



Capital Development-Building Capacity (CD-BC) Program HRSA-12-115

Application Technical Assistance Call



Objectives



- ❑ Part I – Grant Overview & Eligibility
 - Overview of the Affordable Care Act
 - CD-BC General Overview
 - Eligibility Requirements
- ❑ Part II – Application Process
 - Application Submission Process
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- ❑ Resources and Contact Information



PART I

Grant Overview & Eligibility



The Affordable Care Act Overview



- Authorized by the Patient Protection and Affordable Care Act (Affordable Care Act) ((P.L. 111-148), Title X, Section 10503(c))
 - **Capital Development–Building Capacity** is intended to improve health center capacity to provide primary and preventive health services to medically underserved populations through large alteration/renovation, expansion or the construction of a facility
 - **Capital Development–Immediate Facility Improvement Program** is intended to support health center efforts to improve the immediate facility needs within existing sites that are providing primary and preventive health services to medically underserved populations



CD-BC Grant Overview



- This funding opportunity will:
 - Support significant and pressing capital needs and related equipment for existing Health Center Program recipients (section 330 of the Public Health Service Act)
 - Award a total approximately \$600 million for competitive, one-time grants in Fiscal Year (FY) 2012
 - Award individual grants between \$500,000 and \$5,000,000 to an estimated 125 to 150 recipients



Funding Information



- ❑ Catalog of Federal Domestic Assistance (CFDA) # 93.501
- ❑ HRSA Announcement # HRSA-12-115
- ❑ 3-year project/budget period
- ❑ Applications are limited to the 80-page length when printed by HRSA
- ❑ Applications must be submitted to Grants.gov by October 12, 2011 and through EHB by November 9, 2011



Funding Information



- ❑ Only one application may be submitted for consideration from the same applicant organization under HRSA-12-115
- ❑ If more than one application is submitted, HRSA will accept the applicant's last electronic submission validated by Grants.gov and/or EHB on or before the deadline date as the final application



CD-BC Eligibility



□ Eligibility Criteria

- Applicant must be an existing health center that has an approved application for grant support in FY 2011 under the Health Center Program (sections 330(e), (g), (h), and (i))
- The requested Federal funding (presented on the consolidated SF-424C Budget Form and accompanying Budget Justification) cannot be less than \$500,000 or exceed \$5,000,000



CD-BC Ineligibility



- ❑ Applicants are NOT eligible if:
 - The applicant organization received a grant award under the FY 2010 Facility Investment Program (FIP) or FY 2011 Capital Development (CD) funding opportunities

- ❑ Projects are NOT eligible if:
 - The application proposes more than one project at more than one site
 - Construction has started including demolition and related preparation activities on the site or building prior to the award date



CD-BC Ineligibility



- ❑ The proposed project is being used to support a space which will be rented to other entities for the purpose of generating revenue. The project space **MUST** be operated by the grant recipient to support services consistent with section 330 of the Public Health Services Act.
- ❑ The proposed project(s) is a sub-recipient or contractor site.



Allowable Project Types



- ❑ Construction (new site or expansion of existing site):
 - Construction of a new stand-alone structure; and/or associated work required to expand a structure to increase the total square feet of a facility
 - Construction projects may include use of a permanently affixed modular or prefabricated building and/or the purchase of related moveable equipment
 - Projects may also include clinical and non-clinical moveable equipment (non-expendable items with a useful life of one year or greater) for use at the proposed site (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers, computers, servers, telephones, copiers, software, etc.)



Allowable Project Types



- Alteration and renovation (A/R) (existing facility):
 - Involves work required to modernize, improve, and/or reconfigure the interior arrangements of an existing facility; work to improve and/or replace exterior envelope; work to improve accessibility (such as sidewalks and ramps) and/or life safety requirements in an existing facility
 - Does not increase the total square footage of an existing building, and does not require ground disturbance or footings
 - Projects may also include clinical and non-clinical moveable equipment (non-expendable items with a useful life of one year or greater) for use at the proposed site (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers, computers, servers, telephones, copiers, software, etc.)



