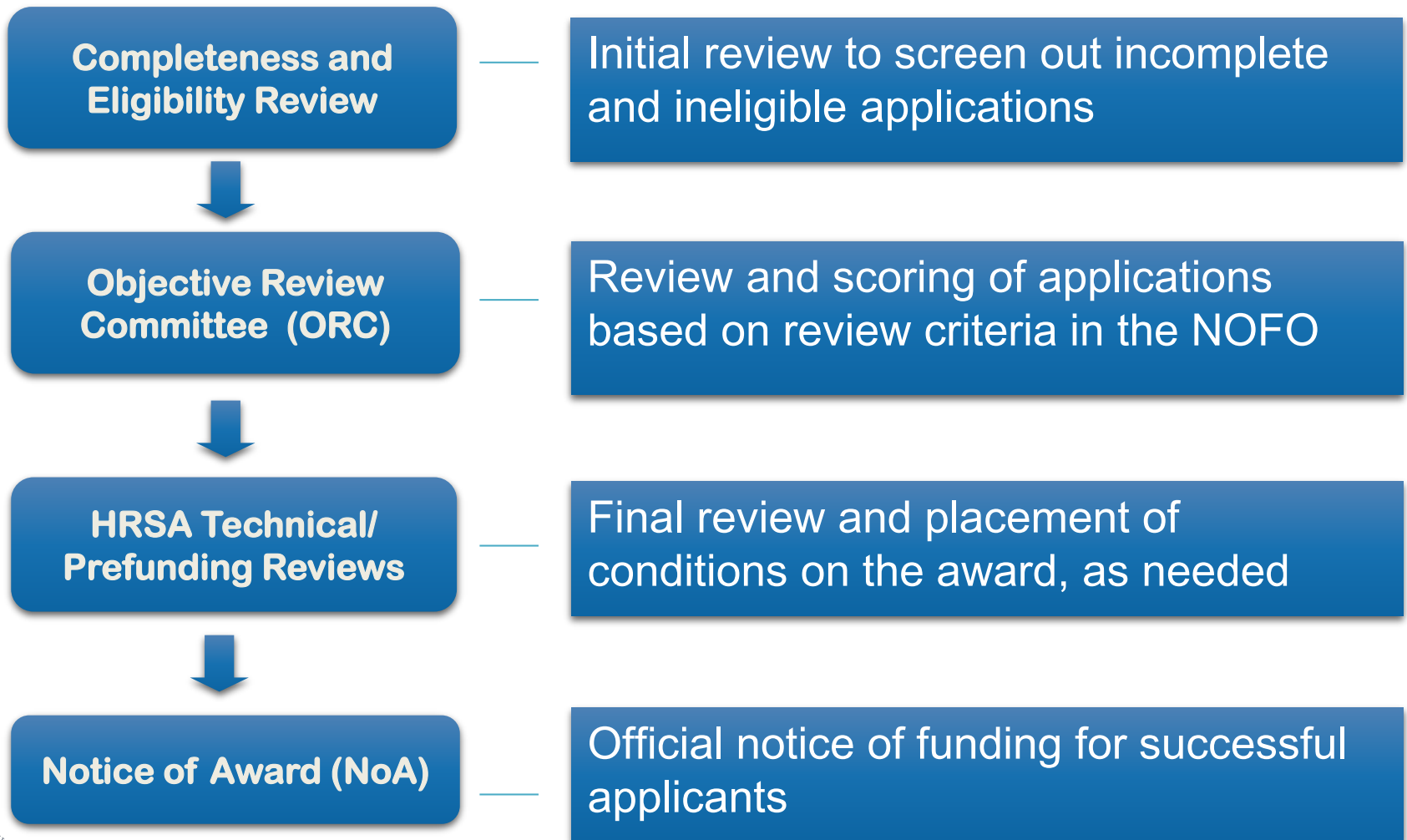
- Include moveable equipment with a useful life of more than one year, regardless of cost, to be purchased with SBHCC funds.
- Categorize equipment as:
 - Clinical (e.g., scales, exercise equipment), or
 - Non-clinical (e.g., telehealth equipment, health education equipment).
- For minor A/R projects, complete an equipment list for equipment that will be located at the same site.
- For an equipment-only project, list equipment that will be located at multiple sites.
- The total cost of equipment must equal the equipment line item on the Project Specific Budget Form (SF-424C).



Review Process



Application Review and Award Process



Objective Review

ORC Review Criteria

Key Application Section(s)

Need (30 points)

- Need on Proposal Cover Page

Response (20 points)

- Response on Proposal Cover Page
- Project Description on Project Cover Page
- Attachment 2: Collaboration Documentation

Impact (15 points)

- Service Impacts on Proposal Cover Page

Resources/
Capabilities
(25 points)

- Resources/Capabilities on Proposal Cover Page
- Project Management on Project Cover Page
- Attachment 1: SBHC Operational Agreement(s)

Support Requested
(10 points)

- Budget Presentation (Budget Forms, Consolidated Budget Narrative, and Project-Specific Budget Justification(s))



HRSA Technical Reviews

- Allowable/Unallowable Costs Analysis
- Architectural and Engineering Reasonableness
- Environmental Review and Compliance
- Historic Preservation and Cultural Resources



Post Award Information



Notice of Award (NoA)

- If the application is funded, a NoA will be issued.
- The NoA contains the following information:
 - Terms of award;
 - Conditions of award;
 - Reporting requirements; and
 - Amount of federal funds awarded.
- Conditions may require the submission of revised application documents.
- Minor alteration or renovation on the site cannot begin until all conditions have been lifted.



Environmental and Historic Preservation Conditions

- Some minor A/R projects will require one or more conditions for environmental and/or historic preservation reviews and compliance with Federal laws.
 - **Do not** begin A/R activities until conditions have been approved and lifted.
 - **Plan project schedules accordingly.** Consultation under Section 106 takes a minimum of a month to prepare, while an Environmental Assessment may take several additional months to prepare, review, and distribute for public comment.
- Information about environmental and historic preservation requirements is available at <https://bphc.hrsa.gov/about/nepa-nhpa/capital-development.html>.



Resources and Contact Information



Technical Assistance Resources

[SBHCC Frequently Asked Questions](#)

[SBHCC Applicant HRSA EHB User Guide](#)

[Environmental and Historic Preservation Requirements](#)

[Sample Budgets and Form Templates](#)

Technical Assistance Contacts

SBHCC Technical Assistance Web site

- <https://bphc.hrsa.gov/programopportunities/fundingopportunities/sbhcc>

SBHCC program related questions

- SBHCC TA Team at sbhc@hrsa.gov
- 301-594-4300

Budget related questions

- LaShawna Smith at LSmith3@hrsa.gov
- 301-443-4241

Grants.gov related questions

- support@grants.gov
- 800-518-4726

HRSA EHB related questions

- BPHC Helpline Web Form: <http://www.hrsa.gov/about/contact/bphc.aspx>
- 877-974-2742

