

**HRSA-13-140 Affordable Care Act - Grants for School-Based Health
Center Capital (SBHCC) Program
Application Technical Assistance Call Transcript**

**Moderator: Beth Levitz
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12:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. We will conduct a question-and-answer session during the conference. To request to ask a question please press star 1.

Today's conference is being recorded. If you have any objections you may disconnect at this time.

I would like to turn the meeting over to your host today Ms. Beth Levitz.
Ma'am you may begin.

Beth Levitz: Good afternoon everyone—just a few administrative notes before we begin. The presentation and PowerPoint format is available online as well as a link to the presentation which is online as well through Adobe Connect. You can view through there. And those are available at <http://www.hrsa.gov/grants/apply/assistant/sbhcc>.

We are using Adobe Connect today. If you are logged in you will notice that there is a chat function. We will be accepting questions through the chat function, which we will answer at the end of the presentation.

At the end of the presentation we will cease taking questions through the chat function. And once those are answered we will begin taking questions through the phone. And I believe you press star 1 to ask a question. The operator will confirm once we transfer over.

At this time I would like to turn the call over to Jim Macrae to say a few words.

Jim Macrae: Great. Thank you Beth and good afternoon and good morning to those out on the West Coast. Thank you so much for joining us today.

Again some additional information on the School-Based Health Center Capital Program—we are very excited about this particular opportunity. As you may be aware the Affordable Care Act has appropriated \$200 million for School-Based Health Center Capital Programs to address capital needs in school-based health centers.

The funding opportunity that we're discussing today is actually the third in a series of awards that the Health Resources and Services Administration has made to school-based health centers through the Affordable Care Act.

In particular through these funding opportunities and in particular one we're going to be discussing today funds for the School-Based Health Center Program are actually targeted to both the creation of new school-based health center sites in medically underserved areas as well as to expand the

capacity of exiting school-based health center sites to provide preventative and primary care to children and adolescents.

To date we have awarded a little bit more than \$100 million in capital grants to over 300 organizations, organizations that are doing a variety of different construction, alteration, renovation and equipment projects. With today's announcement we will be making available approximately \$75 million to support 150 school-based health center projects in fiscal year 2013.

In terms of for today's call we're going to walk through different aspects of the funding opportunity announcement really trying to make it clear in terms of what is the eligibility for applying for this particular announcement as well as the review criteria as well as the preference information for this particular opportunity.

Before I turn it back over to Beth I will do one plug in terms of submitting an application. For many organizations this is a new activity in terms of working in particular with the federal government.

So we encourage folks who are, especially after today's call, interested in applying to begin the process to get registered in grants.gov. That is a process that can take a little bit of time in terms of getting the formal registration completed.

So if you are in particular new to any kind of federal funding opportunity we encourage you to immediately contact grants.gov to begin the registration process.

The other just piece of information that's important in terms of submitting applications is that these applications are reviewed by an objective review committee with additional reviews in terms of architectural and engineering plans.

But in particular these applications are reviewed by independent outside reviewers. And the only information that they will have to be able to judge your particular application is what you submit in your application.

So I strongly encourage folks that as they submit their application that they fully address each of the review criteria in terms of what's presented in the application guidance making sure that whatever information you submit would be clear to an outside reviewer because that again is the only information that these particular individuals will have when assessing your application.

Otherwise I just really want to wish you all good luck in terms of considering this opportunity. And if you do decide to apply we are hopeful to be able to make these awards some time in December of this calendar year.

So again thank you so much for participating in today's call. And I'll turn it back over to Beth. Thank you.

Beth Levitz: Thanks. And now we will go into the information that everybody is excited to hear about.

Just to cover an outline of the presentation we will look at the overview of the Affordable Care Act, which was the authorizing legislation for this program. A general overview of the School-Based Health Center and Capital

Program itself, eligibility requirements, application submission process to include grants.gov and EHB, the review process and some—we'll touch on post-award requirements.

Looking at Part 1, grant overview and eligibility, Section 4101 of the Affordable Care Act authorize two aspects in regards to school-based health centers. One was for the establishment of school-based health centers and that is what these authorized and then funds were appropriated for this School-Based Health Center Capital Program.

The other portion of that were grants for the operation of school-based health centers. Now the Affordable Care Act did authorize the operational aspects, but funds were not—or have not been appropriated thus far for an operational side of the school-based health centers.

In regards to Section 4101 on the capital side it included appropriations of \$50 million annually for fiscal years 2010 through 2013 to support capital expenditures.

In 2011 we announced the first funding opportunity announcement for the School-Based Health Center Capital Program. And this announcement for fiscal year 2013 is the second funding opportunity announcement under the School-Based Health Center Capital Program.

An overview of the program itself—school-based health center capital awards will address significant and pressing capital needs to improve service delivery and support of the expansion of services at school-based health centers. So it is for the capital side, but in supporting the capital aspect of

school-based health centers we are then enhancing the delivery and support of services.

There is about \$75 million available through competitive one-time grants to be awarded in fiscal year 2013. We are anticipating about 150 awards. Now this is likely an underestimation, estimating that all will apply for the maximum amount possible, which is \$500,000. But this doesn't always happen. So 150 may be an underestimation.

The application may request a maximum of \$500,000 per application. Applicants can propose up to five projects within the application. And in a few slides ahead we will discuss the different types of projects.

There are no matching requirements. Although other sources of funds can certainly be used for a project they are not required.

The Catalog of Federal Domestic Assistance, or CFDA number, is 93.501. And the announcement number is HRSA-13-140.

Looking at Slide 6 for eligibility, applicants must meet the definition of what is considered either a school-based health center or the sponsoring facility of a school-based health center. These are the two types of eligible applicants.

A school-based health center is defined as being located in or near a school facility or a school district or board or of an Indian tribe or tribal organization, is organized through school community and health provider relationships, is administered by a sponsoring authority, provides through health professionals primary health services to children in accordance with state and local law including laws relating to licensure and certification and

satisfies other requirements as the state may establish for the operation of such a clinic.

A sponsoring facility is defined as any one of the following—a hospital, a public health department, community health center, non-profit health care agency, a local education agency or a program administered by the Indian Health Service, Bureau of Indian Affairs, or operated by an Indian tribe or tribal organization.

Regarding the type of sponsoring facility, when an applicant is—selects which sponsoring facility type they are they must demonstrate this in the narrative portion of the application.

Applicants may request a maximum of \$500,000 per application. Only one application may be submitted to HRSA for this funding opportunity announcement.

Applicants must adhere to the 80-page limit of the application—there is a chart within the funding opportunity announcement that delineates which forms and documents count towards the page limit and which do not because all do not count towards the page limit—and the application requests funding only for the purchase of movable equipment, authorization and renovation, indoor construction for a school-based health center.

To touch on some projects that are not eligible, if the site received funding for alteration and renovation or construction in fiscal year 2011 or 2012 under the School-Based Health Center Capital Program and needs other funding opportunities for otherwise referred to as HRSA-11-127 and HRSA-

12-113, if any sites receive alteration and construction funding for the sites then those sites are not eligible to apply.

However the applicant organization may submit an application for posing other sites to be funded through this funding opportunity announcement.

The application proposes movable equipment be purchased or construction activities associated with the project begin prior to the award date. In other words, when submitting the application physical construction must not have yet begun and equipment proposed within the application must not yet have been purchased.

And it is also an ineligible project if the proposed project is being used to support a space which will be rented to other entities for the purpose of generating revenue.

If you—if the school-based health center is renting the space from another owner that is allowable. This refers to if the school-based health center perhaps owns the property and then would charge rent to another organization or entity to come in and use the space to generate a profit. That would not be an eligible project.

Looking at the different types of projects there are three different types of projects under this program. There is construction which is essentially a new site or expansion of an existing site. It can include the construction of standalone projects or the acquisition of vacant property or an existing facility and associated work required to expand an existing facility.

The type of project would increase the total square footage of an existing facility. Now please note that there is a difference between an existing facility and what space a school-based health center may already have. We base increasing the total square footage on the facility.

Construction projects may include use of permanently affixed modular or prefabricated building and/or the purchase of related movable equipment. And items with a unit cost of less than \$500,000—excuse me—\$5,000 and a useful life of one year or greater.

Some notes on construction projects—a construction project can include renovation as well that will incur within the same facility. So if you would like to perhaps expand the footprint of the facility on one side but yet do some renovation within, that renovation and any movable equipment that will be used at that site should be included as part of that construction project at that facility.

Construction and alteration projects are based upon the site. So it is considered a construction project at one site. Construction and alteration projects cannot take place at multiple sites within one project. So one site equals one project under construction and alteration projects.

Looking at alteration and renovation projects of an existing facility, it may not yet be owned. But if the facility already exists and there will be work done within to improve it, it is considered alteration and renovation.

