FY 2021 Health Center Program Service Expansion:
School-Based Service Sites
Technical Assistance Presentation for Applicants

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

Vision: Healthy Communities, Healthy People

Before Viewing this Presentation…

Read the SBSS Notice of Funding Opportunity (NOFO)

Available on the SBSS Technical Assistance webpage:

https://bphc.hrsa.gov/program-opportunities/school-based-service-expansion

Agenda

- SBSS Overview
- Application Highlights
- Technical Assistance Resources
- Key Takeaways

SBSS Overview

Purpose

To **expand access to health center services** by increasing the number of patients who access comprehensive primary health care through Health Center Program award recipients' **service delivery sites located at schools.**

About School-Based Service Delivery Sites

- Health Center Program operational funding (H80) award recipient service delivery sites located:
  - In schools, or
  - On the grounds of a school
- In 2019:
  - 35% of HRSA-funded health centers operate school-based service sites
  - 885,000 patients received care from school-based service sites
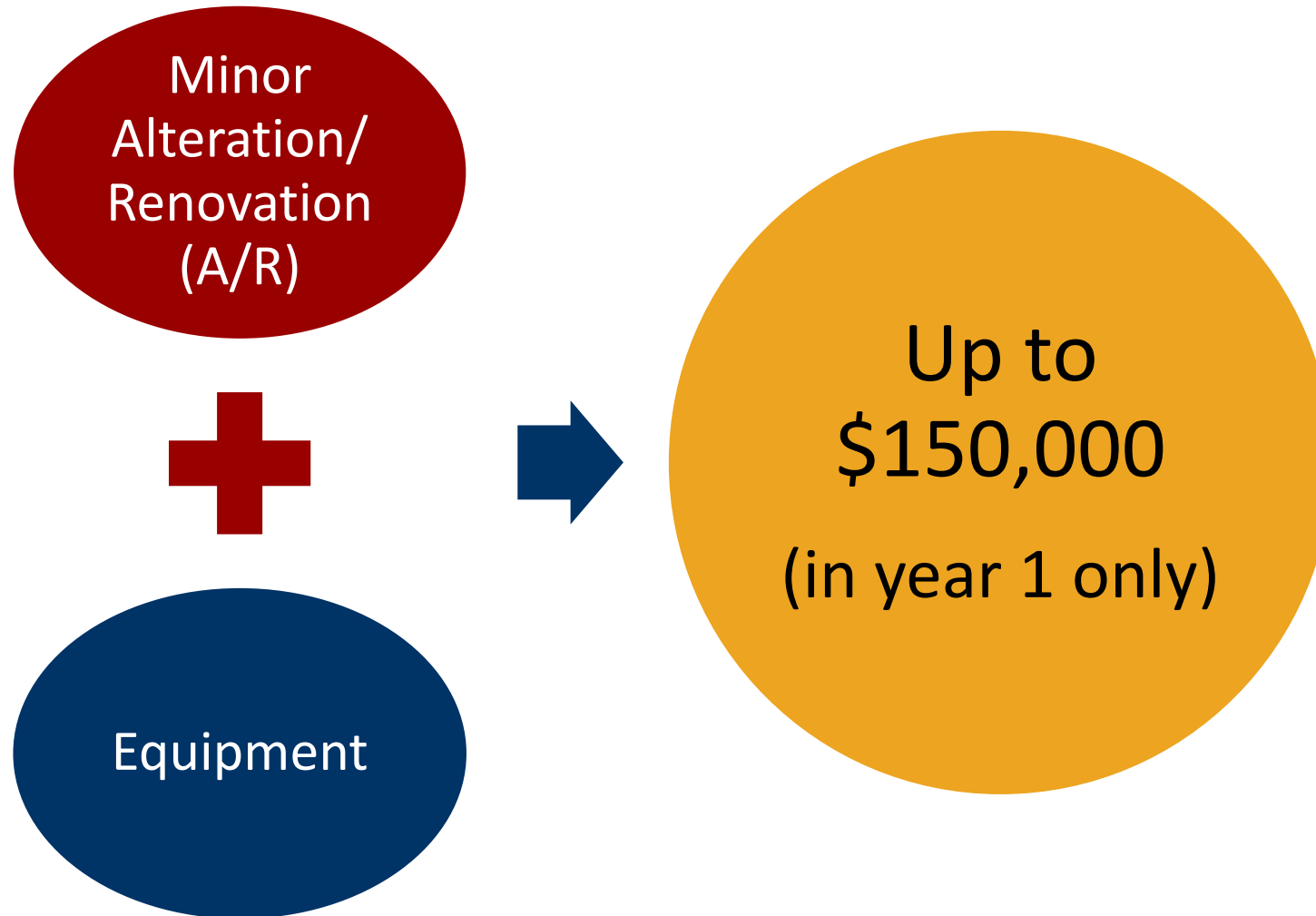
Award Information

