

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Health Resources & Services Administration

Bureau of Primary Health Care

School-Based Health Center Capital (SBHCC) Program

Funding Opportunity Number: HRSA-19-073

Funding Opportunity Type(s): New

Catalog of Federal Domestic Assistance (CFDA) Number: 93.501

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2019

Application Due Date in Grants.gov: April 17, 2018
Supplemental Information Due Date in HRSA EHB:
May 31, 2018

Ensure your SAM and Grants.gov registrations and passwords are current immediately!

Deadline extensions are not granted for lack of registration.

*Registration in all systems, including SAM.gov, Grants.gov, and HRSA EHB
may take up to 1 month to complete.*

Issuance Date: February 9, 2018

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Authority: 42 USC 280h-4

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC) is accepting applications for the fiscal year (FY) 2019 School-Based Health Center Capital (SBHCC) Program. The purpose of this grant program is to increase access to mental health, substance abuse, and childhood obesity-related services in operational school-based health centers (SBHCs), by funding minor alteration/renovation (A/R) projects and/or the purchase of moveable equipment, including telehealth equipment.

Funding Opportunity Title:	School-Based Health Center Capital (SBHCC) Program
Funding Opportunity Number:	HRSA-19-073
Due Date for Applications – Grants.gov:	April 17, 2018 (11:59 p.m. ET)
Due Date for Supplemental Information – HRSA EHB:	May 31, 2018 (5 p.m. ET)
Anticipated Total Annual Available FY18 Funding:	Approximately \$10 million
Estimated Number and Type of Awards:	Up to 100
Estimated Award Amount:	Up to \$100,000
Cost Sharing/Match Required:	No
Project Period/Period of Performance:	February 1, 2019 through January 31, 2021 (2 years)
Eligible Applicants:	<p>Applicant must be a school-based health center or a sponsoring facility of a school-based health center.¹</p> <p>See Section III-1 of this notice of funding opportunity (NOFO), formerly known as the funding opportunity announcement (FOA), for complete eligibility information.</p>

Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 Two-Tier Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424programspecificappguide.pdf>, except where instructed in this NOFO to do otherwise. A short video explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

¹ Under the authorizing statute, the terms “school-based health center” and “sponsoring facility” have the meanings given those terms in section 2110(c)(9) of the Social Security Act (42 USC 1397jj(c)(9)).

Technical Assistance

Application resources, including sample forms, webinar(s), and a frequently asked questions document, are available at the SBHCC Technical Assistance Web site at <http://bphc.hrsa.gov/programopportunities/fundingopportunities/SBHCC>.

Refer to “How to Apply for a Grant”, available at <http://www.hrsa.gov/grants/apply>, for general (i.e., not SBHCC specific) videos and slides on a variety of application and submission components.

The BPHC Primary Health Care Digest is a weekly email newsletter containing information and updates pertaining to the Health Center Program, including competitive funding opportunities. Organizations interested in seeking funding under the Health Center Program are encouraged to subscribe at https://public.govdelivery.com/accounts/USHHSHRSA/subscriber/new?topic_id=USHHSHRSA_118.

Throughout the application development and preparation process, you are encouraged to work with Primary Care Associations (PCAs), and/or National Cooperative Agreement funding recipients (NCAs), such as the School-Based Health Alliance, to prepare a quality, competitive application. For a listing of HRSA-supported PCAs and NCAs, refer to HRSA’s Strategic Partnership’s Web site at <http://www.bphc.hrsa.gov/qualityimprovement/supportnetworks/index.html>.

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I. Program Funding Opportunity Description

1. Purpose

This notice solicits applications for the Health Resources and Services Administration (HRSA) School-Based Health Center Capital (SBHCC) Program, authorized by 42 USC 280h-4. This notice of funding opportunity details the eligibility requirements, review criteria, and awarding factors for organizations seeking a SBHCC award in fiscal year (FY) 2019.

FY 2019 SBHCC awards will increase access to mental health, substance abuse, and childhood obesity-related services in operational school-based health centers (SBHCs), by funding minor alteration/renovation (A/R) projects and/or purchase of moveable equipment, including telehealth equipment. Applicants must demonstrate how their proposal will support the provision of effective, efficient, quality health care, and lead to improvements in access to mental health, substance abuse, and childhood obesity-related services at the SBHC site(s).

