

FY 2013 SBHCC (HRSA-13-140) Grantee Technical Assistance Call
Moderator: Kay Cook
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1:30pm CT

Coordinator: Thank you for standing by and welcome to today's conference. At this time, all participants are in a listen-only mode. After the presentation, we'll conduct a question and answer session. To ask your question, you may press star one on your touch tone phone. Today's conference call is being recorded. If you have any objections, you may disconnect. I will now introduce your conference host for today's call, (Mr. Jim Macrae). Sir, you may begin.

(Jim Macrae): Thank you, and good afternoon, everyone, and good morning to those who are out on the West Coast. Thank you so much for joining us for today's call. This call is on the school-based health enter capital program, and it is focused on the post-award technical assistant aspects of the awards themselves, so that means that you all were successful in the school-based health inter-capital award process, and I just personally want to wish you a great congratulations on that achievement.

This was a highly competitive process this year. We were able to select 190 applications from a number of different organizations from across the

country, and so you should definitely feel privileged and I think honored by receiving the awards, because it was an extremely competitive process this year. These awards actually built on some earlier awards that we were able to make under the school-based health inter-capital award program. In total, we have awarded nearly \$200 million to support 520 capital awards across the country.

And what's most important I think about all of these awards is that it is increasing the capacity of our school based health centers to serve an additional 875,000 school age children across the country, which is really a great accomplishment I think. The purpose of today's call is to walk you through the various requirements associated with the program, but most importantly to share a variety of resources that are available to help you, as well as to answer any of your questions that you may have as you've started to work through your NOA and the different requirements that are on that NOA in terms of really understanding what does all of this mean, and what are the steps that I need to take.

I would encourage you throughout your award to work very closely with your project officer. It's very important to keep them up to date with different aspects of your project as you're working through it, everything from the initial development in terms of just where you are in terms of that process. Most importantly if you run into any kind of issues or barriers or any kind of impediments to progress, it's really important to keep your project officer informed.

We can only help you if we know if there are issues or concerns, so please I encourage you strongly to work with your project officer. We are here to help you and assist you. Your success is our success, so we really are

committed to working with you to make sure that you are successful in terms of the projects that you've proposed to us and we have supported with the resources through this program.

In addition, our project officers can also direct you to various technical assistance resources that we have, as well as again answer any questions that you may have with respect to any aspects of the program, and with capital projects, as I think many of you know, there are some challenging aspects to it in terms of dealing with different federal requirements and different things that you need to do, but it definitely is possible. In fact we have several successfully completed projects from our first round of awards that we made several years ago.

So really excited about this program, really excited about the fact that you all have proposed to serve a significant number of additional children through your projects, and again really want to congratulate you. The last thing that I will say is that there continues to be a lot of attention on this program in terms of what it is able to accomplish, so I would just encourage you to do your best to get the projects done on time. There are always issues that you run into with respect to weather and permits and other things, but the earlier you can get started, the better off we all will be.

So with that, I will turn it over to (Beth), who will walk you through the different aspects of the slides as well as we have a number of folks here to help you with any questions that you may have, but again, a huge congratulations and a big thank you from me for the work that you do every day, and I think most importantly from these awards that I think are going to make a big impact on the nation's children, so thank you all very much.

(Beth)?

(Beth): Thanks, (Jim). Good afternoon, everybody. We are - if you look at Adobe before we get started, there is a pod called presentation materials. This pod contains the post-award frequently asked questions, the pre-award frequently asked questions, as well as a downloadable presentation if you would just like to have it on hand for reference later. These resources are available at the school-based health center capital Web site, but they are available here as well if you would like to go ahead and download them and print them so that you do have them instead. You don't have to go clicking around the Web site later, but they are there as well.

This is the technical assistance call for the school-based health center capital program. It was HRSA, and now it's (unintelligible) number HRSA-13-140. Today we're going to look at the notice of award, discuss the critical compliance requirements, and in other words, what is required of the terms and conditions on your notice of award. What do they really mean, and how do they impact when and how you are able to proceed with your proposed projects.

And we're going to explain a little bit about the process of the post-awards commission and review process, and may - all of this - most of this will occur through EHB with some coordination and correspondence with your project officer on the side, but again, most of this will occur within EHB, also known as the electronic handbook. As an overview on December 12th we did award \$78 million to 100 - and this is a typo - 197 grantees.

This funded over 258 projects for anything from movable equipment to construction, and then alteration and renovation, either of facilities that are new to the school based health center, or facilities that the school-based

health centers are already working out of, but the renovations and alterations will greatly improve the flow and process and care that is provided.

Considerable requirements - this - the payment management system, these funds will be drawn down out of a sub-account. That account will start with C12CS, and then a 5-digit number which will most likely be the last five digits of your grant number followed by a C. If you're receiving other HRSA funds, and especially if you are a section 330 funded health center, these will be accounted for and drawn down separately from any other funds you are receiving from HRSA.

To discuss some ineligible school based health center costs, and before we go down this list, we did receive your questions in the school based health center capital inbox, so I will try to address those as I go through the presentation, and if you weren't able to submit a question or you have thought of more, we simply didn't adequately answer it, please feel free to seek further clarification in the Q&A session of this presentation.

Costs incurred prior to 90 days before the award date are unallowable. If you did have costs that were incurred for the project within that 90 days of the award date, they aren't automatically allowable, but if they are within that 90 day window, it's certainly possible, and before sending those in a revised budget in EHB, we do encourage you to discuss those costs with your project officer.

