

*The following transcript has been edited for clarity, accuracy, and privacy.*

**HRSA-14-073 FOA Application TA Call Transcript**  
**Moderator: Ann Piesen**  
**February 18, 2014**  
**2:00 pm CT**

Coordinator: Welcome and thank you for standing by. Your lines are on listen-only mode until today's question and answer session.

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

I would now like to turn the call over to Jim Macrae, Associate Administrator for the Bureau of Primary Health Care. Sir you may begin.

Jim Macrae: Thank you. And welcome everybody to today's call. Hopefully your weather is getting a little bit better. We had a little bit of snow here in the east part of the country but we understand the warmer weather is coming and hopefully that's a sign for the future for all of us because I know many folks have been involved in different capital activities and having good weather always makes it a little bit easier.

We're very pleased today to be having a call with you to talk about the Patient Centered Medical Home Facilities Improvement program affectionately called HRSA-14-073 for those who are having a scorecard in front of them. We're very pleased to be able to make about \$35 million

available to support health centers with the efforts around transforming their practices into patient centered medical homes. This is really the culmination of a number of investments that we've made through the Affordable Care Act (ACA) to support health centers all throughout the country.

I think most of you know HRSA was allocated through the ACA about \$1.5 billion to support construction and renovation projects of health centers. And we've been able to do a number of different activities in support of that. In particular we were able to in 2011 to make about \$730 million available for 144 major capital development programs supporting construction and renovation projects all across the country. And then in FY 2012 building upon that opportunity we were able to make about \$629 million available to support 171 major capital opportunities. That was affectionately called our building capacity capital program or CD-BC for short. And then finally also in 2012 we were able to provide about \$100 million to support immediate facility improvements in about 230 health centers across the country to basically help health centers address some immediate needs that they had in their facilities that were impacting on their health center operations.

We are very pleased to be able to make those awards. As I started at the beginning of this call health centers I think are doing a tremendous job of making those resources into really beautiful facilities or incredible renovations in terms of what they're trying to do.

With today's 2014 funding we are trying to help build on that investment to really targeted more specifically to helping support health centers with transforming their practices into patient centered medical homes. The idea is that we want folks to be able to use some facility improvement dollars to

help them make the facility enhancements that are needed either through alteration or renovation or even construction that will help patients have better access to services and more importantly help them to improve the quality of care using the patient centered medical home model of care.

We anticipate awarding about \$35 million through these competitive one-time grants. And we anticipate that we'll be able to make about 150 to 175 awards with the maximum amount that folks can apply for being \$250,000. Folks can propose either an alteration or renovation project or a construction project at one of their active service delivery sites to help support this activity.

Now just to be very clear because this has been a point of confusion for a number of folks, this is for construction or renovation. It is not to support the transformation to a PCMH. It's to support an actual construction or renovation project which helps you in terms of that transformation.

So, you know, we've heard from a lot of different folks who have been involved in patient centered medical homes that they've been able to implement it or are thinking about implementing it but really need some support in terms of transforming their, you know, everything from their waiting rooms to how care is actually delivered within their facility. And this - and these are resources that are here to actually support that type of activity. So this is for those capital improvements that many of you have said really are needed to take that full step towards PCMH recognition and transformation.

So we're really excited about this opportunity. We know there are a number of health centers that have been interested in this. And I just really want to wish you all good luck in terms of your applications.

We're going to provide a whole set of information today as well as a set of frequently asked questions on our Web site that you all can take a look at in terms of if this is an opportunity that makes sense for you and your organization.

So with that I'm going to turn it over to one of our leads for this activity, Ann Piesen, who will walk you through the slides for today. And of course we have a number of staff here to help answer any questions that you may have in terms of this opportunity.

Thanks everybody and good luck.

Ann Piesen: Thank you Jim. Welcome to the Application Technical Assistance call for funding opportunity HRSA-14-073, the Patient Centered Medical Home Facility Improvement program also known as P-FI.

Starting on Slide 1 of the presentation we're going to - we're about to start presenting the overview for this competitive funding opportunity today are myself Ann Piesen, Bill Hemmingson, Kevin Tilford, and Kayvan Madani-Nejad.

We wanted to point out early that because of the limited time for this call we're respectfully requesting that if you have any very unique or specific questions that you please hold them and address them to the program contact at 301-594-4300 or email [bphccapital@hrsa.gov](mailto:bphccapital@hrsa.gov).

The contact information is provided in the FOA and on Slide 50 of this presentation.

Turning to Slide 2, there are four overall objectives of this presentation giving - providing current overview and eligibility, the application and review process, post-award information, and resources and contact info.

Turning to Slide 3, grant overview funding eligibility and allowable project cost.

On Slide 4 an overview of the Affordable Care Act is provided. Jim covered a lot of this already. The P-FI, as he pointed out, is the fourth and last of the ACA funded opportunities for Section 3 for the health centers. And this is part of what Congress authorized under a total of 1.5 billion under the Affordable Care Act for the renovation and construction of health centers. The previous opportunities as Jim noted were the 2011 capital development also known as CD, and the 2012 CD-BC Building Capacity, and the CD-IFI Immediate Facilities Improvement programs.