Project Requirements

Applicants may submit one application to request funding for up to four minor A/R projects **or** one equipment-only project and up to three minor A/R projects. You must demonstrate that the SBHC site(s) for which capital funding is provided under this NOFO is currently operational and providing services to patients.

- **Minor A/R:** A minor A/R project is defined as all of the allowable A/R-related activities proposed at a single SBHC site, with a total site-specific project cost that is less than \$500,000.² You may propose up to four minor A/R projects at four different sites. The total request for SBHCC funding across all proposed projects may not exceed \$100,000, and each site-specific total project cost, including other non-SBHCC funding sources, must be less than \$500,000 (excluding moveable equipment). Projects may include:
 - Work required to modernize, improve, and/or reconfigure the interior arrangements or other physical characteristics of a facility and/or installation of equipment in an existing facility, and
 - Purchase of related moveable equipment³ to be located at the site proposed to be altered/renovated.

A minor A/R project may not increase the total square footage of an existing building (e.g., by construction of a building addition) and may not be part of a larger construction project.

² The total project cost (less than \$500,000) includes both the federal funding request and all other funding sources, but excludes moveable equipment costs.

³ See the instructions for the [Equipment List](#) form for more information regarding moveable equipment.

- **Equipment-only:** An equipment-only project includes the proposed purchase only moveable items³ with a useful life of more than one year. The unit cost of equipment can be of any value.⁴ You may propose one equipment-only project to purchase equipment for any number of operational SBHC sites, alone or in addition to proposed minor A/R project(s). Examples of equipment that you may propose in an equipment-only project include mobile medical vans, telehealth equipment, exercise equipment, health education equipment, laptops, servers, videoconferencing equipment, and scales.

You must use funds provided under this NOFO only for alterations and renovations and/or equipment. You may not use funds provided for expenditures for personnel or to provide health services.

You are also required to provide an assurance that funds awarded under this NOFO shall not be used to provide any service that is not authorized or allowed by Federal, State or local law.

Funding Preference

HRSA will give funding preference⁵ to SBHCs 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 (42 USC 1397aa *et seq.*).

2. Background

SBHCs provide a variety of comprehensive primary health services to children and adolescents, including primary care, mental health, substance abuse, dental services, case management, nutrition education, health education, and health promotion. A SBHC operates through partnership between a school and a community health organization, such as a community health center, hospital, local health department, or tribal organization that serves as the sponsoring facility for the SBHC. SBHCs emphasize age appropriate services, with a particular focus on prevention, early intervention, and risk reduction.⁶ The Centers for Disease Control and Prevention

⁴ Moveable equipment includes non-expendable items with a useful life of more than one year that are not permanently affixed and can be easily moved. For purposes of this funding opportunity, items with a unit cost of \$5,000 or more **and** items with a unit cost of less than \$5,000 with a useful life of more than one year are considered moveable equipment. There is no specific minimum or maximum per unit cost for equipment items. However, if the total cost of equipment is greater than \$100,000, the maximum award amount of \$100,000 still applies.

⁵ 42 USC 280h-4.

⁶ See HRSA's School Based Health Centers Web site at <https://www.hrsa.gov/our-stories/school-health-centers/index.html>.

reports that the onset of mental, behavioral, and developmental disorders often occurs in childhood, with higher rates among low-income children.⁷ In addition, approximately one in six school-aged children are considered obese.⁸ Thus, SBHCs are uniquely positioned to provide access to services that address the most pressing health needs in children and adolescents, including mental health, substance abuse, and obesity.

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: New

HRSA will provide funding in the form of a grant.

2. Summary of Funding

Approximately \$10,000,000 is expected to be available in one-time funding to approximately 100 recipients. You may apply for a ceiling amount of up to \$100,000 total cost.⁹ The project period is February 1, 2019 through January 31, 2021, (2 years).

All HRSA awards are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements at [45 CFR part 75](#).

III. Eligibility Information

1. Eligible Applicants

For the purposes of this funding opportunity, eligible applicants must:

- Be a SBHC¹⁰ or a sponsoring facility¹¹ of a SBHC applying on behalf of a SBHC.