Operating costs, so any direct care, clinical, full time equivalents, so physicians and clinical personnel, and then the everyday operating costs such as rent or mortgage payments, electric, refinanced credit facilities, these are

all unallowable. The salary of staff or consultants that are not directly related to the project are unallowable, so that's kind of - would be spent doing their duties, it may support the project, but if it - it's kind of like the operating costs. If it's going to support the health center in general and it isn't directly related to the project, they are not allowed.

And that kind of goes to the indirect cost for the general department operations and costs, and that includes the personnel. The next one, it can get I think confusing sometimes for people. The expendable office medical and laboratory supplies - if something doesn't have a shelf life of greater than one year, it is unallowable. That's the general rule of thumb, and with this it generally means that your administrative items such as pens, pencils, paper, they can last longer than a year, but once you use them they're more or less used, so those are considered expendable items and are not allowable.

And that goes into the clinical items as well, so tongue depressors or otoscope caps, anything that has a one-time use is not allowable. Educational supplies, any supplies, and this mainly lends itself to supplies that may have been intended for use in the classroom, are not allowable. Sometimes there are items where it could be questionable whether or not their use is educational, and if there are questions, we're certainly willing to consider them. Just pose the question to your project officer so we can consult HRSA on it.

Mobile vans for purposes other than service delivery are unallowable, and this goes into mobile vans for - or any mobile vehicle for the purpose of towing a trailer or transporting people, whether it's staff or patients, they are unallowable. The mobile unit must fully be used for delivering services out of

that mobile unit, so if it's a mobile van, a trailer, they are allowable.
However, services must be delivered out of that mobile unit.

Electronic health records, software and licenses are not allowable, simply because it takes a lot of consideration to implement a new EHR and the software, and there's a lot to be considered with it, so they were not allowed under this funding opportunity. However, questions have come up. If there are software such as perhaps Microsoft Office or Adobe, those would be allowable software costs.

They are not direct EHR licenses and software, as well as any hardware, computers, printers, any other clinical hardware that may be used within the EHR, they are allowable. It's just the EHR systems, software, and licenses themselves that are not allowable, but certainly the hardware is.
Understanding your notice of award, the project's budget period for this, it was - began on December 1st, even though the awards went out on December 12th.

So the project period, budget period, we use the terms interchangeably, began on December 1st, 2012, and we do expect all projects to be completed by November 30th, 2014. The activity code for the school-based health center capital program is C12, and for instance you will notice your grant number actually begins with the C12, and that denotes the program that your funding is under. These are one-time awards. There's no ongoing support of school-based health center capital grants.

So once you are done with this project in 2014, there is no ongoing support beyond that 2-year project budget period. What's in the grant handbook, again, the activity code C12, the project director needs to ensure that they're

added to the grant and EHB portfolio, and that the correct staff are assigned roles and functions within EHB. In other words, make sure that all staff that will be working within EHB on this grant have the correct rights and privileges within the system.

There is a link on this slide, slide #7, if you need more information, or once we reach the end of the presentation, there are some resources to contact if you are having issues within EHB. At the very bottom of your notice of award, there are two very important individuals listed. This is your project officer and your grants management specialist. They have differing roles, but they are equally important, and it's best when sending an email to your project officer or your grants management specialist, it's always good to CC both, or send it to both so we can make sure that all parties are pulled in on questions that need to be and that both are aware when responses are sent, etcetera.

So feel free to CC both your project officer and your GMS for all questions and concerns and correspondence. So looking at the project officer, we'll specifically monitor conditions and the disk management specialist will monitor conditions as well. They both have default conditions where they may monitor more so than the other, but they both have access to all your conditions and they both will monitor them.

Both the GMS and the project officer will review budgets and the project officer will also concentrate on the budgets, the schematics, and concept site plans as well as construction timelines. Your project officer as well as your GMS is there to assist with preimplementation, and they are there for ongoing monitoring and technical assistance as well as questions you may have during close-out.

Looking at some of the roles for your grants management specialists, they are really the subject matter experts, especially on the regulations when it comes to costs, and they will also look at your revised budgets, and that includes the consolidated budgets. They have a huge hand in looking at the federal interests and lease documentation and determining any requirements that are needed with the notices of federal interests if those conditions are placed on your award.

They will along with the project officer and in coordination with the project officer, process prior approval requests. They are responsible for approving project director changes and again, in coordination with the PO we work very closely with our colleagues. Everybody has a role in ongoing monitoring, the technical assistance, and close-out. And the biggest message you can take away from this slide and the last slide is that we really do like to coordinate and make sure everybody is on the same page, so even if you don't think you want to bother your GMS when you think it's a PO question, go ahead and CC them. It's not going to hurt. It's just best to make sure that everybody is on the same page.

All right, starting your projects - before you do anything, please, please read your notice of award from start to finish. This includes all of the terms and conditions. If you have questions on them, please reach out to your project officer. Your GMS will be happy to answer your questions and clarify anything, and this is really the first place to start because one, we don't want you to start your projects without meeting any of the requirements on the notice of award, and also we don't want you to - we realize you're very excited to start, but we don't want you to put work into say a revised budget, schematics, drawings, without reaching out to your project officer.

