FY 2023 Health Center Program
School-Based Service Expansion
Technical Assistance Presentation for Applicants

Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)

Vision: Healthy Communities, Healthy People

Remember...

Read the SBSE Notice of Funding Opportunity (NOFO)

Available on the SBSE Technical Assistance webpage:

https://bphc.hrsa.gov/funding/funding-opportunities/school-based-service-expansion/fy-2023-sbse

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AGENDA

- Overview
- Application Components
- Technical Assistance Resources
- Key Takeaways

Overview

Purpose

To **expand access to primary health care services,** including **mental health services,** through Health Center Program award recipients' new and/or existing **service delivery sites located at schools.**

Achieving the Purpose

- Expand one or more services at **existing or new** school-based service sites:
    - General primary medical care
    - Mental health*
    - Substance use disorder
    - Oral health
    - Vision
    - Enabling services

*If you do not already provide mental health services at each proposed school-based service site, you must expand mental health services and offer these services at each proposed site

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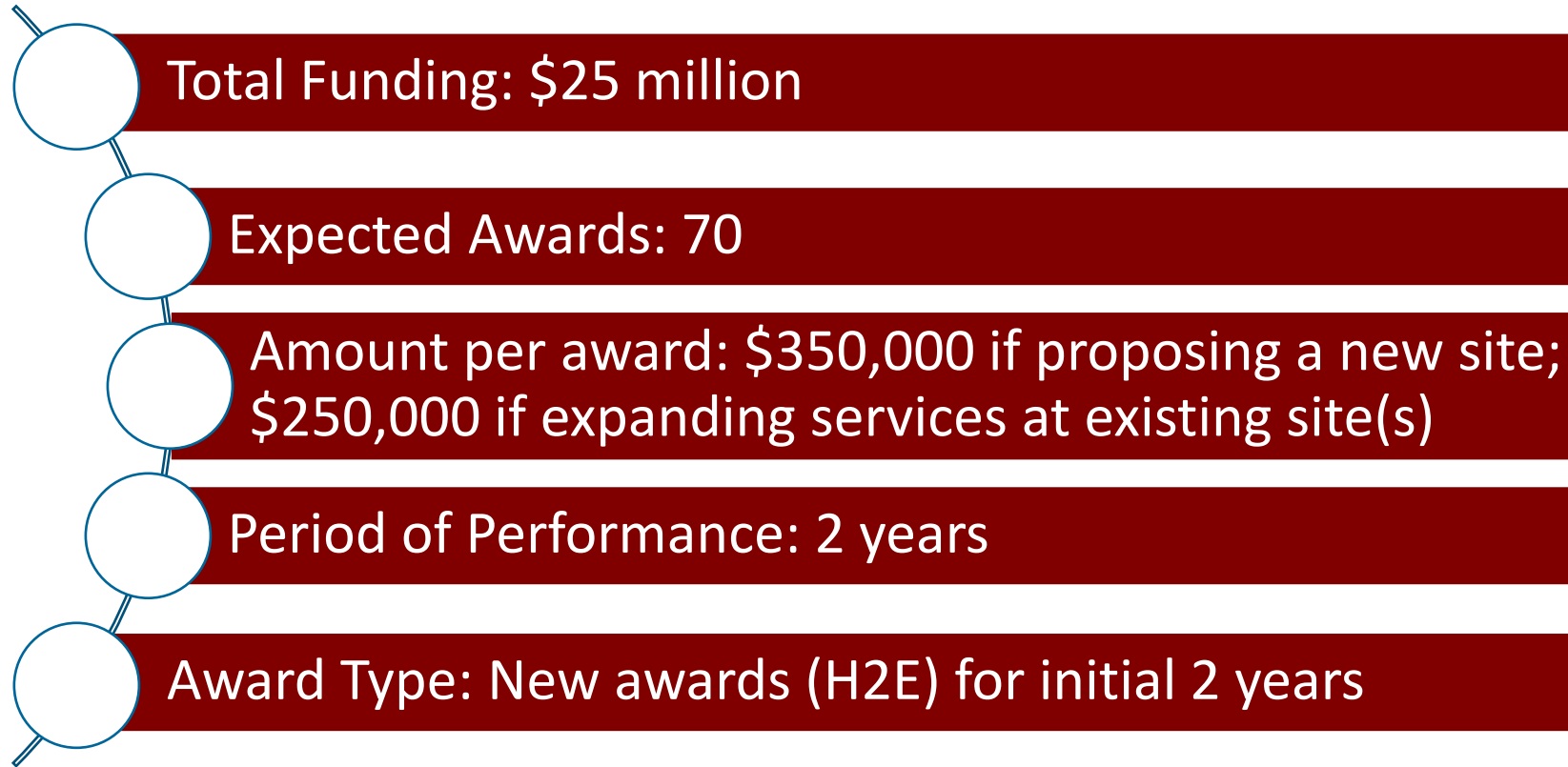# Key Terms: *School-Based Service Sites*