Unallowable Project Types



- ❑ Equipment-only
 - Consists of only the purchase of moveable equipment, including mobile vans and vehicles



Allowable Costs



- ❑ Pre-construction cost if directly related to the administration of the proposed project
- ❑ Design and consultation fees, if the fees meet Federal procurement guidelines as listed in 45 CFR 74.40 – 74.48 or Part 92
- ❑ Costs as proposed in the application must meet Federal procurement guidelines as listed in 45 CFR 74.40 – 74.48 or Part 92
- ❑ Testing for hazardous materials is allowable (Note: abatement of site and building hazardous material is unallowable)
- ❑ Movable equipment (Note: supplies and educational materials are not allowable costs)



Unallowable Costs



- ❑ Costs incurred before 90 days prior to the anticipated award date
- ❑ Costs that do not meet Federal procurement guidelines as listed in 45 CFR 74.40 – 74.48 or Part 92
- ❑ Land and building purchases or lease payments
- ❑ Operating costs (e.g., funding direct health care services, clinical full-time equivalents, rent, mortgage payments)
- ❑ Permanent relocation costs
- ❑ Expenditures for personnel unrelated to the project
- ❑ Mobile vans
- ❑ EHR systems and licenses
- ❑ Abatement of site and building hazardous materials



Equipment Purchases



- ❑ Equipment may only be purchased in conjunction with an approved alteration/renovation project
- ❑ Equipment must be used at the approved project site
 - Note: Equipment must be tracked and maintained as outlined in 45 CFR Parts 74.31, 74.34, Part 92.32, and Department of Health and Human Services (DHHS) Grants Policy Statement II-66



PART II

Application Process



Submission Process



- 2-Tier application submission process
 - Grants.gov by **October 12, 2011** by 8:00 PM EST
 - HRSA's EHB by **November 9, 2011** by 8:00 PM EST



- ❑ Refer to <http://www.hrsa.gov/grants/userguide.htm> for detailed application preparation and submission instructions
- ❑ Registration in Grants.gov is required (registration may take up to a month—start the process as soon as possible)
- ❑ The Central Contractor Registry (CCR) registration is an annual process—verify the organization’s CCR registration prior to Grants.gov submission, well in advance of the application deadline



- The Grants.gov registration process involves these basic steps:
 - Register the organization
 - Get authorized as an Authorized Organization Representative (AOR) by the applicant organization
 - Register an individual as the AOR for the organization
 - Get authorized as an AOR by the applicant organization



- Please visit the Grants.gov website at:
 - http://www.grants.gov/applicants/get_registered.jsp, or call the Grants.gov Contact Center at 1-800-518-4726
 - The call center is available 24 hours a day, 7 days a week (excluding Federal holidays) for additional technical assistance on the registration process



- ❑ Documents required to be submitted on Grants.gov:
 - SF-424 Face Page
 - Project Summary/Abstract (uploaded on line 15 of the SF-424 Face Page)
 - PHS-5161 HHS checklist
 - SF-424 LLL Disclosure of Lobbying Activities (as applicable)
- ❑ Detailed instructions for completing these documents are available within the funding opportunity announcement



HRSA's EHB



- ❑ Registration in HRSA's EHB is required
 - Refer to <http://www.hrsa.gov/grants/userguide.htm> for registration information, process instructions, and frequently asked questions
 - For technical support, call the HRSA Call Center at 1-877-464-4772
- ❑ The Authorizing Official (AO) must complete submission of the application
- ❑ More information and technical assistance is available at <http://www.hrsa.gov/grants/apply/assistance/BC>



HRSA's EHB



- EHB Required Forms:
 - Proposal Cover Page
 - Project Cover Page
 - Equipment List (as required)
 - Budget Information for Construction Programs (SF-424C)
 - Funding Sources
 - Form 5B Service Sites
 - Add Site Checklist
 - Other Requirements for Sites



HRSA's EHB



□ Required Attachment Documents:

- Attachment 1: SF-424D – Assurances for Construction Programs
- Attachment 2: Budget Justification
- Attachment 3: Site Plan
- Attachment 4: Floor Plans/Schematic Drawings
- Attachment 5: Environmental Information and Documentation Checklist
- Attachment 6: Property Information
- Attachment 7: Landlord Letter of Consent (required for leased property)
- Attachment 8: Operational Budget
- Attachment 9: Letters of Support



HRSA's EHB



- As Applicable Documents:
 - Attachment 10: Other Relevant Documents



Proposal Cover Page Form



- ❑ Applicants will provide the following information for the overall application information:
 - H80 grant number
 - Need
 - Project Response
 - Collaboration
 - Service Impact
 - Resources/Capabilities



Budget Page Form



- Please be aware of the following common budget issues:
 - Construction Bonds and Insurance are part of the construction cost, under Line 9 – Construction
 - Contingency cost is to be based on is 5% of Lines 7, 8, and 9
 - Include the cost of all site work (sidewalks, curbing grading, etc.) under Line 7 – Site Work
 - Fixed equipment is anything that is permanently affixed to the building (e.g., HVAC, sinks, generators), and should be listed under Line 9 – Construction
 - The budget justification should provide a detailed accounting of all costs proposed on the SF-424, including Line 11 – Miscellaneous



Budget Justification



- ❑ The Budget Justification is intended to describe the scope of work to be performed within the project
- ❑ Be sure to provide a detailed description for every line item on the SF-424C form
- ❑ A sample budget justification is available at <http://bphc.hrsa.gov/policiesregulations/capital>



Funding Sources



	Amount Secured (a)	Amount Expected (b)	Amount Forthcoming (c)	Total (d = a + b + c)
3a. State Grants				
3b. Local Funding				
3c. Other Federal Funding				
3d. Private/Third Party Funding				
3e. Other Project Financing				
Total Other Funding Sources				

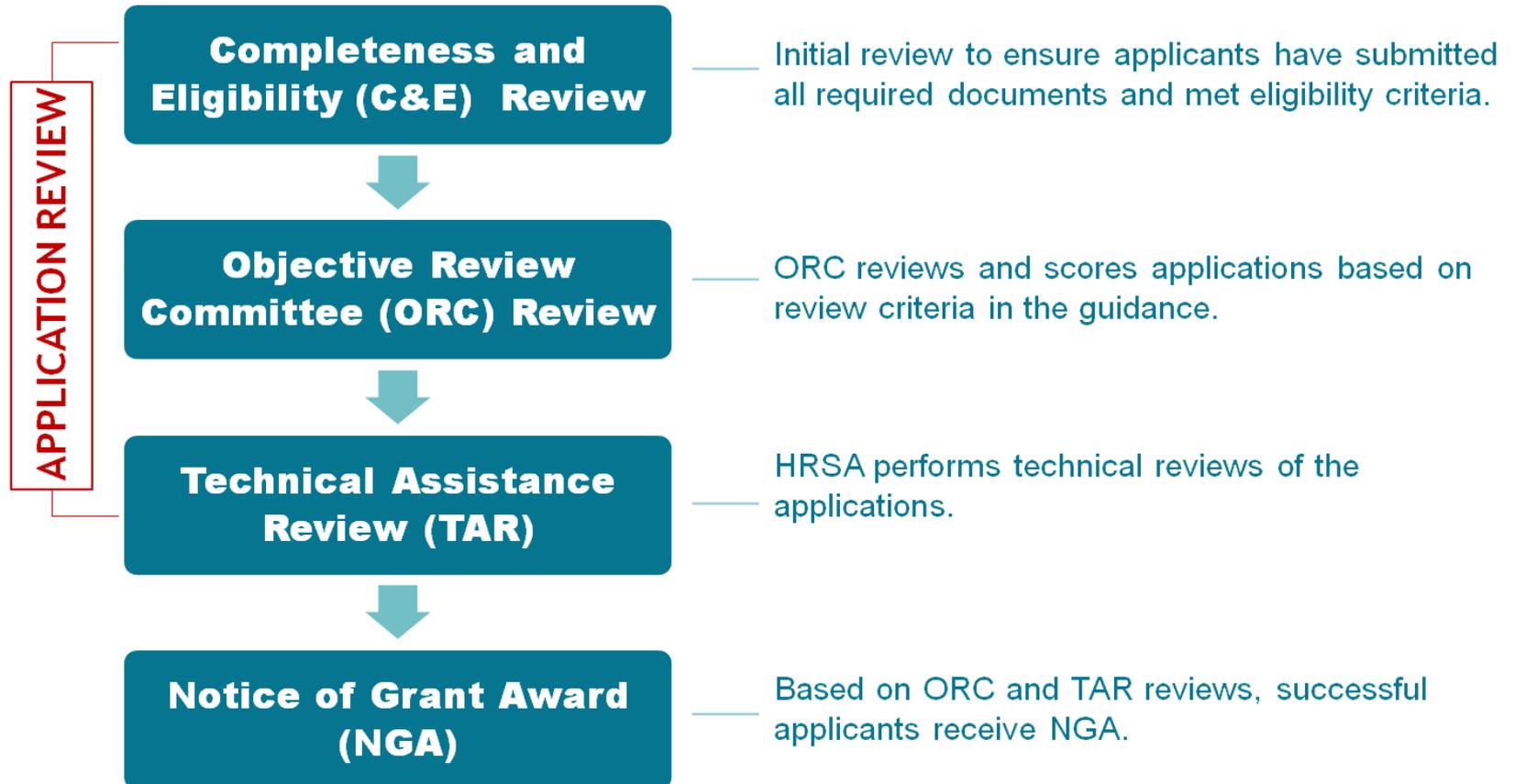
- ❑ Amount Secured – funds in possession
- ❑ Amount Expected – funds committed
- ❑ Amount Forthcoming – funds expected but not committed



