

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration**

Bureau of Primary Health Care

***Affordable Care Act - Grants for School-Based Health Center
Capital (SBHCC) Program***

Announcement Type: New
Announcement Number: HRSA-13-140

Catalog of Federal Domestic Assistance (CFDA) No. 93.501

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2013

**Application Due Date in Grants.gov:
June 26, 2012**

**Supplemental Information Due Date in EHB:
July 24, 2012**

*Ensure your Grants.gov registration and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration may take up to one month to complete.*

Release Date: May 9, 2012

Issuance Date: May 9, 2012

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Authority: Patient Protection and Affordable Care Act of 2010, Title IV, §4101 (P.L. 111-148)

Executive Summary

The Health Resources and Services Administration (HRSA) administers the School-Based Health Center Capital (SBHCC) Program, as authorized by the Patient Protection and Affordable Care Act (Affordable Care Act) ((P.L. 111-148), Title IV, Section 4101(a)).

This funding opportunity announcement details the eligibility requirements, review criteria, and awarding factors for organizations seeking a SBHCC award in fiscal year (FY) 2013. School-based health centers (SBHC) are a major component of the nation's health care safety net. SBHCs not only enable children with acute or chronic illnesses to attend school, but also improve their overall health and wellness through health screenings, health promotion, and disease prevention activities.

For FY 2013, the SBHCC awards will address significant and pressing capital needs to improve service delivery and support the expansion of services at SBHCs through the alteration/renovation of an existing facility(ies), construction of a new site(s) or expansion of an existing site(s), and/or the purchase of moveable equipment. Applicants must demonstrate how their proposal will support the SBHC in providing more effective, efficient and quality health care and will lead to improvements in access to health services for children at a SBHC.

HRSA expects to award approximately \$75 million for an estimated 150 SBHCC awards in FY 2013. **All applicants requesting funding for a SBHCC award must use this announcement.** This funding opportunity announcement should be reviewed thoroughly prior to making a decision to apply.

1. Eligible Applicants (refer to Section III for additional information on eligibility requirements)

For this funding opportunity, eligible applicants must:

- a. Be a school-based health center or a sponsoring facility of a school-based health center as defined in 4101(a)(6) of the Affordable Care Act, as set forth in section 2110(c)(9)¹ of the Social Security Act (42 USC 1397jj(c)(9)).
- b. Provide assurance that funds awarded will not be used to provide any service that is not authorized or allowable by federal, state or local law. (Such as supporting space

¹ § 2110(c)(9) DEFINITION OF SCHOOL-BASED HEALTH CENTER.—

(A) IN GENERAL.—The term ‘school-based health center’ means a health clinic that—

- (i) is located in or near a school facility of a school district or board or of an Indian tribe or tribal organization;
- (ii) is organized through school, community, and health provider relationships;
- (iii) is administered by a sponsoring facility;
- (iv) provides through health professionals primary health services to children in accordance with State and local law, including laws relating to licensure and certification; and
- (v) satisfies such other requirements as a State may establish for the operation of such a clinic.

(B) SPONSORING FACILITY.—For purposes of subparagraph (A)(iii), the term ‘sponsoring facility’ includes any of the following:

- (i) A hospital.
- (ii) A public health department.
- (iii) A community health center.
- (iv) A nonprofit health care agency.
- (v) A local educational agency (as defined under section 9101 of the Elementary and Secondary Education Act of 1965 (20 USCS § 7801).
- (vi) A program administered by the Indian Health Service or the Bureau of Indian Affairs or operated by an Indian tribe or a tribal organization.

which will be used for activities inconsistent with the operations of the school-based health center and/or rented to other entities for the purpose of generating revenue.)

2. Application Submission

For FY 2013, all SBHCC applicants *must* submit using the two-tier submission process via Grants.gov and HRSA's Electronic Handbook (EHB). The following are deadlines for each part:

Phase 1 - Grants.gov: Application must be completed and successfully submitted via Grants.gov by 8:00 PM ET on June 26, 2012.

Phase 2 - HRSA's EHB: Application must be completed and successfully submitted by 8:00 PM ET on July 24, 2012.

Applicants can only begin Phase 2 in HRSA's EHB after Phase 1 in Grants.gov has been completed by the assigned due date and HRSA has assigned the application a tracking number. Applicants will be notified by email when the application is ready within HRSA's EHB for the completion of Phase 2. This email notification will be sent within 5-7 days of the Phase 1 submission. Refer to www.hrsa.gov/grants (HRSA Electronic Submission Guide) for more details.

It is the responsibility of the applicant to ensure that the complete application is submitted electronically by the published due dates and times. Applications will be considered as having been formally submitted and having met the deadline if: (1) the application has been successfully transmitted electronically by your organization's Authorized Organization Representative (AOR) through Grants.gov and it has been successfully validated by Grants.gov on or before the deadline date and time; and (2) the AOR has submitted the additional information in the HRSA EHB on or before the deadline date and time. Applications that do not meet the criteria above are considered late applications and will not be considered in the competition.

To ensure adequate time to follow procedures and successfully submit the application, HRSA strongly recommends that applicants register immediately in Grants.gov and HRSA's EHB, if currently unregistered.

Application Contact

If you have questions regarding the FY 2013 SBHCC application and/or the review process described in this application guidance, please contact the following persons in the Bureau of Primary Health Care's (BPHC) Office of Policy and Program Development:

- Beth Levitz: 301-443-1389
- Bill Hemmingson: 301-443-2396

or e-mail SBHC@hrsa.gov.

The BPHC will conduct a pre-application technical assistance (TA) conference call for the SBHCC funding opportunity on May 24, 2012 at 1:00 p.m. ET. The call will be recorded and will remain available until after the closing date of July 24, 2012. The call will offer applicants an opportunity to ask questions pertaining to the SBHCC program requirements. Please visit <http://www.hrsa.gov/grants/apply/assistance/sbhcc> for the call information and additional resources.

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I. Funding Opportunity Description

1. Purpose

The Health Resources and Services Administration (HRSA) administers the School-Based Health Center Capital (SBHCC) Program, authorized by the Affordable Care Act (P.L. 111-148, Title IV, Section 4101(a)). This funding opportunity announcement details the eligibility requirements, review criteria and awarding factors for organizations seeking a SBHCC award in fiscal year (FY) 2013.

For FY 2013, the SBHCC awards will address significant and pressing capital needs to improve service delivery and support the expansion of services at school-based health centers (SBHCs) through the alteration/renovation of an existing facility(ies), construction of a new site(s) or expansion of an existing site(s), and/or the purchase of moveable equipment. Applicants must demonstrate how their proposal will support the SBHC in providing more effective, efficient and quality health care and will lead to improvements in access to health services for children at a SBHC.

An eligible applicant may submit one application proposing a maximum of 5 projects including any combination of site-specific, stand-alone facility projects and one project to purchase moveable equipment for multiple SBHC sites. Applicants may *not* request SBHCC funds to support the provision of health services, personnel or other operational expenses. For FY 2013, applications for SBHCC funding will propose to address capital needs at school-based health centers (SBHCs), through the following types of projects:

- **Alteration/renovation (A&R) (existing facility):** Project types include: acquisition of an existing facility; associated work required to modernize, improve, and/or reconfigure the interior arrangements or other physical characteristics of a facility; and/or installation of permanently affixed equipment in an existing facility. This type of project would not increase the total square footage within an existing building. This type of project may include the purchase of related moveable equipment.² Furniture, administrative equipment (i.e., computers, servers, telephones, fax machines, copying machines, software) and special purpose equipment used for medical activities (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers) with a useful life of one year or greater and a unit cost of less than \$5,000 may also be included.
- **Construction (new site or expansion of existing site):** Project types include: construction of a new stand-alone structure; acquisition or improvement of land or an existing facility;³ and/or associated work required to expand a structure to increase the total square feet of the facility. Construction projects may include use of a permanently affixed modular or prefabricated building and/or the purchase of related moveable

² Moveable equipment includes non-expendable items with a useful life of more than one year and a unit cost greater than \$5,000 that can be easily moved, such as x-ray equipment, freezers, autoclaves, medical exam tables, dental chairs, computers, and modular workstations. Office supplies (e.g., paper, pencils, toner); medical supplies (e.g., syringes, blood tubes, plastic gloves), and educational supplies (e.g., pamphlets, educational videotapes) are not defined as moveable equipment and are unallowable.

³ Acquisition of land must result in the construction or installation of a structure where services will be provided prior to the end of the award project period.

equipment. Furniture, administrative equipment (i.e., computers, servers, telephones, fax machines, copying machines, software) and special purpose equipment used for medical activities (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers) with a useful life of one year or greater and a unit cost of less than \$5,000 may also be included.

- **Equipment-only projects:** This project type includes the purchase of moveable equipment, including mobile vans. Furniture, administrative equipment (i.e., computers, servers, telephones, fax machines, copying machines, software) and special purpose equipment used for medical activities with a useful life of one year or greater and a unit cost of less than \$5,000 (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers) may also be included.

A funding preference will be used for this announcement. In order to be eligible for the funding preference, applicants must certify that the SBHC site(s) serves or will serve a large population of children eligible for medical assistance under the state Medicaid plan under title XIX of the Social Security Act (the Act) or under a waiver of such plan or children eligible for child health assistance under the state child health plan under title XXI of the Act (42 U.S.C. 1397aa et seq.).

Applicants will need to certify within the Proposal Cover Page portion of the EHB submission that they are both requesting and eligible for the funding preference. Those applicants that request the funding preference will be considered for funding prior to applicants that do not receive the funding preference.

2. Background

A SBHC is often operated as a partnership between the school and a community health organization, such as a community health center, hospital, or local health department that serves as the sponsoring facility for the SBHC. In general, services provided by the SBHC are determined locally through a collaborative approach between the families and students, the community, the school district, and associated health providers. Typically, a SBHC provides a combination of primary care, mental health care, substance abuse counseling, case management, dental health, nutrition education, health education, and health promotion. An overall emphasis is placed on the services being age appropriate, with a particular focus on prevention and early intervention.

There are currently an estimated 1,910 SBHCs nationwide, as identified in a 2007-2008 census survey conducted by the National Assembly on School-Based Health Care. Although various service models exist, the typical SBHC is open every school day and staffed by a team of health providers who work closely with the school health and other community service providers.

All applicants requesting funding for a SBHCC award must use the guidance provided in this funding opportunity announcement. It should be reviewed thoroughly prior to making a decision to apply.

II. Award Information

1. Type of Award

Funding will be provided in the form of a grant.

2. Summary of Funding

This program will provide funding for a two-year project/budget period beginning in federal fiscal year 2013. Approximately \$75 million is expected to be available to fund an estimated 150 awards during the two-year project/budget period. Applicants may apply for a ceiling amount of up to \$500,000 per application.