This can include the acquisition of an existing facility. And then (unintelligible) would be done within to modernize, improve, or reconfigure arrangements or other physical characteristics of the facility.

The installation of permanently fixed equipment in an existing facility is considered renovation alteration. Some good examples might be a generator, putting in an HVAC unit. Those are considered fixed equipment and would make a project renovation or alteration.

This type of project would not increase the total square footage of an existing facility. It may increase the square footage of maybe a particular room that you're working on. But the actual footprint of the facility would not be increased. This type of project may also include the purchase of related movable equipment.

Equipment-only projects includes the purchase of movable equipment. And this also includes mobile vans. And we also consider equipment to be items with a unit cost less than \$5000 but with a useful life of one year or greater.

And considering that there are five projects that may be proposed within an application, this can be any combination of construction alteration and equipment-only projects.

For example an applicant can propose five construction projects. There could be new construction and three alteration projects. There could be four construction and one equipment-only project.

The take-home note is that with equipment-only projects only one can be proposed per application. And the reason is that unlike construction and alteration projects equipment-only projects can have more than one site proposed within that project.

Looking at Slide 13 referring to allowable costs, there are many details pertaining to allowable and unallowable costs that are detailed in Appendix A of the funding opportunity announcement.

But just some highlights of those allowable costs—testing for hazardous materials is allowable. However abatement of those hazardous materials is not allowable. But the testing is an allowable expense.

Movable equipment such as telehealth equipment, medical equipment and office equipment is allowable. Mobile vans for the purposes of the provision of service delivery is allowable. Land and buildings purchases are allowable as well as cost to lease temporary space while work continues at the project site.

Some unallowable costs—any costs that were incurred more than 90 days prior to the award date would be unallowable. And this would be absolutely include any costs that are incurred right around application time because these awards are expected to named more than 90 days from the application deadline.

The provision of health care service cost is unallowable. Operating costs, permanent relocation costs—now permanent relocation costs are different from the previous slide where I mentioned relocation costs for temporary purposes while work at the project site is occurring.

Expenditures for personnel unrelated to the project is unallowable as well as mobile vans for purposes other than service delivery. So purchase of automobiles to transport patients or supplies to tow a trailer—those would be unallowable costs.

EHR software and licenses are unallowable. However equipment for any system such as computers or servers, printers, wiring—those would be allowable costs. However the EHR licenses and software themselves are unallowable costs.

Abatement of site and building hazardous materials—so testing for these hazardous materials is allowable, but abatement expenses are not.

Expendable office, medical and laboratory supplies are unallowable costs. And some good examples for office supplies—so paper, it does have a shelf life of greater than one year, but once you use it, it is used and you can't reuse it. It is expendable.

Medical supplies—anything that has a one-time use—tongue depressors, bandages—these are one-time use items that are expendable and unallowable and any expendable laboratory supplies. Also educational supplies of any shelf life or cost is unallowable.

Looking at Part 2, the application process, this application process is—does occur in two stages, the first of which occurs in grants.gov and the second of which occurs in EHB.

The grants.gov application is due on June 26, 2012, by 8:00 pm and the HRSA's EHB application. And EHB refers to HRSA's electronic handbook. Those applications are due by July 24, 2012, at 8:00 pm Eastern Standard Time. Please note the Eastern Standard Time.

Within grants.gov the Web site for the grants.gov application is listed on Slide 17. Registration is required in grants.gov and it can take up to one month. So we do encourage you to begin registration in grants.gov as soon as possible.

The essential contract or registration is an annual process. Verify the organization CCR registration prior to grants.gov submission and well in advance of the application deadline.

Please, please do not wait until the last minute to register and submit your applications in grants.gov. Please do allow for any unexpected circumstances to arise and time to resolve any situations that arise prior to the deadline.

The grants.gov registration involves some basic steps. You must register the organization. Designation of an authorized organization registration otherwise known as the AOR by the application organization and register an individual as AOR for the organization within grants.gov.

For any grants.gov questions please you can email them or call them. They are available seven days a week. The number and a link for technical help is available on Slide 18.

The following information will be provided through grants.gov, the SF424, the project summary abstract which is an upload in Box 15 of the SF424. Additional congressional districts—these are uploaded in Box 16 of the SF424. And the disclosure of lobbying activities if it is applicable is also uploaded in the SF424.

Please note that these are just some highlights of the form and these do not cover all elements of the SF424 form. Detailed instructions for completing these documents are available within the funding opportunity announcement.

Regarding HRSA's EHB Bill Hemmingson will give some detailed information on this process. Bill?

Bill Hemmingson: Thank you Beth. So I'm on Slide 20.

So registration with the HRSA electronic handbook, or EHB, is required. And on Slide 20 there's a link to the registration information, process instructions and frequently asked questions.

You can also go to the HRSA call center for technical support. That's 1-877-464-4772.

So at the electronic handbook particularly as Beth was saying if you haven't applied for one of our grants before you would need to make sure that you register at the electronic handbook in time for the application process to occur.

You need to designate—also register your organization and as well as individuals working at your organization that would want to receive information or reminders or messages from the electronic handbook.

There's—only the authorized official person would be designated by your organization. They would be the person who must submit the application, but others can receive privileges to receive some information.

And again there's a link at the bottom of Slide 20 for more information, technical assistance at the hrsa.gov Web site.

And then some of the things that you'll be required to submit to the Electronic Handbook—and what I will say is that what you submit through grants.gov is about a month prior to the submissions through the Electronic Handbook.

We acknowledge that there may be some changes in some of the budget information. Perhaps your abstract may have been more refined or your budget may have been more fully defined. So there is this opportunity in that three or four weeks to refine that and make some corrections.

So the information through the Electronic Handbook will be completely reviewed by the objective review committee. So it's important to make sure that it's all correct in the electronic handbook.

But a few of the things that you need, required attachments—one is you will be to submit our form SF424D, which is Assurance-Construction Program that's required for the application as a whole.

Attachment 2 is the budget justification. This is required for each project. And we'll talk about that a little bit more in a few minutes. That's usually a document that you would prepare.

Attachment 3 is a site plan and that's required for construction projects and some renovation projects as applicable.

Attachment 4 is the floor plans or schematic drawings. And they're required for construction and A&R projects.

Attachment 5 is our environmental information documentation checklist—we sometimes call it the EID checklist—that's required for each construction and A&R project.

Attachment 6 is property information. And this is required for all construction and A&R projects. That's information about the property if you have ownership of the property and additional information like that would be submitted under Attachment 6.

Attachment 7 is the landlord letter of consent as applicable for construction and A&R projects. This is required whether you have a formal lease with the school or whether you have an agreement. You would need to make sure that you include landlord's letter of consent that they're in agreement with this work that you will be performing in their building.

Attachment 8 is the school-based health center operational agreement. And that is required again for each project. So we need to see that at each school. And that is for the operational agreement, not for other types of arrangements. You might have other agreements with the school as far as maintenance and cleaning and stuff. But we need to see the operational agreement.

Attachment 9 is letters of support. And that's required for the application as a whole. There'll be a place to attach that.

This is a reminder that all letters of support must be within the application in the Electronic Handbook, not mailed to us directly. It would be attached as part of that submission because the letters that are actually attached are what would be reviewed by the objective review committee.

You can address those letters to HRSA or have your people that are supporting you address those letters to HRSA. But they need to be attached into this application.

And Attachment 10 is a place where you can attach other relevant documents. This is not a required submission—occasionally on some extraordinary projects or maybe something of particular interest that you'd want to make sure to put to us. But it's not a required submission.

So moving on to Slide 22 there are two sections of the application. Even if you just have one project there will be a proposal cover page which covers the proposal as a whole. And then you have individual projects, cover pages, that will include some additional information.

So under the proposal cover page you would need to provide the funding preference request. You will be—have a section to explain the need that you have for your organization and the need that this proposal will address, the response again for the entire proposal as a whole all the projects.

In collaboration it may or may not be the case that you will have these with school-based health centers. But if you have collaborations within a school district or within other centers this would be a good place to put that in there and how you operate with respect to collaboration.

The service impact—there's a place with some information you can provide about how the project will be effective and how these group of projects will be effective.

And then resource capabilities—that's a place where you can tell us about your organization, how you're able to manage construction renovation, equipment purchase projects and conclude that, so.

And then under each project you'll be able to—you'll be required to provide the following information. You'll provide a title for the project, the type of project. And again Beth went over earlier the different types of projects.

It's very important that you identify the project correctly at the beginning so that if you're sure it's a renovation or a construction or equipment-only that each one is designated correctly.

You'll be required to provide the site information, the site address, a description of the project, a written description. And also you can include some of the benefits of that.

The project management who that—you'll designate a person to be in charge of the project management and provide some information about the team or about that individual.

You will again have—for each individual project you'll have a place to include the project need at that school, the project response, the timeline to complete the project and to provide the project equipment list for all the items that will be provided at that particular school.