Please turn to Slide 5, of the grant overview. This funding opportunity will support efforts to make facility enhancements through alteration and renovation or construction projects that will improve patient access to services and quality of care using the PCMH model of care. As Jim mentioned, HRSA anticipates awarding about \$35 million through competitive one-time grants in 2014 to about 150 to 175 health center program grantees.

Slide 6, provides an overview of the funding information. The CFDA number is 93.526, the announcement number is HRSA-14-073. This is one time funding with a 2-year project and a 2-year budget period. Applications are limited to 80 pages in length when printed by HRSA. Applications must be submitted by the deadlines to grants.gov by March 14, 2014 and through EHB by April 17, 2014.

Slide 7, funding information. Only one application may be submitted for consideration by the same applicant organization. And if you submit more than one application HRSA will accept the final and last application that you submit as the application that you want reviewed.

Please turn to Slide 8, eligibility. The applicants must be an existing health center, receiving health center program operational support section 330 (e) (g), (h), and/or (i) at the time of the application. Health centers that are not eligible for P-FI funding are: include those that are a new health center that received its initial health center funding in 2013 or 2014, have five or more active 60 or 30 day progressive action conditions on current award, or have one or more 30 day progressive action conditions on the current award. Please note that HRSA will evaluate the progressive action condition status for health center program grantees approximately 30 to 45 days prior to the anticipated award date of September 1, 2014.

Please turn to Slide 9 of the presentation, continuing eligibility. The requested federal funding must be less than or equal to \$250,000. The project must support alteration and renovation activities and/or new construction costs. And no more than 50% of the total allowable budget may support movable equipment cost. The proposed project must be located at an active service delivery site or administrative service delivery site that is

within the health center's current approved scope of projects. Note applicants will only be able to select sites within EHB that are verified and approved as active sites in their form 5B. Also note that movable equipment only projects are not eligible.

Turning to Slide number 10, the project cannot occur at a site operated by a sub recipient or contractor. The project will not occur at the site with an active HRSA capital award such as new construction expansion or alteration and renovation repair projects. And proposed construction and alteration of renovation activity associated with the P-FI project or connected activities such as grading or installation of utilities or demolition cannot have started.

Please note that for the purposes of funding - for this funding opportunity HRSA is defining an active HRSA award that supports construction as a project that has not been identified as complete as of the period ending March 31, 2014 on the quarterly progress report submission. All project specific submissions have not been submitted to HRSA by the application deadline of April 17, 2014. This includes the final budget information, project completion certifications, final photos, and other active reporting requirements submissions and/or conditions of award.

Also note that if you have multiple projects within a different capital award these requirements apply to the site that you wish to propose for your P-FI project. And if you want to have more information about complete is on the quarterly report please reference the quarterly progress report manual.

And now with that I will turn it over to Bill Hemmingson. Thank you.

Bill Hemmingson: Thank you Ann. On to Slide 11, reiterates the allowable project types. And just again as a reminder the - this opportunity allows you to do alteration/renovation and also construction project types. You are not permitted to propose an equipment only project.

Moving on to Slide 12, an alteration/renovation project is again a project that would improve, modernize, reconfigure an interior of an existing building. You can propose expansion within a building if the building already exists. If it's adjacent space you want to expand into you that are still considered an alteration renovation because the building is already in existence.

An alteration/renovation project would not expand the/increase the square footage of an existing building.

On to Slide 13, on the other hand, a construction project would include expansion of an existing building construction of addition, constructing a new building, prefabricated buildings or pre-engineered buildings that would be used on the site, and other types of or major expansions to the sites. The other thing to note is that if you're going to be building an addition that's still a construction project even though you may also be doing alterations and renovation to the existing building.

Under allowable costs that's on Slide 14 just a reminder that preconstruction costs are related to the project are allowable. Design and consultation fees architectural fees and engineering fees are allowable. Testing for hazardous materials is allowable and often required by HRSA but the actual removal and disposal or what we call abatement of the materials would not be allowable using grant funds. Also loose movable equipment can be

considered with either type of project. However as Ann mentioned earlier it cannot be more than 50% of the total allowable project cost.

And moving on to Slide 15 under unallowable costs unallowable costs would be including any type of construction cost before the award date which right now is estimated to be September 1 of this year 2014.

Pre-award preconstruction costs prior to 90 days of the award date are allowable. You're not permitted to propose land or building purchases or lease payments. You cannot use the funds to create shell spacing that you're not planning on using at this point.

Also the creation or improvement of space is not consistent with your health center program your section 330. So other activities that may be of importance to you if they're not part of your - of the 330 program then they're not allowable.

And also health center operating costs and costs for employees or mortgage payments are not allowable.

Moving on to Slide 16 we have a few additional and allowable costs. Costs that do not meet federal procurement guidelines as listed in the reference there under 45 CFR those - all the costs of the project and the contract procurement must follow federal guidelines.

Relocation costs are unallowable, personnel related are not - that are not related to the project are not allowable.