If you submit it in EHB and it doesn't meet the requirements we need in the revision, we'll have to send it back. So again, feel free to reach out to your project officer. Within the - if they haven't already, within the next several weeks, you will most likely receive an email from your project officer, introducing themselves, and it will likely contain instructions on some of those conditions and submissions that you are required to submit before its beginning, so revised schematic drawings, your budget, that email will most likely contain those details.

You must respond to the conditions prior to beginning your project, and especially before ground can be broken on a project and signing any contracts. It's very important to make sure that these conditions of award are listed and that you are in compliance with all requirements. And finally, prior to receiving final HRSA approval, grantees may only incur costs related to the preparatory work such as site plans, architectural and engineering, schematic and environmental preservation requirements.

Yes, we say please make sure all of your conditions are listed before beginning your project, but we do realize that you will need to draw down funds for some prep work, but most importantly, do not begin actual physical work on the project until you receive a revised notice of award where all conditions have been listed. Resolving conditions of award, again this will mostly be done through EHB where you will upload your submissions. They will come to your progress officer and your grants management specialist for review if needed.

They have the ability to request changes from you through the EHB system, and when we receive your submissions and when change requests go back to you, the system does send us an email or you an email, whichever the case

where be. A revised notice of award will not be issued until all applicable conditions have been listed for - excuse me, listed - for each school based health center capital project.

And often there is confusion between what is a condition submission and a submission for a reporting requirement. You will receive a revised notice of award when conditions are listed, but you will not receive a revised notice of award when we receive and accept your reporting requirements, so that's very important to keep in mind. Electronic document submissions in EHB, all documents must be submitted within the system to meet the submission requirement. We literally don't have the capability to list a condition unless a submission is in there.

Sometimes we will go back and forth with emails and maybe narrowing down the details of a final submission, but the actual submission must come through EHB. The project director and the GMS will have access to all your reports and submissions, and again please make sure that all users who will be working on the project, that you want working in EHB do have those rights and privileges.

Deliverables and due dates - there are due dates for each deliverable. This includes the conditions as well as the reporting requirements. If there is need of an extension for a deadline, please do discuss this with your project officer prior to submitting it, and when you submit the deadline extension request within EHB, please describe the impact this will have on the overall project timeline, so that is it quickly available for the project officer to consider before we can look at the actual date of the deadline extension.

For those who are section 330 funded health centers, also known as H80 grantees, although you are - were and are eligible for the school-based health center capital program awards, this is not specifically a section 330 or H80 grantee funding opportunity, so any sites funded through this program, they can be added to your scope of project, but it will not be done through this funding opportunity. You must go through the normal change in scope process with your H80 project officer.

And a great resource is the PIN-08-01. That's a great place to start, as well as posing questions to your H80 project officer, but again you must go through the normal change in scope process to add these sites to your H80 scope. Equipment purchases, equipment must be used at the approved project site, and any tracking insurance and maintenance requirements and regulations, they are available at 45CFR part 74 and 92. Your GMS is a great resource for these regulations, as well as searching the Internet usually yields the results as well, so it's at your preference, but they are available out there, and we can definitely lead you in the right direction as well as they are - excuse me, posted on our capital developments Web site.

You can reach the capital development Web site through the school-based health center capital Web site as well, but there are a lot of places that these regulations are available. Federal interest - federal interest always exists in any project receiving federal grant funds. For all construction property, all construction projects will be required to file a notice of federal interest regardless of the project - the total project total.

For alteration and renovation projects, there is federal interest for the use (unintelligible), and federal - and NFI will be required to be filed if the total project cost is \$500,000 or greater. Now there are some caveats relating to

that \$500,000 total. This total does not include moveable equipment, so any moveable equipment in line ten of your SF424C or your budget justification is not applied towards this \$500,000 threshold, but this threshold is also your total project cost, so this means federal and federal funds that will be contributing to the project cost is the total project cost regardless of the source of funding.

Grantees that are not required to file an NFI for alteration or renovation projects will have a total project cost of less than \$500,000, again excluding the moveable equipment. Bear in mind that federal interest does exist, even though you are not required to file a notice of federal interest within the local land records office. It's best to maintain documentation regarding protection of all federal interest, and what this means is any files, correspondence, records, pertaining to the project, just keep them on hand.

We don't have to have everything submitted to us, but it - you should have it available if it is requested of you, and disposition of federal interest will be addressed on a case by case basis. Again, those regulations can be found in 45CFR part 74-92, and those are available at the capital development Web site, or we can direct you to them. Federal interest on leased property, the owner of the leased property must agree to file the notice of federal interest.

It is not the lessee that files the notice of federal interest. It is actually the owner of the property, so we refer to them as the lessors. They must agree in writing to the proposed project and to subordinate its interests to those of the federal government. The lessor must also agree to include in the lease agreement clauses that indicate the continued rights of the recipient and the federal government in the event that the lessor of record changes.

This means that the owner of the property must be on board with the proposed project, and if federal interest is required, they - a notice of federal interest is required that they will file one, and again grantees must maintain documentation to include the communications between the owner of the property and the lessee related to protecting such interests, which leads us on to lease hold improvements. These are improvements in a facility that is leased.

HRSA will determine if the term of the lease is long enough for full value of the grant supported improvements to benefit the grant activity. We will also take into account the purpose and duration of the grant, the expected life of the facility, and the use of the facility for grant-supported purposes. Funds may not be used to pay lease costs, so these funds can be used to pay your rent to the owner of the property.