- Total Funding: $5 million
- Expected Awards: 25
- Minor A/R: Up to $150,000 (in year 1 only)
- Period of Performance: 2 years
- Award Type: New awards (H2E) for initial 2 years

Maximum Award: $200,000 per year

May continue beyond 2 years based on performance and availability of funds

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One-Time Funding

Minor Alteration/Renovation (A/R)

+

Equipment

→

Up to $150,000

(in year 1 only)

Equipment & Supplies

Equipment

- Useful life exceeds one year
- Costs $5,000 or more per unit
- May include mobile units and telehealth infrastructure
- Does not include *fixed* equipment

Supplies

- Includes equipment items that cost less than $5,000
- e.g., laptop for new SBSS staff, patient education materials

Minor A/R

No construction or major A/R

Federal and non-federal cost < $500,00

Includes fixed equipment

Stand-alone project

Necessary to support service expansion

HRSA Health Center Program

Achieving the Purpose

Applicants may:

- Add **new** service delivery sites located at schools; and/or
- Expand one or more services at **existing** school-based service delivery sites:
  - ✓ General primary medical care
  - ✓ Mental health
  - ✓ Substance use disorder
  - ✓ Oral health
  - ✓ Vision
  - ✓ Enabling services

HRSA will monitor progress using the Total School-Based Health Center Patients UDS measure

Funding Requirements

- Address unmet need through expanding services
- New school-based service sites must be open and operational within **120 days of award**
- Number of patients served at school-based service sites must increase over the 2-year period

- Funding may **not** support services provided by other organizations (e.g., schools)
- Funding may not be used to expand services that are not at school-based service delivery sites
- 30-day conditions and/or inactive H80

Eligibility

✓ **Existing H80 Health Center Program award recipient**

✓ Application must:

    ✓ Apply for $200,000 annually, or less

    ✓ Propose to expand services in:

        o One or more current school-based service sites (in scope on Form 5B: Service Sites) **and/or**

        o One or more newly proposed school-based service sites (in application on Form 5B)

    ✓ Include the Project Narrative and a letter of support from each school and/or school district where service expansion is proposed

    ✓ Be submitted by the Grants.gov and EHBs deadlines

Example Use of Funds

Increase workforce capacity

Increase organizational capacity
(including supplies)

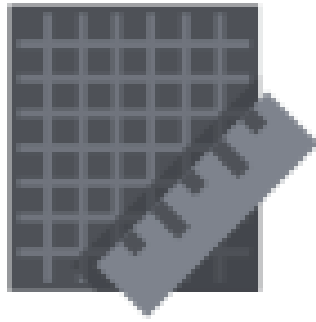**Enhance physical infrastructure**
(including minor A/R)

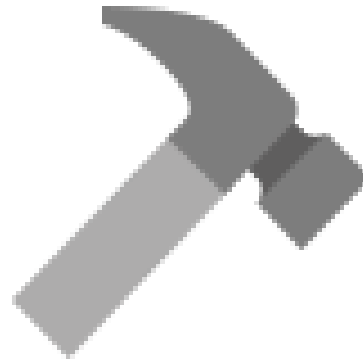**Enhance collaboration and community awareness**

Ineligible Costs

New construction activities, additions, or expansions

EHRs that are not ONC certified

Installation of trailers and pre-fabricated modular units

Facility or land purchases

Any costs that do not support the purpose of SBSS funding

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SBSS Application Highlights

Two-Tier Application Submission

Phase 1:
Grants.gov

Phase 2:
Electronic
Handbooks (EHBs)

Grants.gov Application Components

SF-424: Application for Federal Assistance

Project Abstract (attached under box 15 of the SF-424)