Costs associated with the ongoing operations and maintenance of electronic health records are not permitted with this opportunity. Neither are the use of mobile vans. As I said before the abatement of site building materials and hazardous materials are unallowable.

On to Slide 17 under equipment purchases again we consider equipment to be any loose, movable item of furnishings or equipment clinical or nonclinical regardless of their cost. Anything that's permanently installed is really considered part of the alteration or construction cost. Again as a reminder it cannot be more than 50% of the total allowable costs of the project and the - all the equipment purchased must be used at the approved project site. Finally, per 45 CFR you will be required to track and maintain that equipment as part of the purchase.

And with that I'd like to turn over - we'll begin part two. Kevin Tilford will be taking you from here.

Kevin Tilford: Thank you Bill. I'm briefly going to talk about the grants.gov and the EHB, the whole application process starting on Slide 19.

Please note that the grants.gov date is March 14 11:59 PM Eastern Time. The HRSA EHB deadline is April 17 5:00 PM Eastern Time so please note those - both of those dates.

On Slide 20 some items for grants.gov. When registering in grants.gov for you to take notice to along with Slide 21 in which the forms that you must complete and upload are completed in grants.gov.

Slide 22 shows some of the grants.gov contact information. And just want to briefly mention that we have a few applicants that have already come into grants.gov and completed the grants.gov portion of the application.

We want to make you aware that if you have already done that we have some internal - a slight internal issue in which the issue will not be resolved until after February 21. If you can't access your application in EHB once you submit it in grants.gov, it will not be ready until after February 21.

Slide 23, application is a two tier process. Once you do finish the grants.gov piece you have to come over to EHB and finish the process for registering and submitting your application in EHB as well.

Again note that the deadline date is April 17 at 5:00 PM. And with that I'm going to turn it over to Kayvan.

Kayvan Madani-Nejad: Thank you Kevin. So after you register with EHB on Slide 24 we talk about the information that needs to be provided like a proposal cover page, project cover page, budget information, equipment list. And the rest of it on Slide 24 is shown.

On Slide 25 are the attachments that are required. The required attachments are budget justification. Again I stress that these are required. The plans, schematic drawings budget information, site plan, the ones that in front of it we show as required they need to be present to review the applications. And you can relate these, the type of work to the - a PCMH goal. And that is mentioned in the FOA.

On Slide 26 is in the overall application information you need to provide the need response impact and resources. Again please refer to the FOA for specific criteria.

As noted in these sections on Slide 27 which still we're at the proposal cover page it talks about the six principles of PCMH. It is important for applicants to note that HRSA does not endorse one PCMH accreditation/recognition over another but you need to have at least one of these items addressed.

On Slide 28 it's basically other information in the project cover page which includes the project title type, description. And the list, the rest of it is in Slide 28. In Slide 29 we mentioned some of the issues that sometimes come up in our capital grants. One common one is the contingency line item and the budget SF424C. Please note that this total of contingency line items cannot exceed Line Item 7, 8, and 9 combined. And the last one talks about the fixed equipment.

Anything that is fixed is considered construction and has to move into the construction line item. This for example if you have an HVAC unit that you purchased and it will be installed, that would be construction. So are fixed cabinetry.

Moving on to Slide number 30 if the federal assistant requested is less than the total project cost then the balance of it needs to be shown in the other funding sources form that we have in the application.

And these other sources of funds could be local funds, the organization's available funds, other federal financing, or any other third-party funding that is given to you.

Slide 31 talks about the budget justification. This is one of the attachments. Please note that, you know, the budget justification must match the budget form SF 424C. The budget justification form and all other capital development forms are available at the Web site link shown.

Slide number 32 talks about the equipment list. Please note that by equipment we mean any moveable item that lasts more than a year qualifies for equipment. If you don't have any equipment please put zero in the line item for equipment. The equipment list is divided into clinical and nonclinical.

Slide number 33 discusses our application review process. It first starts with a completeness and eligibility review, then the ORC or Objective Review Committee, then there is the technical application review, and finally is the Notice of Award should the application get approved.

In the Objective Review Committee in Slide number 34 it shows how it's basically graded by the committee. You have five review criteria, with the total amount of points that can be awarded.

And then moving into Slide number 35 it talks about our internal review which all proposals are subject to internal technical reviews. These are a review of the project budget showing what are allowable or unallowable. Then we look at the historic preservation and environmental review which is required of all our construction renovation and alteration projects. And finally our architectural and engineering review of the reasonableness of the whole project.

And with that I will pass it to Bill Hemmingson for part three, post award information.

Bill Hemmingson: I'm going to pick up again at Slide 37 which is entitled the Notice of Award.

So if the application is funded you will receive a Notice of Award. It's an important document of course that gives you the award includes a lot of really important information including terms and conditions in terms of information about both the project and what's required from - for you to do through HRSA.

So on to Slide 38. We just really encourage a full reading of the Notice of Award to make sure you read and understand it. At this point you will also be assigned a project officer and a grants management specialist that can help you if you have questions about it at that time.