III. Eligibility Information

1. Eligible Applicants

For this funding opportunity, eligible applicants must:

- a. Be a school-based health center or a sponsoring facility of a school-based health center as defined in 4101(a)(6) of the Affordable Care Act, as set forth in section 2110(c)(9)⁴ of the Social Security Act (42 USC 1397jj(c)(9)).
- b. Provide assurance that funds awarded will not be used to provide any service that is not authorized or allowable by federal, state or local law. (Such as supporting space which will be used for activities inconsistent with the operations of the school-based health center and/or rented to other entities for the purpose of generating revenue.)

Applicants for the SBHCC award must be operational within the two-year budget period and must administer and report on the use of federal funds.

⁴ § 2110(c)(9) DEFINITION OF SCHOOL-BASED HEALTH CENTER.—

(A) IN GENERAL.—The term ‘school-based health center’ means a health clinic that—

- (i) is located in or near a school facility of a school district or board or of an Indian tribe or tribal organization;
- (ii) is organized through school, community, and health provider relationships;
- (iii) is administered by a sponsoring facility;
- (iv) provides through health professionals primary health services to children in accordance with State and local law, including laws relating to licensure and certification; and
- (v) satisfies such other requirements as a State may establish for the operation of such a clinic.

(B) SPONSORING FACILITY.—For purposes of subparagraph (A)(iii), the term ‘sponsoring facility’ includes any of the following:

- (i) A hospital.
- (ii) A public health department.
- (iii) A community health center.
- (iv) A nonprofit health care agency.
- (v) A local educational agency (as defined under section 9101 of the Elementary and Secondary Education Act of 1965 (20 USCS § 7801).
- (vi) A program administered by the Indian Health Service or the Bureau of Indian Affairs or operated by an Indian tribe or a tribal organization.

2. Cost Sharing/Matching

Cost sharing/matching is not a requirement for this program.

3. Other Eligibility Information

Applications will be considered non-responsive and will not be considered for funding under this announcement for the following reasons:

- The application exceeds the ceiling amount of \$500,000
- The application includes costs associated with sites that received funding for alteration/renovation or construction through the SBHCC FY 2011 (HRSA-11-127) and FY 2012 (HRSA-12-113) funding opportunities. [Sites funded for equipment-only projects through the SBHCC FY 2011 (HRSA-11-127) and FY 2012 (HRSA-12-113) funding opportunities are eligible.]
- The application proposes construction activities associated with the project that begin prior to the award date.

Any application that fails to satisfy the deadline requirements referenced in **Section IV.3** will be considered non-responsive and will not be considered for funding under this announcement.

HRSA will accept only one SBHCC application per organization. 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** and **only** acceptable application. HRSA will not allow applicants to edit their materials and add new information or attachments and resubmit their application through Grants.gov or the EHBs after the deadline.

IV. Application and Submission Information

1. Address to Request Application Package

Application Materials and Required Electronic Submission Information

HRSA *requires* applicants for this funding opportunity announcement to apply electronically using the two-tier submission process through Grants.gov and HRSA's EHBs. This robust registration and application process protects applicants against fraud and ensures that only authorized representatives from an organization can submit an application. Applicants are responsible for maintaining these registrations, which should be completed well in advance of submitting your application. All applicants *must* submit in this manner unless they obtain a written exemption from this requirement in advance by the Director of HRSA's Division of Grants Policy. Applicants must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. Your email must include the HRSA announcement number for which you are seeking relief, the organization's DUNS number, the name, address, and telephone number of the organization and the name and telephone number of the Project Director as well as the Grants.gov Tracking Number (GRANTXXXX) assigned to your submission along with a copy of the "Rejected with Errors" notification you received from Grants.gov. **HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval.** However, the application must still be submitted under the deadline.

Suggestion: submit application to Grants.gov at least two days before the deadline to allow for any unforeseen circumstances.

Note: Central Contractor Registration (CCR) information must be updated at least every 12 months to remain active (for both awardees and sub-recipients). As of August 9, 2011, Grants.gov began rejecting submissions from applicants with expired CCR registrations.

Although active CCR registration at time of submission is not a new requirement, this systematic enforcement will likely catch some applicants off guard. According to the CCR Website it can take 24 hours or more for updates to take effect, so ***check for active registration well before your award deadline.***

An applicant can view their CCR Registration Status by visiting <http://www.bpn.gov/CCRSearch/Search.aspx> and searching by their organization's DUNS. The [CCR Website](#) provides user guides, renewal screen shots, FAQs and other resources you may find helpful.

Applicants that fail to allow ample time to complete registration with CCR and/or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

All applicants are responsible for reading the instructions included in HRSA's *Electronic Submission User Guide*, available online at <http://www.hrsa.gov/grants/apply/userguide.pdf>. This Guide includes detailed application and submission instructions for both Grants.gov and HRSA's Electronic Handbooks. Pay particular attention to Sections 2 and 5 that provide detailed information on the competitive application and submission process.

Applicants are also responsible for reading the Grants.gov Applicant User Guide, available online at <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. This Guide includes detailed information about using the Grants.gov system and contains helpful hints for successful submission.

For information on registering in HRSA's EHB, please refer to <http://www.hrsa.gov/grants/userguide.htm> or call the HRSA Call Center at 1-877-464-4772. If this registration process is not complete, you will be unable to submit an application. HRSA recommends that applications be submitted in Grants.gov and HRSA's EHB as soon as possible, to ensure that maximum time is available for completing the application within both systems.

Applicants must submit proposals according to the instructions in the Guide and in this funding opportunity announcement in conjunction with Application Form SF-424. The forms contain additional general information and instructions for applications, proposal narratives, and budgets. The forms and instructions may be obtained by:

- 1) Downloading from <http://www.grants.gov>, or
- 2) Contacting the HRSA Digital Services Operation:
HRSADSO@hrsa.gov

Each funding opportunity contains a unique set of forms and only the specific forms package posted with an opportunity will be accepted for that opportunity. Specific instructions for preparing portions of the application that must accompany Application Form SF-424 appear in the “Application Format Requirements” section below.

2. Content and Form of Application Submission

Application Format Requirements

The total size of all uploaded files may not exceed the equivalent of 80 pages when printed by HRSA. The total file size may not exceed 10 MB. This 80-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support. Standard forms are NOT included in the page limit. **We strongly urge you to print your application to ensure it does not exceed the 80-page limit. Do not reduce the size of the fonts or margins to save space. See the formatting instructions in Section 5 of the Electronic Submission User Guide referenced above.**

Applications must be complete, within the 80 page limit and submitted prior to the deadline to be considered under this announcement.

Application Format

Applications for funding must consist of the following documents in the following order: The following chart details the forms and attachments (see column labeled, Form Type) that are required submissions for this funding opportunity and the order in which they must be submitted. “Forms” refer to those documents that are completed electronically online in the system and that do not require any downloading or uploading. “Attachments” are those requirements that must follow the template provided, are completed, and then uploaded into the system.

SF-424 Application Kit – Table of Contents

- It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.
- Failure to follow the instructions may make your application non-responsive. Non-responsive applications will not be considered under this funding opportunity announcement.
- For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.
- For electronic submissions, no Table of Contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.

Application Section	Type	Instruction	HRSA/Program Guidelines
Grant.gov Submission (http://www.grants.gov/)			
Application for Federal Assistance (SF-424) (Required per application)	Form	Complete pages 1, 2 & 3 of the SF-424 face page.	Not counted in the page limit
Project Summary/Abstract (Required per application)	Attachment	Upload this document on page 2 of SF-424 - Box 15	Counted in the page limit. Refer to the funding opportunity announcement for detailed instructions.
Additional Congressional District (Required per application)	Attachment	Upload this document on page 3 of SF-424 - Box 16	Not counted in the page limit.
Certification Regarding Lobbying (Required per application)	Form	Complete this document online per the embedded instructions. SBHCC funds may not be used for lobbying activities.	Not counted in the page limit.
SF-424 LLL Disclosure of Lobbying Activities (SF-424 LLL, as applicable per application)	Form	Complete this form online per the instructions embedded in the form. SBHCC funds may not be used for lobbying activities.	Not counted in the page limit

For SBHCC applications, only the forms mentioned in the Table of Contents listed above are submitted through Grants.gov. All supplemental information will be submitted through the HRSA EHB. Documents required for completeness will be used to determine if an application is complete. Applications that fail to include documents indicated as “required for completeness” may result in the application being considered incomplete or non-responsive. Failure to include documents “required for review” may negatively impact an application’s objective review score.

Application Section	Type	Instruction	HRSA/Program Guidelines
HRSA EHB Submission (https://grants.hrsa.gov/webexternal/home.asp)			
Proposal Cover Page (Required per application)	Form	Complete this form electronically online.	Not counted in the page limit
Consolidated Budget (Required per application)	Form	The EHB will automatically calculate the information to populate this form based on information provided for each project.	Not counted in the page limit
Consolidated Funding Sources (Required per application)	Form	The EHB will automatically calculate the information to populate this form based on information provided for each project.	Not counted in the page limit
Project Cover Page (Required per project)	Form	Complete this form electronically online.	Not counted in the page limit
Equipment List (Required per project)	Form	Applicants must list all moveable equipment. Moveable equipment is a non-expendable item with a useful life of more than one year and a unit cost of \$5,000 or more that is not permanently affixed and can be easily moved (e.g., medical exam tables, dental chairs, x-ray equipment, computers, modular workstations, autoclaves, and freezers). Also include items with a useful life of one year or greater that are less than \$5,000	Not counted in the page limit
Budget Information for Construction Programs (SF-424C) (Required per project)	Form	Complete this form electronically online. See APPENDIX A for further information.	Not counted in the page limit
Funding Sources (Required per project)	Form	Provide this information electronically online.	Note counted in the page limit
Form 5B Service Sites (Required per project)	Form	Complete this form electronically online.	Not counted in the page limit
Other Requirements for Sites (Required per A&R and construction project)	Form	Complete this form electronically online. All A&R and construction projects must complete information relating to Federal Interest and site control. All A&R projects must complete information relating to Cultural and Historic Preservation.	Not counted in the page limit