If you're renovating several projects, several sites, and providing equipment it's preferable that you include all the equipment for each of the renovated sites in the individual project and not break them apart so that each project would have all the renovation work and each of the pieces of equipment you need to fully complete that site.

Moving on to Slide 23 I just wanted to talk a little bit more about the budget information that you'll be providing. You can refer to our Appendix A in the funding opportunity announcement and it will have specific information.

We use a form SF424C. And that details and divides each of the costs of the total project into categories. It will—I think we'll look at that again briefly. But you'll be able to see how we've asked you to break it out.

Also you would need to provide a budget justification which is a narrative. We have a sample that we use. There's a link on Slide 23 that will show you sort of a guideline that we can use. Or you can use a similar-type document that you create.

But it fully describes so that a person looking at this project would understand fully what the costs are, where the money is going and how you would like to utilize these funds.

Please be aware of the following common issues when completing the budget documentation. Administrative costs, which is the first item you'll be asked on Line 1, are generally for in-house costs and expenses. So those are for your own costs of your organization, not the contractor or the architect costs or anything like that. That's for your organization's costs.

Construction bonds and insurance are typically part of the construction costs. So that would be in Line 9. We do allow (contingencies) for these construction projects (that will) be our own—are limited on these particular—on this particular opportunity to 5% of Line 7, 8 or 9, which is site work, demolition work and construction work.

So it's limited to the 5%. So it's not 5% of the total project. It's limited to the actual physical construction work.

And just a note about—we call Line 9 our construction line. But even if your project is a renovation project it would still be—you would still have what we call construction-related activities in the renovation.

And again also on Line 7 we refer to site work. That's not your service site. It's site work outside of the building which under the final line there that has some information.

So the cost of the site work which is, you know, sidewalks, grating, any work to bring utilities into a site, anything that would be underground, that would go under Line 7 site work.

And just a reminder that indirect costs that you may have are not allowable for these projects. All the work must be related to the actual project.

Moving on to Slide 24 there's a place you'll need to fill out for funding sources. If you're going to be using some of your own funds, some funds from other sources, other organizations or grants, this is the place where you could—you need to provide how you're planning to fund the complete project for each individual project.

So you would just list them as (unintelligible). If it's 100% funded by this grant then you wouldn't have any additional funding sources.

Just a note that funds that are contingency upon the approval of these grants are allowable costs. So if you have that condition where some other organization's going to match funds that HRSA would provide or something like that or would contribute if you had the project or alone would (have or) something like that, that would be all contingent funds. But you could include them in the other funding sources.

Moving on to Slide 25, and we've talked a little bit about equipment already, but just a reminder that applicants must include all movable items of equipment with a useful life of more than one year regardless of the cost to be purchased with school-based funds.

If you're not proposing to buy any equipment with a particular project then you would just leave that form blank. And again equipment types would be categorized under clinical such as exam tables and other types of specifically medical equipment.

Nonclinical—computers, desks, furniture and mobile vans—are also considered equipment. So that would go on this list.

Any large item as Beth said like a mechanical unit that's going to sit on the roof or a generator or something like that is not a loose piece of equipment. It's permanently wired and permanently put in place there. So that's considered—it would go under Line 9, construction, not under the equipment list.

Also just as a reminder to list out each item on that, not to say waiting room furniture, but say X number of chairs for the waiting room, something like that—so you list out each item with the cost related to it.

And you—please keep the terms fairly simple. If you're—if there's a particular type of equipment that you're doing, if you could just give us a general description—you don't have to call it out in more detail than that—just to help us evaluate the cost of that.

And then moving ahead, so those are some of the items that you'll be required to submit to us. Now I just wanted to look at the application review process.

After submission you will have an (applicant) completeness and eligibility review. We will look at to make sure that the application is fully completed, that all the required pieces are there and that you are eligible for this project, that your organization is an eligible applicant.

From there it goes into an objective review committee review which is where it's evaluated based on the criteria that we'll discuss in just a minute but that will be reviewed and scored at that level.

After that we will have a technical assistance review, which we review both for compliance with a feasibility type of review from an architectural and engineering standpoint. And also it receives a review that we're required to do under Section 106 of the Environmental Policy Act now.

And there's a review that's done where we'll review environmental issues. We'll review the environmental checklist that you give us and we'll review it from a historic standpoint. We'll perform those preliminary reviews to establish what conditions you may have on the ground after award.

On the notice award if you're one of the successful applicants and have received the completeness and eligibility review and have received the objective review committee scoring then you'll receive notice of award at that time identifying that you have received one of these grants.

Okay moving on to Slide 27 just to look quickly at what the objective review committee looks at, this is detailed more fully in the funding opportunity announcement. But it's good to be aware of the scoring so that you can address your—as you prepare the application you can address these.

So we'll review the 30 points for the need, 15 points for the response section under collaboration. There's 10 points for that. Impact for—is 15 points.

Under resource and capabilities there's 20 points. Make sure that you address all of these under the—as you prepare the application.

The support request at Item 6 there on Slide 27—there's not a specific place to put that. We really rely on the information you provide in the budget justification identifying what you're going to be using the money for, the specific items that you'll be purchasing and so forth.

Applicants should be—should ensure the review criteria are fully addressed within the proposed narrative sections and supported by supplemental information in the application as appropriate. As Jim Macrae said earlier

make sure that everything about your organization is in there so they— someone can fully evaluate it without any additional information.

Under funding preference on Slide 28 this opportunity does have a funding preference. It has—to receive the funding preference the applicant must certify that you—that the eligible school-based health center site—sites, I'm sorry—serve a large population of children eligible for medical assistance under the state Medicaid plan under the Title 19 of the Social Security Act or under the waiver of such children plan or children eligible for the child health assistance under the state child health plan under Title 21 of that act.

Just a reminder—on the form there's two boxes there. One is that if you're going to request this and the second one is are you eligible for this. You would check both of those boxes in order to receive the consideration for the funding preference.

Please include your justification that you are eligible within the narrative. There's not a place at the—at those checkboxes to provide that information. You need to include that in your narrative that you are serving a large population of children.

And under Slide 29 as I mentioned before all proposals are subject to internal reviews as applicable—and I ran through those just a minute ago on architectural and engineering—reasonableness review, allowable and unallowable costs and that analysis, an environmental review, and compliance.

To be considered a complete application the applicant must contain a completed EID checklist (as) in the application for each project.

And historic preservation and cultural resources review is also required.

Moving on to Slide 30 is the post-award information. I just wanted to run through that quickly so that you can know what is—will happen if you are successful and receive an award.

If the application is funded a notice award will be issued to the authorizing— at the authorizing document. The notice of award will contain the following information—the terms of the award, conditions of award. Sometimes the conditions will need to be met before the project can begin. So you need to carefully review the conditions of the award.

It'll receive the approved budget for each project—I'm sorry—for the total project will be on the notice of award. But that total budget will be related to the budget that you submitted in your application.

And the amount of federal funds awarded will be included on there.

A reminder—grantees cannot begin any construction or demolition on the site or building until all the conditions have been lifted. And the grant conditions may require the grantee to submit revised documents originally submitted in the application if HRSA finds that there is incomplete information or if there's any—if there's—greater clarity is needed in any of the information.

Under the environmental and historic preservation conditions most construction and A&R projects will receive several conditions for environmental and/or historic preservation reviews in compliance with

federal laws. Do not begin construction or draw down funds for demolition site preparation or construction activities until conditions have been approved and lifted.

And therefore please accordingly to your project schedules because consultation under Section 106 can take a minimum of a month to prepare. And if you are—need additional more complicated testing of the materials in the site or an environmental assessment it would take an additional month to prepare, review and distribute for public comment.

Technical assistance for environmental and historic preservation requirements is available. There's a link on Slide 32 that can take you to some useful information about that review.

Moving on to design (and) construction standards, as you're preparing your application we just wanted to remind you that there's certain things that you'll be required to follow if you're successful in the review. And that includes the Uniform Relocation Assistance and these are on Slide 33 with the related references.

The Americans with Disabilities, or ADA, Accessibility Guidelines for Buildings and Facilities, the NFPA 101 Life Safety Code, AIA Guidelines for Design and Construction of Hospital and Health Care Facilities, real property maintenance disposition, and federal interest—these are helpful and as you guide through and what your architect will be required to work with when they—if you're successful on your award.

On Slide 34 we mentioned sustainable practices and design. We strongly encourage the organizations to use sustainable design and energy-efficient

design principles when applicable to a project of design and construction and for equipment purchases. It's not a review criteria, but it's strongly recommended as being beneficial to grantees for long-term operation of their centers.

And also there's some references under—on page—Slide 34 for equipment information for sustainable design.

Moving on to Slide 36 the federal interest—the federal government will always retain interest in properties constructed, acquired or improved with federal funds.

