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

Application Technical Assistance Call
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PART I

Grant Overview & Eligibility
Authorized by the Patient Protection and Affordable Care Act (Affordable Care Act) ((P.L. 111-148), Title X, Section 10503(c))

- **Capital Development—Building Capacity** is intended to improve health center capacity to provide primary and preventive health services to medically underserved populations through large alteration/renovation, expansion or the construction of a facility.

- **Capital Development—Immediate Facility Improvement Program** is intended to support health center efforts to improve the immediate facility needs within existing sites that are providing primary and preventive health services to medically underserved populations.
This funding opportunity will:

- Support significant and pressing capital needs and related equipment for existing Health Center Program recipients (section 330 of the Public Health Service Act)

- Award a total approximately $600 million for competitive, one-time grants in Fiscal Year (FY) 2012

- Award individual grants between $500,000 and $5,000,000 to an estimated 125 to 150 recipients
- Catalog of Federal Domestic Assistance (CFDA) # 93.501
- HRSA Announcement # HRSA-12-115
- 3-year project/budget period
- Applications are limited to the 80-page length when printed by HRSA
- Applications must be submitted to Grants.gov by October 12, 2011 and through EHB by November 9, 2011
Only one application may be submitted for consideration from the same applicant organization under HRSA-12-115

If more than one application is submitted, HRSA will accept the applicant’s last electronic submission validated by Grants.gov and/or EHB on or before the deadline date as the final application.
Eligibility Criteria

- Applicant must be an existing health center that has an approved application for grant support in FY 2011 under the Health Center Program (sections 330(e), (g), (h), and (i))

- The requested Federal funding (presented on the consolidated SF-424C Budget Form and accompanying Budget Justification) cannot be less than $500,000 or exceed $5,000,000
CD-BC Ineligibility

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

- Projects are NOT eligible if:
  - The application proposes more than one project at more than one site.
  - Construction has started including demolition and related preparation activities on the site or building prior to the award date.
The proposed project is being used to support a space which will be rented to other entities for the purpose of generating revenue. The project space MUST be operated by the grant recipient to support services consistent with section 330 of the Public Health Services Act.

The proposed project(s) is a sub-recipient or contractor site.
Construction (new site or expansion of existing site):

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

- Involves work required to modernize, improve, and/or reconfigure the interior arrangements of an existing facility; work to improve and/or replace exterior envelope; work to improve accessibility (such as sidewalks and ramps) and/or life safety requirements in an existing facility.

- Does not increase the total square footage of an existing building, and does not require ground disturbance or footings.

- Projects may also include clinical and non-clinical moveable equipment (non-expendable items with a useful life of one year or greater) for use at the proposed site (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers, computers, servers, telephones, copiers, software, etc.).
Equipment-only

- Consists of only the purchase of moveable equipment, including mobile vans and vehicles
Allowable Costs

- Pre-construction cost if directly related to the administration of the proposed project

- Design and consultation fees, if the fees meet Federal procurement guidelines as listed in 45 CFR 74.40 – 74.48 or Part 92

- Costs as proposed in the application must meet Federal procurement guidelines as listed in 45 CFR 74.40 – 74.48 or Part 92

- Testing for hazardous materials is allowable (Note: abatement of site and building hazardous material is unallowable)

- Movable equipment (Note: supplies and educational materials are not allowable costs)
Unallowable Costs

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

Equipment must be used at the approved project site.

- Note: Equipment must be tracked and maintained as outlined in 45 CFR Parts 74.31, 74.34, Part 92.32, and Department of Health and Human Services (DHHS) Grants Policy Statement II-66.
PART II

Application Process
Submission Process

- 2-Tier application submission process
  - Grants.gov by October 12, 2011 by 8:00 PM EST
  - HRSA’s EHB by November 9, 2011 by 8:00 PM EST
Refer to [http://www.hrsa.gov/grants/userguide.htm](http://www.hrsa.gov/grants/userguide.htm) for detailed application preparation and submission instructions.

Registration in Grants.gov is required (registration may take up to a month—start the process as soon as possible).

