



## **FY 2023 Health Center Program School-Based Service Expansion**

### **Technical Assistance Presentation for Applicants**

**Transcript | March 13, 2023**

#### **Slide 1: Introduction**

##### **Marylen Rimando**

Welcome and thank you for joining us today for the School-Based Service Expansion or “SBSE”, technical assistance webinar for applicants!

Before we dive into today’s session, please take a moment to respond to the polling questions, so we may get a sense of who we have on the call.

My name is Marylen Rimando, and I am joined by Casey Thomas and the members of our SBSE Technical Assistance Team, as well as other HRSA colleagues that you will hear from later on.

Before we get started, a few housekeeping items:

- Today’s session is being recorded and will be available on the SBSE TA webpage.
- We will answer some of your questions following the presentation. You may submit your questions through the Q&A pod at any time during the presentation.

#### **Slide 2: Reminder**

##### **Marylen Rimando**

A quick reminder – make sure to read the Notice of Funding Opportunity, or NOFO, available on the SBSE technical assistance webpage. This presentation will highlight key points from the NOFO, but it does not replace reading the NOFO.

From the SBSE TA webpage, you can also download the slides for this presentation and access other technical assistance resources to help you develop and implement your SBSE project.

We also put a link to the slides and the TA webpage in the chat pod.

We are now going to close the polls. Thank you for your responses.

#### **Slide 3: Agenda**



## **Marylen Rimando**

During this presentation, we will:

- Provide an overview of the NOFO, including:
  - The purpose and
  - Eligibility Requirements
- Highlight key areas of the application, including:
  - The two-tier application process, and
  - Components such as the narrative, attachments, and forms
- Then, we will provide a list of available Technical Assistance Resources and jump into the Question and Answer session
- And finally, we'll wrap up with some key takeaways for you to keep in mind as you work on your application.

To kick off our webinar, I'd like to introduce Ernia Hughes, Director of BPHC's Office of Health Center Investment Oversight. Welcome, Ernia!

## **Ernia Hughes**

Thank you so much! I'm thrilled to join this webinar and to cheerlead the applicants as you move forward in your process of, for applying for these really exceptional and different making supplements. The relationship between health centers and schools is long-standing and it's really exceptional. If I can share a personal point of interest, I had the benefit and really the privilege of working with school-based health centers in Massachusetts for several years. This work holds a particular place in my heart and in my mind. And really do welcome the opportunity to support health centers in this space. This long-standing relationship between schools and health centers really has proved the efficacy of this model.

In 2021, approximately 500 health centers operated more than 3,400 school-based service sites, providing services to nearly 800,000 individuals. And so that really is covering a lot of ground and speaks to the need and opportunity that exists to deliver on this particular model.

Last year, HRSA provided 150 awards to expand access to health services and school-based service sites. And we stand poised and thrilled to do more, and confident in health centers' ability to deliver on this investment.



Ways in which school-based health sites used resources in the past were to hire additional staff, renovate existing spaces, retrofit mobile sites, and expand access. And this understanding or ability to expand access is really key.

Again, there is such beauty and a true commitment to access when you bring health services inside a school. And so, you know, again, I'm just thrilled that there is the opportunity, there is the interest, there is the ability to expand access in this way. We find that the connection between health centers and schools is essential and really does fill the need and meet the moment, if you will.

So these particular funds are especially dedicated to ensure access to mental health services. So we know that that need is pressing. It is growing. There is a bit of urgency, if you will, to ensure that kind of access. And here we have resources to support the delivery of mental health services and to wrap those services inside primary medical care. So, again, it is, there is a relationship of, you know, intense success. So, we look forward to receiving your applications. Importantly, we look forward to health centers standing up and integrating primary care and offering same-day integrated health care in a school setting. The opportunity is now. The opportunity to meet the moment, and to deliver on this promise of access is really important. The team of specialists in the Office of Health Center Investment Oversight are dedicating themselves to the, to your journey and to supporting your success.

And thank you so much for your interest and importantly, thank you in advance for the work that you intend to do. I will end with, on that note of gratitude, and turn over the next part of the presentation to Casey.

#### **Slide 4: SBSE Overview**

**Casey Thomas**

Thank you, Ernia! Now let's get started with an overview of the SBSE funding opportunity.

#### **Slide 5: Purpose**

**Casey Thomas**

The purpose of SBSE is to expand access to primary health care services, including mental health services, through Health Center Program award recipients' new and/or existing school-based delivery sites.