For A&R projects federal interest will (unintelligible) for the useful life. When the A&R project is greater than \$500,000 excluding equipment then you must file a notice of federal interest. If it's less than that there will still be federal interest, but you won't have to file a lien on the property.

A notice of federal interest is filed at the land deed office. And the school and school organizations should be aware that that would be a requirement.

If the project as a whole is greater than \$500,000—in other words obviously these grants are limited to \$500,000—but if the project is \$1.5 million and we're—you're going to propose using \$.5 million from these grants, it would still be required to have a notice of federal interest.

Under construction projects all construction projects would be required to have a notice of federal interest. So even a modular building would be required to have a notice of federal interest.

Applicants are now required to file NFI if the projects are less than \$500,000 as I mentioned. And there's resources again on this topic to be found at our capital Web site. The link to that is shown at the bottom of Slide 36.

Under Slide 37, lease hold improvements—if you're leasing the property or have an agreement with the school funds may not be used to pay lease costs. And funds cannot be used if there are other terms that are already in the lease. If the landlord is already or if the school is already responsible for this under the terms of your lease then you cannot use grant funds to do that.

Similarly if there—it wouldn't be for you to make improvements to the building that are covered under the lease. For example a window replacement would not be allowable unless you have written evidence that this would reduce the amount of rent that you would pay during the year by making these improvements.

The landlord letter of consent from the facility owner must address the following components—approval of the scope of the project—so all the work you're describing to do—agreement to provide applicant health center reasonable control over the property for the required number of years, agreement to file an NFI in the land records as we mentioned just a few minutes ago if it's required for this project.

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. First we'll take into account the purpose and duration of the grant, the expected life of the facility and the use of the funds for grant-supported purposes.

The lease agreement must be provided—must provide the applicant reasonable control. So you should demonstrate reasonable control (in that thing).

I'm going to turn it back over to Beth now. Thank you.

Beth Levitz: And on Slide 38 I just want to touch on there are (some other) resources listed, the grants.gov contact centers. So for any questions related to the grants.gov portion of your application go ahead and give them a call or email them. They are responsive.

The HRSA contact center should be contacted for any issues related to gaining general access into EHB. For more specific questions related to the program and technical issues related to the program (once in) EHB, the BPHC help line is very helpful. BPHC stands for the Bureau of Primary Health Care. That's the bureau of HRSA that the program is administered under.

And there is the phone number as well as their email. They're also very responsive.

And then some other resources are available at the Web site listed on Slide 38 in regards (here). There's some—a lot of informational FAQs, EHB registration slides, as well as the EHB user guide.

In regards to calling grants.gov, the HRSA call center or the BPHC help line, when you call them you will be given a reference number for the (call piece). Do note that reference number because if there is an issue that needs to be tracked amongst—that we need to collaborate amongst various folks, it's helpful to have the reference number for the call.

And then the program information contact information for myself and Bill and our grants management contact is available on Slide 39.

At this time we will answer some questions that have been submitted through the chat function within Adobe. We do ask that at this time you cease submitting your questions through this function and submit any further questions through the operator on the phone.

So, "Can an applicant submit more than one application though only one application will be accepted from each applicant organization?" All applications will receive a fair and equitable review. So one type of program is not more favorable than another type of program that is submitted.

These funds can be used to purchase a mobile clinic such as a mobile van for service delivery. Please note that each site that the mobile unit will visit will need to be presented on a Form 5b within the application. And there must be an agreement in place for when the site that the mobile van will visit and the administering entity that has the mobile van.

And it doesn't have—if you are visiting 20 different sites there doesn't have to be 20 different agreements. It can be one agreement that addresses each site.

In regards to the preference we—it does mention a large population. We don't define a large population. We do ask that in the narrative section of the application—when we refer to the narrative portion of the application we are referring to the different parts of the proposal cover page and the

different parts of the project cover page. All of those make up the narrative portion of the application.

But we do ask that you describe how you meet the preference in the narrative portion of the application.

Bear with us as we read through the questions here. "Can a HRSA-11-127 equipment-only grantee apply for an equipment-only project under this opportunity?" Yes, if an applicant received an equipment-only grant from the previous funding opportunity they are eligible to apply for this one as well.

These funds can be used to purchase modular units. Please remember that modular units are considered a construction project if they are not already on the ground. If you are bringing in a new modular building it is considered a construction project.

Telemedicine equipment can be purchased to be used within the—a mobile van.

A project can be greater—the total project cost can be greater than \$500,000. Only \$500,000 can be requested through this funding opportunity to be put towards a project. So you can most definitely have a project that the total cost is \$1 million, but only \$500,000 of that project can come from these federal funds.

We—there are many different types of models that a school-based health center may use to service delivery. And we don't prescribe any one certain model. And that extends to the hours that you are open.

And you must at least be serving the intended student population and as long as the school-based health center is providing basic primary health care services as referenced in the definition that is in the funding opportunity announcement in the slides.

If a community health center has a collaboration with a local school district then that makes the CHC a sponsoring facility of a school-based health center. So yes a sponsoring facility must meet the definition of such as described in the funding opportunity announcement. But to be a sponsoring facility of a school-based health center there should be some agreement in place that—providing services at a school-based health center.

So if you're the sponsoring facility you must meet the definition of a sponsoring facility. And the school-based health center must meet the definition of a—or a school-based health center as proposed within the application, not just if the school-based health center is the actual applicant.

If you received funding in 2011 or 2012 as an applicant, you are eligible to apply in 2013. Please be mindful that sites that receive funds for construction or alteration and renovation in 2011 and 2012 are not eligible to be funded. But you can propose other sites.

And with that let's start taking some calls over the phone.

Coordinator: Thank you. We will now begin a question-and-answer session. If you would like to ask a question please press star 1. Please unmute your phone and record your name when prompted. You may withdraw your question by pressing star 2.

Once again to ask a question please press star 1. One moment please as questions queue.

Once again to ask a question please press star 1. One moment please. Our first question comes from (Jenny Daly). Your line is open.

(Jenny Daly): Thank you. Our clinic is located on the campus of a K-6 school. In fall this year the school is expanding onto an adjacent site and becoming a K-8.

If we move the existing clinic into the new facility my first question is, is that ineligible. But if we keep the existing clinic site, which will be on the K-6 site, and establish a new clinic site in the adjacent school, which will be the middle school, are we eligible for renovations to that site but not the existing site?

And then finally can we purchase equipment for both sites if we—in that same application? Thank you.

Beth Levitz: The answer is a little complex. Basically regardless of whether you're staying on your existing site or moving into a building (other) construction at an engagement site those are both eligible projects as well as equipment associated with those sites. If it's associated with the specific site where you're doing construction and renovation, the equipment should be included as part of that project.

But keep in mind that, you know, if you're staying within your existing site and remodeling then that would be a renovation. If you're proposing to be part of the construction of a new school building, you're very likely proposing a construction project not a renovation project over there.

(Ann): And please be mindful that if the original site has received funding for operation or construction in any other previous funding opportunities it would not be an eligible site.

Man: And then one other minor point on that one is just that if the (day aid) is going to have a different address but you're going to have a middle school, but the building has a new address then that would be two projects. So the projects need to be addressed site specific as well.

(Ann): Thank you very much.

Coordinator: The next question comes from (Wayne Moyer). Your line is open.

(Wayne Moyer): Thank you. Mobile vans used for transporting patients are allowable costs?

Beth Levitz: No. The mobile van must be used for service delivery. A mobile van or a car that's used to transport patients or to only transport equipment would not be allowable.

(Wayne Moyer): Okay. I have two other questions. For linked school health centers are allowable under this, is that correct?

Beth Levitz: Yes.

(Wayne Moyer): And then the term of the grant, at what point do you have to be open to provide services?

Beth Levitz: It is expected if you are proposing a new school-based health center, it is expected that it will be open and operational by the end of the 2-year grant budget period.

(Wayne Moyer): Two years, okay. And then our situation is that we're establishing a school link center with our existing site, but we are looking to build in that particular community. So we will be transferring that to the new site once we build it. Is there any special way that should be presented in the narrative or is it important?

Beth Levitz: It is important, but your specific situation there seems to be a lot of details. We need to make any comment on it. If you have any questions that really get into the details, you're encouraged to email sbhc@hrsa.gov.

(Wayne Moyer): What was the first part of that email?

Beth Levitz: I'm sorry. The program email is sbhc@hrsa.gov.

(Wayne Moyer): To anyone's attention?

Beth Levitz: There are a few of us that monitor it so it's okay.

(Wayne Moyer): Okay. Thank you.

Beth Levitz: Thank you.

Coordinator: The next question comes from (Marcia Rashad). Your line is open.

(Marcia Rashad): Yes. I think the former person had a similar question and that is if it's a new construction when does the project have to complete based upon the date of (unintelligible)? How many years do you have?