Equipment List



- ❑ Applicants must include all moveable equipment with a useful life of more than one (1) year, regardless of cost, to be purchased with CD-BC funds
- ❑ If no equipment will be purchased – leave blank
- ❑ Equipment type will be categorized as one of the following:
 - Clinical (exam tables, audiometer, nebulizers, etc.)
 - Non-clinical (computers, desks, furniture, etc.)





Application Review



- ❑ All applications will be subject to a completeness and eligibility review
- ❑ An objective review of the applications will be performed to assess the technical merit of the eligible applications based on the review criteria in the funding announcement:
 1. Need (30 points)
 2. Response (15 points)
 3. Collaboration (10 points)
 4. Impact (15 points)
 5. Resources/Capabilities (20 points)
 6. Support Requested (10 points)



Application Review



- ❑ Applicants should ensure the review criteria are fully addressed within the Proposal Narrative and supported by other supplementary information in the application as appropriate



CD-BC Internal Review



- Applications are subject to internal and technical reviews:
 - Completeness and Eligibility
 - Service Area Overlap
 - Allowable/Unallowable Costs Analysis
 - Architectural and Engineering Reasonableness
 - Environmental Review and Compliance
 - Historic Preservation and Cultural Resources Review and Compliance



PART III

Post Award Information



Notice of Grant Award



- ❑ If an application is funded, a Notice of Grant Award (NGA) is issued authorizing the grant award. The NGA is sent prior to the award date to the applicant's Authorized Representative.
- ❑ The NGA contains the following information:
 - Terms of award
 - Conditions of award
 - Approved budget
 - Amount of Federal funds awarded
 - Project description



Post Award



- ❑ Please refer to the NGA for the complete list of grant specific conditions
- ❑ Grantees cannot begin any construction or demolition on the site or building until all conditions have been lifted
- ❑ Grant conditions may require the grantee to submit revised documents, originally submitted in the application, if HRSA finds inappropriate or incomplete information



Environmental and Historic Preservation Conditions



- Most construction and A/R projects will include several conditions for environmental and/or historic preservation reviews and compliance with Federal laws
 - DO NOT begin construction or draw down funds for demolition, site preparation or construction activities until these conditions have been approved and a lifted
 - PLEASE PLAN ACCORDINGLY in project schedules. Consultation under Section 106, takes a minimum of a month to prepare, while an Environmental Assessments may take several additional months to prepare, review, and distribute for public comment
 - Grant recipients should work closely with their Project Officer and environmental reviewer