Application Section	Type	Instruction	HRSA/Program Guidelines
HRSA EHB Submission (https://grants.hrsa.gov/webexternal/home.asp)			
Attachment 1: SF-424D – Assurances for Construction Programs (Required per application for review)	Document	Applicants will upload a digitally signed assurances document.	Not counted in the page limit
Attachment 2: Budget Justification (Required per project for completeness)	Document	Provide a budget justification (see Appendix A). Sample budget justifications are available at http://bphc.hrsa.gov/policiesregulations/capital .	Included in page limit
Attachment 3: Site Plan (As applicable per A&R and construction project, required for review)	Document	Provide a site plan or diagram locating the project on the property site or within the building for each proposed SBHCC A&R and construction project.	Included in page limit
Attachment 4: Floor Plans/Schematic Drawings (As applicable per A&R and construction project, required for review)	Document	Provide a floor plan for each proposed A&R and construction project, including proposed exam rooms, waiting area, etc. Dimensions must be indicated, as well as distinguishing existing space from new and/or improved space.	Included in page limit
Attachment 5: Environmental Information and Documentation Checklist (Required per A&R and construction project for review)	Document	Provide a completed EID checklist for each A&R and construction project (not applicable to equipment-only projects).	Not counted in the page limit
Attachment 6: Property Information (Required per A&R and construction project for review)	Document	Provide a copy of the title, deed, lease or MOU for each A&R and construction project to demonstrate reasonable control of the site.	Included in page limit
Attachment 7: Landlord Letter of Consent (As applicable per project, required for review)	Document	Provide a Landlord Letter of Consent for each A&R and construction SBHCC project on a leased property.	Included in page limit

Application Section	Type	Instruction	HRSA/Program Guidelines
HRSA EHB Submission (https://grants.hrsa.gov/webexternal/home.asp)			
Attachment 8: SBHC Operational Agreement(s) (Required per project for review).	Document	All applicants must upload documentation detailing the current or proposed operational agreement(s) for the SBHC. Documentation may consist of Contracts, Agreements, and/or Memorandums of Agreement/Understanding that address the following: <ul style="list-style-type: none"> Name and contact information for affiliated agency(ies); Type of agreement (e.g., contract, arrangement, affiliation agreement); Brief description of the purpose and scope of the agreement (i.e., type of services provided, how/where these are provided, use of property, staffing, transportation considerations, etc.); and Timeframe for the agreement/contract. 	Included in page limit
Attachment 9: Letters of Support (Required per application for review)	Document	Upload any <i>dated</i> letters of support as appropriate to demonstrate support of and commitment to the proposed SBHCC application. Support from local community stakeholders, patients, and collaborating organizations are important. As necessary, applicants should also include a one-page list of all additional support letters that are not included in the application, but are available onsite. Merge various letters into a single document and upload it here. Letters may be addressed to the Health Resources and Services Administration. If letters of support could not be obtained, submit documentation explaining why.	Included in page limit
Attachment 10: Other Relevant Documents (As applicable per application, optional for review)	Document	Applicants may include other relevant documents to support the proposed SBHCC projects such as floor plans or organizational brochures, etc. Merge all additional documents into a single document and upload it here.	Included in page limit

Applicants are reminded that failure to include all required documents as part of the SBHCC application will result in an application being considered non-responsive. All non-responsive applications will not be reviewed.

Application Format

i. Application Face Page – (Grants.gov) (Required per application)

Complete Application Form SF-424 provided with the application package. Prepare according to instructions provided in the form itself. Important note: enter the name of the **Project Director** in 8. f. “Name and contact information of person to be contacted on matters involving this application.” If, for any reason, the Project Director will be out of the office, please ensure

their email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required. For information pertaining to the Catalog of Federal Domestic Assistance, the CFDA Number is 93.501.

Please be sure to complete the SF-424 Face Page as follows:

- *Box 4: Applicant Identifier:* Not applicable-leave blank.
- *Box 5a: Federal Entity Identifier:* No action needed.
- *Box 5b: Federal Award Identifier:* No action needed
- *Box 8c:* Applicant organization's DUNS number
- *Box 12: Funding Opportunity Number and Title:* HRSA-13-140 and School-Based Health Center Capital Program, respectively.
- *Box 15: Descriptive Title of Applicant's Project:* Type the title of the funding opportunity and upload the Project Abstract here.
- *Box 16: Congressional Districts:* Upload any additional congressional districts as applicable for the HRSA grant. Not counted in the page limit.
- *Box 17: Proposed Project Start and End Date:* Provide the 12/1/12 start and 11/30/14 end dates for the proposed project period (2-year project period).
- *Box 18: Estimated Funding:* Complete the required information based on the funding request for the proposed project. The funding request should be entered on line *a. Federal*. All other sources of funding should be entered on line *e. Other*. This information should be consistent with the total provided in the 424C Budget Information-Construction Programs form.

For more information on completing each section of the SF-424 Face Page, activate the "Help Mode" function available at top of the electronic form.

DUNS Number

All applicant organizations (and subrecipients of HRSA award funds) are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page. Applications **will not** be reviewed without a DUNS number. Note: A missing or incorrect DUNS number is the number one reason for applications being "Rejected for Errors" by Grants.gov. HRSA will not extend the deadline for applications with a missing or incorrect DUNS number. Applicants should take care in entering the DUNS number in the application.

Additionally, the applicant organization (and any subrecipient of HRSA award funds) is required to register annually with the Central Contractor Registration (CCR) in order to do electronic business with the Federal Government. CCR registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that your CCR registration is active and your Marketing Partner ID Number (MPIN) is current. Information about registering with the CCR can be found at <http://www.ccr.gov>.

ii. Abstract (Grants.gov) (Required per application)

Provide a summary of the application. Because the abstract is often distributed to provide information to the public and Congress, prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed SBHCC award proposal including the needs to be addressed, the proposed projects, and the population group(s) to be served.

The abstract must be single-spaced and limited to one page in length. Place the following at the top of the abstract for the application:

- Application title
- Applicant organization name
- Program applying under, including funding opportunity number (HRSA-13-140)
- Project Director Name
- Address
- Congressional district(s) served
- Project Director phone numbers (phone and fax)
- Email address
- Organizational Website address, if applicable
- Type of project(s)
- Projected date(s) for project(s) completion

The abstract narrative should include:

- A brief history of the applicant organization;
- A brief description of the populations served by the SBHC(s);
- A brief description of the need for the capital expenditures;
- A brief description of the proposed projects; and
- A brief description of any other relevant information.

iii. Additional Congressional District (Grants.gov) (As applicable per application)

If applicable, awardees serving multiple districts can upload a list of all districts served on page 2 of the SF-424-Box 16.

iv. Certification Regarding Lobbying (Grants.gov) (Required per application)

Complete the Certification Regarding Lobbying Form provided with the application.

v. Disclosure of Lobbying Activities (SF-424 LLL) (Grants.gov) (As applicable per application)

Complete Disclosure of Lobbying Activities Application Form provided with the application package, when applicable.

vi. Proposal Cover Page (EHB) (Required per application)

The Proposal Cover Page provides a comprehensive consolidated description of the proposed SBHCC project(s). Responses should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed SBHCC application. All applicants should ensure that all of the specific elements in the Proposal Cover Page are completely addressed.

Funding Preference Request

Applicants requesting consideration of a funding preference must do so within the Proposal Cover Page.

Need

Describe the target populations for the proposal. Describe the significant barriers to health care for the target population and the unmet need for services within the proposed service area. Describe how the proposal is appropriate given other providers (section 330 health centers, FQHC Look-Alikes, rural health clinics, hospitals, and health departments) within the service area. (Maximum 8000 characters)

Response

Describe why the proposal is appropriate given the unmet need for services among the target populations as well as the current state of existing facility(ies). Indicate how the proposal will enhance the SBHC's effectiveness and efficiency, upon completion of the project(s). Explain how the proposed project will be able to support operating costs, including increases in utilities, daily maintenance and repair, and capital reinvestment for the project. (Maximum 8000 characters)

Collaboration

Identify the safety-net providers (i.e., a neighboring health center or FQHC look-alike, rural health clinic, health department, and hospital) within the proposed service area for the proposal. Describe the formal and informal collaboration and coordination of services with these other health care providers. Describe the SBHC's efforts to coordinate its activities with neighborhood revitalization initiatives supported through the Department of Education's Promise Neighborhoods and/or Department of Housing and Urban Development's Choice Neighborhoods (as applicable). Identify how the SBHC will leverage other primary health services provided in the service area. (Maximum 8000 characters)

Service Impact

Describe how the proposal will enhance the quality of care and patient outcomes, and improve access to care within the community. Describe how the proposal will facilitate improved access to health services at the SBHC. Describe how the proposed improvements are appropriate given other providers (section 330 health centers, FQHC Look-Alikes, health departments, rural health clinics, hospitals, etc.) within the service area. Project the number of additional, unduplicated patients to be served upon completion of all projects in the proposal. (Maximum 8000 characters)

Resources/Capabilities

Describe how the SBHC has the appropriate resources and capabilities to successfully implement and complete the proposal (e.g., prior experience). Explain how the applicant organization will ensure the project(s) will be completed on time (within the 2 year project period) and within budget. Explain how the SBHC has the appropriate financial management capability, accounting and control systems, and policies and procedures appropriate for the size and complexity of the organization. Describe efforts to secure other capital funding to support the proposed project(s). Identify the SBHC's acquisition strategy, policies, and

procedures, and its compliance with the appropriate federal procurement requirements.
(Maximum 8000 characters)

vii. Standard Form SF-424C. Budget Information for Construction Programs- Consolidated Budget (EHB) (Required per application)

The EHB will automatically calculate the information to populate this form based on information provided for each project. **This announcement is inviting applications for project/budget periods up to two years.**

viii. Consolidated Funding Sources (EHB) (Required per application)

The EHB will automatically calculate the information to populate this form based on information provided for each project.

ix. Project Cover Page (EHB) – (Required per project)

The Project Cover Page will be completed for each proposed SBHCC project(s). It should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed SBHCC project.

Project Title

Identify the title for the project.

Project Type

Identify the type of project:

- Alteration and renovation (A&R);
- Construction (new site or expansion of existing site); or
- Equipment-only.

