



# Capital Development-Immediate Facility Improvement (CD-IFI) Program HRSA-12-116

## Application Technical Assistance Call



# Objectives



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



# Part I

## Grant Overview & Eligibility



# 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)) which provided \$1.5 billion for years 2011 – 2015 for the construction and renovation of community health centers, resulting in the FY 2011 Capital Development funding opportunities:
  - **Capital Development–Building Capacity** is intended to improve health center capacity to provide primary and preventive health services to medically underserved populations through alteration/renovation, expansion, or the construction of a facility
  - **Capital Development–Immediate Facility Improvement** 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-IFI Grant Overview



- ❑ Support existing Health Center Program (section 330 of the Public Health Service (PHS), 42 CFR 254b)
- ❑ Approximately \$100 million, through competitive one-time grants in FY 2012
- ❑ Approximately 250 – 300 grants will be awarded
- ❑ Application may request a maximum of \$500,000
- ❑ 2-year project/budget period
- ❑ Applicants can propose up to 5 site-specific stand-alone projects
- ❑ No matching requirement
- ❑ Require separate reporting requirements and funding categories from current section 330 funds and any other funds received by HRSA
- ❑ Catalog of Federal Domestic Assistance (CFDA) number: 93.526
- ❑ Announcement Number: HRSA-12-116



# CD-IFI Eligibility



- ❑ Applicant is an existing health center that has had an application approved for grant support in FY 2011 under the Health Center Program (sections 330(e), (g), (h), and (i))
- ❑ Support alteration/renovation (A/R) costs only
  - No new construction/expansion costs will be permitted
  - Can NOT propose equipment-only project
- ❑ Application request for funding as presented on Public Health Service (PHS) Form 5161-1: Standard Form (SF)-424C DOES NOT exceed \$500,000

Eligibility criteria  
continued on next slide



# CD-IFI Eligibility



- ❑ All projects must be supported without additional section 330 operational grant funds
- ❑ Applicants may only submit one IFI application
- ❑ Applicant adheres to the 80-page limit on the length of the application when printed by HRSA



# CD-IFI Ineligibility



- ❑ Projects are NOT eligible if:
  - The health center SITE received a grant award to support alteration and renovation (A/R) or construction through the ARRA Facility Investment Program (FIP), Capital Improvement Program (CIP), or FY 2011 Capital Development funding opportunity
  - Project has begun construction or demolition activities on the proposed site or building prior to the anticipated award date
  - The proposed project is being used to support a space which will be rented to other entities for the purpose of generating revenue
  - The site is a sub-recipient or a subcontractor site
  - Applicants CANNONT submit a CD-BC application AND an CD-IFI application for the same SITE



# Allowable Projects



- ❑ Alteration and renovation (A/R) – existing site
- ❑ Work to modernize, improve, and/or reconfigure the interior arrangements; 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
  - This type of project would not increase the total square footage of an existing building and does not require ground disturbance or footing
- ❑ May also include the purchase of related moveable equipment. Furniture and administrative equipment (i.e., computers, servers, telephones, fax machines, copying machines, software, etc.) with a useful life of more than one (1) year and a unit cost of less than \$5,000 may also be requested. Projects may not install trailers/modular units or acquire mobile units.



# Unallowable Projects



- ❑ Construction — New site or expansion of existing site
  - Construction of a new stand-alone structure; acquisition of vacant property or an existing facility; and/or associated work required to expand a facility
- ❑ Equipment-only
  - Consists of only the purchase of moveable equipment and items with a unit cost and a useful life of more than one (1) year



# 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 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)
  - Telehealth equipment (i.e., video cameras, software, TVs)
  - Medical equipment (i.e., exam tables, nebulizers, AEDs)
  - Office equipment (i.e., computers, desks, chairs, file cabinets)



# 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 material



# Equipment Purchases



- ❑ Equipment may only be purchased in conjunction with an approved alteration/renovation project
- ❑ Equipment must be used at the approved project site
- ❑ 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 on **October 12, 2011** by 8:00 PM EST
  - HRSA's EHB on **November 22, 2011** by 8:00 PM EST



- ❑ Refer to <http://www.hrsa.gov/grants/userguide.htm> for detailed application and submission instructions
- ❑ Registration in Grants.gov is required (registration may take up to one (1) month)
- ❑ 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
  - Designation of the Authorized Organization Representative (AOR) by the applicant organization
  - Register an individual as the AOR for the organization in Grants.gov
- ❑ Please visit the Grants.gov website at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) or call the Grants.gov Contact Center at 1-800-518-4726, 24 hours a day, 7 days a week (excluding Federal holidays) for additional technical assistance on the registration process



- The following information will be provided through Grants.gov:
  - SF-424 Face Page
  - Project Summary/Abstract (upload on line 15 of the SF-424 Face Page)
  - PHS-5161 HHS checklist
  - SF-424 LLL Disclosure of Lobbying Activities (as applicable)

Note: 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/IFI>



# HRSA's EHB



The following information will be provided in forms through the EHB:

- Proposal Cover Page (Required per application)
- Consolidated Budget (Required per application)
- Consolidated Funding Sources (Required per application)
- Project Cover Page (Required per project)
- Equipment List (Required per project)
- Budget Information for Construction Programs (SF-424C) (Required per project)
- Form 5B Service Sites (Required per project)
- Other Requirements for Sites (Required per A/R and construction project)



# HRSA's EHB



- ❑ Attachment 1: SF-424D – Assurances for Construction Programs (Required per application)
- ❑ Attachment 2: Budget Justification (Required per project)
- ❑ Attachment 3: Site Plan (As applicable)
- ❑ Attachment 4: Floor Plans/Schematic Drawings (Required per project)
- ❑ Attachment 5: Environmental Information and Documentation Checklist (Required per project)
- ❑ Attachment 6: Property Information (Required per project)
- ❑ Attachment 7: Landlord Letter of Consent (As applicable per project)
- ❑ Attachment 8: Funding Priority Documentation (As applicable per project, but consolidated into one document)
- ❑ Attachment 9: Letters of Support (Required per application)
- ❑ Attachment 10: Other Relevant Documents (As applicable per application)



# Proposal Cover Page



- Applicants will provide the following information:
  - H80 grant number
  - Need
  - Response
  - Service Impact
  - Resources/Capabilities
  - Funding priority documentation attachment (if applicable)



# Project Cover Page



Applicants will provide the following information for each project:

- Project Title
- Project Type
- Site Information
- Project Description
- Project Management
- Project Need
- Project Response
- Project Timeline
- Project Equipment List



# Budget Page Form



- ❑ Refer to the Appendix A in the Guidance for specifics of submitting the budget
- ❑ Please be aware of the following common issues:
  - Administrative costs are generally for in-house costs and expenses
  - Construction Bonds and Insurance are part of the construction cost
  - Contingency is 5% of Lines 7, 8, and 9 ONLY
  - Include the cost of any site work (sidewalks, curb grading, etc.) under Line 7 – Site Work
  - Fixed equipment is anything that alters the building and must be installed, such as an HVAC, and is considered alteration/renovation
  - ALL costs on the SF-424C should be detailed in the Budget Justification; a sample Budget Justification is available at <http://bphc.hrsa.gov/policiesregulations/capital/>



# 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				

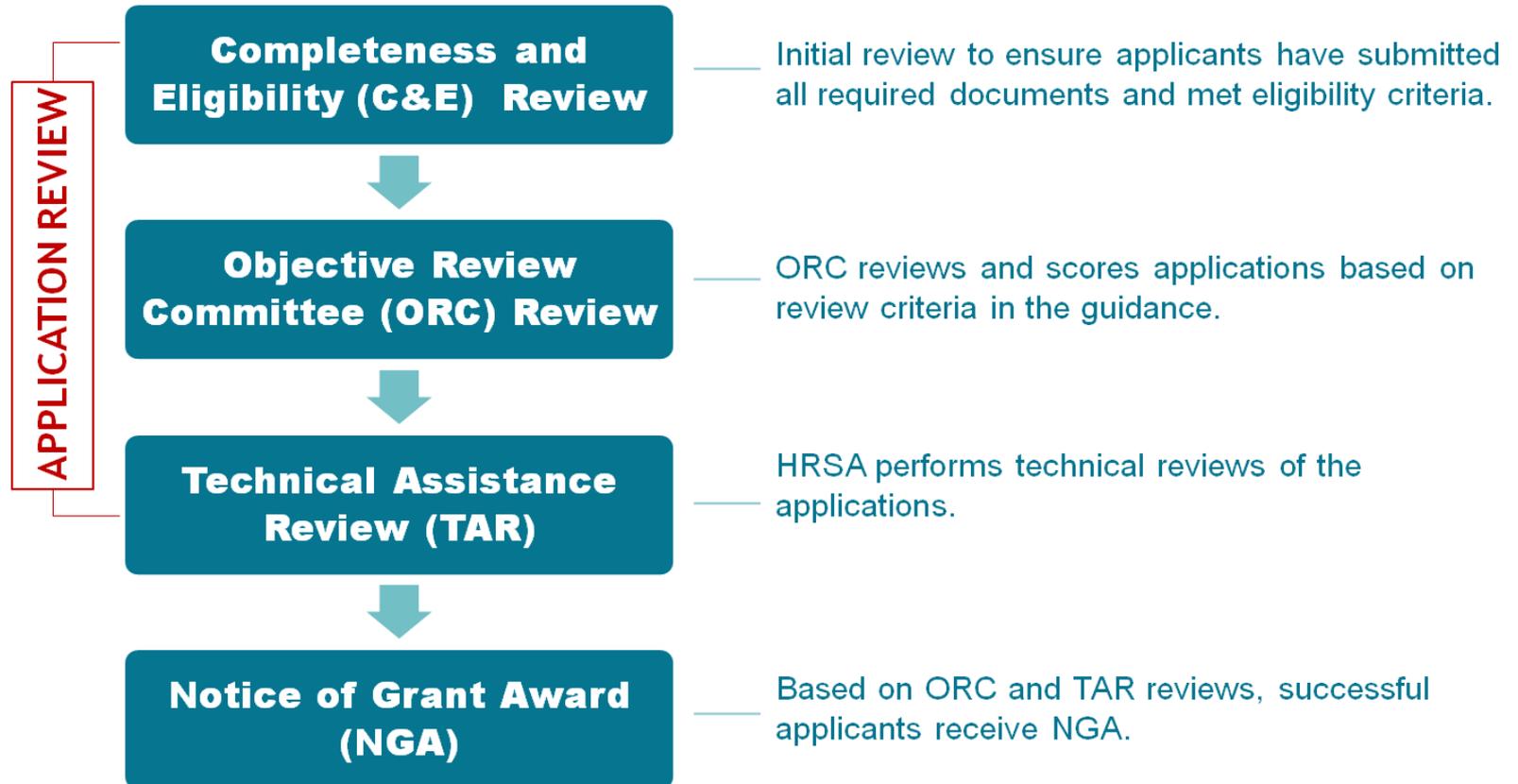
- ❑ Amount Secured – funds in possession
- ❑ Amount Expected – funds committed
- ❑ Amount Forthcoming – funds expected but not committed