As you can see from the purpose, this funding is only for current Health Center Program award recipients.

You may choose to expand mental health and other primary health care services by adding a new school-based service site, expanding services at an existing school-based service site, or both.

If you do not already offer school-based services, you can use SBSE funding to establish your first school-based service site.

## **Slide 6: Achieving the Purpose**

### **Casey Thomas**

To achieve the NOFO's purpose of increasing the number of school-based patients served, you may expand one or more of the following services at new and/or existing school-based service sites:

- General primary medical care;
- Mental health;
- Substance use disorder;
- Oral health;
- Vision; and/or
- Enabling services

Please note that all school-based service sites included in your application must offer mental health services. If you do not already provide mental health services at each school-based service site, you must do so with this funding.

## **Slide 7: School-Based Service Sites**

### **Casey Thomas**

So, what is a school-based service site? This is important because it relates to eligibility. School-based service sites are Health Center Program service sites located in schools or on school grounds. For the purposes of this NOFO, schools are defined as pre-schools, elementary, middle, and high schools. Just like your community-based sites, your school-based service sites must meet the definition of a service site. This includes offering some in-person services. You can review the full definition of a service site on our Scope of Project webpage.



## **Slide 8: Award Information**

### **Casey Thomas**

This is anticipated to be a highly competitive funding opportunity. HRSA plans to award a total of \$25 million to approximately 70 health centers.

And for this NOFO, we have 2 different maximum funding amounts.

If you propose to establish a new school-based service site, you may apply for up to \$350,000 per year.

The new school-based service site proposed in your application could be your first school-based service site or an additional school-based service site, and it could be proposed alone or along with service expansion at existing school-based service sites. But keep in mind that the maximum funding is \$350,000, no matter how many new sites you propose in your application.

If you propose to expand services at an existing school-based service site only, you may apply for \$250,000 per year. And remember the maximum funding is \$250,000, no matter how many existing school-based service sites are included in your application.

These awards will have a 2-year period of performance, which will begin September 1, 2023 and end August 31, 2025.

SBSE funding will be awarded to health centers under the award code 'H2E', 'H' as in Health, the number 2, and 'E' as in Expansion. This award will be separate from the Health Center Program H80 award to support separate tracking of funds.

Please also note that you will not receive funding if you are no longer an active H80 health center or if you have any 30-day conditions at the time of funding decisions.

## **Slide 9: Eligibility**

### **Casey Thomas**

To be eligible for this funding, your organization must be a current Health Center Program award recipient with an operational H80 grant award.

Additionally, you must propose a new school-based service site in your health center's current service area or currently operate a school-based service site.

For each school-based service site included in your application, you must:

- Propose new and/or expanded services,



- Currently 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 and/or existing school-based service site included in your application,
- And ensure that Form 5B: Service Sites has “school” as the site setting.

## **Slide 10: Program Requirements and Expectations**

### **Casey Thomas**

SBSE requirements include:

- An increase in the total number of patients who receive services at school-based service sites
- And the provision of mental health services at each school-based service site included in your application.

If your proposal includes opening a new school-based service site, you should plan for new sites to be open and operational within 120 days of award.

## **Slide 11: Application Components**

### **Casey Thomas**

Next, I will share some highlights of the SBSE application.

## **Slide 12: Two-Phase Application Process**

### **Casey Thomas**

Like most of the Health Center Program’s competitive applications, SBSE has a two-phase application submission process. First, in Grants.gov and then, in EHBs.

Please note that you should verify that your SAM.gov registration is up to date to ensure you don’t have any issues when submitting in Grants.gov.

Remember, you must meet both the Grants.gov and EHBs deadlines. If you miss the Grants.gov deadline, you will not be able to submit your application in EHBs.

The Grants.gov deadline is Friday, March 31, 2023, at 11:59 p.m. Eastern Standard Time.

The EHBs deadline is Monday, May 1, 2023, at 5 p.m. Eastern Standard Time.



Also note that the application timeframe for this NOFO is shorter than usual to give us time to make these awards before the end of the fiscal year. Plan to submit early in case you encounter any technical issues.

### **Slide 13: Application Components**

#### **Casey Thomas**

This slide lists the documents that you will submit in the Grants.gov phase and EHBs phase of the application.