Site Information

Project Square Footage and Cost per Square Foot

Project Description

Provide a detailed description of the scope of work for the project. Identify the major clinical and non-clinical spaces that will result from the project. Include the area (in square feet) or dimensions of the spaces to be constructed, altered, or renovated. The description should also list major improvements, such as permanently affixed equipment to be installed; modifications and repairs to the building exterior (including windows); heating, ventilation and air conditioning (HVAC) modifications (including the installation of climate control and duct work); electrical upgrades; plumbing work; and improvements/additions to parking lots. Describe how the applicant will reduce the project's potential adverse impacts on the environment. Indicate whether or not the project will implement green/sustainable design practices/principles (e.g., using project materials, construction and design strategies, equipment selection). (Maximum 4000 characters)

Project Management

Explain the administrative structure and oversight for the project, including the role and responsibilities of the health care facility's key management staff. Identify the individual

who will be the Project Manager and the individuals who comprise the Project Team responsible for managing the project. Indicate the qualifications of the Project Manager who will be responsible for managing the project and the Project Team who will be implementing the project. Describe how the Project Team has the expertise and experience necessary to successfully manage the project within the timeline outlined and achieve the goals and objectives established for this project. Describe the Project Team's ability to manage risk and take corrective action as necessary. (Maximum 4000 characters)

Project Need

Describe how the project will address the SBHC's current facility and/or equipment deficiencies that inhibit the efficient and effective provision of primary health services for the patient population including quality of care, and patient outcomes. (Maximum 8000 characters)

Project Response

Explain how the project is appropriate given the current facility and equipment needs. Identify any potential issues or barriers to the management and implementation of the project, as well as realistic solutions to the potential challenges. Indicate how the project will enhance the SBHC's effectiveness and efficiency, upon completion of the project. Explain how other capital funding sources have been secured to support the proposed project. Explain how the proposed project will be able to support operating costs, including increases in utilities, daily maintenance and repair, and capital reinvestment for the project. (Maximum 8000 characters)

Project Timeline

Indicate the timeframe for demonstrating progress for the project by identifying the start and end dates for each of the following critical milestones within the two-year budget/project period (24 months): planning, project development, alteration/renovation or construction phase, and project completion. Describe the current status of the project including any steps that may have been accomplished to date and identify the person or entity accountable for each milestone. Provide a justification for the reasonableness of the applicant's proposed timeframe for implementing the project during the project period. (Maximum 2000 characters)

Project Equipment List

Applicants must list all moveable equipment and furniture, administrative equipment (i.e., computers, servers, telephones, fax machines, copying machines, software, etc.) and special purpose equipment used for medical activities (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers) with a useful life of one year or greater and a unit cost of less than \$5,000 to be purchased for the SBHCC project.⁵ If applicable, provide a description of the current status of existing equipment as part of a detailed justification when

⁵ Moveable equipment includes non-expendable items with a useful life of more than one year and a unit cost of \$5,000 or more (or equal to the applicant's capitalization threshold, if less than \$5,000) that are not permanently affixed and can be easily moved, such as x-ray equipment, freezers, autoclaves, medical exam tables, dental chairs, computers, and modular workstations. Trailers or modular units set up on portable chassis for temporary use may also be considered moveable equipment.

requesting funds for the purchase of computers and furniture items that will supplement existing items.

Equipment type will be categorized as clinical, non-clinical, or mobile van. Office supplies (e.g., paper, pencils, toner); medical supplies (e.g., syringes, blood tubes, plastic gloves), and educational supplies (e.g., pamphlets, educational videotapes) are not defined as moveable equipment and are unallowable.

Please note that equipment must be maintained, tracked, and disposed of in accordance with 45 CFR Parts 74 and 92. While title to the equipment vests with the awardee, the Federal Government retains interest in the equipment purchased with federal funds in accordance with 2 CFR 215.34.

x. *Budget Information for Construction - Standard Form SF-424C (EHB) (Required per project)*

Complete the SF-424C as presented for each proposed project. See instructions in Appendix A for further details on completing the SF-424C. Reminder: recipients must notify potential subrecipients that entities receiving subawards must be registered in CCR and provide the recipient with their DUNS number.

xi. *Funding Sources Form (EHB) (Required per project)*

Identify the total cost associated with this project and describe all private or other sources of funding for the project, including governmental agencies, or other award funds or proposed debt. Identify the status of obtaining the full funding needed to undertake the project (e.g., whether the funds are secured, expected, or forthcoming including the date, the source, and amount). Describe the plan for securing the balance of the funds that are not secured within the Budget Justification. Include letters of commitment from potential funding sources including those that are contingent upon receipt of a SBHCC award.

xii. *Form 5B: Service Sites (EHB) (Required per project)*

Provide the SBHC site(s) name, physical address and location setting. If the location setting is “other,” the applicant must include the following:

- an agreement with a local health education agency (i.e., school) that meets the definition as set forth in section 2110(c)(9) of the Social Security Act (42 USC 1397jj(c)(9));
- documentation that identifies primary health services are provided at the school site by a credentialed health care provider; and
- documentation that demonstrates that transportation is available for patients between the school site and the school-based health center at the location marked as “other.” Please note that transportation services are not an allowable cost for this grant.

If the location setting is “mobile van,” the applicant must include the following:

- an agreement with a local health education agency (i.e., school) that meets the definition as set forth in section 2110(c)(9) of the Social Security Act (42 USC 1397jj(c)(9)); and
- documentation that identifies primary health services are provided at the school site by a credentialed health care provider.

xiii. Other Requirements for Sites (Required per A&R and construction project)

Site Control and Federal Interest

Property Information

Discuss whether the applicant has possession of the project site or intends to acquire the site through, negotiated purchase, or other means.

- If the applicant has a title to the property:
 - Attach the title and plot plan survey; or
 - Attach an opinion from counsel describing the interest that the applicant has in the site and certifying that the estate or interest is legal and valid. A plot plan must be attached as well; and
 - Identify potential issues, such as procurement issues, e.g., property ownership is not at arm's length.
- If the applicant does not own the project space, the following requirements must be met:
 - The property owner must agree in writing to the renovation of the property;
 - The applicant must provide evidence that the lease/occupancy agreement includes the language outlined on page 26 under the Leasehold Improvements heading, whether as a provision of a new lease/occupancy agreement or an amendment to an existing lease/occupancy agreement, agreed to by both the recipient and lessor/property owner; and
 - Agreement to file a Notice of Federal Interest (NFI) in the land records of the local jurisdiction before the project begins (if the proposed net project cost, less movable equipment, is greater than \$500,000). Federal Interest is created in the applicable project regardless of whether a NFI is filed.

If neither is available at the time of the application, describe steps taken to obtain title or lease/occupancy agreement. The awardee will not be allowed to draw down funds until this information is available.

Cultural Resource Assessment and Historic Preservation Considerations

For alteration/renovation/repair projects only (construction projects will undergo a required cultural resource assessment and historic preservation review), applicants are required to respond to the following questions:

- 1) Is the project facility 50 years or older?
- 2) Does the overall proposed project include 1) any renovation/modification to the exterior of the facility (including the installation of new signage), or 2) ground disturbance activities (including installation of permanent access ramps, utility work, installation of curb cuts, fencing, and parking)?
- 3) Does the project involve alteration/renovation/repair to a project facility that is architecturally, historically, or culturally significant?
- 4) Is the site located on Native American, Alaskan Native, Native Hawaiian, or equivalent culturally significant lands?

xiv. Attachments (EHB)

- **Attachment 1— SF-424D-Assurances (Required per application for review):** Complete the SF-424D Assurances for Construction Programs provided with the application package.
- **Attachment 2— Budget Justification (Required per project for completeness):** Provide a budget narrative for **each proposed project** that justifies the amounts requested for each line item in the budget, as well as a breakout of federal from non-federal costs for each line item. The budget justification **MUST** be concise. Do **NOT** use the justification to expand the program narrative. If applicable, provide an extensive justification and a detailed status of current equipment when requesting funds for the purchase of computers and furniture items that will supplement existing items. (See instructions in Appendix A for further details on completing the Budget Justification.)
- **Attachment 3— Site Plan for each project (As applicable for all alteration/renovation and construction projects, required for review):** Applicant must provide a site plan or diagram for each proposed project. The plan should indicate the uses and structures proposed for a parcel of land. It includes lot lines, streets, building sites, preserved open space, buildings, major landscape features, and locations of proposed utility lines.
- **Attachment 4— Floor Plans/Schematic Drawings (As applicable for all alteration/renovation and construction projects, required for review):** Applicant must provide a floor plan for each proposed SBHC, including proposed exam rooms, waiting area, etc. Dimensions must be indicated, as well as distinguishing existing space from new and/or improved space.
- **Attachment 5—Environmental Information Checklist (Required for all alteration/renovation and construction projects for review):** Applicants must provide a completed EID checklist for each project.
- **Attachment 6—Property Information (Required for all alteration/renovation and construction projects for review):** Provide a copy of the title, deed, lease or MOU for each A&R and construction project to demonstrate reasonable control of the site.
- **Attachment 7—Landlord Letter of Consent/Statement of Agreement (As applicable per project, required for review):** Applicants proposing a SBHCC project on a leased property must provide a Landlord Letter of Consent/Statement of Agreement. This document must include the property owner’s agreement of the proposed A&R or construction project work, recognition of the Federal Interest or the agreement to file the Notice of Federal Interest and must be signed by both the owner and applicant. This attachment is also required for applicants that use “in-kind” space at no charge. For additional details regarding leasehold improvements, please see Section VI, 2.
- **Attachment 8— SBHC Operational Agreement(s) (Required per project for review):** All applicants must upload documentation detailing the current or proposed operational agreement(s) for the SBHC. Documentation may consist of Contracts, Agreements, and/or Memorandums of Agreement/Understanding that address the following:

- Name and contact information for affiliated agency(ies);
 - Type of agreement (e.g., contract, arrangement, affiliation agreement);
 - Brief description of the purpose and scope of the agreement (i.e., type of services provided, how/where these are provided, use of property, staffing, transportation considerations, etc.); and
 - Timeframe for the agreement/contract.
- **Attachment 9—Letters of Support (Required per application for review):** Upload any dated letters of support as appropriate to demonstrate support of and commitment to the proposed SBHCC project(s). Support from local community stakeholders, patients, and collaborating organizations are important. Letters may be addressed to the Health Resources and Services Administration. As necessary, applicants should also include a one-page list of all additional support letters that are not included in the application, but are available onsite. Merge letters into a single document. If letters of support could not be obtained, submit documentation explaining why.
 - **Attachment 10—Other Relevant Documents (As applicable per application, optional for review):** Applicants may include other relevant documents to support the proposed project plan such as charts, organizational brochures, and/or Environmental Assessment. Merge all other relevant documents into a single document.

3. Submission Dates and Times

Application Due Date

The due date for applications under HRSA-13-140 is **June 26, 2012 at 8:00 PM ET in Grants.gov and July 24, 2012 at 8:00 PM ET in HRSA's EHB**. Applications completed online are considered formally submitted when the application has been successfully transmitted electronically by your organization's Authorized Organization Representative (AOR) through Grants.gov and has been validated by Grants.gov on or before the deadline date and time.

Receipt acknowledgement: Upon receipt of an application, Grants.gov will send a series of email messages advising you of the progress of your application through the system. The first will confirm receipt in the system; the second will indicate whether the application has been successfully validated or has been rejected due to errors; the third will be sent when the application has been successfully downloaded at HRSA; and the fourth will notify the applicant of the Agency Tracking Number assigned to the application.

The Chief Grants Management Officer (CGMO) or designee may authorize an extension of published deadlines when justified by circumstances such as natural disasters (e.g., floods or hurricanes) or other disruptions of services, such as a prolonged blackout. The CGMO or designee will determine the affected geographical area(s).

Late Applications

Applications which do not meet the criteria above are considered late and will not be considered in the current competition.

4. Intergovernmental Review

The SBHCC Program is not subject to the provisions of Executive Order 12372, as implemented by 45 CFR Part 100.