The Central Contractor Registry (CCR) registration is an annual process—verify the organization’s CCR registration prior to Grants.gov submission, well in advance of the application deadline.
The Grants.gov registration process involves these basic steps:

- Register the organization
- Get authorized as an Authorized Organization Representative (AOR) by the applicant organization
- Register an individual as the AOR for the organization
- Get authorized as an AOR by the applicant organization
Please visit the Grants.gov website at:

- [http://www.grants.gov/applicants/get_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp), or call the Grants.gov Contact Center at 1-800-518-4726

- The call center is available 24 hours a day, 7 days a week (excluding Federal holidays) for additional technical assistance on the registration process.
Documents required to be submitted on Grants.gov:

- SF-424 Face Page
- Project Summary/Abstract (uploaded on line 15 of the SF-424 Face Page)
- PHS-5161 HHS checklist
- SF-424 LLL Disclosure of Lobbying Activities (as applicable)

Detailed instructions for completing these documents are available within the funding opportunity announcement.
Registration in HRSA’s EHB is required

- Refer to http://www.hrsa.gov/grants/userguide.htm for registration information, process instructions, and frequently asked questions

- For technical support, call the HRSA Call Center at 1-877-464-4772

The Authorizing Official (AO) must complete submission of the application

More information and technical assistance is available at http://www.hrsa.gov/grants/apply/assistance/BC
EHB Required Forms:
- Proposal Cover Page
- Project Cover Page
- Equipment List (as required)
- Budget Information for Construction Programs (SF-424C)
- Funding Sources
- Form 5B Service Sites
- Add Site Checklist
- Other Requirements for Sites
Required Attachment Documents:

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

- Attachment 10: Other Relevant Documents
Applicants will provide the following information for the overall application information:

- H80 grant number
- Need
- Project Response
- Collaboration
- Service Impact
- Resources/Capabilities
Please be aware of the following common budget issues:

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

Be sure to provide a detailed description for every line item on the SF-424C form.

# Funding Sources

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<th>Funding Sources</th>
<th>Amount Secured (a)</th>
<th>Amount Expected (b)</th>
<th>Amount Forthcoming (c)</th>
<th>Total (d = a + b + c)</th>
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<td>3a. State Grants</td>
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<td>3b. Local Funding</td>
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<td>3c. Other Federal Funding</td>
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<td>3d. Private/Third Party Funding</td>
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<td>3e. Other Project Financing</td>
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<td>Total Other Funding Sources</td>
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- **Amount Secured** – funds in possession
- **Amount Expected** – funds committed
- **Amount Forthcoming** – funds expected but not committed
Applicants must include all moveable equipment with a useful life of more than one (1) year, regardless of cost, to be purchased with CD-BC funds.

If no equipment will be purchased – leave blank.

Equipment type will be categorized as one of the following:
- Clinical (exam tables, audiometer, nebulizers, etc.)
- Non-clinical (computers, desks, furniture, etc.)
Application Review

1. **Completeness and Eligibility (C&E) Review**
   - Initial review to ensure applicants have submitted all required documents and met eligibility criteria.

2. **Objective Review Committee (ORC) Review**
   - ORC reviews and scores applications based on review criteria in the guidance.

3. **Technical Assistance Review (TAR)**
   - HRSA performs technical reviews of the applications.

4. **Notice of Grant Award (NGA)**
   - Based on ORC and TAR reviews, successful applicants receive NGA.
All applications will be subject to a completeness and eligibility review.

An objective review of the applications will be performed to assess the technical merit of the eligible applications based on the review criteria in the funding announcement:

1. Need (30 points)
2. Response (15 points)
3. Collaboration (10 points)
4. Impact (15 points)
5. Resources/Capabilities (20 points)
6. Support Requested (10 points)
Applicants should ensure the review criteria are fully addressed within the Proposal Narrative and supported by other supplementary information in the application as appropriate.
Applications are subject to internal and technical reviews:

- Completeness and Eligibility
- Service Area Overlap
- Allowable/Unallowable Costs Analysis
- Architectural and Engineering Reasonableness
- Environmental Review and Compliance
- Historic Preservation and Cultural Resources Review and Compliance
PART III
Post Award Information
If an application is funded, a Notice of Grant Award (NGA) is issued authorizing the grant award. The NGA is sent prior to the award date to the applicant’s Authorized Representative.