And again just a notice that we would like that the - to remind you of is that you cannot begin construction or demolition including anything underground until all the conditions of award have been lifted. By lifted we mean that you've submitted them, we've reviewed them, and we've proved them and issued a revised Notice of Award lifting that condition.

And just as a note, grant conditions are often assigned to the Notice of Award based upon our pre-award reviews. And so it's important for you to realize that your - we'll be maybe asking you for clarification or additional information above and beyond what was in the application.

On to Slide 39 - almost all the construction projects and alternation renovation projects will include a review, an environmental historic

preservation review. We ask that you don't begin construction before that review has been lifted. You will work with a environmental reviewer with your project officer to work your way through any conditions of award that are related to environmental and historic preservation issues.

On Slide 40 there is a link will provide you a little bit more information about what may be required for environmental and historic preservation requirements and that is found at the link on Slide 40.

Moving on to Slide 41 it's important for you to understand that even the small renovation projects still is required to be done in accordance with the local and state requirements. And so we list a few conditions here that we require that you follow. And of course you would be expected to have your project properly designed and permitted as whatever is required for that type of project in your area.

On to Slide 42 HRSA is very supportive of sustainable design practices when applicable to project design and construction and where it would apply to your individual efforts in your project. And so we listed a few sources on Slide 42. These will help with energy costs and reducing your utility costs. And I also just wanted to note that under the objective review committee criteria number three impact there is some - is a good place for you to mention any efforts that you are able to make towards sustainable design.

And then on Slide 43 there are also some guidelines and links that you can look to for design and construction.

And with that I would like to turn it back over to you Ann to take us home here.

Ann Piesen: Thank you Bill. Starting with Slide 44 federal interest, I just wanted to note the federal government does retain interest in property constructed acquired or improved with federal funds. A Notice of Federal Interest will be required to be filed against the property for all construction projects regardless of amount and any alteration and renovation projects where the total federal and nonfederal costs of a project exceed \$500,000, excluding the cost of removal equipment.

Turning to Slide 45 the leasehold improvements funds cannot be used to pay lease costs. Funds for leased property cannot address needs that are actually part of the terms of the lease, i.e., the responsibility of the landlord.

If a proposed project creates improvements that would impact the terms of a lease by create additional value to the building. Such as adding on something, or putting a new roof on, putting in a new carport - those are just examples - that there is an expectation that this would result in an offset a reduction of the negotiated rent for the property.

Turning to Page 46 the landlord letter of consent from the facility owner much addresses the following components.

Approval of the scope of the proposed project, agreement to the HRSA lease terms and provide applicant health centers reasonable control of the project site for the required number of years, an agreement to file a Notice of Federal Interest if required.

Turning to Slide 47 HRSA will based on the scope of a project HRSA will determine if the term of the lease is sufficient for the full value of the grants

reported improvements to benefit the grant activity. And the lease agreement must provide the applicant again reasonable control of a property.

Turning to Slide 48 with this we are about to conclude our presentation. Resources and contacts which you will want to take note of is the grants.gov Contact Center 1-800-518-4726. Their email is [support@grants.gov](mailto:support@grants.gov). The EHB support is 877-464-4772 with the email of [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov).

Slide number 49, BPHC helpline is available at 877-974-2742. And they're available weekdays from 8:30 AM to 5:30 PM Eastern Standard Time. Their email is [bphchelp@hrsa.gov](mailto:bphchelp@hrsa.gov). And to point you to our resources are technical assistance Web site at <http://www.hrsa.gov/grants/apply/assistance/pfi/>.

And our Web site has a copy of the link to the funding opportunity announcement user guide, the slides that we presented today, and FAQs.

And I would also like to reiterate that many of the forms that have been discussed today such as the budget justification EID checklist and LLOC can be found at our capital Web site which is <http://bphc.hrsa.gov/policiesregulations/capital>.

And finally program contact information on Page 50 Ann Piesen (myself) at 301-594-4300. And the email is [BPCCapital@hrsa.gov](mailto:BPCCapital@hrsa.gov). We try to reply to questions pretty quickly. And our grants management contact is Neil Meyerson at 301-443-5906 or [nmeyerson@hrsa.gov](mailto:nmeyerson@hrsa.gov).

And finally, Slide 51. At this time we will open it up to questions. Thank you for your time and patience listening to us provide this presentation. Again because of the limited time for this call we are respectfully requesting that if you have any unique or specific questions that you hold them and address them to either myself at the 301-443-4300 number or emailing [BPHCCapital@hrsa.gov](mailto:BPHCCapital@hrsa.gov).

Coordinator: Thank you. If you would like to ask a question at this time you may do so by pressing Star 1 on your phone. You will be prompted to record your name which is used to introduce your question.

Again to ask a question please press Star 1. If you find you wish to withdraw a question you may press Star 2. One moment for our first question.

### **Question**

Ed: Good afternoon. I have one question for you. Do I understand correctly the facility that was built in 2010 with capital funds will be eligible for a renovation project?

Ann Piesen: And this is a completed project and you closed out the grant?

Ed: Yes.

Ann Piesen: Then yes it would be an eligible site to propose.