Environmental and historic preservation requirements, we also refer to these as NEPA or SHPO requirements, you may hear them. An environmental assessment in conformance with the requirements of the national environmental policy act is a concise public document that provides sufficient evidence and analysis for determining whether HRSA should issue a finding of no significant (environmental) impact, also known as a FONSI, for proposed projects.

The national historic preservation act is intended to protect and preserve historical and archaeological sites within the US. HRSA grants funding that is used for construction and alteration renovation projects is subject to requirements that fall under section 108 - excuse me, section 106 of the national historic preservation act. And this is where the - if you have conditions on your award that refer to the state historic preservation office

or the tribal preservation office, it has to do with this national historic preservation act.

While some applicants may have submitted a dossier, otherwise an environmental assessment in section 106 consultation letter from the SHPO, additional information may still be required, so please, again, this is where it is very important especially related to the environmental and historic preservation conditions, to read them carefully. We are here to answer any questions you have no matter what they may be. We'd rather you asked your questions instead of interpreting the condition of what you may think it is.

If you do have any questions, please do ask your project officer. Procurement roles - grantees are required and reminded to comply with procurement regulations. They are available at our Web site. All services greater than \$100,000 must be competitively bid, and that is referred to as the simplified acquisition threshold for any goods and services procured that are less than this \$100,000 threshold, we do encourage - we want you to get the most bang for your buck, so we encourage you to shop around, comparison shop, keep records of comparing prices of different vendors and service providers, and provide a justification of why you chose who you did to provide the goods and services.

And we realize that the cheapest cost is not always the best cost, so it is fine to choose a vendor or a service provider that may not have had the lower cost, but they may better fit your needs, and just keep a justification of this within your records. It doesn't need to be submitted to HRSA unless we necessarily ask for it, but you should always have records on hand in case we do ask for the information.

Use of the space - the easiest way to look at this is that the space should be used for exactly what it was proposed within the application, so grantees must use the school-based health center capital funding to renovate or construct the space that will be utilized directly by the school-based health center site to support operations consistent with the program. The space may not be utilized or rented by other activities - excuse me, entities.

Utilizing federally supported space for profit is an unallowable use of federal funds, so you may not use these funds to construct or renovate a school based health center and then charge a use fee or rent off of it. And use of this space for mortgage or financing or change in use of space must have prior approval from HRSA. Some other policy requirements, there is the uniform relocation assistance, ADA accessibility guidelines, life safety code, the AIA guidelines for design and construction of hospital and health care facilities, and real property insurance maintenance, disposition, and federal interests.

These requirements do look at where you can find more information on these regulations. Again, if you need help, reach out to your project officer. We'll be more than happy to help you locate these resources. Reporting - there are project status updates. The first will begin April 1st, 2013. It will involve a project completion status. In other words, percent complete, actual versus projected budget information, so what has actually occurred compared to what your projected budget was, as well as your timeline.

There's the project implementation certification, bonding and insurance coverage, as well as the construction schedule. There's also the federal financial support, and it is an annual submission. For details on any of these, they can be found at our capital development Web site. The link to that is

throughout this presentation. It is in the FAQs, and it is also within the funding opportunity announcement, and there's always your project officer that is available to direct you to the resources as well.

With monitoring, there is the project implementation certification, and please be mindful of these duties. It is required 120 days from the award issue date the final design certification is 180 days from the award issue date. Funding coverage and the construction contract is required from 180 days of the award issue date. The construction contract information does have several elements to it. We need a copy of the selected contract, and it must be certified by the hired architect, a formal recommendation of award, a statement of the determination that the selected contractor is not on the US general services administration list of parties excluded from federal procurement and non-procurement programs, also known as the debarred list.

And if the contract is awarded to any qualified bidder other than the lowest bidder, you must provide proper documentation for your decision, and of course we need a copy of the award letter to the contractor or the service provider, whatever the case may be. And templates are available at the Web site there on slide 24. Additional documentation may be requested by the project officer or the grants management specialist. Even if the documentation requested is not listed on the notice of award, we do have the ability to request this information through EHB.

And just some good examples are perhaps a milestone chart, construction schedule, field observation reports, application and certificate for payment, and any other specific documentation such as permits or invoices. When it comes time for close-out, close-out documentation is required within 30

days of completion of the school-based health center capital project. The close-out documentation consists of photos of the completed project. We do encourage you to take photos before you begin the project, throughout the project, and then the final completion.

And it also lends itself to documenting that the project you proposed is what was accomplished, but it's also very interesting for us at HRSA to see all the effort and the funding that is out in the community. It makes it - it's very interesting to see what is lying on out in the communities, and from our grantees and the folks that we deal with, so we really do appreciate the photos. The close-out report does include the final budget information and the project completion certification, which is a certificate of occupancy, a certificate of substantial completion, as well as property insurance.

And last but not least there is the tangible personal property report, also known as the SF428. Earlier I had mentioned some EHB resources. The EH - HRSA electronic handbook resource is the first link there on slide 27. You have heard us refer to the HRSA call center and the BPHC health line. Both are great resources, and both are great at different things. The HRSA call center is great for any issues that arise in accessing EHB in general or your grant within EHB.

The BPHC health line is very knowledgeable as it pertains to EHB and involving the specific program, so if you are having any EHB issues and it's program specific and not more or less related to accessing EHB in general or rights and privileges, the BPHC help line is a great resource. They are very responsive and very knowledgeable, and looking at slide 28, some more post-award technical assistance, this call presentation is available at the school-based health center capital Web site.