In Grants.gov, you will submit:

- The SF-424 Application for Federal Assistance form,
- The project abstract summary form
- The project performance site locations form, where you will list the address for the primary school-based service site where you will be expanding services,
- Lobbying forms, and
- Your key contacts

For more information about completing the SF-424, see the SBSE Frequently Asked Questions. You will select “new” as the application type, even though you are a current award recipient since these applications are separate from your H80 award, and therefore, “new.”

For the EHBs portion of your application, you will submit:

- The Project Narrative,
- The SF-424A Budget Information Form
- A Budget Narrative
- Program Specific Forms, and
- Attachments

We will talk about each of these components in more detail as we continue in this presentation, but as a reminder, be sure to read the NOFO for details on all application components, including which components count toward the 60-page limit.

### **Slide 14: Project Narrative Review Criteria**

#### **Casey Thomas**



This application has seven sections, which are scored according to the review criteria in the NOFO:

- The Introduction section is not scored. However, it is critical to the reviewers' understanding of your proposed school-based service expansion. This section should be consistent with the rest of your application.

- The Need section is worth up to 15 points.

In this section, you will describe the barriers to care affecting school students and the community; and provide data on significant clinical and health-related social needs, with a focus on student mental health and well-being.

- The Response section is worth up to 30 points.

This section will include your project work plan form and your narrative description of the service expansion activities that you will conduct over the 2 year period of performance, with an emphasis on implementing new sites and service expansion within 120 days of award.

The work plan and narrative describe the key ways that you will meet the funding objectives.

That is why they are worth up to 15 points out of the 30 points for this section.

You will also describe how you will ensure culturally affirming, patient-centered care to facilitate equitable access to school-based services, which is worth up to 10 points.

This section also includes the estimated number of school-based patients you plan to serve, and if applicable, your description of minor alteration and renovation activities. This is worth up to 5 points.

## **Slide 15: Project Narrative Review Criteria, continued**

### **Casey Thomas**

- Next, the Collaboration section is worth up to 15 points.

The narrative you provide in this section must be consistent with Attachment 1, your School Commitment Documentation. You will describe your collaboration with schools and school districts where your school-based service site is or will be located.

In addition, you will describe your coordination with other providers or organizations that serve the same patient population.

- The Resources and Capabilities section is worth up to 20 points.





Here, you will describe your capabilities to successfully expand school-based services, including any experience you have operating school-based sites and providing mental health and other services to children and adolescents.

- The Evaluative Measures section is worth up to 10 points.

In this section, you will describe how you will measure success and support school-based service sites through your Quality Improvement/Quality Assurance program.

- And finally, the Support Requested section is worth up to 10 points.

This includes the budget that aligns with and will clearly support the success of your proposed project.

## **Slide 16: Align SF424A with Budget Narrative**

### **Casey Thomas**

Your budget presentation includes the SF-424A Budget Information Form and your Budget Narrative.

These must align with each other as well as the proposed project described in the rest of your application.

In Section B of the SF-424A shown here, provide the expenses for the year 1 costs, with federal and non-federal costs in separate columns.

If your application proposes establishing a new school-based service site, you may not exceed \$350,000 for the total federal funding request.

If you propose to expand services at only existing school-based service sites, you may not exceed \$250,000 for the total federal funding request.

Up to \$150,000 of your maximum federal funding may be used for equipment purchases and/or minor alteration and renovation work in Year 1.

If you request funds for minor A&R, include that amount on the construction line and ensure that it aligns with your minor A&R budget justification.

Similarly, if you request funds for equipment, ensure that your equipment list form aligns with the amount on the equipment line.

In your Budget Narrative, you will provide a detailed budget for each year of the 2-year period of performance. For a sample budget narrative, visit the SBSE technical webpage.

## **Slide 17: Ineligible Costs**



## **Casey Thomas**

The following is a list of costs that you may not propose as part of your application, including:

- Costs that are not aligned with the purpose of SBSE funding
- 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 Health Center Program H80 or supplemental funding
- Purchase or upgrade of an electronic health record that is not certified by the Office of the National Coordinator for Health Information Technology
- Purchase of vehicles (with the exception of mobile units, which are allowed)
- New construction activities, including building additions or expansions
- Major alteration and renovation projects and
- Purchase and installation of trailers and pre-fabricated modular units

This list is not exhaustive. Please read the NOFO for more information about unallowable costs.

## **Slide 18: Attachments**

### **Casey Thomas**

Now let's talk about the attachments.