A SBHC:

- (i) Is located in or near a school facility of a school district or board, or a school facility of an Indian tribe or tribal organization;
- (ii) Is organized through school, community, and health provider relationships;
- (iii) Is administered by a sponsoring facility;

⁷ The Centers for Disease Control and Prevention Morbidity and Mortality Weekly Report is available at <https://www.cdc.gov/mmwr/volumes/66/ss/ss6608a1.htm>.

⁸ More information about childhood obesity is available at <https://www.cdc.gov/obesity/data/childhood.html>.

⁹ Regardless of the type or number of projects proposed, the total funding request must be less than or equal to \$100,000.

¹⁰ Defined in section 2110(c)(9)(A) of the Social Security Act (42 USC 1397jj(c)(9)).

¹¹ Defined in section 2110(c)(9)(B) of the Social Security Act (42 USC 1397jj(c)(9)).

- (iv) Through health professionals, provides 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.

A sponsoring facility of an SBHC 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 USC 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.
- Submit [Attachment 1: SBHC Operational Agreement\(s\)](#) for each proposed SBHC site to demonstrate status as an operational SBHC (or sponsoring facility of an operational SBHC) and indicate current operational status on the [Project Qualification Criteria](#) form.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

Applications that exceed the ceiling amount of \$100,000 will be considered non-responsive and will not be considered for funding under this notice.

Applications that propose either of the following unallowable projects, as noted on the [Project Qualification Criteria](#) form or described in the narrative, will be considered non-responsive and will not be considered for funding under this notice:

- Construction (i.e., a project that will increase physical square footage – either by building on to an existing facility or constructing a new facility from the ground up).
- Major alteration/renovation activities (i.e., an A/R project that is part of a larger construction project or has a total project cost of \$500,000 or more).

Applications that propose a minor A/R project at a site that received funding for A/R or construction through a previous SBHCC funding opportunity in FY 2011 (HRSA-11-127), FY 2012 (HRSA-12-113), or FY 2013 (HRSA-13-140) will be considered non-responsive and will not be considered for funding under this notice.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.4* will be considered non-responsive and will not be considered for funding under this notice.

NOTE: Multiple applications from an organization are not allowable.

HRSA will only accept your first validated electronic submission, under the correct funding opportunity number in Grants.gov. Applications submitted after the first submission will be marked as duplicates and considered ineligible for review. If you wish to change information submitted in a Grants.gov application, you may do so in the HRSA Electronic Handbooks (HRSA EHB) application phase.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically through Grants.gov and HRSA EHB. You must use a two-tier submission process associated with this NOFO and follow the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html> and HRSA EHB.

- **Phase 1 – Grants.gov** – Required information must be submitted and validated via Grants.gov with a due date of *April 17, 2018* at 11:59 p.m. Eastern Time; **and**
- **Phase 2 – HRSA EHB** – Supplemental information must be submitted via HRSA EHB with a due date of *May 31, 2018* at 5 p.m. Eastern Time.

Only applicants who successfully submit an application in Grants.Gov (Phase 1) by the due date may submit the additional information and SBHCC Program-Specific Information in HRSA EHB (Phase 2).

Effective December 31, 2017 - You **must** use the [Grants.gov Workspace](#) to complete the Grants.gov forms and submit your Grants.gov application package for **Phase 1**. After this date, you will no longer be able to use PDF application packages.

HRSA recommends that you supply an email address to Grants.gov on the grant opportunity synopsis page when accessing the notice of funding opportunity (NOFO) (also known as “Instructions” on Grants.gov) or application package. This allows Grants.gov to email organizations that supply an email address in the event the NOFO is changed and/or republished on Grants.gov before its closing date. Responding to an earlier version of a modified notice may result in a less competitive or ineligible application. *Please note you are ultimately responsible for reviewing the [Find Grant Opportunities](#) page for all information relevant to desired opportunities.*

2. Content and Form of Application Submission

Application Format Requirements

Section 5 of HRSA's [SF-424 Two-Tier Application Guide](#) provides instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program-specific information below. You are responsible for reading and complying with the instructions included in HRSA's [SF-424 Two-Tier Application Guide](#) except where instructed in the NOFO to do otherwise. Applications must be submitted in the English language and must be in terms of U.S. dollars (45 CFR § 75.111(a)).