5. Funding Restrictions

Applicants responding to this announcement may request funding for a project period of up to two (2) years, at no more than \$500,000 per application. Applicants may submit one application to request funding for a **maximum of 5 projects**, including any combination of site-specific, stand-alone facility projects and one project to purchase moveable equipment and other items with a useful life of more than one year and a unit cost less than \$5,000.

Funds under this announcement may not be used for the following purposes:

- Costs incurred more than 90 days prior to the award date.
- Operating costs (e.g., funding direct services, clinical full-time equivalents, rent, mortgage payments, refinanced credit facilities).
- The provision of health care services.
- Expenditures for personnel unrelated to the project (see listing of allowable and unallowable costs in Appendix A for further details).
- Mobile vans for purposes other than the provision of health care services (e.g., transport of patients).
- EHR licenses and EHR software.
- Expendable office, medical, and laboratory supplies.
- Educational supplies of any shelf life or cost.
- The application includes costs associated with sites that received funding for alteration/renovation or construction through the SBHCC FY 2011 (HRSA-11-127) and FY 2012 (HRSA-12-113) funding opportunities. [Sites funded for equipment-only projects through the SBHCC FY 2011 (HRSA-11-127) and FY 2012 (HRSA-12-113) funding opportunities are eligible.]

Pursuant to existing law, school based health centers are prohibited from using federal funds awarded under this announcement to provide abortion services (except in cases of rape or incest, or when the life of the woman would be endangered).

6. Other Submission Requirements

As stated in Section IV.1, except in very rare cases HRSA will no longer accept applications in paper form. Applicants submitting for this funding opportunity are **required** to submit **electronically** through Grants.gov. To submit an application electronically, please use the APPLY FOR GRANTS section at <http://www.grants.gov>. When using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

It is essential that your organization **immediately register** in Grants.gov and become familiar with the Grants.gov site application process. If you do not complete the registration process you will be unable to submit an application. The registration process can take up to one month.

To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Numbering System (DUNS) number
- Register the organization with Central Contractor Registration (CCR)
- Identify the organization's E-Business Point of Contact (E-Biz POC)
- Confirm the organization's CCR "Marketing Partner ID Number (M-PIN)" password
- Register and approve an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and FAQs are available on the Grants.gov web site at <http://www.grants.gov>. Assistance is also available 24 hours a day, 7 days a week (excluding federal holidays) from the Grants.gov help desk at support@grants.gov or by phone at 1-800-518-4726. Applicants should ensure that all passwords and registration are current well in advance of the deadline.

It is incumbent on applicants to ensure that the AOR is available to submit the application to HRSA by the published due date. HRSA will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline. Therefore, you are urged to submit your application in advance of the deadline. If your application is rejected by Grants.gov due to errors, you must correct the application and resubmit it to Grants.gov before the deadline date and time. Deadline extensions will not be provided to applicants who do not correct errors and resubmit before the posted deadline.

If, for any reason, an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's last validated electronic submission prior to the application due date as the final and only acceptable submission of any competing application submitted to Grants.gov.

Tracking your application: It is incumbent on the applicant to track application by using the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation email from Grants.gov. More information about tracking your application can be found at http://www07.grants.gov/applicants/app_help_reso.jsp. Be sure your application is validated by Grants.gov prior to the application deadline.

V. Application Review Information

1. Review Criteria

Procedures for assessing the technical merit of grant applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

Review Criteria are used to review and rank applications. The SBHCC application has six (6) review criteria.

Criterion 1: Need (30 points)

- 1) The extent to which the applicant clearly defines the target populations for the proposed project.
- 2) The extent to which the applicant demonstrates the significant barriers to health care for the target populations.
- 3) The extent to which the application demonstrates the unmet need for services within the proposed service area.
- 4) The extent to which the project(s) identifies the current facility and/or equipment needs that inhibit the efficient and effective provision of primary health services for the patient population.
- 5) The extent to which the applicant demonstrates that the proposed project(s) are appropriate given other providers (e.g., section 330 health centers, FQHC Look-Alikes, rural health clinics, hospitals, and health departments) within the service area.

Criterion 2: Response (15 points)

- 1) The extent to which the project is appropriate for the unmet need for services and the target population.
- 2) The extent to which the proposed project(s) is appropriate given the current state of the existing facility(ies).
- 3) The extent to which the proposed project(s) will be immediately and effectively utilized by the SBHC staff upon completion.
- 4) The extent to which the application demonstrates that the proposed project has not started construction activities, issued a construction contract, or purchased moveable equipment.
- 5) The extent to which the applicant proposes a reasonable timeframe for implementing the project(s) during the 2-year project period.
- 6) The extent to which the applicant demonstrates it can support operating costs including increases in utilities, daily maintenance and repair, and capital reinvestment for the project(s).

Criterion 3: Collaboration (5 points)

- 1) The extent to which the applicant:
 - a) Identifies the safety-net providers (i.e., section 330 health center or FQHC look-alike, rural health clinic, health department, and hospital) within the proposed service area for the project;
 - b) Documents and demonstrates the existing and proposed formal and informal collaboration and coordination of services as evidenced by letters in support of the project's operation and provision of primary health care services (e.g., section 330 health center or FQHC look-alike, rural health clinic, health department, hospital, local school board, and other service providers); and
 - c) Details its efforts to coordinate activities with neighborhood revitalization initiatives such as the Department of Education's Promise Neighborhoods and/or Department of Housing and Urban Development's Choice Neighborhoods (as applicable).

- 2) The extent to which the proposal identifies and leverages other primary health services provided in the service area.

Criterion 4: Impact (15 points)

- 1) The extent to which the proposal demonstrates the impact of the proposed project on the SBHC's service delivery, including the projected number of additional, unduplicated patients to be served.
- 2) The extent to which the capital expenditures will:
 - a. enhance quality of care and patient outcomes and
 - b. improve access to care within the community and at the SBHC.
- 3) The extent to which the proposed improvements are appropriate given other providers (section 330 health centers, FQHC-Look-Alikes, health departments, rural health clinics, hospitals, etc) within the service area.

Criterion 5: Resources/Capabilities (25 points)

- 1) The extent to which the applicant demonstrates it has the appropriate resources and capabilities to successfully implement and complete the proposed project(s) (e.g., prior experience, project management capabilities).
- 2) The extent to which the applicant identifies an appropriate administrative structure and oversight for the proposal, including:
 - a. the qualifications of key staff who will be responsible for managing the project(s) and the individuals (name and title) who comprise the Project Team; and
 - b. the expertise and experience of the Project Team necessary to successfully manage the project.
- 3) The extent to which the applicant identifies appropriate acquisition strategy, policies, and procedures, and its compliance with the appropriate federal procurement requirements.
- 4) The extent to which the applicant provides a comprehensive operational agreement for the proposed project.
- 5) The extent to which the applicant has the appropriate financial management capability, accounting and control systems, and policies and procedures appropriate for administering the proposed construction project.
- 6) The extent to which the applicant demonstrates and documents that other capital funding sources have been secured to support the proposed project (applicable to projects requesting less than 100 percent funding).
- 7) The extent to which the applicant demonstrates a commitment to the facility(ies) that will be used for the proposed project(s).

Criterion 6: Support Requested (10 points)

- 1) The extent to which the budget is accurate, complete, and reasonable to complete the project.
- 2) The extent to which the narrative description for each line item on the budget justification demonstrates how the costs will contribute to the goals and objectives of the proposal.
- 3) The completeness and reasonableness of the equipment list that demonstrates how the costs will contribute to the goals and objectives of the project.
- 4) The extent to which the requested federal award funds are appropriate given other sources of funds committed/available for the project(s).

2. Review and Selection Process

The Division of Independent Review is responsible for managing objective reviews within HRSA. Applications competing for federal funds receive an objective and independent review performed by a committee of experts qualified by training and experience in particular fields or disciplines related to the program being reviewed. In selecting review committee members, other factors in addition to training and experience may be considered to improve the balance of the committee, e.g., geographic distribution. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation based on the review criteria noted above. The committee provides expert advice on the merits of each application to program officials responsible for final selections for award.

Applications that pass the initial HRSA eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in relevant sections of this program announcement. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

Funding Preference

A funding preference is an objective factor that is used to place a grant application ahead of others, without the preference, on a list of applicants recommended for funding by a review committee. It is not the same as a review criterion. Applications that do not receive a funding preference will be given full and equitable consideration during the review process. However, applicants receiving the preference will be placed in a more competitive position among applications that can be funded. The SBHCC funding opportunity, HRSA-13-140, has one preference [Section 4101(a)(3) of the Affordable Care Act]:

“the Secretary shall give preference to awarding grants for school-based health centers that serve a large population of children eligible for medical assistance under the state Medicaid plan under title XIX of the Social Security Act or under a waiver of such plan or children eligible for child health assistance under the state child health plan under title XXI of that Act.”

In order to be considered for this funding preference, an applicant must certify that eligible school-based health center site(s) serves a large population of children eligible for medical assistance under the state Medicaid plan under title XIX of the Social Security Act or under a waiver of such plan or children eligible for child health assistance under the state child health plan under title XXI of that Act. **Applicants requesting consideration of a funding preference must do so within the proposal cover page within the EHB.**

3. Anticipated Announcement and Award Dates

All funding determinations will be completed in a timely manner to enable HRSA to make awards by the project start date of December 1, 2012.

VI. Award Administration Information

1. Award Notices

Each applicant will receive written notification of the outcome of the objective review process, including a summary of the expert committee's assessment of the application's merits and weaknesses, and whether the application was selected for funding. Applicants who are selected for funding may be required to respond in a satisfactory manner to Conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin performance.

The Notice of Award sets forth the amount of funds awarded, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant's Authorized Organization Representative, and reflects the only authorizing document. It will be sent on or around the start date of December 1, 2012.

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 [Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations](#) or 45 CFR Part 92 [Uniform Administrative Requirements For Grants And Cooperative Agreements to State, Local, and Tribal Governments](#), as appropriate.

HRSA grant and cooperative agreement awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.hrsa.gov/grants/>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the Notice of Award).

Accessible Design Requirements

On September 15, 2010, the United States Department of Justice (DOJ) published revised Americans with Disabilities Act (ADA) regulations in the Federal Register that update and amend some of the provisions in the original 1991 ADA regulations. These changes include revised accessibility standards, called the 2010 Standards for Accessible Design (2010 Standards), which establish minimum criteria for accessibility in design and construction.

The Architectural Barriers Act of 1968, as amended, the Federal Property Management Regulations 101-19.6 (41 CFR 101-19.6), and the Uniform Federal Accessibility Standards issued by the General Services Administration (41 CFR 101-19.6, Appendix C) set forth requirements to make facilities designed, built, altered, or leased with federal funds accessible to, and usable by, the physically handicapped and include minimum design standards. In addition, The Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and Architectural Barriers Act Accessibility Requirements are available online at <http://www.access-board.gov/ada-aba/final.pdf>.