Attachment 1: the School Commitment Documentation is required for ELIGIBILITY. You must upload a commitment letter or Memorandum of Understanding (also known as an MOU) signed by school or school district officials that specifies support for the proposed school-based service expansion and includes the school's name and address where the school-based service site is or will be located.

If you are proposing to use SBSE funds at multiple sites, you must include school commitment documentation from each school or school district. If your sites are located at multiple schools in the same school district, one letter or MOU is acceptable if it clearly states each school where sites are located or will be located.

If you are proposing to provide services to schools using a mobile unit, you must include a letter or MOU from each school or school district where the mobile unit will provide services. Please ensure that the school details in your school commitment documentation are consistent with the information given in your Project Narrative.



If you are proposing a new school-based service site, you must also submit Attachment 2: A Map of your New School-Based Service Site Location. This map should clearly show that each proposed new site will be located in or on the grounds of a school.

Attachment 3: Health Center Letter of Support is also requested if you are proposing a new school-based service site. In this attachment, provide letters from other health centers in your service area. If you are unable to obtain a letter of support from health centers in your service area, you must upload documentation that demonstrates you requested the letter. Providing a letter or documentation of a request ensures that other health centers are aware of plans to add sites in your shared service area. Upload Attachment 4: Summary of Contracts and Agreements if you have any current or proposed formal written contracts or agreements related to your proposed school-based services.

If you have an indirect cost rate agreement, you should submit this as Attachment 5, along with any other documents that support your application.

However, please keep in mind that all of the attachments except the indirect cost rate agreement will count toward your 60 page limit.

## **Slide 19: Program-Specific Forms**

### **Casey Thomas**

Now let's go over the program-specific forms that you will submit in EHBs.

- The Project Overview Form will include your work plan, patient impact, and scope verification.
- In Form 1B, you will respond to a few questions about your Funding Request.
- Next, in Form 5B, you will indicate your school-based service sites by selecting sites from scope or by completing the entire form for the addition of new sites.
- Finally, if applicable based on your project, you must complete and submit the Minor Alteration and Renovation Information and Equipment List.

Let's take a closer look at each of these forms.

## **Slide 20: Project Overview Form: Work Plan**

### **Casey Thomas**

In the Project Overview form, you will input your project work plan. You will select the services you are proposing to add and/or expand at school-based service sites. As a reminder the options include:



- General primary medical care;
- Mental health;
- Substance use disorder;
- Oral health;
- Vision; and/or
- Enabling services.

You will then select from pre-defined Activity Categories and Subcategories. You will also have the option to select 'Other' and write in your own activity categories and subcategories if needed.

You will then describe how each activity will support school-based service expansion, including the timeframe for the activity.

If you are proposing a new school-based service site, outline activities that will ensure the new site will be open and operational within 120 days of award. Your activities should also document that expanded services will be implemented within 120 days of award.

Remember, you must select the mental health service category if you do not already provide mental health services at each school-based service site included in your application.

## **Slide 21: Project Overview Form, continued**

### **Casey Thomas**

In the Patient Impact Section of the Project Overview form, you will:

- Provide the number of school-based service site patients reported in your 2022 UDS.
- You will also estimate the number of patients you will serve across all your school-based service sites in calendar year 2024. This estimate will include the patient increase that is expected from this award.

The next section focuses on scope. Before completing the Scope of Project questions, review your current scope of project in EHBs. Then, in this part of the form, you will indicate if changes are required to your Form 5A: Services Provided and/or Form 5C: Other Activities/Locations. If changes are required, you will provide a brief overview of the needed change along with a timeline for making the necessary request.



For example, if your health center currently provides mental health services only by referral (which is Column 3 on Form 5A), you will have to request a Change in Scope to explain how you will provide mental health services at your school-based service site.

You will not indicate on this form if changes to Form 5B: Service Sites are needed because you can add new school-based service sites through this application.

And lastly, you must certify that mental health services are either:

- Provided directly or by contract at each proposed school-based service site, or
- That you are proposing to add these services at each site included in your application.

Remember, this is an eligibility requirement.

## **Slide 22: Form 1B: BPHC Funding Request Summary**

### **Casey Thomas**

Next is Form 1B, which shows your SBSE funding request, pre-populated from Section A of the SF-424A: Budget Information Form.

First, review the SBSE federal funds request to ensure it is \$350,000 or less if you are proposing a new school-based service site or \$250,000 or less if you are proposing to expand services at only existing sites.

Within this maximum funding amount, you may use up to \$150,000 for minor A&R and equipment combined.