Ed: Thank you.

Matt Kozar: Assuming it's also active in your H80 scope and all the other eligibility requirements?

Ed: Yes correct. Thank you.

**Question**

Ellen: Hi. I had - just wanted to get some clarification on funding sources back to Slide 30. I'm assuming that as long as it's under the \$250,000 that our project could be completely funded by this grant, that we do not need other outside funding. Is that true?

Ann Piesen: Correct.

Ann Piesen: So you would not need to provide if your total project cost is \$250,000 or less you don't need to describe any other sources of funding.

Ellen: Okay great. Thank you.

**Question**

Rena: Yes thank you. I have two questions. It says that HRSA will determine the term of the lease if it's long enough.

If we're going for \$250,000 for a renovation project what - how long does the lease have to be or do you know?

Neil Meyerson: Hi. I think things like that would best be determined on a case by case basis. I think in other situations we've seen 10 years.

Rena: Okay.

Ann Piesen: So you'd like to get more information on that, you know, please you can send a question to [BPHCCapital@hrsa.gov](mailto:BPHCCapital@hrsa.gov).

Rena: Okay. Thank you and then the other question which you may not have the answer to if we were to be funded for this grant when or if the expanded capacity grants come out do you know if we could then apply for that to help for the increased access that we would expect to see because of as a result of the renovation?

Matt Kozar: We don't really have a response to that at this point since there is no expanded capacity program that's out there right now.

Rena: Okay. That's what I figured but I was hoping. Okay thanks a lot. That's just it.

### **Question**

Susan: Yes. I have a question of about what actually defines a site. In other words we have a site a property that has several buildings on it, one of which was of buildings has just now completed with the construction but other buildings on the site have - were not part of this grant award that we have already received.

And so we're just wondered what the definition of the site is?

Ann Piesen: Generally a site is a location identified within Form 5B of your H80 grant but it's - I think we would probably need more details about what you're actually proposing in order to really effectively answer your question.

So could you send us an email at [BPHCCapital@hrsa.gov](mailto:BPHCCapital@hrsa.gov)?

Susan: Yes I will.

**Question**

Rebecca: Hi. Thank you everybody. This is Rebecca from Capital Link and I'm calling on behalf of a community health center. And they have a situation that I'm guessing is not unique. They're looking at relocating an existing site that is approved under the current scope in order to meet PCMH Level 3.

Their current site is just - it does not allow for that next level for PCMH. So it's a site that's approved but it is going to be moved to another location down the street. Would that possibly be eligible?

Matt Kozar: It has to be a site that's active in the H80 scope. So...

Rebecca: Yes and this is an active site but it's at a different - it would be, you know, the address wouldn't change.

Matt Kozar: If you could send an email to BHPC Capital we can further investigate that.

Rebecca: Okay. And thank you all for how responsive you have been over the years with all of your BPHC emails. It's been very helpful. So thanks.

**Question**

Susan: Hello from sunny California not to rub it in or anything. I have a question about allowable projects. And we were wondering number one is it allowable to use these funds for a call center?

Ann: For a call center?

Susan: To add a call center to an existing facility?

Ann Piesen: You have to propose an active site within Form 5B. And you will have to be for a service that's within the H80 scope. H80 scope. And beyond that you would have to make the argument as to how this aligns with PCMH domains and principles.

Matt Kozar: It would allow patients to be able to get appointments and in touch with their providers. I think in the Appendix B of the FOA, you know, that outlines the domains that we're focusing in on that you need to relate back to within the review criteria that need a response.

So it's really contingent upon all applicants to make the case that whatever improvement activities they're proposing relate back to those elements.

Susan: Okay. And then well would a Web site fit into this kind of a opportunity?

Matt Kozar: Probably not. That sounds like more like an operational sort of activity. The full specific grant is for construction and renovation activities.

Susan: Okay. Okay and then one more question. We have a situation which we're already renovating our main site. And but we haven't gotten funding from foundations the way we expected to and so we already decided to stop at halfway through that project.

And we're wondering if we can request funding to start that project again or to do the other half of the project. Even though - I mean we have already

stopped the renovation project. Would we be able to pick it up again, funding?

Ann Piesen: I appreciate your dilemma but unfortunately no because part of the eligibility criteria is that work could have not already started.

So you would not be able to meet the conditions of award. It just doesn't meet the eligibility criteria.

Susan: I see. Okay thank you very much.

#### **Question**

Lori: Yes. I know that ongoing EHR costs are not allowable. What about when one-time costs of course in conjunction with an AR or construction projects such as an upgrade in order to allow us to stay meaningful use compliant as they're getting ready to recertify all of their products?

Ann Piesen: Yes one-time funds for enhancements to EHR that those would be potentially allowable. Again you can't exceed 50% of the total budget in your required.

Lori: Okay. Right. Okay so that would also include like EHR user licenses as well correct?

Ann Piesen: I believe so. I would recommend going back to the allowable cost section in Appendix A, there are a couple of limitations on that. I'm just jumping to it right now which is...ongoing operations of maintenance, that's the only restriction at this point.