Beth Levitz: You have 2 years, two calendar—I'm sorry, 2 years from the date of the award. So if you receive your award on January 1 for just a nice clean date then you would have to be—if you receive your award on January 1, 2013, you would be expected to be open and operational by the end of the 2-year grant budget period which would be December 31, 2015.

(Marcia Rashad): Thank you.

Coordinator: Are you done with your question?

(Marcia Rashad): Yes, I am. Thank you.

Coordinator: The next question comes from (Samantha Blackburn). Your line is open.

(Samantha Blackburn): Hi. Thank you. I am wondering if you can work with the U.S. Department of Education to provide some sample guidance to state departments of education to help them better respond to the field related to the NFI. This has become an issue for us in California in particular where our State Department of Education is not really clear on how to provide guidance to school districts that must fill the NFI.

(Ann): Okay. Yes, as you submit an email—I don't know who this is, but you submit an email to our school...

Beth Levitz: Sbhc@hrsa.gov.

(Ann): ...to that mailbox and I can coordinate with whoever is for the state department of education and we can explain what our needs are and how that might work better within the state school system, okay?

(Samantha Blackburn): Great. Thank you.

Coordinator: The next question comes from (Victoria Derrick). Your line is open.

(Victoria Derrick): This is actually an overall question. Is it the vision of the school-based health center program that once the children or students are served, the school-based health center could be open to adults or other community members after school hours?

Beth Levitz: The expectation is that you will serve the intended population which are students associated with the school-based health center. If the health center happens to serve additional patients that would be where HRSA doesn't prescribe any type of model, but the school-based health center must meet the definition of such described within the guidance.

(Samantha Blackburn): Okay. Thank you.

Coordinator: The next question comes from the (Amelia Wallford). Your line is open.

(Amelia Wallford): Yes. Our organization was funded for a mobile unit that goes between all the schools in our school district. However one of those is our stationary site and it is the one that is in need of a capital project. Would that be ruled ineligible if that site was listed on our scope for the mobile unit?

Beth Levitz: So if I'm understanding correctly that site was a site under an equipment only project in a previous award?

(Ann): Or is it a modular unit that's affixed to a site?

(Amelia Wallford): No, it's a mobile unit.

Beth Levitz: But the site, was it listed under an equipment only project under a previous award?

(Amelia Wallford): Yes.

Beth Levitz: Okay. If that site was listed under an equipment-only project in a previous award then it is eligible to be submitted under this round for a construction or alteration renovation.

(Amelia Wallford): Okay. And my second question is the stationary site is a modular unit that is not appropriate to have really an addition to it. So in order to get more square footage we are attempting to put together a capital project would be a new location right beside that modular unit and then just move our project into the larger location. Would that be a construction project?

(Ann): If you're proposing to affix a modular unit permanently to a concrete block or pilings then yes that's a construction project.

(Amelia Wallford): Okay. Well we're not even going to adjoin them. We were just going to build the newer site and do away with the modular unit.

Beth Levitz: That...

(Ann): It's a question for the school-based...

Beth Levitz: It's sbhc@hrsa.gov. If the situation you're describing starts to get into—some red flags go up and we would have more questions. So if you would email your questions to sbhc@hrsa.gov regarding your situation we'd be happy to help.

(Ann): And do provide a more detailed scope of what you're talking about.

(Amelia Wallford): I will. Thank you very much.

Coordinator: The next question comes from (Geraldo Alveral). Your line is open.

(Geraldo Alveral): Yes thank you. My question is can you process an application with a new school operation or agreement (unintelligible) or does it have to be an existing one?

Beth Levitz: If you're proposing a new school-based health center or you have a new agreement in place for a new school-based health center that is fine, but it is expected that that school-based health center will be open and operational by the end of the 2-year grant budget period.

(Geraldo Alveral): We already serve both. I don't know if it's on an agreement already.

Beth Levitz: So it's a new agreement in place between the sponsoring facility and a school-based health center?

(Geraldo Alveral): I'm sorry, I didn't hear that.

Beth Levitz: So it's a new agreement that is in place between...

(Geraldo Alveral): No, no. The services are being offered already, but maybe not in a document in an agreement.

Beth Levitz: Okay. We would need more information. If you could send that to sbhc@hrsa.gov.

(Geraldo Alveral): Okay.

Beth Levitz: We can provide some answers.

(Geraldo Alveral): Okay. Thank you.

Coordinator: The next question comes from (Marnie Holder). Your line is open.

(Marnie Holder): Yes, thank you. I have two questions. One regards the funding preference and whether you would be releasing anything in FAQs about appropriate measurements. I assume with school district data they more often have (unintelligible) reduced lunch data. We could look at small business health insurance estimates for census tracks, but the point being is that we have a large immigrant population with families with split status, Medicaid eligible, Medicaid not eligible. My point being it's more of a look at the poverty level of the students or their eligibility for Medicaid?

Beth Levitz: The manner in which each school-based health center population will meet this preference can be so different because the way each of these is measured in states and counties and school districts varies across the U.S. so

we don't define any numbers. But we do ask that you describe how you do meet the preference according to the measurement standards within your area.

(Marnie Holder): Okay thank you. And my second question again going back to the title of this RFP being school-based, we'd like to renovate an unused space to do a school linked model with multiple schools. That seems like it would be eligible and maybe that would be explained to reviewers or...

Beth Levitz: Yes.

(Marnie Holder): ...just in terms of competitiveness. Okay. Thank you.

Beth Levitz: The school linked health centers are definitely eligible. Just describe, you know, your situation within the narrative portion or excuse me in the application. And again one type of (unintelligible) delivery model versus another won't score higher than the other. Each application is reviewed on its own merits against the review criteria so an application that would cost more or cost less has more of one type of project than another, they will all receive a fair and equitable review against the review criteria. Applications are not reviewed against each other. They are measured against the review criteria that are listed within the funding opportunity announcement.

(Marnie Holder): Thank you.

Coordinator: The next question comes from (Jane Highland). Your line is open.

(Jane Highland): Hello. I thought I had (unintelligible) that question. It was answered by another caller.

Beth Levitz: Thank you.

Coordinator: Thank you. The next question comes from (Jerra Ferguson). Your line is open.

(Jerra Ferguson): Yes. Unfortunately I joined the conference call late and I don't know if you covered it or not, but I understand are considered equipment. We're looking at trying to apply for a dental only mobile van and wanted to know if that would be eligible. Dental only.

Beth Levitz: A dental only van would be eligible. However if you look within the funding opportunity announcement there are some requirements that for each site that a mobile van visits there must be a minimum level of primary care services available at that site. We don't define a minimum level of primary healthcare services. We do rely on the applicant to describe their situation and also that an agreement is in place between the operator of the mobile unit and the school-based health center.

(Jerra Ferguson): Okay. So just say for example if we wanted to go to several elementary schools right around the community we would need agreements with each one of those schools?

Beth Levitz: Yes ma'am.

(Jerra Ferguson): Okay. And you made reference to where I could find more information in the announcement?

Beth Levitz: Yes, it's in the funding opportunity announcement. I don't have the page on hand here, but if you were flipping through there with us if you look at page 19 of the funding opportunity announcement it gives more information.

(Jerra Ferguson): Okay.

Beth Levitz: Excuse me...

((Crosstalk))

(Jerra Ferguson): That would be in the RFP?

Beth Levitz: Yes.

(Jerra Ferguson): Page 19 of the RFP?

Man: Yes.

Beth Levitz: Eighteen and 19.

Man: Eighteen and 19 has information.

(Jerra Ferguson): Okay. Thank you very much.

Beth Levitz: Thank you.

Coordinator: The next question comes from (Rick Swanson). Your line is open.

(Rick Swanson): Hi. We're looking at two sites one's at a middle school, one's at a high school. They're next door to each other. They're not physically connected, but I'm assuming that two sites. That's the first part of the question.

The second part of the question is could movable equipment or yes could equipment be spread between the two sites? If you could do two sites plus one equipment could it go to the two sites together?

Beth Levitz: That would be two separate sites would be considered two separate projects and then you are proposing the projects within the application each project can include movable equipment that will be used at that site. So if you have construction at site A any equipment that will also be used at site A in that construction program and if you have an alteration project at site B any movable equipment that would be used at site B should be proposed within that project.

If you have other sites beyond A and B say you have sites C, D, and E—C, D, and E if only equipment will be used at those then those could be included within an equipment-only project.

(Rick Swanson): Okay. So then equipment-only wouldn't be something to consider on these two sites? They would have to be alteration renovation per each site including equipment?

Beth Levitz: Yes, sir.

Man: And I think part of the reason of that is it shows the project as a whole. I think it'll help with the review committee's looking at it, their slipping in a complete project as they review each project so.