You will indicate on this form if you will use SBSE funds for:

- Equipment;
- Minor A&R with equipment;
- Minor A&R without equipment; or
- Not applicable because you will not use SBSE funding for equipment or minor A&R.

You will also indicate if you are proposing to add a new school-based service site, if you are proposing to expand services at an existing school-based service site, or both.

Lastly, you will provide information about the school districts where your service expansion will occur, and certify that you have included School Commitment Documentation for each proposed school-based service site – regardless of it being a new or existing site.

## **Slide 23: Form 5B: Service Sites**



### **Casey Thomas**

You will use Form 5B to indicate the school-based service sites where you will use SBSE funding.

If you are proposing to expand services at existing sites, you will select those school-based sites from your scope of project.

If you are proposing to establish a new school-based service site, you will add the site by completing Form 5B.

Remember that you may not expand your service area through this application, so any new site must be located in a zip code that is already a part of your scope of project.

For the definition of a service site and additional resources, please visit our Scope of Project webpage.

### **Slide 24: One-Time Funding**

#### **Casey Thomas**

As mentioned earlier, within the maximum funding amount you may request to use up to \$150,000 for one-time costs in year 1. These one-time costs could be for equipment and/or minor A&R projects necessary for expanding school-based services.

Minor A&R projects conducted with federal funding have rigid criteria. For instance, the total federal and non-federal cost must be less than \$500,000, excluding the cost of moveable equipment. Any costs involving the attachment of equipment, flooring, paint, or carpeting to any stationary structure is considered A&R (not equipment) and must be included in your total minor A&R project costs.

Please keep in mind that even if your site needs alteration and renovation, you must plan to open new school-based service sites and provide expanded services within 120 days of award.

### **Slide 25: Minor A/R Forms**

#### **Casey Thomas**

If you are requesting funding for minor A&R, you must complete the A&R Project Cover Page and attach the following items to the form in EHBs:

- The environmental information and documentation checklist,
- The minor A&R project budget justification, and
- Floor plans.



You must also complete the Other Requirements for Sites form and attach property information. If the minor A&R will occur at a site that you do not own, include a landlord (or owner) letter of consent. The attachments to these forms do not count toward the 60-page limit.

You can request minor A&R for multiple sites, but you will have to provide this information for each site where you propose minor A&R activities. And you can only request to use up to \$150,000 in federal funding for all of your proposed minor A&R activities and equipment purchases. Please see the SBSE technical assistance webpage for detailed instructions on completing the minor A&R requirements.

### **Slide 26: Equipment and Supplies**

#### **Casey Thomas**

If you are requesting funding for moveable equipment, you must complete the Equipment List Form. “Equipment” is an item having a useful life that exceeds one year and costs \$5,000 or more per unit. For example, a mobile unit is considered equipment. You can use up to \$150,000 in SBSE funding toward the cost of a new mobile unit that will provide health services at schools.

“Supplies” are items that cost less than \$5,000 per unit. For example, laptops, furniture, and exam tables. Do not include supplies on your equipment list form.

### **Slide 27: Technical Assistance Resources**

#### **Casey Thomas**

I will now share with you a few technical assistance resources available to support your application development.

### **Slide 28: SBSE Technical Assistance Webpage**

#### **Casey Thomas**

The first resource is the SBSE technical assistance webpage, which has:

- The Notice of Funding Opportunity,
- This technical assistance presentation,
- A User Guide to help you complete the EHBs portion of your application
- Sample forms and budget materials,



- Answers to Frequently Asked Questions,
- Links to Grants.gov and
- Technical assistance contacts.

## **Slide 29: School-Based Technical Assistance Resources**

### **Casey Thomas**

On the SBSE technical assistance webpage, you will also find links to other resources such as:

- The School-Based Health Alliance, which is a HRSA-funded technical assistance partner that specializes in school-based health services
- The CDC's Youth Risk Behavior Surveillance System, which monitors health-related behaviors
- The National Survey of Children's Health, which provides national and state level data for key measures of child health and well-being
- And the U.S. Department of Education's Office of Safe and Supportive Schools, which addresses the health and well-being of students, school safety, security, and emergency management and preparedness.

## **Slide 30: Application Technical Assistance Resources**

### **Casey Thomas**

If you cannot find the answer to your question in the SBSE NOFO or on our technical assistance webpage, this slide contains the list of the main points of contact for your SBSE technical questions.