Matt Kozar: It's a software or hardware, you know, those sorts of things that are reasonable for this specific opportunity.

Lori: Okay great. Thank you very much.

Ann Piesen: Thank you.

**Question**

Noreen: Yes good afternoon everyone. I have actually two questions. First one is do we have to be any kind of level or certification to apply for funding for any one of our sites for PCMH?

Ann Piesen: No. This is intended to assist all activities regarding PCMH obtainment or enhancement. So no, you don't have to be certified or at a certain level. You just have to be trying to get PCMH.

Noreen: Okay great. And my second question is just recently on the NCQA Web site it does state new PCMH guidelines are coming out March 24. Is that in any way going to impact this opportunity?

Ann Piesen: No.

Noreen: Okay thank you.

**Question**

Eliza: Yes thank you for taking our questions. On Slide 30 it lists the differences between amounts secured, amounts expected and amount forthcoming for the funding sources. We have applied for grant funding to start up project and included in it funds for architectural plans, you know, final architectural

plans for a project. We, you know, those would come under amount forthcoming and that we've applied but we haven't yet found yet if we're going to get it. That timeline for that grant is such that we wouldn't have started any construction by the time we would get notice of this award were we to be funded.

And I guess my question is if we don't get the other funding and we don't put in the architectural plans in this grant, you know, could we then revisit it to put though that money into this project or should we put it into this grant as well? And then if we don't, you know, we spend it on construction if you see what I mean?

Ann Piesen: Right. I think that's a question for BPHC Capital because I have a lot of questions based on what you're saying. And it would take a long time to answer them here.

Eliza: Okay. Great thanks.

### **Question**

Tony: Thank you. Good afternoon. Okay great. I just wanted to clarify that the review from the State Historic Preservation Office is a post-award activity?

Ann Piesen: Yes generally it is considered a post-award activity.

Tony: Okay great, great. I was for a second I thought they might've been a pre-award and then I was going to panic. But okay thanks, panic averted.

Ann Piesen: We cover some of the post-award aspects in our presentation so that you guys know what to expect after the award is made.

Tony: Yes, I understand. Thank you.

**Question**

Hun: Hi. I was wondering we just got funded for the NAP grant, the New Access Point, and was wondering are we eligible to apply for this grant?

Man: I'm sorry the eligibility criteria indicates that you cannot have received your initial health center funding in fiscal year '13 or '14.

So if you are a new start NAP recipient of the fiscal year '13 or '14 NAP funding then you would not be eligible. If you are an existing health center that received NAP funding of '13 or '14 for a satellite site then that's fine.

Hun: Oh okay, all right is - okay because I wasn't clear on whether the NAP is the initial health center funding so I guess in this way it is.

Ann Piesen: So you're a new grantee?

Hun: Yes.

**Question**

Kathy: Hi. How are you? If we're in a leased site is basically the facility owner has to grant us reasonable control for the project site and there is an appropriate amount of time?

What's reasonable control and for how long does a control need to be granted? Is it just a 2-year grant period or is it something longer than that?

Ann Piesen: Well there are two different concepts going on there. And so reasonable control means that you have full access to the site so you have reasonable security of the site, that things like the landlord says well you have to share this space with so and so for, you know, 3 days a month that's probably not reasonable control.

So, you know, we understand that some of our grantees lease space for \$1 a month or they have special arrangements where there is no money being exchanged.

So we say reasonable control because it - what property should be treated as a typical leased space.

So then the other part of your question is, you know, length of lease is essentially what you're asking. And that's really a grants management question but it's generally determined on a case by case basis.

Matt Kozar: Yes I have nothing to add to that yes. And you can contact us individually and we'll - we can discuss it further if you'd like.

Kathy: Thank you very much.

### **Question**

Dana: Hi. I have a question with the EID checklist - is there somebody kind of a specific certification of who needs to sign off on that?

Ann Piesen: It should be signed off by the authorized official. If you have questions or concerns about what you're signing feel free to give us a call at the contact information.

Dana: So you don't need like a certified environmental survey group or anything like that?

Ann Piesen: You know it really does depend on the nature of the project. So if you feel like you are answering questions that you don't feel comfortable with then you may want to obtain those services.

Dana: Okay. Thank you.

Ann Piesen: Thank you.

### **Question**

Mandy: Okay. This might follow-up to the same to the question about multiple sites in one building. We're looking at redoing our sidewalk to make it so that they can do more of a drop-off and less walking. And that's what we have multiple clinics in one building. So for a sidewalk that's in front of the building that has three different clinics in it how would that work?

Ann Piesen: Are they all part of one site?

Mandy: No they're three different sites but you couldn't do since the building is in front like when you walk into the clinic you can go to three different locations.

Ann Piesen: I again, I think we just need a little more information. So yes send us an email and I think we can sort out exactly what you're constraints are.

Mandy: Okay.

Matt Kozar: In the application itself you will have to select you will only be permitted to select one site so but if you can send us a more information we could probably help you with that.

Mandy: Okay. Thank you.