Beth Levitz: And also as a side note to the previous question regarding the mobile unit and site visits, we misspoke. The page reference to find that information is actually page 16 as opposed to (pages) 18 and 19. Thank you.

Coordinator: The next question is from (Margaret Reyes). Your line is open.

(Margaret Reyes): Hi, how are you? I have two and a half questions actually. We are an already established school-based clinic and high school and we're looking at two things possibly a mobile unit and then the other would be some renovated space for mental health. My question is these are considered two projects, correct?

Beth Levitz: Yes. If they are two separate...

(Margaret Reyes): Right.

Beth Levitz: ...sites they are two separate sites.

(Margaret Reyes): Right. And then within the mobile unit if you wanted to add like dental services and stuff that's just describing the services plus the medical services that would be rendered within that unit, correct?

Beth Levitz: Yes.

(Margaret Reyes): And then my last question is I'm looking at the grants Web site and in terms of the grants.gov, the home page, in terms of the authorized person who would be named in that handbook is, you know, writing the grant or I (unintelligible) caught bits and pieces. But the bottom line, I've never done

anything like this before so is there a capability say I'm the person who's the principal writer or author but I'm having input from other disciplines within, you know, our clinic and they would feed me the information is there a way of getting in and out? You know, obviously you're not going to do this in one day, you know, writing this thing. Is there a capability of stopping, you know, saving, and then going back. I know this is a real remedial question, but I'm, you know...

((Crosstalk))

Beth Levitz: No it's a great question and unfortunately we don't have a representative from grants.gov at the table with us today.

(Margaret Reyes): That's too bad.

Beth Levitz: If you would give them a call, they are responsive.

(Margaret Reyes): Yes. What's the number?

Beth Levitz: It is actually referenced I believe on Slide 38.

(Margaret Reyes): Which is page what of the RFP?

Beth Levitz: I don't have a page number, but it is in there towards the end and it is on Slide 38 of the presentation.

(Margaret Reyes): Okay, Slide 38. Okay. Thank you very much. That's my questions.

Coordinator: The next question comes from (Melanie). Your line is open.

(Melanie): Hi there. A simple question I think. We're moving towards (implementation) of electronic health records and if we were to purchase the equipment for that would that be considered an equipment grant if we in addition to that have to do, you know, some minor construction like wiring, any electrical work? Would those be equipment only or equipment in construction?

Beth Levitz: No that would be a renovation project...

(Melanie): Okay.

Beth Levitz: ...at the site and then you would include any movable equipment to be used at that site within the project.

(Melanie): Okay. And if it's for three different facilities run by one organization, three different school buildings is that one project?

Beth Levitz: That would be considered three different projects because it is occurring at three different sites.

(Melanie): Okay. Thank you.

Coordinator: The next question comes from (Renus Spiegel). Your line is open.

(Renus Spiegel): Thank you. I just wanted to verify. We run three school-based clinics on various campus and we have received an equipment-only grant in the past, during that 2011 funding period. One of the school-based clinics sits on a high school campus. We're in Los Angeles. And the LAUSD School District is building a much larger new facility on the same campus, but all the way

across the campus which we would move into at the end of next year. Can we again apply for an equipment-only grant for the additional furnishing we would need for that new clinic even though it's at the same site as where we've received equipment only funds before?

Beth Levitz: Any sites that have received funding for equipment-only under previous school-based health center capital awards are eligible to apply for this round. But we would like to note with the equipment is expected that there won't be any stockpiling and that the building that it will be going into will be open and operational by the end of the 2-year grant budget period.

(Renus Spiegel): Okay. Just so you know on your questions and answers on Number 9 of your questions and answers, it's a little confusing because it says that it would only be eligible for renovation if you received an equipment-only grant and I think that's where some of the question comes in. So we can go ahead with this since its just equipment-only and that's what we received before?

Beth Levitz: Let us take another question and we will review that and provide a comment within a few minutes.

(Renus Spiegel): Okay thanks.

Coordinator: The next question comes from (Eric Sheets). Your line is open.

(Eric Sheets): Yes. I was wondering if on telemedicine equipment how long in the budget or how long can a maintenance contract be for that? Can it be 1-year or 2-years based on the project time?

(Ann): If there is a warranty or something associated with the equipment or software that's allowable that maintenance cost is not allowable cost under this grant.

(Eric Sheets): Okay because usually there's required at least one-year maintenance when you purchase something like that. So I was just trying to clarify if that maintenance would be allowed just, you know, if something happens to the equipment then, you know, the vendor would come out and fix it.

(Ann): And so that would be part of a warranty.

(Eric Sheets): So okay yes. It's more I guess put it in the terms of a warranty. So can you only do a 1-year warranty or 2-years or is there a specific length of time?

(Ann): There is no specific length of time, but it should be reasonable to the cost of the equipment and for what you're requesting. You know, these are intended to be one-time purchases so I would say in general yes. If it's part of a warranty that's generally provided as part of the equipment that's reasonable, but as a whole like other maintenance costs for Xerox copiers or mobile units those would not be allowable.

(Eric Sheets): Okay greats. (Thanks).

Beth Levitz: And if we could interject with an answer to the previous question. Question 9 in the frequently asked questions, it does say that sites that receive funding for an equipment only project under the past funding opportunities are eligible to receive funds for alteration, renovation, and construction and that extends into equipment-only projects as well. And we will make a note to elaborate in further detail on that answer in the FAQ. Next question please.

Coordinator: The next question comes from (Joan Glick). Your line is open.

(Joan Glick): Hi good afternoon. I think my question is similar to those that have been proposed before. But I guess I would like HRSA to consider the fact that most of these sites are at schools and that being said our projected school-based health center is being done as part of an entire school modernization project. The construction starts in FY14 and it ends in FY15 which is June 2015. The HRSA dollars, if they're used for the construction of the portion that is the school-based health center by December 14, but the students really won't be able to use the facility until the entire school is built—its unsafe—is that an acceptable option because these projects are related to school cycles?

(Ann): Unfortunately this is generally with all grant programs. The expectation is that the funds were needed within the project period for which the funds are awarded and you have to have an open and operational—a completed project by the end of the project period. So unfortunately, you know, it can't be a fit for every single project out there.

Man: Well I know that another problem that we talked about earlier is the notice of federal interest when going into—if you are supporting some of the construction activities and you're going to build your section of that building, the federal interest could apply to the whole school.

(Ann): Yes.

Man: And that's problematic for the schools awards themselves or creates some issues that might also be worth looking at with the school system itself.

((Crosstalk))

Man: And as (Ann) said it may not be the best fit for these types of grants.

(Ann): But on that note as well for those of you that are considering construction of school-based health centers within schools that are under construction, please understand that because those are connected activities it is very likely that a National Environmental Policy Act, environmental assessment would be necessary for the entire facility and that work could not proceed on either the school or the health center until the environmental assessment process underneath (it) and any historic preservation reviews are completed and that those could take with public comment and review process easily six months. So that is something to consider and it's not something that HRSA or HHS can waive.

(Joan Glick): Okay I understand that part. But if the school-based wellness center is considered a standalone, its part of the construction project but it has an external door and it's electrical, everything is sort of standalone does that change it at all?

(Ann): No.

Beth Levitz: No. If the school-based health center cannot be open and operational to be used by the end of the 2-year project period unfortunately it would not eligible.

(Joan Glick): Okay. Thank you.

Coordinator: Our next question will come from (Denise). Your line is open.

(Denise): Yes. I'm asking a question about the school-based health center capital grant. We (Optimus) had already gotten a grant and I guess the question is we have to—if we apply for this grant it has to be for school-based health centers that are included in the grant that we were already given, correct?

Beth Levitz: If the site's other previous awards received equipment-only, they were under an equipment-only project they are eligible to be proposed within this application. But if sites under a previous award received funds that were used for either alteration or construction those are not eligible to be proposed under this application.

Coordinator: And our next question will come from (Heidi). Your line is open.

(Heidi): Yes. We are proposing a new school-based health center at a local high school and we are a community health center so we would be a sponsoring organization. Can we apply even though we don't currently have any other school-based health centers at this point?

Beth Levitz: Yes. As long as you meet the definition of the sponsoring facility and the school-based health center will meet the definition of such as described in the funding opportunity announcement, then with the limited information you're describing you would be eligible. Of course we can't make any definite determinations of eligibility until the final application is actually submitted to HRSA.

(Denise): Okay. Thank you for that clarification.

Coordinator: Our next question will come from (Frank Gonzales). Your line is open.

(Frank Gonzales): Hi. I have two questions. One is that we're an existing 330 funded site and if we were to get funded through this opportunity would we have to put this project into our scope?

Beth Levitz: Even though Section 330 health centers are eligible to apply, this is not a Section 330 grant. So if you would like to bring your sites into scope, you would go through the normal site change process. That would not be done through this grant opportunity and no you are not required to do so.