Most questions should come to the SBSE technical assistance team using the BPHC Contact Form.

You can also use the BPHC Contact Form to reach Health Center Program Support for any EHBs system issues.

For budget and grant administration related questions, contact Brian Feldman in the Office of Federal Assistance Management.

And if you require assistance submitting in Grants.gov, please contact Grants.gov directly for support.

Now, we'll spend most of the remainder of our time today answering your questions. You may continue to submit questions through the Q&A pod.





We have staff from across HRSA to help us answer questions, as many questions as possible that apply to our broad audience.

As I mentioned, if we don't get to your question today and you can't find the answer in the NOFO or the Frequently Asked Questions, please submit it to the SBSE technical assistance team using the BPHC Contact Form.

I will now turn it over to Colleen Geib to get to your questions.

**Colleen Geib**

Thank you, Casey! Let's get started.

**Live Q&A**

**Colleen Geib**

Marylen, first question is for you.

**Is this one-time funding or will funds be awarded become part of the H80 base award?**

**Marylen Rimando**

Joanne, would you like to answer that question?

**Joanne Galindo**

Sure, so, these are not one-time funds. We anticipate that they would be ongoing. So the initial project period is a two-year project period. And you'll have to provide progress reports and do a non-competing continuation progress report to get that second year of funding.

And during the second year of funding, based on your progress and available congressional appropriations, we'll then continue the funding into after that second year of the performance period.

But it all is dependent on congressional appropriations and your performance for the initial two-year funding period.

**Colleen Geib**

Thanks, Joanne. We have another budget-related question on new sites.



**So basically, they ask, can I apply to start two new school-based sites at two different schools? For example, if so, can we apply for \$350,000 for each site, so \$700,000 we'd receive in the total, one year?**

**Joanne Galindo**

So, good question. And the maximum amount for any number of new sites that you propose is \$350,000 per year.

So you can propose a new site—one new site for \$350,000, which is the maximum amount.

Or you can propose more than one new site for \$350,000 maximum amount. Or you can propose a new site and an existing site, or more than one new sites or existing sites.

If you're proposing a new site, the maximum amount is \$350,000. And it doesn't go up by site. That's the maximum amount no matter how many sites you propose. If you're proposing existing sites only, no matter how many existing sites you propose, the maximum amount is \$250,000.

**Colleen Geib**

Great. Thanks, Joanne, for clarifying the differences between bringing a new site and/or an existing site.

**Our next question, we previously provided services at a school as another line of business—in other words, the services were not part of the health center scope of project. Can we restart services at that school by proposing a new site in this application?**

**Joanne Galindo**

So, yes. The, if that site where you used to provide services, or where you are providing services is not in your scope of project—so, make sure you go to EHBs, look at Form 5B, what sites are in your scope of project. If they're not in your scope of project, that would be a new school-based service site. If they are in your scope of project, including mobile units, then it would be an existing site.

**Colleen Geib**

Fantastic!. Next question for Marylen—



**Can I propose school-based sites in two different school districts as long as I have a letter of support from each of the school districts?**

**Marylen Rimando**

To be eligible, you must include proof of support from either a school or school district for each proposed site in your application. If you are proposing to use funds for multiple sites, include a letter or MOU from each school or school district.

Joanne, would you like to add?

**Joanne Galindo**

Nope, you covered it. So, if they have—if they're proposing in two different school districts, that's fine. We do need that letter of support from both school districts or schools.

**Colleen Geib**

All right. Excellent! Let's dive into some of the services.

**So, do we have to provide services at all types of schools? In other words, do we have to provide services at the elementary, the middle, and high schools, or can it just be done at one or two of these schools? Joanne?**

**Joanne Galindo**

You don't have to propose at every school. You can work with your schools and your school districts to provide them at the places where, where it's most needed or where you have that support through the schools.

**Colleen Geib**

Great! And another great question we received—

**Do charter and private schools count as eligible schools for my application?**

**Joanne Galindo**



Yeah, you can propose a site at a private school or a charter school.

**Colleen Geib**

Either/or. Okay, great! And then maybe Joanne, this next question—

**Do Head Start or Early Health Start programs count as eligible schools?**

**Joanne Galindo**

So, good question. I think probably not, if they are considered a preschool and part of the school system, yes. I know they have Head Start Programs at some schools, at some preschools and pre-K schools.

(Chuckling) But you probably can send that in to us just to make sure that we're answering the question correctly, and, but I think the Head Start Program itself is not considered a school.