There will be a transcript and a recording posted within the next few days. There are the technical assistance materials, so any templates or samples of the submissions are available at the capital development Web site, and that is the second bullet on page 28. This page is also accessible from the school-based health center capital Web site, and it includes submission templates, frequently asked questions, policies and regulations as they pertain to the national environmental policy act, environmental assessments, and historical preservation and procurement and federal interests.

I would highly recommend if you haven't done so already, even if - especially if you have other fundings through the capital branch, please do bookmark this page. It is a great resource. We direct grantees to it many times throughout the course of the project budget period. And with that, this concludes the formal presentation. We can open up the room at this time for questions.

Coordinator: If you would like to ask your question at this time, please unmute your phone and press star one. Only record your first and last name. To withdraw your question, you may press star two. Once again, to ask your question, please press star one on your touch tone phone. One moment for the first question. And one moment for the questions. They are now coming through. First question is coming from (Susan), SK - SEK Consulting. Your line is open. (Susan), your line is open. You may ask your question. I will track (Susan)'s line. Our next question is coming from (Andrea Cruz), children's aid society. Your line is open.

(Andrea Cruz): Thank you. My question is regarding equipment purchases. You indicate on slide 15 something about equipment tracking, but it wasn't clear to me why

is there requirement on this, and for credits like ours that are going to be solely on equipment purchasing. Thank you.

(Beth): I think we might need a little more clarification what you're asking for, but in terms of - are you asking in terms of what your tracking insurance and maintenance requirements are for the equipment?

(Andrea Cruz): Right.

(Beth): Okay. So basically you're getting a grant to purchase equipment to support the services that you'll be delivering at the school-based health center, and so over the course of the useful life of that equipment when you get it in, these regulations explain how you're supposed to be keeping track of this equipment in your inventory system, including the federal contribution and non-federal contribution, what insurance requirements that you are supposed to maintain for that equipment, and then as well as how you're supposed to track the - any maintenance or disposition of those equipments. And that - those requirements extend beyond the end of the grant.

(Andrea Cruz): Okay, so are we supposed to when we purchase the equipment to also pay insurance for each of these equipment or those that meet the - I don't know if there's a...

(Beth): I think that without looking at your specific grant application, it'd be a little hard to kind of go into that level of detail, but what I'm going to recommend is that you set up - one, have an opportunity to look at the capital development and program Web site so you can look at the regulations itself, because some of that might be self-explanatory...

(Andrea Cruz): Okay.

(Beth): But also to set up a call with your project officer listed for this grant.

(Andrea Cruz): Okay, thank you very much.

(Beth): Thank you.

Coordinator: Our next question is coming from (Robert Lange), community health center.
Your line is open.

(Robert Lange): Thank you. I actually have two questions. One is I wanted some clarification on if you're remodeling space and there needs - there is a need for asbestos abatement and removal, I heard indication that you may not use federal funds for the removal portion, but the assessment you - evaluation you can. Can you clarify that? And the other part of my question is, if you were remodeling space in a school-based health center, but it was contiguous with a 330 site and there was dual use of the space, would that be - create a problem?

(Ann): Sorry, (Robert), I think several of us may chime in on this one, but in terms of the asbestos - this is (Ann), by the way - in terms of the testing and abatement, the funding opportunity announcement in the table on the back on allowable and unallowable costs actually goes into that a bit, so the testing yes, that is allowable. You can use federal funds to test for asbestos and lead, and any other hazardous materials, and actually come up with an abatement plan, but the actual abating itself has to be done with non-federal funding. And then regarding the 330...

Man: This is (Unintelligible). Can you go through your question again regarding the 330?

(Robert Lange): Certainly. So I - if you're building - if you're remodeling space for school-based health center, and it's contiguous with a 330 clinic, and the new remodeled space, it's used jointly for both types of activities, is that a problem?

(Beth): Yes.

(Robert Lange): I mean, in other words, do we have to tell them up there that you cannot use these exam rooms that are empty for anything except school-based health center?

Man: It's probably best to take a look at your specific situation with the assigned project officer, be looking at your plans, and you know.

(Robert Lange): Okay.

Man: So yes, contact your project officer to discuss.

(Robert Lange): Okay, but that's something we should run through the project officer.

Man: Yes, actually I would discuss it with your school-based officer and your project officer initially, and then if we need to loop in the H80 project office, we can do that as well.

(Robert Lange): Okay, thank you.

Coordinator: And once again if you do have a question, you may press star one on your touch tone phone. The next question is coming from (Susan), SEK Consulting. Your line is open.

(Susan): Yes, I wanted to ask about the - if you intend to use a modular facility that if the cost structure for the modular unit includes architectural interior design for you. How do you address the issue of the architectural requirement? Do you have to get an architect to draw that? Do you bid for the modular as a shell? What is the recommended way to approach that?

(Bill Hemmingson): Yes, I think that - this is (Bill Hemmingson). I think it might be good for you to consult with your project officer, but just in general, generally speaking, what you're required to do in that case is whatever - what your local jurisdiction would require for that project, so typically there's a couple different ways they deal.

They can deal with that, but we require for a modular building is that the foundation and the plumbing connections, the electrical connections, all that is done according to the building codes and the building is permanently attached. So those things usually require permits, and those things often use a - need an architect or an engineer to design for that portion of it.

