



FY 2018 Expanding Access to Quality Substance Use Disorder and Mental Health Services Supplemental Funding (HRSA-18-118)

Post-Award Frequently Asked Questions for Award Recipients

Table of Contents

Funding	1
Minor Alteration and Renovation (A/R) Projects.....	2
Scope.....	3
Reporting	3
Other	4

Funding

- 1. The amount of funding that we received for SUD-MH is higher than the amount we requested. Are we required to submit a revised budget narrative to reflect the increased funding amount?**

Due to availability of resources, SUD-MH awards include:

- An additional \$10,000 in expanded services funding, and
- An additional \$25,000 in one-time funding, if one-time funding was requested.

You must use these additional funds to enhance implementation and/or advancement of evidence-based strategies to expand access to quality integrated substance use disorder (SUD) and/or mental health services, as proposed in your SUD-MH application. You must request formal prior approval via the HRSA Electronic Handbooks (EHB) if some or all of the additional \$25,000 in one-time funding will be used to purchase equipment exceeding \$5,000 per unit.

You are not required to submit a revised budget narrative to reflect the increased funding amount. However, you must include the additional resources when responding to budget-related conditions on the SUD-MH award, as applicable.

- 2. We will not spend the full amount of SUD-MH funding we received by the end of our current budget period. Can we use unspent funds in our next budget period?**

Yes. SUD-MH awards include 12 months of funding for activities covering the period of September 1, 2018 through August 31, 2019. As such, a portion of these funds has been provided for use in your FY 2019 budget period through a carryover request. Carryover of monthly pro-rated expanded services funding and any unobligated one-time funding into the FY 2019 budget period is allowed.

In order to use this funding in the upcoming budget period:

- The appropriate amount must be shown as un-obligated (UOB) on line 10.h of the Annual Federal Financial Report (FFR), SF-425, and



- You must submit a prior approval request in EHB to carry over these funds immediately following the FFR submission.

3. Is re-budgeting allowed?

As indicated on the SUD-MH Notice of Award, award recipients may re-budget SUD-MH funding without prior approval as long as the proposed use of funds aligns with the intent of the SUD-MH supplemental funding opportunity and complies with the [Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards](#).

However, if you did not request one time funding for minor alteration and renovation (A/R) projects in your FY 2018 SUD-MH application, you may not re-budget funds to support minor A/R projects post-award.

Budget adjustments must not impact your ability to add at least 1.0 full-time equivalent (FTE) personnel who will support SUD and/or mental health service expansion within 8 months of award, and increase patients receiving SUD and/or mental health services according to the patient projections in your FY 2018 SUD-MH application by December 31, 2019.

4. My health center plans to use additional one-time funding for SUD-MH capital development projects. Is prior approval required?

As indicated on the SUD-MH Notice of Award, you are required to request prior approval if some or all of the additional one-time funding will be used to support:

- Minor A/R, and/or,
- Equipment purchases exceeding \$5,000 per unit cost.

You must request prior approval activities prior to the initiation of construction, preparation, demolition, alteration and/or renovation activities. Information on the documentation you are required to submit is available on the [SUD-MH Technical Assistance website](#).

Minor Alteration and Renovation (A/R) Projects

5. What constitutes minor A/R?

As part of a plan to implement and/or advance evidence-based strategies to expand access to SUD and/or mental health services, minor A/R projects may include work to repair, improve, and/or reconfigure the interior arrangements or other physical characteristics of a location. Minor A/R activities may not increase the total square footage of an existing building, and may not be part of a larger construction project. Equipment installation costs that require wiring or plumbing are considered minor A/R.

6. What documentation and review is required for minor A/R projects?

In October 2018, HRSA will host a webinar that will offer health centers guidance on SUD-MH minor A/R documentation and review requirements. Prior approval by HRSA is required for all minor A/R activities, prior to the initiation of physical construction and site preparation. Additional conditions may be placed on your SUD-MH award after HRSA approves your proposed minor A/R activities.