Health Center Program operational funding (H80) award recipient service delivery sites located:

- In schools, or
- On the grounds of a school,

Schools include preschool, elementary, middle, and high schools

Award Information

- Total Funding: $25 million
- Expected Awards: 70
- Amount per award: $350,000 if proposing a new site; $250,000 if expanding services at existing site(s)
- Period of Performance: 2 years
- Award Type: New awards (H2E) for initial 2 years

Will not receive funding if:

- No longer an active H80 health center
- Have any 30-day conditions at the time of funding decisions

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Eligibility

- Applicants must:
  - ✓ Be an existing H80 Health Center Program award recipient
  - ✓ Currently operate or propose a new school-based service site

- For each school-based service site included in your application:
  - ✓ Propose to expand services
  - ✓ Provide mental health services or propose to expand mental health services
  - ✓ Submit School Commitment Documentation signed by school or school district officials specifying support for each new or existing school-based service site
  - ✓ Ensure Form 5B: Service Sites indicates 'school' site setting

Program Requirements and Expectations

- Increase the number of school-based patients served

- Address youth mental health crisis by providing mental health services at each school-based site

- Open new school-based service sites within **120 days of award**

Application Components

Two-Phase Application Process

Phase 1: Grants.gov

Phase 2: Electronic Handbooks (EHBs)

- Ensure your registration is up to date in SAM.gov and Grants.gov as soon as possible
- Meet both the Grants.gov and EHBs deadlines

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Application Components

Grants.gov → **EHBs**

Grants.gov

- SF-424: Application for Federal Assistance
- Project Abstract Summary
- Project/Performance Site Locations
- Grants.gov Lobbying Form
- Key Contacts

EHBs

- Project Narrative
- Budget Presentation
  - SF-424A: Budget Information Form
  - Budget Narrative
- Program-Specific Forms
- Attachments

Applications must not exceed 60 pages

Project Narrative and Review Criteria

Introduction

- Summarize information about your school-based sites

Need (15 points)

- Describe clinical and health-related social needs and barriers to care

Response (30 points)

- Work Plan and narrative description of school-based services (15 points)
- Describe culturally affirming care (10 points)
- Patient estimates (5 points)

Project Narrative and Review Criteria continued

Collaboration (15 points)

- Describe collaboration with schools/school districts and other providers

Resources/Capabilities (20 points)

- Describe your capabilities to successfully expand school-based services

Evaluative Measures (10 points)

- Describe how you will measure success and engage in QI/QA

Support Requested (10 points)

- Provide a budget request that will support successful school-based service expansion

Align SF-424A with Budget Narrative

Submit a budget narrative for each year of the 2-year project

Ineligible Costs

- Costs not aligned with the SBSE purpose
- Costs for services and activities that are not provided directly by or on behalf of the health center and health center project
- Costs already paid for by H80 or supplemental funding
- Purchase or upgrade of an electronic health record (EHR) that is not certified by the Office of the National Coordinator for Health Information Technology
- Purchase of vehicles (mobile units are allowed)
- New construction activities, including additions or expansions
- Major alteration and renovation (A/R) projects valued at $500,000 or greater in total federal and non-federal costs (excluding the cost of moveable equipment)
- Purchase and installation of trailers and pre-fabricated modular units

Attachments

1. **School Commitment Documentation** (required for eligibility for each site)
   - Signed by school/school district official
   - Specifies support for proposed school-based service expansion
   - Includes school name and address where site is/will be located
2. Map of New School-Based Service Site Location (as applicable)
3. Health Center Letter of Support (as applicable)
4. Summary of Contracts/Agreements (as applicable)
5. Other Relevant Documents (as applicable)

Program-Specific Forms

1. Project Overview Form
   - Project Work Plan
   - Patient Impact
   - Scope Verification
2. Form 1B: Funding Request Summary
3. Form 5B: Service Sites (required for addition of new sites)
4. Minor Alteration/Renovation (A/R) Information (if applicable)
5. Equipment List (if applicable)