(Susan): I guess my question was more on the procurement side and our condition of grant award that says that we have to have the, you know, architectural drawings and everything first, that...

(Bill Hemmingson): Well, with a modular building, there's several ways to go about it, because you're purchasing more or less a complete building, so...

(Susan): Right.

(Bill Hemmingson): Again, it may be something that you would still have to go through the procurement policies, and again, it may be something you'd want to talk a little bit more about with your project officer. In terms of what we would require and the revised drawings, we should be sending you the information that we're looking for if you have a condition asking for revised drawings. That often is related both to the modular building and to how it sits on the site, so there may be a couple things we're asking for.

Woman: Now, I just wanted to clarify if - are you asking whether you should do like a design build type of contract, or section management?

(Susan): Yes. Well, we would - they have a - you know, within the industry there are a variety of services that you can include and so I guess my question is more to the structure of our - should we issue and it's more cost effective if we utilize their in house architectural services to do the final drawings, because they know, you know, whoever any individual, they know what their buildings are, where the design of it is already and what it can be retro-fitted to for our particular purposes.

So my question is, do we best approach it by designing our procurement documents for bid for the modular unit describing the kinds of services that we want to include architectural and have it bid out that way, that they provide it all as part of the package and the installation and everything all as one part, or are we required to have a separate architect in advance of the procurement process?

Man: No, you would not be required to have an architect beforehand. You can do it through a request for kind of a - sort of design build - what we would call a design build if you were building a building from scratch, but it's similar if you're talking about manufacturers of modular buildings, so what you would want to do though, is the burden on the grantee is to make sure that you're bidding this in a open and fair and competitive way.

(Susan): Right.

Man: So you want to provide this information similar information to other you know, maybe firms that would be able to or offer them to come in and look in - look at your list of requirements that you would have for it, and then they - however they respond to it, you would just evaluate their response to...

(Susan): Okay, so there is - there's not - is there a publication that's associated with it? This sounds more informal than what I'm generally aware of where you have to have a public meeting and you have to, you know, open bids in that respect and everything. Is that a different procedure for a design build?

Man: I think it might be helpful again, and I think for - we don't want to get too much into these...

(Susan): Talk to our project officer offline.

Man: But on our Web site, there is a - on the capital Web site there's a procurement, frequently asked questions on procurement.

(Susan): Okay, okay.

Man: Some of these things aren't covered under that, and just how you would advertise, and more of the burden is on how you want to get competitive quotes. And we can't always...

(Susan): Okay, and I had one other question. Is there - when you talked about earlier, you said procurement, that not necessarily the lowest bid is the best, and I - that was interesting to me, and I wanted to ask specifically is someone's experience with constructing or manufacturing clinical type facilities considered to be a reason - I mean, would that be an element in your decision-making process that would be - that they've had experience in building clinical facilities and so forth?

Woman: It can be an - if you're going down that route for competitive bidding, that could be a criteria.

(Susan): Okay.

Woman: Everybody has to be aware of the same criterion that you're using to evaluate.

(Susan): Right.

Woman: And it is the most responsive - I will say that simplified acquisitions and those types of services tend to be lowest price, but for competitive bidding, it can be the most responsive.

(Susan): Okay, very good, and the simplified is under \$100,000, so if it's more than \$100,000, it would be competitive bidding, right?

Man: Right, and you want it to be fair.

(Susan): Right.

Man: And that's what we get into in terms of you would - if you're going to - if one of your main criteria is that they've done these types of structure before, you need to put that into the request so they're - everyone's aware that's one of the most important things you're looking for, so...

(Susan): Okay, okay, very good. Thank you.

Coordinator: Our next question is coming from (Corine Brownell). Your line is open.

(Corine Brownell): Hi. I have two questions, too. When you talked about the notice of federal interest, and you said that it had to be \$500,000 or greater, is that the cost of the construction project, or you know, like for instance, if the construction - if your grant was \$500,000 and your construction was \$400,000 and the rest was for you know, your architect and salaries of the people that are working on it, would you still need to have the notice of federal interest?

Woman: Okay, so to kind of go back, the funding opportunity as well as the capital development for grantees is written guidance on this specifically, but to go back to what (Beth) had been saying earlier is that, if it's new construction or an addition, it's - the threshold is you're doing construction; you must file it. If you are doing alteration or renovations, then the threshold is \$500,000 of total project costs minus only the moveable equipment, and that the total project cost is the combination of federal, non-federal, and other funds besides HRSA that might be federal, state, or local.

(Corine Brownell): Okay, that's helpful. And my next question has to do with the requirement around the flood insurance rate maps. In our area, there is not a flood insurance rate map on the FEMA site, so I contacted the number that was given to me by your office, and they also have nothing. Is it going to be enough that a letter is written from that office?

Woman: Well, from FEMA or from the state? I'm not sure what...

(Corine Brownell): It'd be from the local state office.

Woman: That would be fine, and if it's an unmapped area, usually they're not in the flood plains.

(Corine Brownell): Right.

Woman: It's a different issue if you're not a participating community, if you didn't...

(Corine Brownell): Oh, no, they are a participating community in the last map that I have, and I do have it. It's from 1977. But there's nothing current and no plans to have anything current.

Woman: Okay, then that should suffice. I do recommend following up with the environmental reviewer of that, you know...