Documentation required for approval of minor A/R activities includes a minor A/R project budget justification, schematic drawings, and an environmental and information documentation checklist. Separate technical reviews on architectural/engineering, environmental preservation, and historic preservation are also required. Because minor A/R prior approval may take a few months post-award, you should develop contingencies in order to meet SUD-MH staffing and patient projections on time.

Scope

7. Do we need to update our forms to reflect our planned SUD-MH funded services?

You may need to submit a Scope Adjustment or Change in Scope request to ensure that all planned SUD and/or mental health services are accurately documented. Scope changes must be approved prior to implementing the new service(s). For guidance in determining whether a Scope Adjustment or Change in Scope is necessary, refer to [the Scope of Project website](#). If needed, contact the project officer listed on your SUD-MH notice of award for additional guidance.

8. Do we need to update our forms to include the new mobile medical van we plan to purchase with SUD-MH funding?

Health centers that proposed purchasing mobile medical vans with one-time SUD-MH funding will need to add the van to scope by updating Form 5B prior to implementing the van as a new service site. A sample Form 5B and instructions for completing the form are available in the Sites section of the [Scope of Project website](#). If needed, contact the project officer listed on your SUD-MH notice of award for additional guidance.

9. Can we use SUD-MH funds at a new site we recently added to scope?

Only SUD-MH funds requested for minor A/R costs are site-specific. SUD-MH funding that is not associated with minor A/R activities may be used to support approved SUD-MH activities at any site in the health center's approved scope of project.

Reporting

10. When are SUD-MH progress reports due?

Tri-annual reports will be due in January, May, and September 2019. These reports will track progress towards hiring the required 1.0 full time equivalent (FTE) within 8 months, as well as patient impact data. The reports will also include a brief summary on the progress and barriers associated with achieving project outcomes. The first SUD-MH Progress Report will be available in EHB on January 1, 2019 and will cover a four month reporting period from September 1, 2018 to December 31, 2019.

11. Where can I find additional information on SUD-MH progress reporting requirements?

HRSA will host a post-award technical assistance webinar on SUD-MH progress reporting in November 2018. The specific date and dial in information for this webinar will be announced in the Primary Care Digest and posted on the [SUD-MH technical assistance website](#), which will also link to resources and sample forms to support SUD-MH progress reporting.



Other

12. Our health center had the opportunity to hire someone to support meeting the SUD-MH goals 2 months prior to award. Can that new hire count as the required 1.0 FTE?

Yes. Pre-award staffing increases can count towards the 1.0 FTE staffing requirement if the new hire:

- Was identified to support the SUD-MH proposed project (if awarded),
- Supports the expansion or addition of FTEs for position types listed on the SUD-MH Staffing Impact Form, and
- Will provide services that result in an increase to the number of patients accessing SUD and/or mental health services.

While the pre-award staffing increase can count toward the 1.0 FTE requirement, SUD-MH funding cannot be used to support staffing costs incurred prior to award, in alignment with the SUD-MH application FAQs on the [SUD-MH Technical Assistance website](#).

13. Is a specific format required for a revised project narrative response?

A template is available from the project officer listed on your SUD-MH notice of award to support development of a revised project narrative. However, use of the template is not required.

14. Should we include our SUD-MH new patient projections when we apply for the FY 2019 Service Area Competition (SAC)?

No. HRSA will add new patient commitments when recalculating patient targets in the spring of 2019. To avoid double counting patients, health centers submitting SAC applications in FY 2019 should **not** include their new SUD-MH patient projections in their SAC application. Send patient projection-related questions to BPHCpatienttargets@hrsa.gov.

15. Whom should I contact with additional questions about my SUD-MH award?

The following table summarizes the points of contact for guidance on SUD-MH awards.

Program requirements (e.g., SUD-MH implementation, project narrative revisions)	Contact the project officer listed on your notice of award
Grants regulation and budget questions (e.g., carryover requests, budget revisions)	Contact the grants management specialist listed on your notice of award
Minor A/R project questions	Email the Capital Development Team BPHCCapital@hrsa.gov
Patient target questions	Email the Patient Targets Team BPHCPatientTargets@hrsa.gov