**Question**

Angela: Hi thank you. I am just new to doing all of this and we're in the process of getting into the patient centered medical home. And I guess my question is looking at the definition of a health center and discussing the underserved area do you have to be a HPSA shortage area to be eligible for this HRSA grant?

Ann Piesen: I think are you a federally qualified health center receiving 330 grant funding?

Angela: I - that's the question. I'm not really sure that we are and that's what I'm trying to figure out. I really encourage you to give me a phone call or drop us an email so we can kind of help you figure that out.

Angela: Thank you.

**Question**

Richard: Yes. Good afternoon. I have a question regarding the other funding sources and the secured versus the unsecured amounts beyond the \$250,000 in the grant. Would there be any weight given if you had more secure dollars versus unsecured dollars or, you know, vice a versa?

Matt Kozar: So yes so for the previous question it was basically asking whether there is any preference or any benefits to having secured funding versus non-secured funding. And there is a review criterion that we're actually trying to find in the funding opportunity. But you should be able to find as well that asks you to demonstrate, you know, that you have the resources and the other funding necessary to complete the project if that is necessary.

But as we mentioned earlier there's not an expectation that you have other funding sources to complete the project. It's just that if you have a project that goes beyond the \$250,000 that we're allowing you to ask for in this application that, you know, you need to make the case that you have the funding available to complete the project.

Ann Piesen: Yes. And actually criterion number five support requested which is about ten points, the third criterion under criterion five if you can call it that if the total project cost exceeds the amount of reward funding requested in the application the extent to which the application or applicants demonstrate the documents additional capital funding sources have been secured to support the proposed project.

So that is actually part of the criterion.

Ann Piesen: Thanks.

### **Question**

Danielle: Thanks. I had just two quick questions. Did I hear right that if we wanted to expand one of our existing sites into an adjacent space that that would be considered A/R because it wouldn't be increasing the footprint of the building?

Ann Piesen: Generally yes. So you're talking about expanding into an adjacent suite?  
That would generally be considered alteration and renovation.

Danielle: Okay great. And then my second question is do we need a letter from the state historical preservation office in the application...or - no okay?

Ann Piesen: No.

Ann Piesen: If you received an award that would be a condition of award.

Danielle: Okay, great. Thank you.

### **Question**

Janet: Hi. Could you repeat what she said about on page - on Slide number 10 about the project cannot occur at a site with an active HRSA capital award?  
Could you give me those dates again?

Matt Kozar: Yes actually Ann's going to provide you in a second. But this is something that we actually we're going to have on our Web site. We're going to be updating our FAQs and we'll have this in writing for everyone to reference as well hopefully within the next day or two. Go ahead Ann.

Ann Piesen: Sure. So for the purpose of this funding opportunity HRSA's defining an active HRSA award that supports construction as a project that has not been identified as complete as of the period March 31, 2014 on their quarterly progress report submission.

And all project submissions have not been submitted to HRSA by the application for the P-FI deadline of April 17, 2014.

And this would include the final budget information, project completion certification, final photos, and other active reporting requirements and submissions and/or conditions of award.

And then again this is specific for the project site that you would like to propose not if you have multiple projects under a different award.

Janet: So we have an active project that closes, the grant expires April 30 but if we were able to get the work done by March 31 then...

Ann Piesen: All of your submissions in and everything is completed...

Matt Kozar: It could potentially be eligible.

Ann Piesen: Yes.

Janet: But everything has to be in and complete and you made all the reporting we would have to do?

Ann Piesen: Yes all your submissions, all your reporting requirements, quarterly progress. So your quarterly progress report would have to be completed as of indicating complete meaning your work is complete as of March 31.

Janet: Okay.

Ann Piesen: Yes. You'd have to be done.

Janet: Okay. Thank you.

Ann Piesen: Okay.

Matt Kozar: And that quarterly progress report is generally due about the same time. So it's due about April 15 or possibly April 16. So you would be reporting the first quarter in 2014 in the report. So it would be about the same time when you're submitting that, the application.

**Question**

Catherine: Hi. Good afternoon. I just wanted to confirm that the prevailing wage requirements are the same as they were for the capital development grant that was also funded by the Affordable Care Act and that we should expect the reporting processes and the certification requirements to be similar to what we went through a capital development?

Ann Piesen: Davis-Bacon does not apply. It doesn't mean that there aren't other requirements for labor and safety. And I always recommend the HHS grants policy statements which there is a link in the funding opportunity to it gives you a very succinct overview. Davis-Bacon doesn't apply because it was not in the authorizing appropriations language in the Affordable Care Act.

Now the other question about reporting requirements they should be - I'm a little confused as to whether you're saying the reporting requirements under the recovery act grants they would be very different. The reporting requirements for this program would be very much the same as CD-BC or IFI or, CD-BC.

Catherine: Okay thank you.

**Question**

Mary: Thank you. Thank you for taking my question. I had a question on Slide 44 for alterations and renovation. It indicates that federal interest exists for the useful life attributable to the alteration renovation funded under this grant. Can you help define useful life or what criteria you would use to determine that?

Ann Piesen: So that is just basically a reference to what is the useful life? What is the physical depreciation and usefulness of the renovations that were - we would be funding?