You must submit the following application components in Grants.gov:

- Application for Federal Assistance (SF-424)
- Project Abstract (attached under box 15 of the SF-424)
- Project/Performance Site Locations
- Grants.gov Lobbying Form
- Key Contacts

You must submit the following application components in HRSA EHB:

- Project Narrative (submitted as the Proposal Cover Page form)
- Program-Specific Forms
 - Assurances for Construction Programs (SF-424D)
 - Project Qualification Criteria
 - Project Cover Page
 - Consolidated Budget Information for Construction Programs (SF-424C)
 - Project-Specific Budget Information for Construction Programs (SF-424C)
 - Funding Sources
 - Equipment List
 - Form 5B: Service Sites
 - Environmental Information and Documentation (EID) Checklist
 - Other Requirements for Sites
- Attachments
 - Project-Specific Budget Justification (uploaded to Project Cover Page form)
 - Floor Plans/Schematic Drawings/Site Plan (uploaded to Project Cover Page form)
 - Landlord Letter of Consent (uploaded to Other Requirements for Sites form)
 - Property Information (uploaded to Other Requirements for Sites form)
 - SBHC Operational Agreement(s) (Attachment 1)
 - Collaboration Documentation (Attachment 2)
 - Consolidated Budget Narrative (Attachment 3)

See Section 9.5 of HRSA's [SF-424 Two-Tier Application Guide](#) for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **80 pages** when printed by HRSA. The page limit includes the abstract, budget narrative, attachments, and letters of commitment and support. Standard OMB-approved forms that are included in the application package do not count in the page limitation. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, validated by Grants.gov, and submitted under the correct funding opportunity number prior to the Grants.gov and HRSA EHB deadlines to be considered under this notice.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 USC 3321.)
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation shall be included in Attachment 5: Other Relevant Documents.

See Section 5.1 viii of HRSA's [SF-424 Two-Tier Application Guide](#) for additional information on all certifications.

Program-Specific Instructions

In addition to application requirements and instructions in Sections 4 and 5 of HRSA's [SF-424 Two-Tier Application Guide](#) (including the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract), please include the following:

Application for Federal Assistance SF-424 (Submitted in Grants.gov)

See Section 3.2 of HRSA's [SF-424 Two-Tier Application Guide](#). Further information for noted fields is provided below.

- *Box 2: Type of Applicant:* New
- *Box 5a: Federal Entity Identifier:* Leave blank.
- *Box 5b: Federal Award Identifier:* 10-digit award recipient number starting with H80 for current Health Center Program award recipients. If not, leave blank.
- *Box 8c: Organization's DUNS.* An incorrect or mistyped DUNS number will cause the application to be rejected.
- *Box 14: Areas Affected by Project:* Leave blank.

- **Box 15: Descriptive Title of Applicant's Project:** Type the title of the NOFO (School Based Health Center Capital Program) and upload the project abstract. See instructions in [Section IV.2.i](#).
- **Box 17: Proposed Project Start Date and End Date:** Provide the start date (February 1, 2019) and end date (January 31, 2021) for the proposed 2-year project period.
- **Box 18: Estimated Funding:** Complete the required information. The funding request should be entered on line a. Federal (not to exceed \$100,000).
- **Box 19: Review by State:** See [Section IV.5](#) for guidance in determining applicability.

i. Abstract (Submitted in Grants.gov)

See Section 5.1.ix. of HRSA's [SF-424 Two-Tier Application Guide](#). In addition, the abstract should include:

- A brief history of the SBHC;
- A brief description of the population served by the SBHC;
- A brief description of the need for the minor alteration/renovation and moveable equipment expenditures; and
- A brief summary of the proposed project(s), how the project(s) will address the minor A/R and moveable equipment needs of the SBHC, and the expected impact related to improving student access to mental health, substance abuse, and childhood obesity-related services.

ii. Project Narrative (Submitted in HRSA EHB)

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project. You will enter the Project Narrative as part of the Proposal Cover Page form in HRSA EHB.