Project/Performance Site Locations

Grants.gov Lobbying Form

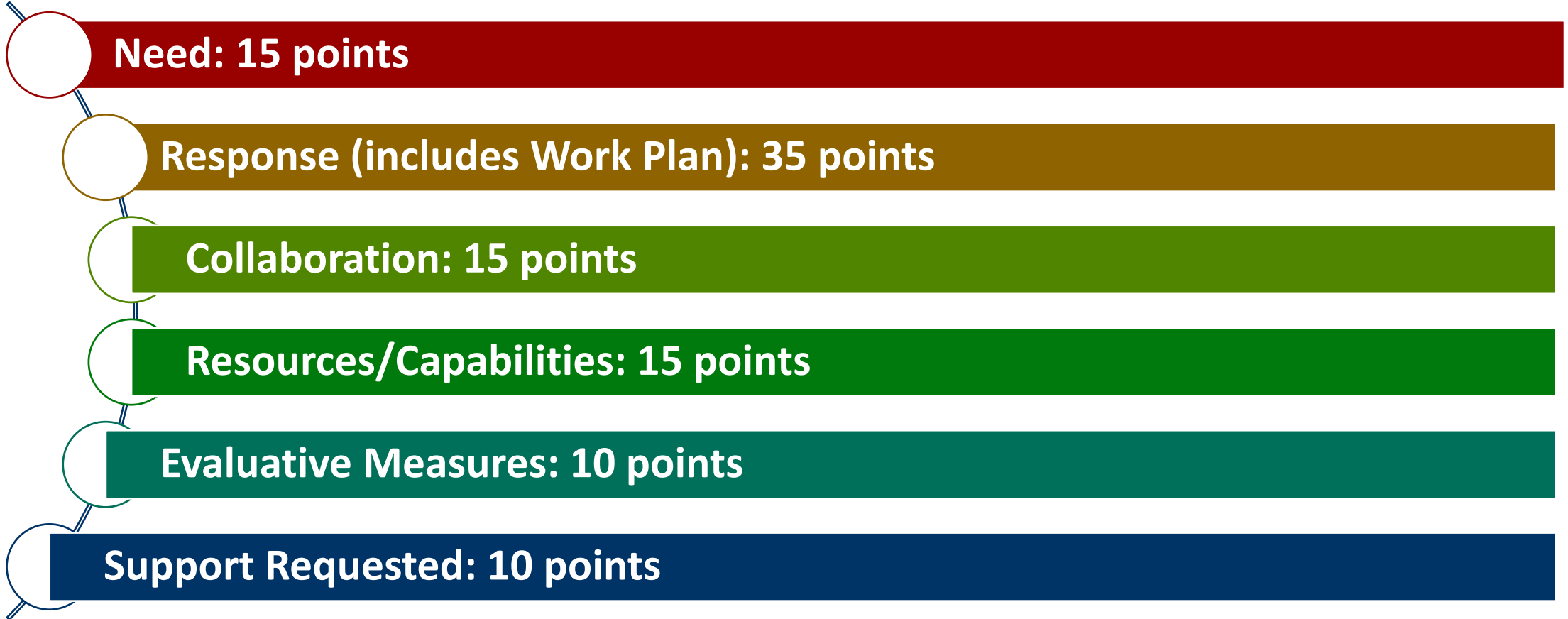Key Contacts

EHBs Application Components

Project Narrative

SF-424A Budget Information Form

Budget Narrative & Personnel Table

Program Specific Forms

Attachments

Project Narrative Components and Points

- **Need: 15 points**
- **Response (includes Work Plan): 35 points**
- **Collaboration: 15 points**
- **Resources/Capabilities: 15 points**
- **Evaluative Measures: 10 points**
- **Support Requested: 10 points**

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Need (15 pts)

For children and adolescents in service area:

- Data on health status and unmet health needs

- Factors impacting access to or utilization of health care services

- Gaps in school-based health care services

Focus Area

Select Service(s) to be Expanded

- Primary medical care
- Mental health
- Substance use disorder
- Oral health
- Vision
- Enabling

Activity Category

Select Categories & Subcategories

- Workforce Capacity
- Organizational Capacity
- Physical Infrastructure
- Collaboration & Community Awareness
- Other

