



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

Post Award Technical Assistance Training

SBHCC Technical Assistance Website

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

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Agenda

- SBHCC Purpose and Overview
- Grant Administration
- Notices of Award (NoA) Terms and Conditions
- Reporting Requirements
- Allowable Projects
- Unallowable Costs
- Project Updates
- Resources and Contact Information



SBHCC Purpose and Overview



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.



Overview

- Approximately \$11 million in awards to 120 School-Based health centers.
- SBHCC projects awarded in over 30 states
 - Number of sites impacted: 427
 - Number of projects supported with funding: 137
- Project Types:
 - Alteration/Renovation: 47
 - Equipment Only: 90
- 2-year project period: February 1, 2019 – January 31, 2021
- Maximum of \$100,000 per award.



Grant Administration



SBHCC Administrative Notes

- HRSA Activity Code: C12
- Separate Payment Management System (PMS) sub-account code located in the bottom right of the Notice of Award (19SBHCC)
- Funds must be accounted for and reported separately from section 330 funds and from other funds
 - If other sources of funding exist to support the SBHCC project, SBHCC funds should be drawn down proportionately to the approved total (Federal and non-Federal) costs



Use of SBHCC Funds

Key reminders that SBHCC funds MAY NOT be used for:

- Provision of services or operational costs.
- Unapproved project sites.
- Minor A/R activities associated with the project or connected activity started before the award date.
- Pre-construction costs (architectural and engineering) incurred more than 90 days prior to the award date.



Electronic Handbooks (EHB) Access

All users who plan to view, edit and/or submit documentation for the grant award must have the following:

- User account in the HRSA EHB associated with your organization;
- SBHCC grant in your portfolio;
- “View, Edit” and/or “Submit” access permission (as appropriate) from the Project Director/Authorizing Official for the grant.

For users who do not have EHB access, or are encountering navigation or system related issues, contact:

Health Center Program Support at 1-877-464-4772.



Draw-Down of Grant Funds

- Draw-down of grant funds should align with project progress. Funds should be drawn or requested from PMS as allowable costs are incurred.
- Grant funds associated with all projects are restricted and may not be drawn down until all program and grant-specific conditions of this award have been met and lifted from the NoA.
 - Exceptions are limited to pre-construction activities related to meeting one of these conditions such as:
 - Expenses for completing architectural and engineering plans;
 - Meeting licensing and permitting requirements;
 - Preparing the Environmental Assessment.



Notice of Award (NoA) Terms and Conditions



Notice of Award (NoA)

- 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 A/R activities for the project site cannot begin until all conditions have been lifted.



NoA Terms of Award

Program Specific and Standard Terms are applied to each grant award. Awardees should be aware of all listed terms on the NoA, such as:

Semi-Annual Progress Report (SAPR)

The award recipient will submit a Semi-Annual Progress Report (SAPR) for the approved project into the HRSA Electronic Handbook (EHB) every six months until the project is completed.



NoA Conditions of Award

If either or all of the following conditions are applied to your grant award, the conditions must be lifted prior to starting minor alteration/renovation activities:

SBHCC Conditions of Award

- Environmental and Historic Preservation
- Revised Project-Specific Budget/Budget Justification
- Other Sources of Funds
- Schematic Diagrams/Drawings
- Landlord Letter of Consent



Condition: Environmental and Historic Preservation

Within 120 days of NoA receipt, awardees must respond to the environmental condition:

- Some minor A/R projects will require the satisfaction of one or more conditions for environmental and/or historic preservation compliance within Federal laws.
 - Awardees are encouraged to communicate and work directly with assigned Environmental Reviewer to satisfy grant conditions.
 - **Do not** begin A/R activities until all conditions have been approved and lifted.
- Information about environmental and historic preservation requirements: <https://bphc.hrsa.gov/about/nepa-nhpa/capital-development.html>.



Condition: Revised Project-Specific Budget/Budget Justification

Within 60 days of NoA receipt, awardees must work with their Project Officer to understand which of the referenced budget documents listed below require revision:

- [SF-424C – Construction Budget \(required per project\)](#)
- [Budget Justification \(required per project\)](#)
- [Equipment List \(required for each project that includes equipment\)](#)



Condition: Other Sources of Funds

Within 60 days of NoA receipt, the awardee must identify the total cost associated with each project and other sources of funding including the following:

- Documentation identifying and clearly describing all other sources of funding for the total project;
- Status/certainty of other sources of funding (i.e., secured, forthcoming, etc.);
- Letters of commitment, if applicable.

Condition: Revised Schematic Diagrams/Drawings

Within 60 days of NoA receipt, the awardee may be asked to submit the following in response to the Schematic Diagram/Drawings condition:

- Site plan showing project location;
- Location of proposed renovation area;
- Proposed project components as well as distinguishing improved space from unaffected space; and/or
- Scale and linear dimensions for each room/area.



Condition: Landlord Letter of Consent/Lease Documentation

Within 60 days of award issue date for property not owned by the awardee, provide a signed Landlord Letter of Consent Statement of Agreement and the Lease/Occupancy Documentation. Include the following from facility owner:

- Permission to undertake the proposed minor A/R project;
- Appropriate lease length – 5 years
- Acknowledgement of federal interest in project (as applicable).