(Corine Brownell): Okay, and then one last question has to do with somewhat to the same extent, regarding the wildlife refuge and endangering the endangered species, a letter from the fish and wildlife service, is that acceptable enough to prove?

Woman: Yes, yes.

(Corine Brownell): Okay. Thank you.

Coordinator: The next question is coming from (Stuart Hamilton) of Claire Cooperative Health Center. Your line is open.

(Stuart Hamilton): Hello. I have a quick question about the EA. Do we have to bid for the EA among different companies that can do it, or can we just select one and go forward?

Woman: Okay, so usually the environmental assessment, unless it's built into a larger construction contract, it's going to be under \$100,000, so you should look at several different firms to make sure that you're getting one, a quality firm that really understands what they're doing, because I - sometimes you know, (unintelligible) environmental side, it's us then versus (unintelligible), so that (unintelligible), select a firm that understands what you're asking for and also can give you competitive pricing, because it can vary widely.

(Stuart Hamilton): Thank you.

Woman: But you do not need to put out for bids if it's under \$100,000. You can look at several different firms.

(Stuart Hamilton): Thank you.

Woman: Thank you.

Coordinator: The next question is coming from (Rick Bevalakla), Beneles City School Boards. Your line is open.

(Rick Bevalakla): Hello, I have a few questions to ask.

(Beth): Sure.

(Rick Bevalakla): All right, first is does this require a Davis-Bacon act?

Man: No, it does not. The Davis-Bacon act was not referenced in the affordable care act statute, so therefore the Davis-Bacon act does not apply in this particular instance.

(Rick Bevalakla): Okay, and then if my district when applying for this grant, we did submit that we wanted to use a redesign to save money on architects, so would I still have to do competitive bidding with an architect?

Woman: I'm not sure what you're saying.

(Rick Bevalakla): We've already done a clinic already with you, and we want to use that same design, so there's a savings there, so we want to use the same architect.

Woman: Okay, so you don't want to - you're just going to reuse the same design that you had utilized previously?

(Rick Bevalakla): Yes.

Woman: But - so do you actually require an architect before and...?

(Rick Bevalakla): Well, no, we have to have one for construction management.

Woman: Okay.

(Rick Bavalakla): The administration of it, and he has to update it for the new codes.

Woman: That's a little unusual, that - so I can't really - we can't really respond to that. That's definitely something to bring up with your project officer and bring it up through that manner, because that's unusual.

(Rick Bavalakla): All right, and then the other question - then another question I had was also, we used the construction management process here in Beneles County, versus competitive bid, and with the price being close to \$500,000 for the construction of the building, is that - that's something that we submitted for and was accepted. Would we be able to use that?

Woman: I think we just don't have enough intel to kind of adequately respond to your question, so let's talk about that offline so we can review your specific situation.

(Rick Bavalakla): All right.

Man: And I would recommend you look at the frequently asked questions on procurement on the capital Web site, because they - like I said, the burden on the grantee is to make sure that you're using these federal funds in a fair, open, and competitive manner so they'll ensure you're getting the best price for everything, so you should read through that and then contact your project officer.

(Rick Bavalakla): All right, and then I have one last question, because I know that the cost of the clinics - we just finished one - is over the \$500,000, we're looking to have help from other agencies, and if they do not contribute to the cost of the project, would anything be held against the district if we declined the grant, or future grants?

((Crosstalk))

Man: (Unintelligible) in touch with your project officer to discuss that.

(Rick Bavalakla): Okay. All right. Thank you.

Woman: Those are very unusual, unique to your grant questions.

(Rick Bavalakla): Okay.

Coordinator: The next question is coming from (Melinda Liss), Orlando Health. Your line is open.

(Melinda Liss): Yes, I have a question on slide 24. It's a generic question. For the items that are listed here, do all these pertain to a mobile health unit?

((Crosstalk))

Woman: Sorry, okay. What was the question again?

(Melinda Liss): Are all the items that are listed on slide 24, are these all applicable to when your project is developing a mobile health unit, purchasing a mobile health unit?

(Beth): This is (Beth). When you say mobile health unit, will the health unit - is it specifically a mobile van or a trailer that will be taken from place to place without - and won't be permanently affixed to anything?

(Melinda Liss): Correct.

(Beth): Then no. That is actually considered moveable equipment, and anything on like invisible equipment is not applied toward - excuse me, I'm thinking of the different requirements. Regarding slide 24, for the final design and bonding and construction contact information, those would not be applicable to an equipment only project, which is how it should have been proposed within the application, and nor would the - I don't believe the project implementation certificate, if it's not a construction or an A&R project.

But again, those requirements would be listed. The reporting requirements within your notice of award - so if they don't apply to your project, then they wouldn't be listed, and a submission wouldn't be created for it within EHB.

(Melinda Liss): Thank you.

Coordinator: The next question is coming from (Linda Furnace), Fresno Unified. Your line is open.

(Linda Furnace): Yes, I had a question regarding the conditions. We are asked to submit a revised budget and budget narrative in the electronic handbook, but there's nothing in here that says anything about changes that need to be made to the budget. Was I correct in understanding that we're going to get an email

communication from the program officer regarding things that are specific to our award?

Man: Yes, all the project officers will be reaching out over the next few weeks to identify the specific revisions that are necessary for those of you that have conditions related to the budget or the schematic drawings or (unintelligible).

(Linda Furnace): Okay, so we should just wait until we receive that email communication or phone communication, correct?

Man: That is correct, right.