(Frank Gonzales): Okay. So my final (one) is that there was an upcoming new access point opportunity then even though we're funded under this project we can still apply for the new access point?

Beth Levitz: Unfortunately we can't comment on other funding opportunities through this call, but if you would submit your question to either the sbhc@hrsa.gov email address or probably more appropriately would be the new access point email, we would be happy to get you an answer.

(Frank Gonzales): Okay. Well I just was wondering if this would disqualify us from a new access point. That just is my question.

Beth Levitz: That more appropriately be submitted to that program.

(Ann): Although in general if you're submitting for two different grant opportunities for the same site, it's very important internally to make sure that the scopes of those projects do not overlap.

(Frank Gonzales): All right. We'll submit a question to the Web site then. Thanks.

Coordinator: And our next question will come from (Eden Goldberg). Your line is open.

(Eden Goldberg): Hello? Hello?

Beth Levitz: Yes ma'am.

(Eden Goldberg): Hi. I need a little bit more clarification on the mobile van. We're a mobile medical clinic and we provide services to lots and lots and lots of different schools. So we go to LAUSD, we go to Los Angeles Unified School District, Lennox School District, Englewood School District. We have agreements with the school district for their schools. You had said that one agreement that addresses each site would be okay. I mean we go to so many that it would be—I'm not sure. I'm wondering if an agreement with the school district is what you mean is okay.

Beth Levitz: Yes. An agreement with the school districts will suffice.

(Eden Goldberg): Okay.

Beth Levitz: Ideally even the site addresses should be referenced within that agreement.

(Eden Goldberg): Oh, okay. Site addresses referenced.

Beth Levitz: I mean if there are specific nuances to your case that could more thoroughly be answered through an email, you're welcome to submit it to sbhc@hrsa.gov.

(Eden Goldberg): That probably—and is that case sensitive?

Beth Levitz: I'm sorry?

(Ann): No.

(Eden Goldberg): Is that case sensitive or can I just do all lower case?

Beth Levitz: Yes.

(Eden Goldberg): Okay, sbhc@hrsa.gov. Yes there are more specific details so I'll do that. That would be great. Thanks.

Beth Levitz: Thanks.

(Eden Goldberg): Okay. Bye bye.

Coordinator: And our next question in queue will come from I believe the recording was (Atteea Tu). Your line is open.

(Atteea Tu): Hello?

Beth Levitz: Hello.

(Atteea Tu): Hi. I have three questions. One of them is we're going to be renovating existing space within a school to accommodate a new school-based health center so no additional square footage would be added to the school building, however, we're going to knock down walls. Is this an A&R or a construction project?

Beth Levitz: That would be considered an alteration and renovation project because you are modifying space that currently exist.

(Atteea Tu): Okay. Although we don't have a school-based health center facility at that site.

Beth Levitz: Right, but you will be creating a school-based health center through the renovation that should be open and operational by the 2-year grant period; is that correct?

(Atteea Tu): Okay. Right. Then can we apply for an equipment-only project if we decide instead of renovating? We also raise funds aside from this capital fund and if we decide to do the renovation with those other capital funds and then just purchase the equipment with the HRSA grant could we apply for the equipment only project even though the school-based health center has not been built yet?

Beth Levitz: If no federal funds will be used for any part of the renovation and you would like to purchase movable equipment to be used within the school-based health center, then yes you can propose an equipment-only project. But the expectation is that the school-based health center will be open and operational by the end of the 2-year grant period and that the equipment won't be stockpiled.

(Atteea Tu): All right. Okay. And lastly there are certainly equipment that could be more than \$5,000 like (stencil) chairs or digital X-ray machines. Could those be part of an equipment-only project?

Beth Levitz: Yes. Equipment of any purchase price regardless of the cost can be considered movable equipment. The real takeaway point is that it had a useful life of more than 1 year. So absolutely no educational supplies of any dollar value of any shelf life, but any other movable equipment as long as it has a shelf life of 1 year or more would be considered allowable under an equipment-only project.

(Ann): And it does not mean (stencils) on a shelf for 1 year.

(Attea Tu): Got it. Thank you so much.

Coordinator: Our next question will come from (Katherine McLeod). Your line is open.

(Katherine McLeod): Yes, thank you. I have two questions. The first one is about Davis-Bacon. Does that apply to our construction budget if we have a construction project?

(Ann): Davis-Bacon, the rule is specified in appropriations if it's going to be applicable. None of the Affordable Care Act funding had a specification for Davis-Bacon. Davis-Bacon does not apply to this funding opportunity. You will of course have to comply with any other federal, state, or local laws regarding wages and safe working environments.

(Katherine McLeod): Okay great. Thank you. The second is regarding the NFI. We're a 330 funded center. We do not currently have a school-based site. We've been working with the school district if they have an operational elementary school. If we applied for construction funds to build something attached to their building on land they own. How does the NFI factor into that scenario?

(Ann): So I would say NFIs are tricky and unique depending on the various circumstance. But, you know, as a previous caller mentioned it's problematic especially when you're talking about local and state government owned property. But basically if you're building I'm assuming a discreet and separate building from the school as a whole. If that's what you're thinking of proposing?

(Katherine McLeod): Yes. I mean attached by a corridor of some sort.

(Ann): So it would be attached to the main building so technically its part of the main building. There would be an NFI filed against the deed to the school property, yes you could language that says the federal interest is actually specific to wing X that's 5,000 square feet on the west side of the building. It would pop up with title searches, but limiting the federal interest to the area that's specifically improved can be helpful to entities. The school, of course, would have to consent and actually file the notice of federal interest as well.

(Katherine McLeod): Okay. All right. Thank you.

(Ann): You're welcome.

Coordinator: And our next question will come from (Winona Reyes). Your line is open.

(Alida Reyes): Hi. I think it was (Alida Reyes).

Coordinator: Yes, your line is open.

(Alida Reyes): Okay. So I have two questions. One is I received from a different grant money to buy dental equipment for my school-based health center. I wanted to

know if I can apply to use some funding to do the installation of this equipment?

Beth Levitz: Okay.

Man: Hold on. You've received other grant funds. This project has to be completely distinct from any other project that you would have funded through HRSA and so it would have to be completely separate and not a continuation of another project or anything like that.

(Alida Reyes): Well the other project was just the equipment. We need to find the money for the installation.

Man: No, that would be part of another project so equipment wouldn't be allowed under this opportunity.

(Alida Reyes): Okay. So my second question is I received funding under the first round of funding to do some renovations for a school that we're getting ready to open. We recently were informed by the principal of the school that we could have a larger space that's adjacent to the clinic. Would I be able to put, you know, to apply for funding to complete the second part of the renovation now that we have more space?

Beth Levitz: The expectation with any previous awards is that it will result in a complete usable project by the end of the grant budget period and that's why if that site has already received school-based funding it would not be eligible under this funding opportunity.

(Alida Reyes): Even if we're talking about a different space because they're giving us a whole lot of space that was not part of the plan previously?

Beth Levitz: But it's considered the same site.

(Alida Reyes): The same site, okay. Thank you.

Beth Levitz: Sure.

Coordinator: Our next question is from (Lori Ferguson). Your line is open.

(Lori Ferguson): Hi. We're opening—this is a scope question and I think someone may have answered it. We're sponsoring a school-based health center in a site that's not part of our scope as yet. Can we still apply for funds?

Beth Levitz: Yes. This funding opportunity although Section 330 funded health centers are eligible to apply. It is not a Section 330 funding opportunity. So any sites that you propose would not automatically be brought into scope and if you would like them brought into your (unintelligible) then that would do so through the normal change in scope process.

(Lori Ferguson): Okay, great. Thank you.

Coordinator: Our next question will come from (Annie Reynolds). Your line is open.

(Annie Reynolds): Hi. Thank you. I have never applied for a government grant before I've heard that the reporting requirements are quite extensive. Where is the best place I can go to find out what those are?

Beth Levitz: The reporting requirements are listed within the guidance. If you apply, you know, digesting those and taking them in if you have more specific questions you are free to propose those to sbhc@hrsa.gov.

(Annie Reynolds): Oh, okay. And then my other question is I wasn't really clear on the answer about the large population of children served. How is that determined?

Beth Levitz: We actually do not quantify that because the way that these measures—I'm sorry these indicators are measured between even states and counties and school districts varies around the country. So it is up to the applicant to one request the preference and then certify that they need the preference and this is done on the proposal cover page within the EHB portion of the application. And then further to explain in the narrative portions how you meet the preference according to the criteria within your area.

(Annie Reynolds): So do I get that information from the state?

Beth Levitz: If you would propose the question to sbhc@hrsa.gov, we may be able to give some information to begin with on where to locate it. But as a disclaimer, we probably won't be able to direct you to the exact location that applies to your area to find information.

(Annie Reynolds): Oh, (it)'s a subjective thing?