Project Overview Form: Work Plan

Service Category (1 or more)	Activity Category (1 or more)	Activity Description
■ Primary medical care ■ Mental health ■ Substance use disorder ■ Oral health ■ Vision ■ Enabling	➢ Access to services ➢ Quality, patient care, and safety ➢ Workforce ➢ Patient experience and health-related social needs ➢ Other	✓ Provide a brief narrative for each proposed activity, including how each activity will support service expansion at school-based service sites

You must select the mental health service category if you are not already providing mental health services at each proposed school-based service site

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Project Overview Form, continued

Patient Impact
- Number of patients served at school-based service delivery sites
  - 2022 (aligned with UDS report)
  - 2024 estimate

Scope of Project
- Indicate if changes will be required to Form 5A or 5C
  - Provide overview of changes and timeline
  - Add new sites on Form 5B in your application, if applicable

Mental Health Certification
- Certify that mental health services are currently provided or will be provided at each school-based service site included in the application

Form 1B: Funding Request Summary

- Request up to $150,000 for equipment and/or minor A/R in year 1, if desired

- Indicate if requesting funds for:
  - Equipment (no minor A/R)
  - Minor A/R with equipment
  - Minor A/R without equipment
  - N/A (no funding requested for equipment or minor A/R)

- Indicate if proposing to add a new school-based service site (permanent or mobile) within your existing service area

- Indicate if services will be expanded at an existing school-based service site

- Certify that all required School Commitment Documentation is included

Form 5B: Service Sites

- Required if you do not already operate a school-based service site where you will expand services
- Proposed new school-based service site(s) must meet the service site definition
- You may **not** expand your service area through this application
- See the Scope of Project webpage for more resources: https://bphc.hrsa.gov/compliance/scope-project

A **service site** is a location where you provide primary health care services.
A **school-based service site** must be in a school or on school grounds (e.g., mobile site).

One-Time Funding

Minor Alteration/ Renovation (A/R)

+

Equipment

→

Up to $150,000

(in year 1 only)

Remember: School-based service sites must be open and operational within 120 days of award

Minor A/R

Complete program-specific forms and submit attachments in EHBs:

✓ Alteration/Renovation Project Cover Page *(Form)*

- Environmental Information and Documentation Checklist *(Attachment)*

- A/R Project Budget Justification *(Attachment)*

- Floor Plans/Schematic Drawings *(Attachment)*

✓ Other Requirements for Sites *(Form)*

- Property Information *(Attachment)*

- Landlord Letter of Consent, as applicable *(Attachment)*

Equipment vs. Supplies

Equipment

- Useful life exceeds one year
- Per-unit acquisition cost of $5,000 or more
- Complete Equipment List Form

Supplies

- Items that cost less than $5,000
- Do not include supplies on Equipment List Form

Technical Assistance Resources

SBSE Technical Assistance Webpage

SBSE Notice of Funding Opportunity	**TA Presentation Slides and Recordings**	**EHBs User Guide**
Sample Budget Narrative and Forms	**Frequently Asked Questions**	**Links to Grants.gov and Contacts for Further TA Support**

https://bphc.hrsa.gov/funding/funding-opportunities/school-based-service-expansion/fy-2023-sbse

School-Based Technical Assistance Resources

- School-Based Health Alliance

- Youth Risk Behavior Surveillance System

- National Survey of Children's Health (NSCH)

- Department of Education's Office of Safe and Supportive Schools

Technical Assistance Contacts

Application Questions	Grants.gov Issues	EHBs Issues	Budget Questions

• BPHC Contact Form
  ▪ Under *Funding,* select *Applications for NOFOs*
  ▪ Select *School-Based Service Expansion (SBSE)*
	• Grants.gov Contact Center
	• 800-518-4726
		• BPHC Contact Form
		  ▪ Under *Technical Support,* select *EHBs Tasks/EHBs Technical Issues*
		  ▪ Select Grants Application Technical Question
		  ▪ 1-877-464-4772
			• Brian Feldman bfeldman@hrsa.gov

Key Takeaways

- Purpose: Expand access to primary health care services, including mental health services, through Health Center Program award recipients' service delivery sites located at schools
- School-based service sites must be located at or on the grounds of schools (pre-k through high school)
- Submit School Commitment Documentation signed by school or school district officials specifying support for each school-based service site included in the application
- If you do not already provide mental health services at each proposed school-based service site, you must:
  - Propose to expand mental health services, and
  - Provide it at each proposed school-based service site

Thank You!

SBSE Technical Assistance Team

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)

✉ [BPHC Contact Form](#)

📞 301-594-4300

[bphc.hrsa.gov](#)

✉ [Sign up for the *Primary Health Care Digest*](#)