Federal Interest

Real Property

The Federal Government retains a reversionary interest in real property constructed, acquired, or improved with federal funds. The federal interest is based on the total allowable project costs (federal), excluding movable equipment and supplies, after completion of the project. In addition:

- For alteration and renovation (A&R) projects, federal interest exists for the useful life attributable to the A&R funded under this award. Each SBHCC A&R project having a total allowable project cost (federal **and** non-federal) of more than \$500,000, excluding movable equipment, is required to file a Notice of Federal Interest (NFI) against the property title. The level of federal interest declines with physical depreciation or replacement of the of the alteration/renovation/repair made to the asset; and
- For all SBHCC construction projects, regardless of award amount, applicants are required to file a NFI.

SBHCC applicants that are not required to file a NFI, acknowledge with the receipt of the Notice of Award that the federal interest exists irrespective of the filing of the NFI and, for projects less than \$500,000, the award recipient shall maintain adequate documentation to track and protect the federal interest. Adequate documentation will include communications between the lessor and the lessee related to protecting such interest, in accordance with the standard award terms and conditions. Such documentation should be available for subsequent review by HRSA.

The NFI requires HRSA's Associate Administrator of the Office of Federal Assistance Management to provide prior written approval in order for the property owner to mortgage, sell, transfer, or use the property for a purpose inconsistent with the award. A notarized NFI must be filed against the property deed prior to construction in the appropriate public records office of the jurisdiction in which the property is located and once filed, a copy must be provided to the appropriate HRSA Grants Management Specialist. (See Appendix B for a sample NFI.)

Equipment

Applicants must provide a detailed equipment list to identify items to be purchased with federal funds as part of the SBHCC project. The list must include non-expendable items with a useful life of more than one year and a unit cost of \$5,000 or more (or equal to the applicant's capitalization threshold), *and* items with a useful life of more than one year and a unit cost of less than \$5,000. Any equipment purchased through the SBHCC project should be pertinent to SBHC operations and serve an identified patient group. Please note that equipment must be maintained, tracked, and disposed of in accordance with 45 CFR Parts 74.34, 74.35, 92.32, or 92.33 (as appropriate).

Leasehold Improvements

While leasehold improvements are allowed under the SBHCC funding opportunity, please note:

- Lessors/Property Owner must agree in writing to the proposed A&R projects, and acknowledge federal interest in the project, and agree to file a Notice of Federal Interest against the property title in the local jurisdiction before the project begins, if required.

- The lessor/property owner must agree to include in the lease/occupancy agreement clauses that indicate the continued rights of the recipient/Federal Government in the event that the lessor of record changes.
- HRSA will determine if the term of the lease/occupancy agreement is long enough for the full value of the award-supported improvements to benefit the grant activity. HRSA will take into account the purpose and duration of the award, the expected life of the facility, and the use of the facility for grant-supported purposes.
- The lease/occupancy agreement must provide the applicant reasonable control⁶.
- Funds may not be used to pay lease costs/occupancy costs.
- Funds for a leased property cannot address needs that are part of the terms of the lease/occupancy agreement (i.e., the responsibility of the lessor/property owner).
- If funds address improvements that would impact terms of the lease/occupancy agreement (e.g., double paned windows), applicants must have written evidence of negotiated offset in the rent.

All other improvements that comply with the requirements of this funding opportunity are allowable.

For construction and/or A&R projects proposed in leased facilities, the applicant must provide evidence that the lease/occupancy agreement includes the following language, whether as a provision of a new lease or an amendment to an existing lease, agreed to by both the recipient (occupant) and lessor (owner):

- (a) the recipient agrees not to sublease, assign, or otherwise transfer the leased property, or use the property for a non-grant-related purpose(s) without the written approval from HRSA (at any time during the term of the lease, whether or not grant support has ended);
- (b) the lessor will inform HRSA of any default by the recipient under the lease;
- (c) HRSA shall have 60 days from the date of receipt of the lessor's notice of default in which to attempt to eliminate the default, and that the lessor will delay exercising remedies until the end of the 60-day period;
- (d) HRSA may intervene to ensure that the default is eliminated by the recipient or another recipient named by HRSA;
- (e) the lessor shall accept payment of money or performance of any other obligation by HRSA's designee, for the recipient, as if such payment of money or performance had been made by the recipient;
- (f) in the event that the recipient defaults, the award is terminated, or the recipient vacates the leasehold before the end of the lease term, HRSA shall have the right to designate a replacement for the recipient for the balance of the lease term, subject to approval by the lessor, which will not be withheld except for good reason; and
- (g) the lease and any amendment to it shall be recorded in the land records of the jurisdiction where the property is situated.

⁶ "Reasonable control" for the purpose of the SBHCC is considered the ability to implement the project and realize the benefits of the project without unnecessary demands, such as unreasonably restrictive access and limited control, at the site.

In addition, the lessor/property owner must agree to file a Notice of Federal Interest (NFI) against the property title in the local jurisdiction before the project begins (if the proposed net project cost, less movable equipment, is greater than \$500,000).

Sustainable Design

Construction

For information regarding design practices for hospital and medical facilities, refer to the latest edition of the document “Guidelines for Design and Construction of Health Care Facilities.” The specifics of Sustainable Design are discussed in Appendix A3 to the document’s Environment of Care section (1.2.3). The appendix references the U.S. Green Building Council’s LEED Green Building Rating System (www.usgbc.org) and the Green Guide for Health Care (www.gghc.org). This document can be purchased from the American Institute of Architects (AIA) Order Department, PO Box 60, Williston, Vermont 05495-0060; (1-800-365-ARCH).

Equipment

It is strongly recommended that awardees employ the following standards, where practicable, in the procurement of equipment and supplies. Following these standards will mitigate many of the negative effects on human health and the environment from the proliferation, rapid obsolescence, low recycling rate, high energy consumption, and potential to contain hazardous materials, and increased liability from improper disposal.

- Electronic Product Environmental Assessment Tool (EPEAT) - Silver Rated products, <http://www.epeat.net>.
- When EPEAT registered products are not available, the following environmental criteria should be considered:
 - Energy Star features, <http://www.energystar.gov>
 - Computer Power Management – Enable CPU’s to go into power save mode after an appropriate time period (e.g., 15-60 minutes)
 - Monitor Power Management – Enable monitors to go into power save mode after an appropriate time period (e.g., 15-60 minutes)
 - Establishment of a four year or higher replacement cycle (refresh Rate) for desktop computers and laptops
 - Establishment of default setting to double sided printing for printers and print driver software.
 - Recycled content, Reduced packaging
 - Reduced toxic constituents in the product and in the manufacturing process
 - Designed for recycle/reuse including upgradeability considerations
 - Vendor provided take-back service
 - Vendor demonstration of corporate environmental responsibility

Environmental Review

The National Environmental Policy Act of 1969 (NEPA), 42 U.S.C 4321 (P.L. 91-190, Sec. 2, Jan. 1, 1970, 83 Stat., 852), including Public Disclosure, Section 102 of NEPA, and EO 11514, requires federal agencies to assess the environment impacts of major federal actions, including construction projects supported in whole or in part through federal contracts, grants, subsidies, loans, or other forms of funding assistance.

HRSA requires that applicants provide information on anticipated environmental impact as part of their applications. **APPLICANTS MUST SUBMIT WITH THEIR APPLICATION** an Environmental Information and Documentation (EID) Checklist for the project (Attachment 5 through EHB).

If the funded project has received a NEPA compliant environmental assessment at the federal, state or local level, a copy of the assessment must be sent to the BPHC Program Office at SBHC@hrsa.gov.

If it has been determined by HRSA, after reviewing the project description and the EID, that the funded project may have a significant impact on the environment, HRSA will request that the awardee initiate and prepare an Environmental Assessment (EA). Based on the review of the draft EA, HRSA will determine if there is a Finding of No Significant Impact (FONSI) or additional review is required.

NEPA related reviews must be completed prior to commencing work outside of purchasing moveable equipment and supplies, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project.

For additional information regarding compliance with NEPA, please visit <http://bphc.hrsa.gov/policiesregulations/capital>.

Cultural Resource Assessment and Historic Preservation (HP) Section 106 Review

Successful award applications for SBHCC construction and A&R projects will be reviewed under the terms of section 106 of the National Historic Preservation Act (NHPA). Under section 106, prior to the expenditure of funds, an assessment must be made of the potential effects of undertakings on historic properties (which include any prehistoric or historic district, site, building, structure, or object), that are eligible for listing or are listed on the National Register of Historic Places (NRHP).

HRSA has determined that the following activities constitute an undertaking under the NHPA: 1) all new construction and expansion projects (including demolition of existing buildings; 2) alteration/renovation/repair projects where exterior changes to the building façade or surroundings (such as grading, fencing, or additional parking) may be made (including roof, windows and parking lots), and 3) where interior renovations may be made to a building that is over fifty (50) years old, or is historically, architecturally, or culturally significant.

Under section 106, prior commencing work outside of purchasing moveable equipment and supplies, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project, an assessment must be made of the potential effects of undertakings on historic properties, and a notification/consultation must take place with all interested parties. Pursuant to the regulations at 36 CFR Part 800, HRSA determines the project's effect on historic properties in consultation with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officers (THPO), representatives of the local government, and other affected Indian tribes and interested parties.

For projects that require section 106 review, funds may not be drawn down until HRSA receives documentation from the SHPO/THPO concurring whether the property:

- is not historic; or
- is historic, with the project causing no potential adverse effects; or
- is historic and the project may cause adverse effects and provide a resolution to the adverse effects through a fully executed MOA finalized by all parties.

For additional information regarding compliance with section 106, please visit <http://bphc.hrsa.gov/policiesregulations/capital>.

Force Account Labor

If an applicant chooses to use its in-house personnel for in-house design work and/or in-house construction work in lieu of selecting a private firm, the awardee must obtain approval from BPHC prior to beginning the design phase. The awardee must show that it is more cost effective in comparison to outsourcing the work. The total cost for in-house personnel plus the fee for the architect and engineer must not exceed the prevailing architectural and engineering fee costs (usually 5 to 15 percent of the construction bid cost).

Detailed information regarding the format and content of the justification needed for an assessment of the proposal are available online at <http://bphc.hrsa.gov/policiesregulations/capital>

Cultural and Linguistic Competence

HRSA programs serve culturally and linguistically diverse communities and multiple cultures. Although race and ethnicity are often thought to be dominant elements of culture, HRSA funded programs embrace a broader definition to include language, gender, socio-economic status, sexual orientation and gender identity, physical and mental capacity, age, religion, housing status, and regional differences. Organizational behaviors, practices, attitudes, and policies across all HRSA-supported entities respect and respond to the cultural diversity of communities, clients and students served. HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) published by HHS and available online at <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>. Additional cultural competency and health literacy tools, resources and definitions are available online at <http://www.hrsa.gov/culturalcompetence> and <http://www.hrsa.gov/healthliteracy>.

Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.htm>. If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity to obtain a copy of the Term.

Smoke-Free Workplace

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

Healthy People 2020

Healthy People 2020 is a national initiative led by HHS that sets priorities for all HRSA programs. The initiative has four overarching goals: (1) attain high-quality, longer lives free of preventable disease, disability, injury, and premature death; (2) achieve health equity, eliminate disparities, and improve the health of all groups; (3) create social and physical environments that promote good health for all; and (4) promote quality of life, healthy development, and healthy behaviors across all life stages. The program consists of over 40 topic areas, containing measurable objectives. HRSA has actively participated in the work groups of all the topic areas and is committed to the achievement of the Healthy People 2020 goals. More information about Healthy People 2020 may be found online at <http://www.healthypeople.gov/>.

National HIV/AIDS Strategy (NHAS)

The National HIV/AIDS Strategy (NHAS) has three primary goals: 1) reducing the number of people who become infected with HIV, 2) increasing access to care and optimizing health outcomes for people living with HIV, and 3) reducing HIV-related health disparities. The NHAS states that more must be done to ensure that new prevention methods are identified and that prevention resources are more strategically deployed. Further, the NHAS recognizes the importance of early entrance into care for people living with HIV to protect their health and reduce their potential of transmitting the virus to others. HIV disproportionately affects people who have less access to prevention, care and treatment services and, as a result, often have poorer health outcomes. Therefore, the NHAS advocates adopting community-level approaches to identify people who are HIV-positive but do not know their serostatus and reduce stigma and discrimination against people living with HIV.

To the extent possible, program activities should strive to support the three primary goals of the NHAS. As encouraged by the NHAS, programs should seek opportunities to increase collaboration, efficiency, and innovation in the development of program activities to ensure success of the NHAS. Programs providing direct services should comply with federally-approved guidelines for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines). More information can also be found at <http://www.whitehouse.gov/administration/eop/onap/nhas>.

3. Reporting

The successful applicant under this funding opportunity announcement must comply with the following reporting and review activities.

a. Audit Requirements

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found at http://www.whitehouse.gov/omb/circulars_default.

b. Payment Management Requirements

Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System. The report identifies cash expenditures against the authorized funds for the award or cooperative agreement. The FFR Cash Transaction Reports must be filed within 30 days of the end of each calendar quarter. Failure to submit the report may result in the inability to access award funds. Go to <http://www.dpm.psc.gov> for additional information.

c. Status Reports

1) Federal Financial Report. A financial report is required within 90 days of the end of each budget period. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through EHB. More specific information will be included in the Notice of Award (NoA).

2) Progress Report(s). The awardee must submit a progress report to HRSA on a quarterly basis through the EHB, including:

- Project completion status (percent complete)
- Actual versus projected budget information—uses of SBHCC award funds
- Project Implementation Certification
- Bonding/Insurance Coverage Certification (as applicable)
- Construction Schedule

Further information will be provided in the NoA.

3) Final Report. A final report is required within 90 days of the completion of the SBHCC project period. The report must include the following items:

- Photos of the completed project, including “before” photos
- A certificate of substantial completion
- A certificate of occupancy
- A letter stating that the project was completed in accordance with previously certified contract documents and in accordance with all applicable federal statutes and regulations.

Further information will be provided in the NoA.

4) Submit the SF-428 Tangible Personal Property Report. The grantee must submit within 90 days after the project end date the SF-428 (Tangible Personal Property Report) with the SF-428-B (Final Report Attachment) and if applicable the SF-428S (Supplemental Sheet). These documents must be completed using the Electronic Handbooks (EHBs). The grantee is required to report federally-owned property, acquired equipment with an acquisition cost of \$5,000 or more for which HRSA has reserved the right to transfer title, and residual unused supplies with total aggregate fair market value exceeding \$5,000.

Records for equipment acquired with Federal funds shall be retained for three years after final disposal.

- 5) Ad Hoc Submissions: Throughout the project period, HRSA may determine that a project requires additional information to be submitted beyond the standard deliverables. This information may include, but is not limited to, the following:
- Purchase orders
 - Contract documentation
 - Project implementation photos

d. Transparency Act Reporting Requirements

New awards (“Type 1”) issued under this funding opportunity announcement are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, and implemented by 2 CFR Part 170. Award and cooperative agreement recipients must report information for each first-tier subaward of \$25,000 or more in federal funds and executive total compensation for the recipient’s and subrecipient’s five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (FFATA details are available online at <http://www.hrsa.gov/grants/ffata.html>). Competing continuation awardees, etc. may be subject to this requirement and will be so notified in the Notice of Award.

VII. Agency Contacts

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this funding opportunity announcement by contacting:

Frances Woodburn, Grant Management Specialist
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 11-03
5600 Fishers Lane
Rockville, MD 20857
Telephone: 301-443-3268
Email: fwoodburn@hrsa.gov

Additional information related to the overall program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

Beth Levitz, Public Health Analyst
Telephone: 301-443-1389
Bureau of Primary Health Care, HRSA
Parklawn Building, Room 17C-26
5600 Fishers Lane,
Rockville, MD 20857
Email: sbhc@hrsa.gov

Bill Hemmingson, Architect
Telephone: 301-443-2396
Bureau of Primary Health Care, HRSA
Parklawn Building, Room 17C-26
5600 Fishers Lane,
Rockville, MD 20857
Email: sbhc@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding federal holidays at:

Grants.gov Contact Center
Phone: 1-800-518-4726
Email: support@grants.gov
iPortal: <http://grants.gov/iportal>

Applicants may need assistance when working online to submit the remainder of their information electronically through HRSA's Electronic Handbook (EHB). For assistance with submitting the remaining information in HRSA's EHB, contact the HRSA, Monday-Friday, 9:00 AM to 5:30 PM ET:

HRSA Contact Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
Fax: (301) 998-7377
E-mail: CallCenter@HRSA.GOV

BPHC Help Desk—electronic reporting questions
BPHChelp@hrsa.gov or 1-877-974-2742

VIII. Other Information

Applicants are strongly encouraged to refer to the SBHCC technical assistance resources available at <http://www.hrsa.gov/grants/apply/assistance/sbhcc>.

Pre-Application Conference Call

HRSA will hold a pre-application conference call for all SBHCC applicants on May 24, 2012 at 1:00 p.m. ET to provide clarity and technical assistance on this funding opportunity. The conference call will provide an overview of this program guidance and will include an opportunity for organizations to ask questions regarding the FY 2013 SBHCC funding opportunity and the requirements for SBHCC applications. For the call information, please visit the SBHCC website at <http://www.hrsa.gov/grants/apply/assistance/sbhcc>.

IX. Tips for Writing a Strong Application

A concise resource offering tips for writing proposals for HHS grants and cooperative agreements can be accessed online at:

<http://www.hhs.gov/asrt/og/grantinformation/apptips.html>.

Appendix A: Instructions for Completing the SF-424C Budget Information—Construction Programs

Complete the Budget Information—Construction Programs (SF-424C) for all project types. Do NOT use the non-construction forms, SF-424A or SF-424B.

Column A—Total Cost: Indicate the total cost of the project as defined for each individual SBHCC project. For all SBHCC projects, the entire cost of the project should be shown in this column.

Column B—Costs Not Allowable for Participation: Only costs defined as non-allowable in the chart below should be entered in Column B. SBHCC funds may not be used to cover these costs. Do not include costs in Column B merely to reduce Column C to the award amount.

Column C—Total Allowable Costs: Subtract Column B from Column A.

SBHCC award funds cannot exceed the amount in Line 16 (columns A and C). Applicants will be entering the portion of the SBHCC award to be allocated to each project in Line 17 C. The entry in Line 17 (A/B) is a calculated field based on the federal share percentage. The percentage is restricted to whole numbers (no decimals).

Allowable and Unallowable Costs

The chart below lists the allowable and unallowable costs for SBHCC awards.

	ALLOWABLE	UNALLOWABLE
Line 1 - Administrative and legal expenses	<ul style="list-style-type: none"> • Salary of applicant’s staff and consultant fees that are directly related to the administration of the technical aspects of the proposed project. Administrative and legal expenses should be less than 10% of total project costs; • Costs associated with the evaluation of the environmental effects and historic preservation effects of proposed A&R activity and obtaining public input, producing the necessary studies, analysis, and resultant reports, as well as compliance with other environmental and historic preservation laws, are allowable; and • Costs of title insurance, physical-destruction insurance, builder’s risk insurance and liability insurance. • Bid advertising 	<ul style="list-style-type: none"> • Salary of applicant’s staff and consultant fees that are not related to the administration of the technical aspects of the proposed project (operating costs); • Bonus payments to construction contractors; • Costs of groundbreaking and dedication ceremonies and items such as plaques; • Indirect expenses such as general department operations and maintenance; • Expendable office, medical, and laboratory supplies; • Fund-raising expenses; • Damage judgment suits; and • Consultant fees not related to actual construction.

	ALLOWABLE	UNALLOWABLE
Line 2 - Land, structures, right-of-way, appraisals, etc.	<ul style="list-style-type: none"> • Land or the cost of purchasing a building. • Filing fees for recording the NFI. 	
Line 3 - Relocation expenses and payments	<ul style="list-style-type: none"> • Relocation payments to be made to displaced persons, business concerns and nonprofit organizations for moving expenses and replacement housing; • Relocation advisory assistance and the net amounts for replacement (last resort) housing. This line is limited to approved applicants whose project involves the displacement of persons and businesses that must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ((42 U.S.C. 4601 et seq.) 84 Stat.1894) and 49 CFR Part 24; and • Costs to lease a temporary space while the main space is being constructed or altered/renovated/repaired. 	<ul style="list-style-type: none"> • The cost of permanently relocating the school-based health center.
Line 4 - Architectural and engineering fees	<ul style="list-style-type: none"> • Fees associated with architectural and engineering professional services including, but not limited to, preparation of bid documents and inspections during construction; • Associated expenses for preparation of specifications and reproduction of design documents; and • Costs for architect's fees and consultant's fees necessary to the planning and design of the project if the project is approved and funded and the costs comply with federal procurement requirements (when applicable). 	<ul style="list-style-type: none"> • Architectural and engineering fees for work that is not within the scope of the approved project; • Costs of abandoned designs (costs associated with a design that will not be used to construct the building); and • Elaborate or extravagant designs or projects that are above the known local costs for comparable buildings.
Line 5 - Other architectural and engineering fees	<ul style="list-style-type: none"> • Other architectural and engineering services, such as surveys, tests, and borings. 	