**Colleen Geib**

Okay, great! Marylen, next question for you—

**Can we just propose mental health services for our school-based service site?**

**Marylen Rimando**

So the question is can you propose mental health services only?

**Colleen Geib**

Correct.

**Marylen Rimando**

Yes, you can.

**Colleen Geib**

All right! And next question—



**Can we provide any services desired at a new site as long as mental health services are included?**

**Marylen Rimando**

Can you repeat the question for us?

**Colleen Geib**

Sure! Marylen, can we provide any services desired at a new site as long as mental health services are included?

**Marylen Rimando**

Yes, that's correct.

**Colleen Geib**

All righty. Probably next question to Marylen—

**Does mental health screening and referral meet the requirements to provide mental health services?**

**Marylen Rimando**

Joanne, could you chime in for this question?

**Joanne Galindo**

Yes. So, for, to be eligible for each site that you propose you need to be providing mental health services there. Not just by referral, but providing mental health services directly or by contract. So, so if you just provide mental health services by referral, that does not meet this requirement. Screening—basic mental health screenings are pretty much considered part of primary care.

So, if you, I encourage you to go to our scope of project webpage and look at the service descriptors. It's called the Form 5A Service Descriptors. And in there It will give you the definition of what is included in mental health services. So, it's more than just your basic mental health screenings.



**Colleen Geib**

Great, thank you! Let's piggyback off that, Joanne, and let's talk about telehealth.

**Can we provide the required mental health services that we just talked about at the school-based service site through telehealth only?**

**Joanne Galindo**

So, kind of similar to our last question. You could, but one of the requirements is that you do provide mental health services at the sites directly or by contract, and one of the requirements for being a service site is to provide in-person services. So, if this is a new site that you're proposing, you can't, you probably can't do mental health services only by telehealth. You need some in-person services there. If you're already providing in-person services at that site, you probably could do mental health services through telehealth. So, you might want to just contact us with a little bit more details for your question, but just keep in mind to meet the definition of a service site you need to have some in-person services. For this NOFO, there's a requirement that you provide some mental health services. So I guess the answer to your question is, it depends. But if you, if you want to contact us with some more details about what you're planning on doing, we can provide a more full answer.

**Colleen Geib**

Thank you, Joanne. Next question for Marylen—

**Can the school-based service site provide services to staff and/or parents as well as the students?**

**Marylen Rimando**

Yes. You also must make sure that the services are available to the school community also. Joanne, would you like to add to that question?

**Joanne Galindo**

Yeah. So we know that sometimes schools might have limited access to their, to their school campus, or the school building. So if that's the case, you definitely need to make sure that, that people have access



to your health center services. So if, if they access to your health center, because it's in the school, is limited, just make sure that those people can access your full range of services through another site. But you can of course with the school's permission, or making sure that you're working with your school that you're working with, serve other individuals other than the students. You can serve their parents, or, you know, the teachers, school staff. But those are all things that you'll need to work out with that, with that school so that you're not running against any of their administrative rules.

**Colleen Geib**

Okay, great! Next question for Marylen—

**Does a new mobile unit count as a new site?**

**Marylen Rimando**

Yes. A new mobile unit does count as a new service site.

**Colleen Geib**

All righty! Let's jump into some eligible costs. Question, possibly for Joanne—

**Can funds be used towards the purchase of a mobile unit?**

**Joanne Galindo**

Yes. So, within our what we call the one-time funding for equipment and minor alteration and renovation, you can propose up to \$150,000 within your maximum funding amount for either equipment or minor A&R. And so you can propose to use up to \$150,000 for a mobile unit if you were to, if you wanted to purchase one for a new site.

**Colleen Geib**

All righty, thanks! I just wanted to do a quick housekeeping tip, review for everybody on today's call that yes, the recording of this session, both the audio and the slides will be posted on the School-Based Service Expansion (SBSE) webpage.

And let's jump into some A&R questions, possibly Joanne—



**Will any expenses incurred prior to award be eligible? Specifically, would A&R costs or equipment costs incurred within 90 days of award be eligible to be reimbursed?**

**Joanne Galindo**

So, so there may be some rules on that, but usually for equipment I think no. Some, if you look at the instructions for the minor A&R requirements, in particular there's a, there's a in the budget justification there's a sample budget justification on the TA webpage that includes the allowable and unallowable costs that you can propose for minor A&R. And you may be able to propose some A&R costs like for licensing and fees for architectural drawings, those kinds of things.