Proposal Cover Page (Submitted in HRSA EHB per application)

The Proposal Cover Page provides a consolidated summary of the proposed SBHCC project(s). The Proposal Cover Page must align with the information provided in the Project Cover Page and other program-specific forms. You must propose project(s) that, once completed, will increase access to mental health, substance abuse, and childhood obesity-related services in operational SBHCs. Note that funds may not be used for the provision of services.

Successful applications will contain the information below.

- 1) **NEED** -- Corresponds to [Section V's Review Criterion 1: NEED](#) (Maximum 8,000 characters including spaces)
 1. Describe the SBHC target population and the unmet need for mental health, substance abuse, and childhood obesity-related services.
 2. Describe how the SBHC's physical infrastructure is insufficient to address current needs for mental health, substance abuse, and childhood obesity-related services.

3. If you propose to purchase equipment, describe the need for additional or new equipment to support increasing access to mental health, substance abuse, and childhood obesity-related services.
- 2) *RESPONSE* -- Corresponds to [Section V's Review Criterion 2: RESPONSE](#)
(Maximum 9,000 characters including spaces)
1. Describe how the proposal, including minor A/R and/or equipment purchases, will enable the SBHC to increase access to mental health, substance abuse, and childhood obesity-related services. Your response should align with and reference more detailed project-related information in, the Project Description section of the [Project Cover Page\(s\)](#), including the scope of work, established goals, and floor plans/schematic drawings/site plan(s) for the proposed project(s).
 2. Describe how the SBHC will leverage primary health care services already provided to children to support the initiation and/or expansion of mental health, substance abuse, and childhood obesity-related services.
 3. Describe collaboration and coordination of services with other health care providers in the area. Provide evidence of support from such providers, community members, and/or other stakeholders through letters of support uploaded as [Attachment 2: Collaboration Documentation](#).
- 3) *SERVICE IMPACTS* -- Corresponds to [Section V's Review Criterion 3: IMPACT](#)
(Maximum 8,000 characters including spaces)
1. Describe how the completed project(s) will enhance the quality of care and patient outcomes in the areas of mental health, substance abuse, and childhood obesity-related services.
 2. Describe the expected impacts of the completed project(s), including the number of unduplicated patients served annually at the SBHC who will have increased access to mental health, substance abuse, and childhood obesity-related services.
- 4) *RESOURCES/CAPABILITIES* -- Corresponds to [Section V's Review Criterion 4: RESOURCES/CAPABILITIES](#) (Maximum 8,000 characters including spaces)
1. Describe the extent of primary health care services currently provided at the SBHC and the scope of the SBHC-sponsoring facility partnership, consistent with [Attachment 1: SBHC Operational Agreement\(s\)](#). If the SBHC is not located at the school, describe how you ensure that students can access services at the SBHC site.
 2. Describe the SBHC's capacity (e.g., staffing, resources for sustainability) to begin providing or increase services to address childhood mental health, substance abuse, and obesity needs.
 3. Describe how the SBHC has the appropriate resources and capabilities to successfully implement and complete the proposal (e.g., prior capital experience, project management, reasonable control of the SBHC site).
 4. Describe the SBHC's administrative structure and oversight capability, with additional detail in the [Project Cover Page\(s\)](#), including:

- The roles and responsibilities of the SBHC’s key management staff and governing board, if applicable, in supporting the goals for the project(s); and
 - The relevant expertise and experience of the Project Manager and Project Team, if applicable, who will manage the project(s).
5. Describe the SBHC’s acquisition policies and procedures, as well as how the SBHC will comply with federal procurement requirements.
 6. Explain the roles of key personnel (e.g., board, management team, project team) in ensuring that the proposal will be completed on time (within the 2-year project period) and within budget, consistent with, and further detailed in, the [Project Cover Page\(s\)](#).

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
Application Section	Review Criteria
Need on Proposal Cover Page	(1) Need
Response on Proposal Cover Page Project Description on Project Cover Page Attachment 2: Collaboration Documentation	(2) Response
Service Impacts on Proposal Cover Page	(3) Impact
Resources/Capabilities on Proposal Cover Page Project Management on Project Cover Page Attachment 1: SBHC Operational Agreement(s)	(4) Resources/Capabilities
Budget Presentation (Budget Forms, Consolidated Budget Narrative, and Project-Specific Budget Justification(s))	(5) Support Requested

iii. Budget (Submitted in HRSA EHB)

See Section 5.1.iv of HRSA’s [SF-424 Two-Tier Application Guide](#). Please note: the directions offered in the *SF-424 Two-Tier Application Guide* may differ from those offered by Grants.gov. Follow the instructions included in the Application Guide and the additional budget instructions provided below and in [Appendix A](#). A sample format for the Budget Narrative and samples of the forms are available at the [SBHCC Technical Assistance Web site](#).