Activity

Describe Each Proposed Activity

- What you will do
- When you will do it (120 days, Year 1, Year 2)
- How it will expand services
- How it will increase patients served at school-based service sites

Response: Other Items (20 of 35 pts)

- Number of patients served at school-based service delivery sites
  - 2020 (aligned with UDS report)
  - 2022 estimate
- New or expanded services
- Proposed personnel
- Access:
  - To services not available at the school-based service site(s), and
  - For individuals seeking care at the school-based service site(s) who are not students
- How minor A/R and/or equipment purchases enable achievement of the SBSS purpose

Collaboration (15 pts)

- Describe collaboration and coordination with other providers/organizations serving the children and adolescents attending the schools

- **Letter of support from each school/school district (required for eligibility)**

- If proposing a new school-based service site(s), letters of support from:
    - Health Center Program award recipients and look-alikes
    - Other health providers/organizations
    - Community based organizations that serve children and adolescents

Attachment 1: Collaboration Documentation

Resources & Capabilities (15 pts)

- Skills, capabilities, and expertise for carrying out the proposed project

- As applicable, experience:
  - Successfully opening new delivery sites within required timeframes
  - Completing A/R projects of similar scope

- Capabilities and expertise of key health center management staff to oversee school-based service site(s)

Evaluative Measures (10 pts)

- Plans to track progress on:
  - Number of patients served at school-based service site(s)
  - School-based service expansion
  - Status of minor A/R projects **[if applicable]**
  - Operational status of new school-based service site(s) **[if applicable]**
- How your QI/QA program will support the proposed project

Support Requested (10 pts)

Budget presentation:

- Aligns with the proposed service expansion project
- Will result in an increase in the number of patients served at school-based service site(s)

Object Class Category with Example Line Items	Year 1 Requested SBSS funding to support line item	
	Federal	Non-Federal
PERSONNEL		
School Nurse Coordinator		
Physician		
Counselor		
TOTAL PERSONNEL		
FRINGE BENEFITS		
FICA @ X.XX%		
Health Insurance @ X%		
Dental @ X%		
Unemployment Insurance @ X%		
Workers Compensation @ X%		
Disability @ X%		
TOTAL FRINGE BENEFITS		

EHBs Application Components cont'd

Project Narrative

Budget Information Form – Non-Construction Programs (SF-424A)

Budget Narrative & Table of Personnel Paid with Federal Funds

Program Specific Forms

Attachments

HRSA
Health Center Program

Summary of Forms

Required Forms

- Budget Information Form (SF-424A)
- Federal Object Class Categories Form
- Form 1B: BPHC Funding Request Summary
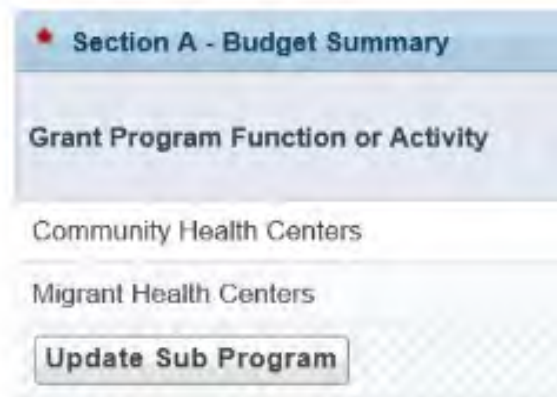- Project Overview Form

Optional Forms

- Form 5B: Service Sites *(required for addition of new sites)*
- Minor A/R Forms
  - Project Cover Page
  - Other Requirements for Sites
- Equipment List Form

SF-424A: Budget Information Form

Enter your budget for the first year in Section A
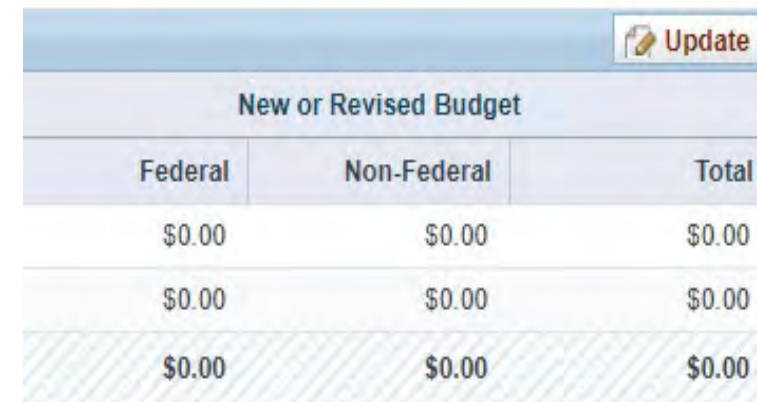
Submit funding split questions to the BPHC Contact Form