# 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-IFI 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.)





# Objective Review Committee (ORC Review)



- ❑ An objective review of the applications will be performed to assess the merit of eligible applications based on the review criteria in the funding announcement:
  1. Need (30 points)
  2. Response (25 points)
  3. Impact (10 points)
  4. Resource/Capabilities (20 points)
  5. Support Requested (15 points)
- ❑ Applicants should ensure the review criteria are fully addressed within the Proposal Narrative sections and supported by other supplementary information in the application as appropriate



# Funding Priority



- ❑ Applicants can receive an additional 10 points, if ALL proposed sites/projects within the application meet the funding priority and provide required documentation. Points will be applied to the overall application score and not per project.
- ❑ Applicants must indicate a critical/emergency need that has been identified and noted in signed documentation from a local authority (i.e., county building inspector, local fire marshal, etc.) that identifies one of the following:
  - Fire/life safety code deficiencies
  - Environmental/health issues
  - Accessibility deficiencies



# CD-IFI Internal Review



- All proposals are subject to internal technical reviews (as applicable):
  - Service Area Overlap
  - Architectural and Engineering Reasonableness
  - Allowable/Unallowable Costs Analysis
  - Environmental Review (NEPA) and Compliance – to be considered a complete application the application MUST contain a completed EID checklist for each project
  - Historic Preservation and Cultural Resources (SHPO)



# Part III

## Post Award Information



# Notice of Award



- ❑ If the application is funded, a Notice of Grant Award (NGA) will be issued as the authorizing document
- ❑ 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
- ❑ 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-IFI projects must be compliant 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 DHHS Grants Policy Statement



- ❑ HRSA strongly encourages organizations to use sustainable design principles when applicable to a project design, construction, and equipment purchases
- ❑ Equipment:
  - Electronic Product Environmental Assessment Tool (EPEAT)—Silver Rated products  
<http://www.epeat.net>
  - When EPEAT registered products are not available, the following environmental criteria should be considered—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 always retains interest in property constructed, acquired, or improved with Federal funds:
  - For A/R, Federal interest exists for the useful life attributable to the alteration/renovation funded under this grant
    - Projects with total (Federal and non-Federal) costs more than \$500,000 (excluding equipment) must file a Notice of Federal Interest (NFI)
    - Applicants not required to file an NFI (projects with total Federal and non-Federal costs less than \$500,000)
      - Federal interest still exists
      - Maintain documentation regarding protection of all Federal interest



# Leasehold Improvements



- ❑ Funds may not be used to pay lease costs
- ❑ Funds for a leased property cannot address needs that are part of the terms of the lease (i.e., the responsibility of the lessor)
- ❑ If funds address improvements that would impact terms of the lease (e.g., double paned windows) applicants must have written evidence of negotiated offset in the rent
- ❑ The 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 is greater than \$500,000)



# Leasehold Improvements



- ❑ HRSA will determine if the term of the lease is sufficient for the full value of the grant-supported improvements to benefit the grant activity. HRSA will take into account the purpose and duration of the grant, the expected life of the facility, and the use of the facility for grant-supported purposes.
- ❑ The lease agreement must provide the applicant reasonable control



# Resources/Contacts



- ❑ Grants.gov Contact Center
  - Phone: 1-800-518-4726
  - Email: [support@grants.gov](mailto: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](mailto:CallCenter@hrsa.gov)



# Resources/Contacts



## □ BPHC Helpline

- Phone: 877-974-2742 weekdays from 8:30 AM to 6:00 PM EDT
- Email: [bphchelpline@hrsa.gov](mailto:bphchelpline@hrsa.gov)

## □ Resources

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



# Resources/Contacts



- Program Contact Information
  - Beth Levitz: 301-443-1389
  - Cametrick Nesmith: 301-443-2453
  - Jinhee Kim: 301-443-2381
  - Email: [BPHCCapital@hrsa.gov](mailto:BPHCCapital@hrsa.gov)
- Grants Management Contact Information
  - Brian Feldman: 301-443-3190 or [bfeldman@hrsa.gov](mailto:bfeldman@hrsa.gov)



# Questions?