Environmental and Historic Preservation Conditions



- Technical assistance for environmental and historic preservation requirements is available at <http://bphc.hrsa.gov/policiesregulations/capital/environmentandhistoric/capitaldevelopment.html>



Design and Construction Standards



- CD-BC projects must comply with the following:
 - Uniform Relocation Assistance, 45 CFR Part 15
 - ADA Accessibility Guidelines for Building and Facilities (28 CFR Part 36)
 - NFPA 101 Life Safety Code (2009 edition) (as applicable)
 - AIA Guidelines for Design and Construction of Hospital and Health Care Facilities (2009 edition) (as applicable)
 - Real Property insurance, maintenance, disposition, and Federal Interest, 45 CFR Part 74.31-37, and 92.31, and HHS Grants Policy Statement



Sustainable Practices and Design



- HRSA strongly encourage organizations to use sustainable design principles to their projects in design, construction and practice, and purchasing equipment



Sustainable Practices and Design



□ Equipment

- EPEAT Silver Rated products <http://www.epeat.net>
- Energy Star features <http://www.energystar.gov>

□ Design/Construction

- The specifics of Sustainable Design (available at <http://bphc.hrsa.gov/policiesregulations/capital>) are discussed in Appendix A3 to the document's Environment of Care section (1.2.3)
- The appendix references the U.S. Green Building Council's LEED Green Building Rating System (<http://www.usgbc.org>) and the Green Guide for Health Care (<http://www.gghc.org>)



Federal Interest



- The Federal government retains interest in property constructed, acquired, or improved with Federal funds:
 - ALL construction projects, applicants must file a Notice of Federal Interest (NFI)
 - A/R projects with total allowable costs more than \$500,000 (excluding moveable equipment) must file a NFI
 - Applicants not required to file a NFI (i.e., A/R projects less than \$500,000):
 - Federal Interest still exists
 - Maintain documentation safeguarding the governments Federal Interest (e.g., property inventory records, landlord letter of consent, etc.)



Leasehold Improvements



- ❑ Landlord Letter of Consent from the facility owner must address the following components:
 - Approval of the scope of the project
 - Agreement to provide the applicant health center reasonable control of the project site for required number of years
 - Agreement to file an NFI in the land records of the local jurisdiction before the project begins (if the proposed project has a total allowable project cost greater than \$500,000, excluding moveable equipment)
- ❑ HRSA will determine if the term of the lease is long enough for the full value of the grant-supported improvements to benefit the grant activity



Leasehold Improvements



- ❑ Funds may not be used to pay lease costs
- ❑ Funds for leased property cannot address needs that are part of the terms of the lease
- ❑ The lease agreement must provide the applicant reasonable control
- ❑ If funds create improvements that impact lease terms (e.g., double paned windows) applicants must have written evidence of negotiated offset in the rent



Resources/Contacts



- ❑ Grants.gov Contact Center
 - Phone: 1-800-518-4726
 - Email: support@grants.gov
- ❑ EHB support
 - HRSA Call Center
 - Phone: 877-Go4-HRSA or 877-974-BPHC
 - TTY: 877-897-9910
 - Fax: 301-998-7377
 - Email: CallCenter@hrsa.gov



Resources/Contacts



□ BPHC Helpline

- Phone: 877-974-2742 weekdays from 8:30 AM to 6:00 PM EST
- Email: bphchelpine@hrsa.gov

□ CD-BC Grant Specific Resources

- Website:
<http://www.hrsa.gov/grants/apply/assistance/BC>
 - FAQs
 - EHB Registration Slides
 - EHB User Guide



Resources/Contacts



- Program Contact Information
 - Ann Piesen: 301-443-4300
 - William Hemmingson: 301-443-4300
 - Susan Knause: 301-443-4300
 - Email: BPHCCapital@hrsa.gov

- Grants Management Contact Information
 - Brian Feldman: 301-443-3190 or bfeldman@hrsa.gov



Questions?