The NGA contains the following information:

- Terms of award
- Conditions of award
- Approved budget
- Amount of Federal funds awarded
- Project description
Post Award

- Please refer to the NGA for the complete list of grant specific conditions.

- Grantees cannot begin any construction or demolition on the site or building until all conditions have been lifted.

- Grant conditions may require the grantee to submit revised documents, originally submitted in the application, if HRSA finds inappropriate or incomplete information.
Most construction and A/R projects will include several conditions for environmental and/or historic preservation reviews and compliance with Federal laws

- DO NOT begin construction or draw down funds for demolition, site preparation or construction activities until these conditions have been approved and lifted

- PLEASE PLAN ACCORDINGLY in project schedules. Consultation under Section 106, takes a minimum of a month to prepare, while an Environmental Assessments may take several additional months to prepare, review, and distribute for public comment

- Grant recipients should work closely with their Project Officer and environmental reviewer
Technical assistance for environmental and historic preservation requirements is available at http://bphc.hrsa.gov/policiesregulations/capital/environmentandhistoric/capitaldevelopment.html
CD-BC projects must comply with the following:

- Uniform Relocation Assistance, 45 CFR Part 15
- ADA Accessibility Guidelines for Building and Facilities (28 CFR Part 36)
- AIA Guidelines for Design and Construction of Hospital and Health Care Facilities (2009 edition) (as applicable)
- Real Property insurance, maintenance, disposition, and Federal Interest, 45 CFR Part 74.31-37, and 92.31, and HHS Grants Policy Statement
HRSA strongly encourage organizations to use sustainable design principles to their projects in design, construction and practice, and purchasing equipment.
Equipment

- EPEAT Silver Rated products [http://www.epeat.net](http://www.epeat.net)

Design/Construction

- The specifics of Sustainable Design (available at [http://bphc.hrsa.gov/policiesregulations/capital](http://bphc.hrsa.gov/policiesregulations/capital)) are discussed in Appendix A3 to the document’s Environment of Care section (1.2.3)

The Federal government retains interest in property constructed, acquired, or improved with Federal funds:

- ALL construction projects, applicants must file a Notice of Federal Interest (NFI)
- A/R projects with total allowable costs more than $500,000 (excluding moveable equipment) must file a NFI
- Applicants not required to file a NFI (i.e., A/R projects less than $500,000):
  - Federal Interest still exists
  - Maintain documentation safeguarding the governments Federal Interest (e.g., property inventory records, landlord letter of consent, etc.)
Landlord Letter of Consent from the facility owner must address the following components:

- Approval of the scope of the project
- Agreement to provide the applicant health center reasonable control of the project site for required number of years
- Agreement to file an NFI in the land records of the local jurisdiction before the project begins (if the proposed project has a total allowable project cost greater than $500,000, excluding moveable equipment)

HRSA will determine if the term of the lease is long enough for the full value of the grant-supported improvements to benefit the grant activity.
Funds may not be used to pay lease costs

Funds for leased property cannot address needs that are part of the terms of the lease

The lease agreement must provide the applicant reasonable control

If funds create improvements that impact lease terms (e.g., double paned windows) applicants must have written evidence of negotiated offset in the rent
Resources/Contacts

- Grants.gov Contact Center
  - Phone: 1-800-518-4726
  - Email: support@grants.gov

- EHB support
  - HRSA Call Center
  - Phone: 877-Go4-HRSA or 877-974-BPHC
  - TTY: 877-897-9910
  - Fax: 301-998-7377
  - Email: CallCenter@hrsa.gov
Resources/Contacts

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

- **CD-BC Grant Specific Resources**
  - Website: [http://www.hrsa.gov/grants/apply/assistance/BC](http://www.hrsa.gov/grants/apply/assistance/BC)
    - FAQs
    - EHB Registration Slides
    - EHB User Guide
Program Contact Information

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

Grants Management Contact Information

- Brian Feldman: 301-443-3190 or bfeldman@hrsa.gov
Questions?