	ALLOWABLE	UNALLOWABLE
	<ul style="list-style-type: none"> • Preliminary expenses associated with the approved award. • Sustainable design services, such as LEED, including commissioning • Costs associated with the preparation of the Environmental Assessment and SHPO consultation • Project/Construction management Fees 	
Line 6 - Project inspection fees	<ul style="list-style-type: none"> • Clerk-of-the-works, inspection fees, structural certification, etc., to be provided by architectural engineering firm or the applicant's staff. 	<ul style="list-style-type: none"> • Fees not associated with the requested project.
Line 7 - Site work	<ul style="list-style-type: none"> • Site clearance, grading, land improvement costs, including reasonable costs for landscaping to stabilize the site, sidewalks, drives, and parking areas which are located on the site and are essential for the use and operation of an approved project; • Reasonable landscaping costs for seeding and sodding required for soil/slope stabilization; • Sanitary sewer, storm sewer, and portable water connections, providing that existing municipal utilities are located in streets, roads, and alleys contiguous to the site; and • Sidewalks, drives, and parking areas which are located on the site and are essential for the use and operation of an approved project. 	<ul style="list-style-type: none"> • Fees not associated with the requested project.
Line 8 - Demolition and removal	<ul style="list-style-type: none"> • Costs of demolition or removal of structures or improvements. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage. 	<ul style="list-style-type: none"> • Costs not associated with the requested award. • Funds may not be used for demolition and removal of debris that will not result in a usable structure.

	ALLOWABLE	UNALLOWABLE
Line 9 - Construction	<ul style="list-style-type: none"> • Costs of acquisition and installation of fixed equipment necessary for the functioning of the facility. FIXED EQUIPMENT is equipment that requires modification of the facility for its satisfactory installation or removal and is included in the construction contract. Examples include: fixed trailers or modular buildings, fume hoods, linear accelerator, laboratory casework, sinks, fixed shelving, built-in sterilizers, built-in refrigerators, and drinking fountains; • Costs of constructing new building(s) to be used for the program. This includes costs of materials and labor within the local range of comparable buildings; • Construction costs for expansion, remodeling, and alteration of existing buildings, which will be used for the program; • Costs of connecting to existing central utility distribution systems contiguous to the site, such as steam and chilled water that service a campus from centrally located boiler and refrigeration plants. Prorated costs for new boilers and chillers to serve the proposed facility are acceptable; • Special features for seismic code requirements. Use nationally recognized codes adopted by authorities having jurisdiction; • Costs of eliminating architectural barriers to the handicapped; and • Costs of pollution-control equipment for the facility's boilers, incinerators, waste water treatment, etc., which may be required by 	<ul style="list-style-type: none"> • Relocation of utilities that are off site and off-site improvements; • Landscaping to improve the appearance of the facility; • Prorated cost of existing central utility plant and distribution systems, which serve the proposed facility; • Works of art; • Elaborate or extravagant materials that are above the known local costs for comparable buildings; • Fixed equipment if it is not part of the construction contract; and • Bonus payments to contractors.

	ALLOWABLE	UNALLOWABLE
	<p>local, state, or federal regulations. The facility must meet requirements of both current and future pollution abatement regulations as described in currently approved pollution plans.</p> <ul style="list-style-type: none"> • Bid guarantees and performance and payment bonds. • Real property that is permanently attached to the building. 	
Line 10 - Equipment	<ul style="list-style-type: none"> • Equipment that is pertinent to the SBHCC project(s) and serves an identified patient group; • Tangible personal property (i.e., moveable equipment - a non-expendable item with a useful life of more than one year and a unit cost of \$5,000 or more (or equal to the applicant's capitalization threshold) that is not permanently affixed and can be easily moved (e.g., medical exam tables, dental chairs, x-ray equipment, computers, modular workstations, autoclaves, and freezers). Trailers or modular units set up on portable chassis for temporary use may also be considered moveable equipment); and • Furniture and administrative equipment (i.e., computers, servers, telephones, fax machines, copying machines, software, etc.) and special purpose equipment used for medical activities (e.g., stethoscopes, blood pressure monitors, scales, electronic thermometers, etc.) with a useful life of one year or greater and a unit cost of less than \$5,000 	<ul style="list-style-type: none"> • Vehicles and/or mobile vans for purposes other than service delivery. • Donated equipment. • Luxury furniture. • Electronic Health Record systems and licenses. • Expendable office, medical, and laboratory supplies. • Educational supplies and equipment.
Line 11 - Miscellaneous	<ul style="list-style-type: none"> • Enter amounts for items not specifically mentioned above that are directly related to the project. 	<ul style="list-style-type: none"> • Additional expense resulting from the rejection of an alternate bid at the start of

	ALLOWABLE	UNALLOWABLE
	<p>Such costs should be no more than 10% of line 16c (total cost);</p> <ul style="list-style-type: none"> The cost of alternate bid work up to the amount of the original bid submitted. 	<p>construction and later reinstating the bid at an increased cost due to escalation; and</p> <ul style="list-style-type: none"> Sales taxes, federal excise taxes, and other taxes when the applicant is exempt from such taxes or is entitled to a refund by the state or Federal Government after payment.
Line 12 – SUBTOTAL	Enter the sum of Lines 1 through 11	
Line 13 - Contingencies	<ul style="list-style-type: none"> The contingency of this program is limited to 5% of Line 7c, 8c, and 9c. However, the contingency must be reduced to 2% after the contract is awarded. Contingency does not include moveable equipment. 	
Line 14 – SUBTOTAL	Enter the sum of Lines 12 and 13	
Line 15 – Project (program) income		<ul style="list-style-type: none"> Not applicable to this program
Line 16 – TOTAL PROJECT COSTS	Enter the amount in line 14	
Line 17	Enter the portion of the SBHCC award that is allocated to the project (Note: round to the nearest whole dollar amount)	

Appendix B: Sample Notice of Federal Interest

On *insert date*, the Health Resources and Services Administration (HRSA) awarded Grant No. *insert grant number* to *insert name of recipient*. The award provides federal funds for *describe purpose of award, e.g., construction, alteration/renovation**, which is located on the property described below in _____ County, State of _____:

(APPLICANT: INSERT LEGAL DESCRIPTION OF PROPERTY)

The Notice of Award includes conditions on use of the aforementioned property and provides for a continuing federal interest in the property. Specifically, the property may not be (1) used for any purpose inconsistent with the statute and any program regulations governing the award under which the property was acquired; (2) mortgaged or otherwise used as collateral without the written permission of the Office of Federal Assistance Management (OFAM), HRSA, or its designee; or (3) sold or transferred to another party without the written permission of the OFAM, HRSA, or its designee, or its designee. These conditions are in accordance with the provisions set forth in Title 45 CFR part 74 or 92 (as appropriate), the HHS Grants Policy Statement, and other terms and conditions of award.

These award conditions and requirements cannot be nullified or voided through a transfer of ownership. Therefore, advance notice of any proposed change in usage or ownership must be provided to the Associate Administrator, OFAM, HRSA, or its designee.

Signature: _____
Typed Name: _____
Title: _____
Date: _____

* Description should include specificity to determine if the federal interest applies to the land, building, or part thereof. Street or campus address should be included whenever possible.

Appendix C: Federal Procurement Requirements for Awardees

An awardee may acquire a variety of commercially available goods or services in connection with an award-supported project or program. Awardees can use their own procurement procedures that reflect applicable state and local laws and regulations, as long as those procedures conform to the following applicable U.S. Department of Health and Human Services (HHS) regulations:

- HHS regulations at 45 CFR Parts 74.40 through 74.48, Procurement Requirements for Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=85fa827d5b4cde0a8286b0541125d28e;rgn=div5;view=text;node=45%3A1.0.1.1.35;idno=45;cc=ecfr#45:1.0.1.1.35.3.8>.
- HHS regulations at 45 CFR Part 92, Procurement Requirements for State, Local and Tribal Governments http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6bb9abddd109dde1c3acab8acd999efe&tpl=/ecfrbrowse/Title45/45cfr92_main_02.tplhttp://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6bb9abddd109dde1c3acab8acd999efe&tpl=/ecfrbrowse/Title45/45cfr92_main_02.tpl.
- States must follow the requirements at Title 45 CFR Part 92.36(a). Generally, states must follow the same policies and procedures they use for procurements from non-federal funds <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6bb9abddd109dde1c3acab8acd999efe&rgn=div8&view=text&node=45:1.0.1.1.50.3.17.14&idno=45>.
- Local and Tribal governments must follow the requirements at 45 CFR Parts 92.36(b) through (i) <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6bb9abddd109dde1c3acab8acd999efe&rgn=div8&view=text&node=45:1.0.1.1.50.3.17.14&idno=45>.

Note: Regardless of the portion of the project that is supported by federal funds, the applicant will be required to follow the federal procurement requirements for all contracts related to the project.

Responsibility

The awardee is responsible for the settlement and satisfaction of all contractual and administrative issues related to contracts entered into in support of an award. This includes disputes, claims, protests of award, source evaluation, or other matters of a contractual nature.

Simplified Acquisition

Procedures shall be used to the maximum extent practicable for all purchase of supplies or services not exceeding the simplified acquisition threshold. The threshold for purchases utilizing the Simplified Acquisition Procedures cannot exceed \$100,000. Procurement actions may not be split to avoid competition thresholds. The simplified acquisition procedures were not developed to eliminate competition but to reduce administrative costs, improve opportunities for small, small disadvantaged, and women-owned small business concerns, promote efficiency and economy in contracting, and avoid unnecessary burdens.

Avoiding Conflicts of Interest

No employee, officer, or agent shall participate in the selection, award or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agency or any member of his or family has a financial or other interest in the firm selected for an award. Awardees shall avoid real or apparent organizational conflicts of interests and non-competitive practices among contractors with procurement supported by federal funds. Procurement shall be conducted in a manner to provide, to the maximum extent practical, open and free competition.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft award applications, or contract specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements.

Contracts Pre-existing to the Award

When an awardee enters into a service-type contract in which the term is not concurrent with the budget period of the award, the awardee may charge the costs of the contract to the budget period in which the contract is executed:

- The awarding office has been made aware of this situation either at the time of application or through post-award notification.
- The contract was solicited and secured in accordance with federal procurement standards.
- The recipient has a legal commitment to continue the contract for its full term.

Contract costs will be allowable only to the extent that they are for services provided during the award's period of performance. The awardee will be responsible for contract costs that continue after the end of the award budget period. Piggybacking onto existing, open contracts is generally unallowable.

Factors that should be considered when selecting a contractor are:

- Contractor integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources;
- Responsive bid; and
- Excluded Parties Listing (Debarred Contractors <https://www.epls.gov/>).

Contracts will be normally competitively bid unless:

- The item is available only from a single source;
- After solicitation of a number of sources, competition is determined inadequate; or
- Meets the requirements of simplified acquisition.