Not the actual work. Not the renovation work before award. But, you know, caveat here, remember that, you know, these funds aren't guaranteed. This is a competitive process. So you might, if you do pay for things before award or have costs that are obligated before award, they might not be covered, because you might not get the grant.

So, Brian, was there anything you want to add about that?

I think Brian—

**Brian Feldman**

So, so there was no, there was no, nothing in the Notice of Funding Opportunity regarding pre-award costs. So, unless, unless you guys have made some sort of decision about whether pre-award costs are going to be allowable, the answer would be no.

**Joanne Galindo**

Okay, thank you!

**Brian Feldman**

Mhmm.

**Colleen Geib**

Okay. Let's answer one other A&R question—





**We are concerned about timing for the environmental and federal interest requirements. Are extensions available from HRSA if required, since the A&R would occur at the school?**

**Joanne Galindo**

Are extensions, is that what you said?

**Colleen Geib**

Yeah, extensions available.

**Joanne Galindo**

So, I would, I would think very, or be very thoughtful about whether or not you want to use federal funding for minor A&R for just this reason, because there are a lot of federal requirements when you use funding for A&R. And so we still want you to have your site up and running in 120 days. So, if, if the timing doesn't seem like it's going to work out for if you have a lot of environmental requirements that you need to take, you know take into consideration, you might not want to use this funding for that A&R piece. You might want to find other funding to, to cover it.

That said, the minor A&R projects that, that are, the smaller minor A&R projects that, that aren't, don't cost a lot, don't have a lot of those environmental or historic preservation concerns usually can get, you can get them done in, within the 120 days.

So, if you have additional questions about that, I think you should feel free, feel free to ask us about them. And do take a look at the A&R requirements on our TA page to see if they, if they how much would apply to you and then ask us more questions that are specific to your project.

**Colleen Geib**

Okay, great! And we have time for one more question. And I think it's a very important question to close with—

**We had a few questions that had pointed out between the slides that we have been showing during the presentation and the Notice of Funding Opportunity that there seems to be a discrepancy with the points for the review criteria.**



## **Colleen Geib**

So we will just say for all those that are listening in to please refer to the Notice of Funding Opportunity for the review criteria points.

And we will definitely update our slide presentation and get that on the webpage. And we do apologize for that overlook and for that mishap.

And with that, thank you for participating and all your great questions. If we did not get to your questions, we do encourage you to reach out to us using the BPHC Contact Form. And we put some information and instructions on how to do that in the chat pod.

With being almost out of time, to help us improve our technical assistance, we'd like you to take a few minutes to answer the poll questions that we're about to post. And now I'll hand it back over to Casey.

## **Slide 31: Key Takeaways**

### **Casey Thomas**

Great, thank you, Colleen!

We'll now wrap up with just a few items for you to keep in mind as you work on your application.

The purpose of SBSE is to expand access to primary health care services, including mental health services, through Health Center Program service delivery sites located at schools.

School-based service sites must be located in or on the grounds of schools, grades preschool through high school.

You must submit School Commitment Documentation signed by school or school district officials specifying support for each new and/or existing school-based service site included in your application.

If you do not already provide mental health services at each proposed site, you must propose to expand mental health services, and provide it at each proposed school-based service site.

And finally, you may propose multiple school-based service sites in your application, but please be realistic and keep in mind that the maximum funding amount is \$350,000 if you propose one or more, excuse me, propose one or more new school-based service sites, and the maximum funding is \$250,000 if you propose to expand services at existing sites, no matter how many existing school-based service sites are included in your application.

Remember, the first part of your application is due in Grants.gov by 11:59 p.m. Eastern Standard Time on Friday, March 31.



The second part of your application is due in EHBs by 5 p.m. Eastern Standard Time on Monday, May 1. You must submit in a few forms in Grants.gov to be able to submit your full application in EHBs.

**Slide 32: Thank You!**

**Casey Thomas**

Thank you for joining us today and for answering our poll questions. We want to make sure our technical assistance supports you, so your feedback is very important to us.

If we didn't have the opportunity to specifically answer your question today, please reach out to the SBSE technical assistance team by submitting your inquiry using the BPHC Contact Form.

Thank you again for your interest in the Health Center Program's School-Based Service Expansion funding opportunity.

Today's webinar recording and slides will be uploaded to the SBSE technical assistance webpage. This concludes today's webinar. Have a wonderful day!