Section A - Budget Summary		
Grant Program Function or Activity		
Community Health Centers		
Migrant Health Centers		
[Update Sub Program]		

	New or Revised Budget			Update
	Federal	Non-Federal	Total	
	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	

The federal amount refers <u>only</u> to the SBSS funding requested, up to $200,000

Align SF-424A with Budget Narrative

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	$ 0.00	$ 0.00	$0.00
Fringe Benefits	$ 0.00	$ 0.00	$0.00
Travel	$ 0.00	$ 0.00	$0.00
Equipment	$ 0.00	$ 0.00	$0.00
Supplies	$ 0.00	$ 0.00	$0.00
Contractual	$ 0.00	$ 0.00	$0.00
Construction	$ 0.00	$ 0.00	$0.00
Other	$ 0.00	$ 0.00	$0.00
Indirect Charges	$ 0.00	$ 0.00	$0.00
Total Calculate Total	$0.00	$0.00	$0.00

★ Section B - Budget Categories

Submit a budget narrative that aligns with the SF-424A, minor A/R budget justification(s), and equipment list, as applicable

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Form 1B: BPHC Funding Request Summary

- Complete the SF-424A: Budget Information Form **before** completing Form 1B

- Total funding for Form 1B must match Year 1 on the Budget Information Form

- Indicate if requesting one-time funds for:
  - Equipment only
  - Minor A/R with equipment
  - Minor A/R without equipment

- If **not** requesting one-time funds, select "not applicable"

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

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/programrequirements/scope.html

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).

Minor A/R Forms and Attachments

If requesting funding for minor A/R, you must complete the following forms for each site where minor A/R will occur:

- ✓ Alteration/Renovation Project Cover Page
  - A/R Project Budget Justification
  - Environmental Information and Documentation Checklist
  - Floor Plans/Schematic Drawings
- ✓ Other Requirements for Sites
  - Property Information
  - Landlord Letter of Consent, *as applicable*

Summary of Attachments

Attachment 1:
Collaboration Documentation

Attachment 2:
Summary of Contracts and Agreements

Attachment 3:
Other Relevant Documents

Post-Award Reporting

1. **Semi-Annual Progress Report:** Describe accomplishments and barriers toward implementing the proposed project

2. **Non-Competing Continuation:** Streamlined non-competing continuation progress report must be submitted and approved by HRSA to trigger the release of year 2 funding

Technical Assistance Resources

SBSS Technical Assistance Webpage

SBSS Notice of Funding Opportunity	**Presentation Slides**	**Info about Live Q&A Sessions**
Sample Forms	**FAQs**	**Contact Info for Further TA Support**

https://bphc.hrsa.gov/program-opportunities/school-based-service-expansion

HRSA Health Center Program

Application Technical Assistance Resources

Assistance Needed	Contact
Guidance on Requirements and Application Components	[SBSS Technical Assistance Webpage](#)
Application Questions	SBSS Technical Assistance Team [BPHC Contact Form](#)
Budget and Grant Administration Questions	Brian Feldman: bfeldman@hrsa.gov Nicole Turner: nturner@hrsa.gov
Grants.gov Submission Issues	Grants.gov Contact Center 1-800-518-4726 or support@grants.gov
EHBs Submission Issues	Health Center Program Support 1-877-464-4772 or [BPHC Contact Form](#)

Key Takeaways

Key Takeaways continued

SBSS Purpose: Expand access to health center services by increasing the number of patients who access comprehensive primary health care services through service delivery sites located at schools.

- Accomplish purpose by:
  - Adding new service delivery site(s) located at schools or
  - Expanding one or more services at existing school-based service site(s)
- Apply for up to $200,000 per year
- You may **not** expand your service area through this application
- Ongoing compliance is critical

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