Reminder: The Total Project or Program Costs are the total allowable costs incurred by the recipient to carry out a HRSA-supported project or activity. Total project or

program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement as applicable.

The SBHCC application requires the following budget forms:

Budget Information Sections A and C (Required per application)

Complete the Budget Information in HRSA EHB after the SF-424 Basic Information. The Budget Information in these sections must correspond to the total cost of the proposal, inclusive of all projects.

- Section A – Budget Summary: Under New or Revised Budget, enter the federal funding requested in the Federal column and enter all other project costs in the Non-Federal column. The Total column must align with the Total Project Costs on Line 16a of the Consolidated SF-424C. Estimated Unobligated Funds are not applicable for this funding opportunity.
- Section C – Non-Federal Resources: Not including the federal funding request, enter the amount of all other sources of funding for the proposal. The total in Section C must be consistent with the Non-Federal Total in Section A.

Budget Information for Construction Programs (SF-424C) – Project-Specific Budget (Required per project)

Complete the SF-424C as presented for each proposed project. See instructions in [Appendix A](#) for further details on allowable and unallowable costs.

- Column A – Total Cost: Indicate the total cost of the project in this column.
- Column B – Costs Not Allowable for Participation: Only costs defined as unallowable in the chart in [Appendix A](#) should be entered in Column B. Requested federal 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. Column C should contain all allowable costs, whether or not these costs will be paid with award funds.

Enter the federal amount requested for the project in Line 17, Column C. Requested award funds cannot exceed the amount in Line 16, Column C. The federal percentage share is calculated by HRSA EHB in Line 17.

Budget Information for Construction Programs (SF-424C) – Consolidated Budget (Required per application)

HRSA EHB will populate this form based on information provided for each project budget SF-424C, as described above.

Funding Sources Form (Required per project)

Identify the total cost associated with each project and other sources of funding for the project, including governmental agencies, other award funds, or proposed debt. Identify the status of obtaining the full funding needed to undertake the project, specifically, whether the funds are secured, expected (you have assurances that the funds will be received), or forthcoming (receipt of funds is unknown at this time).

These funding sources must be consistent with information in the Consolidated Budget Narrative. Include letters of commitment from expected funding sources in [Attachment 2: Collaboration Documentation](#).

Project Equipment List (Required for each project that includes equipment)

For each minor A/R project that includes a request for related equipment, include the requested equipment for only that project/site. For equipment-only projects, provide a single equipment list for one or more SBHC site(s).

For each item on the equipment list, complete the following fields:

- Type – Select clinical or non-clinical.
- Item Description – Provide a description of each item.
- Unit Price – Enter the estimated cost of each item.
- Quantity – Enter of the number of each item to be purchased.
- Total Price – HRSA EHB will calculate the total price by multiplying the unit price by the quantity entered.

Any equipment purchased with grant funds must be pertinent to the project goals of improving access to mental health, substance abuse, and childhood obesity-related services. Further, equipment purchased with grant funds must be procured through a competitive process and maintained, tracked, and disposed of in accordance with [45 CFR part 75](#). See more information about procurement rules at <http://bphc.hrsa.gov/policiesregulations/capital/postaward/faqprocurement.pdf>.

Allowable equipment includes moveable items that are non-expendable, tangible personal property (including information technology systems and mobile medical vans) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the applicant for its financial statement purposes, or (b) \$5,000. Moveable equipment can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the space and is usually purchased outside of any construction contract.

You may also include moveable equipment with a useful life of one year or greater and a unit cost of less than \$5,000, if necessary for the SBHCC project. This may include telehealth or administrative equipment (e.g., laptops, servers, videoconferencing equipment), and equipment used for mental health, substance abuse, and childhood obesity-related services activities (e.g., scales, exercise equipment).