Matt Kozar: Or you might say for as long as it can be used for its intended purpose.

Ann Piesen: And again it's case by case.

Matt Kozar: Yes.

Mary: Okay. Thank you.

**Question**

Margaret: Yes ma'am. Thank you. We have one site that has dental and then medical and admin in two separate buildings but they are close together. But we also have room for expansion.

And then so the way Slide 13 reads we can also expand on our property within this one site but also do some alteration within the other two

buildings on this one site in order to meet our needs like connect them or take out some walls. Is that how I understand that?

Ann Piesen: Is there one site on Form 5B?

Margaret: No. This is - I'm sorry I don't know that. This is on Slide 13. I was just...

Matt Kozar: Yes that's what would make that project a little bit tricky is that you would - you're only going to be allowed to select one site from your list of sites on Form 5B.

So if you have - so that's what Ann's question is if two close - closely adjoining buildings are one site then you can do an alteration to both buildings and construct in addition.

Margaret: Okay that answers the question. Thank you.

Matt Kozar: Otherwise you could only do renovations in one of the sites and add on an addition to one.

Margaret: It's all included as one site.

Ann Piesen: Okay all right it's going to be hard for us to say without taking a closer look.

Margaret: Okay. I will email you.

Ann Piesen: Thank you.

**Question**

Denise: Hi. Good afternoon. I am looking at Appendix A under the equipment description what's allowable and what's not. And it indicates that modular workstations are considered I think movable equipment. But we would like to create a customer assistance center using modular equipment that would be connected to electrical so, you know, it would not be able to be moved like in any...

Ann Piesen: So there would be some renovations occurring...

Denise: Yes. Yes there would be renovations occurring. I just need to understand if modular furniture is considered movable or not and that can only be 50%.

Ann Piesen: You, I think we need a little more information as to what you're proposing but generally if there's a renovation if it's permanently affixed meaning you won't be able to move the partition walls without destroying them then we would consider that to be a renovation.

Denise: Okay.

Ann Piesen: Generally what we think of as modular are things where, there isn't a permanent electrical connection being made. It's not permanently affixed to any walls, you know, so they need to like move the modular furniture to a different office suite it would not be a big deal.

Denise: Okay. So should I send perhaps the schematic drawing to the BPHC helpline email address or should I just give you a call?

Ann Piesen: Give us a call.

Denise: Okay perfect. Thank you.

Matt Kozar: Sometimes a local jurisdiction will require that you get permits for that type of installation.

Denise: And they will require an electrical permit at inspection.

Matt Kozar: So then that's probably does suggest that it would be part of a renovation.

Denise: Okay. Perfect. Thank you.

#### **Question**

Kathy: Yes. Do site plans need to show utility lines and such?

Bill Hemmingson: Basically what we're looking for is their schematic drawings. So they need to clearly show the scope of work to us that are affected. So a site plan wouldn't necessarily have to show that unless you're proposing to work on, you know, adding a utility line or putting in something that would be installed as using as part of the project. So the drawings can be simple or far more complicated but they just need to clearly show what your scope of work is, what you're proposing to use grant funds for.

Kathy: Okay. And one other question regarding federal interest for these projects in leased facilities. When the total cost of the project is under \$500,000 can you just - there is not really an application really.

Ann Piesen: There is no notice of federal interest. When the total project cost meaning any of your other contributions and our contribution to the total project cost

minus removable equipment is under \$500,000. They do not need to file anything against the deed to the property.

The landlord letter of consent actually provides a pretty thorough outline of what the expectations are. They will have to sign consent to the renovation and acknowledge that there's federal interest in the property.

Kathy: Okay.

**Question**

Karen: Thank you. In the grants.gov application package Line 18A through G on estimated funding for the project how binding is that when you get to EHB for the final part of the submission? In other words if I have a \$220,000 estimated funding at the time I submit it to grants.gov and...

Ann Piesen: When it is submitted to EHB - EHB is considered the final numbers that we will be using to evaluate and hold you to.

Karen: EHB is final?

Ann Piesen: EHB is final. We understand that because there is a month between grants.gov and EHB that the numbers do change at times.

Karen: Okay thank you.

**Question**

Noreen: The \$250,000 is per year or for the entire 2-year project?

Ann Piesen: It is one project period \$250,000 for the project period.

Noreen: Okay so we could use \$125,000 per year per se?

Ann Piesen: It's meant to be spent over the 2-year period. So it's not \$125,000 per year because the budget year is also 2 years and the project period is 2 years. It's \$250,000 for the total 2-year period.

Noreen: Okay. Thank you.

Matt Kozar: And you'll drawdown the funds as costs are incurred so it will be somewhat dependent on how the project evolves.

Coordinator: There are no other questions in queue at this time.

Ann Piesen: Well thank you very much. Thank you everybody for participating in the call today and we look forward to hearing and reading some more of your questions as they come in. And operator with that I think that that concludes the call.

Coordinator: Thank you. This does conclude today's conference. Thank you for your attendance. You may disconnect at this time.

END