Note: Funds may not be used to pay lease costs or address needs that are lessor responsibility. Lease agreement must provide the applicant “reasonable control” for at least 5 years after renovation completion. “Reasonable control” is the ability to implement the project without unnecessary demands.



Reporting Requirements



Project Implementation Certification

- Within 120 days of NoA receipt, it is expected that the awardee will engage the services of an architect/engineer (A/E) and submit a statement attesting to the involvement of the A/E
- Only applicable to alteration/renovation projects



Photographs

- Within 90 days of project completion, the award recipient must scan and upload photographs, with brief descriptions, of the project prior to initiating work, during renovation/construction, and of the completed project, major rooms and examples of grant provided major equipment items, into the EHB for the approved project.
- Only applicable to alteration/renovation projects

Project Completion Certification

Within 90 days of project completion, the award recipient will submit documentation for the approved project certifying project completion.

- For A/R projects only, Architect or Construction Contractor should provide documentation stating that ‘Substantial Completion’ has been met and the project location is safe for ‘Occupancy’.



Federal Financial Reports (FFR)

Awardees must submit an FFR annually reflecting cumulative reporting within the project period;

- Year 1: FFRs due April 30, 2020



Semi Annual Progress Report (SAPR)

Award recipients are required to submit SAPRs for the approved project every 6 months until project completion including:

- Project(s) progress;
- Impact of activities for each project;

Important Dates:

- July 2019: SBHCC awardees submit the first SAPR.
- June/July 2019: SAPR Technical Assistance Webinar.



Allowable Projects



Minor Alteration/Renovation

- All projects must be approved by an official HRSA NoA.
- Site-specific (up to 4 may be proposed)
- 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



Equipment-Only

- Moveable equipment with a useful life of more than one year.

Examples:

- 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
- Equipment for one or multiple operational SBHC sites beyond those proposed for minor A/R projects.

Note:

- Unit cost of equipment can be of any value (e.g., less than, equal to, or greater than \$5,000)
- Awardee may propose one equipment-only project alone or in combination with up to three minor A/R projects



Unallowable Costs



Unallowable Costs

- Implemented projects not authorized by NoA are considered to be out of scope and unallowable

SBHCC funds may not be used for:

- 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 award date.
- Personnel costs unrelated to the project.



Unallowable Costs Continued

- Costs related to electronic health record (EHR) system initiation, ongoing operations, and maintenance.
- Mobile vans for purposes other than the initiation or expansion of mental health, substance abuse and 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.

Full list of funding restrictions: Section IV.6 and unallowable costs indicated in the chart in Appendix A of the NOFO.



Participant Question #1

Which of the following project(s) is allowed? Select all that may apply.

- A. A 1200 square foot building addition that will expand the health center's dental capacity.
- B. Purchase of telehealth equipment.
- C. New flooring and painting of exam rooms in three health center sites.
- D. Reconfiguration of waiting room. The project is part of a construction project the health center started 2 years ago.



Participant Answer #1

Correct answer: B and C

- Item A is incorrect because any project which increases square footage is not allowed.
- Item D is incorrect because a proposed project cannot be part of a larger construction project.

Participant Question #2

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 #2

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.



Project Updates



Project Updates

Awardees are encouraged to contact assigned Project Officer regarding updates to approved projects prior to implementation.

- Awardees should only move forward with an update after HRSA's acceptance of a prior approval request, which will be provided in a Notice of Award.



Project Updates Continued

- Grantees may be required to request prior approval from HRSA for changes that occur during the grant period. These changes include, but are not limited to:
 - Significant changes in the approved project budget, including a significant increase or decrease to the total project cost, as well as significant changes to each budget line item. Budget changes are required as soon as the project costs are more fully known rather than being submitted when the project is completed.
 - Changes to the approved physical project scope (i.e., change in the square footage affected, change in the configuration of the modified physical space)
 - Changes to the Project Director
 - Extensions to the project period, grantees that require more time to complete their project must submit a prior approval request 60 days before the project period end date.



Project Updates Continued

When requesting a project update, awardees must adhere to original project eligibility criteria, awardees **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).



Project Update: 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



Resources and Contact Information



Roles and Responsibilities

-	Capital Project Officer	Grants Management Specialist	Environmental Reviewer
Conditions	<ul style="list-style-type: none"> • Revised Project-Specific Budget/Budget Justification • Other Sources of Funds • Schematic Drawings 	<ul style="list-style-type: none"> • Landlord Letter of Consent 	<ul style="list-style-type: none"> • Environmental Historic Preservation
Reporting Requirements	<ul style="list-style-type: none"> • Project Implementation Certificate • Project Completion Certification • Semi-Annual Progress Report 	<ul style="list-style-type: none"> • Federal Financial Reports (FFR) • Other financial related questions 	

Technical Assistance Contacts

- **SBHCC Website**

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

- SAPR Manual
- SAPR Quick Guide
- FAQs
- Submission Forms/Reporting Requirement templates

- **Grant Contacts**

Project Officer and Grants Management Specialist assigned to each grant are shown on the most recent NoA and in the EHB grant folder

- **Health Center Program Support**

- Call 1-877-464-4772
- Or contact by clicking the following link and submitting your inquiry
<http://www.hrsa.gov/about/contact/bphc.aspx>



Questions





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