Beth Levitz: It's not subjective, it's just that we don't have the resources to direct you to each individual area that would have the information that you are seeking. You would have to seek out those resources on your own. Like I said if you would email sbhc@hrsa.gov we can try and lead you in the right direction,

but it is expected that applicants do acquire the information necessary for the application...

(Annie Reynolds): Okay (good).

Beth Levitz: ...independently.

(Annie Reynolds): Thank you very much.

Coordinator: Our next question in queue comes from the (Jamie Ellen Blue). Your line is open.

(Jamie Ellen Blue): Yes good afternoon. Thank you. I have a question that may have been answered. We currently are in the process of developing a school-based health center, but have found that we do not have enough space. So while we do have some rooms available for the health center, we have space to expand. If we're going to like add an addition to the property that we own is that considered renovation (unintelligible) construction?

Beth Levitz: If you were adding square footage to an existing facility that would be considered construction.

(Ann): Are you expanding the footprint of the building?

(Jamie Ellen Blue): I'm sorry?

(Ann): Would you be proposing to expand the footprint of the building?

(Jamie Ellen Blue): Yes, we would. We would be expanding our existing facility which is located in the school building, but (we had land) to expand.

(Ann): Then that would be construction.

Man: Yes.

(Jamie Ellen Blue): Okay.

(Ann): That is a construction project.

(Jamie Ellen Blue): Okay. That's what I wanted to confirm. And I think this question was answered. So long as it's providing primary healthcare if we want to add a mobile van it does not—it could be service specific for example dental services (unintelligible)?

Beth Levitz: Pertaining to the mobile van, please refer to page 16. There are some requirements regarding mobile units and units that are not located near or on school property. Mobile units and the services they provide and how they fit into the definition of a school-based health center can vary greatly between place to place so we do ask that you refer to page 16 of the guidance. And then also there are some FAQs that address mobile units.

(Jamie Ellen Blue): Okay.

Beth Levitz: Take some time to read those and then address any specific details regarding your situation to sbhc@hrsa.gov.

(Jamie Ellen Blue): Okay. Thank you so much.

Coordinator: And our next participant, the only part of their name I got was Ms. (Gonzales). Your line is open.

Ms. (Gonzales): Thank you. My name is (unintelligible) (Gonzales). We've never HRSA grantees very (unintelligible) of a two-tier process. We're at the components of both.

(Ann): You mean the grants.gov and the EHB process?

Ms. (Gonzales): Yes, correct.

(Ann): There is a technical information to navigate that and that information is provided. We're looking that up. One minute.

Beth Levitz: If you look at the school-based health center Web site that is on the cover page of the funding opportunity announcement, it goes into greater detail and has some user guides for grants.gov as well as EHB. But for highlights on the components of the application between grants.gov and the components of EHB, those are highlighted in a table beginning on page 7 of the funding opportunity announcement. But as far as how to navigate through the various systems if you visit the Web sites and the resources listed in the slides and throughout the funding opportunity announcements and then contact the technical assistance phone numbers for those systems, then you will find more information.

Ms. (Gonzales): Thank you. That was (perfect).

Coordinator: Our next question in queue is from (Lynn Grover). Your line is open.

(Lynn Grover): Thank you. A lot of my questions have been answered. I've been listening today. But I do need to clarify. With the EHR technology for the infrastructure and the system does that go into the construction or alteration project as equipment in each individual project according to its site...

Beth Levitz: Well...

(Lynn Grover): ...or is that a separate project?

Beth Levitz: Well, let's start with any construction or renovation project is specific to one physical site location address. So for instance, if an electronic health record will serve four different sites and four different sites need renovation to accommodate that electronic health record, then that would be four separate projects. But what's out to be—the infrastructure for an electronic health record can vary greatly in scope. So if you would like to submit more of the details that are specific to your situation to sbhc@hrsa.gov, we would be happy to provide any further information that we can.

(Lynn Grover): Okay excellent.

Man: Yes and...

(Lynn Grover): Thank you very much.

Man: Well one thing that's a little bit challenging with that is just that if you're doing a lot of—if you're just purchasing equipment items like computers and monitors and that sort of thing and, you know, running a couple of little cables here and there to plug it into the wall that's all list items equipment.

But if you're doing cabling inside walls and above ceilings and, you know, crisscrossing the school with cables that we consider renovation work. That's something you're not going to move, it's not loose stuff you're going to move away with. It's stuff that becomes permanently installed in the building so that where it becomes a renovation component so then the whole thing becomes a renovation project with all those wiring (unintelligible) and so forth.

(Lynn Grover): Well I guess that's my question because I know that what we're looking at proposing is two separate renovation projects for two sites within our school-based health center system. Each of these sites would be part of the infrastructure for the electronic health record (of) the technology infrastructure. So does that get absorbed into the construction or alteration project for a site or is that a separate project?

(Ann): It would be (part).

Man: Yes, it would be part of that. Yes, it would be part of those two projects so that would be two projects and then the computers and the wiring or whatever that needs to be part of the electronic health records would be all part of that same construction.

(Lynn Grover): Okay. Or if it's being put on a separate server, that kind of thing that would then go into one of the projects?

Beth Levitz: That's correct.

Man: Yes.

Beth Levitz: So any movable equipment that will be used at a site should be proposed as part of that site's alteration and renovation or construction project. But it sounds like we're starting to get into some very specific details that are applicable to your project and may not be so to other projects. So I do encourage you to with the details email those to sbhc@hrsa.gov as well as anyone else—that we know there are some nuances to where you may need infrastructure for some systems that are going to connect at different sites and they are very project specific details. We do encourage you to submit those questions to sbhc@hrsa.gov. At this time we have a few minutes left in the call, we can take two more callers questions.

Coordinator: And our next question will come from the line with the only name recorded was (Derrick). Your line is open.

Woman: My question's been asked and answered.

Beth Levitz: Thank you.

Coordinator: Our next participant is (Nick Gupta). Your line is open.

(Nick Gupta): Hi. I had a question. It's sort of a similar question from other people. We already have a school-based health center and agreement with the school district. The question I have is can we use that agreement as the attachment or we have to have a separate agreement? And if so does that have to be with the school district or with the school either or? And the second part of the question is how long does the agreement have to be? Is it 5 years, 2 years, 1 year? So that's the question.

Beth Levitz: Are you speaking of an operational agreement for services to be provided between the sponsoring facility and the school-based health center or...

(Nick Gupta): Yes.

Beth Levitz: ...are you referring to an agreement specific to the use of the space such as a lease agreement or an MOU in regards to...

((Crosstalk))

(Nick Gupta): Currently the agreement that we is sort by both operations as well as the use of the space.

(Ann): Okay.

(Nick Gupta): That's how the district has given us the agreement. So we are already running for years so now the question is we are looking at another school so do we make an amendment addendum to that other agreement or we have to have a separate agreement? And the question is because now the summer is coming quickly and a lot of people are going to be going out for summer can it be done with a school itself or does it have to be done with the district?

(Ann): It depends on how your school-based health center agreement is setup. If you're working out of an individual school then it may be appropriate to structure the agreement with the school. But if you're providing services across the district, it's just really very based on the school system. So if you're planning to setup another specific agreement with another school

within your district and you did not have a district level agreement, it may be appropriate to just setup a separate agreement with that school.

Obviously the MOU should be appropriate to the services you're delivering and the length of time that you plan to deliver services. If your lease language or whatever your use of space agreement is part of that, then I would suggest that you put the language of the funding opportunity announcement regarding lease into that as well. I think that's all I can say at this point. It may be more appropriate to also submit those questions to the sbhc@hrsa.gov so we can get a little more detail on what you're talking about.

(Nick Gupta): The length of the agreement because obviously there's federal fund (enrolled) presuming it's not an NFI (unintelligible) construction (unintelligible) nothing happened so you don't have to do an NFI. Is there a minimum length of agreement that you have to have for the school district?

(Ann): No specific length of agreement is prescribed, but it should be appropriate to the scale and nature of the project that you are proposing. You know, obviously the ORC panels will be reviewing the proposals as a whole so if you have agreements—I'm giving you an hypothetical, to construct a building but your MOUs were only for one year at a time, you know, that may influence an ORC in their position to score.

(Nick Gupta): Okay. Thank you.

Beth Levitz: And so with that, we would like to thank everyone for joining us on the technical assistance call today. We had some great questions presented, some very thoughtful questions presented that hopefully help a lot of folks

out there who are on the call today and will also come back to the recording which will be an MP3 recording of this presentation. And this technical assistance call will be available on the Web site presented on the cover page of the funding opportunity announcement for reference at a later time. So thank you and if you have any questions that we haven't had a chance to address, please do email those to sbhc@hrsa.gov and we'll be happy to help. Have a great day everyone.

Coordinator: Thank you for joining the conference today. You may disconnect.

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