(Linda Furnace): All right, thank you.

Coordinator: The next question is coming from (Julie James). Your line is open.

(Julie James): Hi, actually not a question. I just wanted to get clarification on the Web site, because trying to link to the capital page is not working, and I think it's because (unintelligible) policies and regulations instead of policy and regulations, and I just wanted to make sure I was going to the right place (unintelligible).

(Beth): I am checking on that right now. We can take another question and I can chime back in once I get a determination on the working of the link, and if it is not working, we will definitely fix it.

(Julie James): Thank you.

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

(Susan): Yes, I had forgot to ask this on my prior question. If the site that we are going to be placing the modular building on is a site that has gone through the reclamation process of a Brownfield redevelopment grant funded from EPA, and they've done all of the environmental work as part of that project and the work up and had a phase one and everything, can we use that or do we have to go back and get another one done now that we've been funded?

Woman: Can you utilize that documentation as part of an EA that you would be required to do as part of this project, if there is a requirement to doing the EA, an environmental assessment?

(Susan): Okay.

Woman: But realize that the EA also incorporated what you're now proposing to do for the site. It doesn't just look at contamination.

(Susan): Okay, so that would be triggered by the EID checklist.

Woman: Yes, the EID checklist as well as the nature of what you propose on your project as well.

(Susan): Okay, so if we don't have a grant condition that asks for an environmental assessment then it may come after the EID checklist is resubmitted.

Woman: It's possible, but we do not have enough information to make that determination. If you had a condition that said determine if an

environmental assessment is necessary or there are other environmental conditions that have to be discussed, then an EA certainly may be triggered.

(Susan): Okay, thank you.

Coordinator: The next question is coming from (Robert Lange). Your line is open. (Mr. Lange), your line is open. You may need to unmute your phone.

(Robert Lange): I'm sorry. Thank you. It was already answered.

Coordinator: And we have no further questions at this time.

(Beth): This is (Beth). If I could take an opportunity on slide 28, looking at the second bullet where it has the link that has policy and regulations in there, I don't recall the name of the caller that pointed this out, but I would like to thank you. This is not the correct link. We will correct the presentation as it is on the Web site, and also some other little tweaks in there, but the correct link should read <http://www.bphc.hrsa.gov/policiesregulations/capital>. So where the policies, regulations, is, that all runs together. There is no and, and both policies regulations are plural. Again we will update the slides and the - and double check that the correct link is within the FAQs.

Coordinator: There are no further questions at this time.

Woman: Great. I would like to take this opportunity for everyone to look down at the bottom of your screen, and there's a survey, evaluation survey, and if you would please, we really, really evaluate and request your feedback on all presentations that we do. This is how we get better at what we do. The link is

down below, if you can please take a few minutes and do that. That would be great.

Coordinator: Once again if you do have a question, you may press star one on your touch tone phone. One moment for the next question. And the next question is coming from (Christina). Your line is open.

(Christina): Hi. I have a question. I was looking at the capital Web site program at the landlord letter of consent, the post-award form, and my question is, is that the extent of information that we need to provide, or do you actually need a copy of like an MOU or a lease agreement?

Woman: There are different - this is actually a grants question, ultimately should be coded to grants management specialist. However, there are lease language that you will need to address if you have a lease situation, and it might be in the part of an MOU or a lease, but initially you will need a landlord letter of consent to indicate that you can do work on the property, and that they are acknowledging and consenting to any federal interest requirements. So there are really two different requirements that you'll have to satisfy.

(Christina): Okay, so basically we start with this piece...

Woman: Yes.

(Christina): And then make sure that that language is actually in our lease agreement or our MOU.

Woman: That - there's a series of specific statements in the funding opportunity that will need to be incorporated into your lease or your MOU.

(Christina): Okay.

Woman: Okay?

(Christina): Thank you.

Coordinator: The next question is coming from (Tracey). Your line is open.

(Tracey): Hello. The question that I had was concerning the notice of federal interest. For this document, do we use the sample that you have on your Web site and just retype it with our own information?

Woman: Yes.

(Tracey): Okay and then we take it and have it notarized and then we scan it into EHB and you guys approve it before we have it recorded?

Woman: Okay, so on the capital development Web page, there is a NFI filing guide, and it's really, really self-explanatory about what each piece is and how it's supposed to be filed, but in very general terms, yes, please utilize the template. Sometimes local jurisdictions have formatting requirements that might have to be changed, but the language itself should not be changed. Be sure to put the correct grant number, a description of what you're doing, the legal description of the property which could be the tax ID, township arranged, or a boundary survey, but not the street address.

Then once you get that completed, you will have it notarized. Then you must take it to your local land records office and it's maybe different offices in

different place, could be a county clerk's office, and you have to file it against the deed to that property. If you are the property owner, you can do that. If you're leasing it from somebody else, that entity must file the property - the NFI. So that's it in a nutshell, but the filing guide is pretty self-explanatory.

Man: And you would submit it to us after it is filed.

Woman: After it's filed.

Man: Right.

(Christina): Okay.

Woman: Okay. Thank you.

(Christina): Good, thanks.

Coordinator: Once again if you do have a question, you may press star one on your touch tone phone. One moment for the next question. Currently we have no questions in queue.

(Beth): Great. I think we're done. We'll go ahead and conclude the session then.

Man: Thank you, everyone.

Coordinator: This will conclude today's conference. All parties may disconnect at this time.

END