Permanently affixed equipment (e.g., heating, ventilation, and air conditioning (HVAC), generators, lighting) are not moveable equipment. These items are categorized as minor A/R and are allowable as A/R costs.

The selection of all equipment should be based on a preference for recycled content, non-hazardous substances, non-ozone depleting substances, energy and water

efficiency, and consideration of final disposal (disposed in a manner that is safe, protective of the environment, and compliant with all applicable regulations), unless there are conflicting health, safety, and performance considerations. Applicants are strongly encouraged to employ the standards established by either the Electronic Product Environmental Assessment Tool (EPEAT) or Energy Star, where practicable, in the procurement of equipment. Following these standards will mitigate the negative effects on human health and the environment. Additional information for these standards can be found at <http://www.epeat.net> and <http://www.energystar.gov>.

iv. Budget Narratives (Submitted in HRSA EHB)

See Section 5.1.v. of HRSA's [SF-424 Two-Tier Application Guide](#) and the program-specific budget instructions provided below and in [Appendix A](#).

- **Consolidated Budget Narrative:** In addition to the SF-424C and individual project budget forms listed in [Section IV.2.iii](#), you must submit a Consolidated Budget Narrative, uploaded as [Attachment 3](#). The Consolidated Budget Narrative must be consistent with information provided in the forms and other attachments. Use the chart in [Appendix A](#) as a guide to describe the costs of the project(s). Justify how the costs for each line item will contribute to the goals and objectives of the proposal. Consistent with information in the [Funding Sources](#) form, describe the plan for obtaining the balance of the funds that are not secured.
- **Project-Specific Budget Justifications:** You must also submit a Project-Specific Budget Justification for each project (uploaded to the Project Cover Page) included in the application.

Note that funds may not be used for the provision of services. See the funding restrictions listed in [Section IV.6](#) and unallowable costs indicated in the chart in [Appendix A](#).

v. Program-Specific Forms (Submitted in HRSA EHB)

Consolidated and project-specific budget-related forms are described above in [Section IV.2.iii](#). Applicants must also complete the following program-specific forms in HRSA EHB, as applicable.

Proposal Cover Page (Required per application)

In addition to the Project Narrative fields described in [Section IV.2.ii](#), applicants must provide eligibility information about the SBHC and include the number of unduplicated patients served annually at the SBHC who will have increased access to mental health, substance abuse, and childhood obesity-related services.

In order to be considered for the funding preference applicable to this funding opportunity, you must certify on the Proposal Cover Page that the SBHC 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 the Social Security Act.

SF-424D Assurances for Construction Programs (Required per application)

By signing and submitting this form, the authorized representative certifies that the applicant will comply with all applicable requirements of Federal laws, executive orders, regulations, and policies.

Project Qualification Criteria (Required per project)

Answer the questions regarding your proposed project. This form will be used to assess eligibility and unallowable costs.

- 1) Is the applicant SBHC:
 - Located in or near a school facility of a school district or board, or a school facility of an Indian tribe or tribal organization;
 - Organized through school, community, and health provider relationships;
 - Providing, through health professionals, primary health services to children in accordance with State and local law, including laws relating to licensure and certification; and
 - In compliance with such other requirements as a State may establish for the operation of such a clinic?
- 2) Will the proposed project occur at a site that is currently open and operating as a SBHC?
- 3) Is the proposed project new construction (increase in square footage of the building or a new facility)?
- 4) Does the proposed project have a total (federal and non-federal) cost of \$500,000 or more, not including moveable equipment purchases?
- 5) Will the work of the proposed project supplant any currently active HRSA award for capital activities at the physical site address?

Project Cover Page (Required per project)

You must complete the Project Cover Page for each proposed project. The Project Cover Page must align with the information provided in the Proposal Cover Page and other program-specific forms. You must complete a project cover page for each proposed minor A/R site. An equipment-only project can describe equipment across multiple sites.

1) *Site Information*

Improved Project Square Footage: Enter the total square feet of the area to be altered/renovated. For equipment-only project, enter zero.

2) *Project Description (Maximum 4,000 characters including spaces)*

Provide a detailed description of the project's scope of work and established goals.

For equipment-only projects:

- Describe how the project's potential adverse impacts on the environment will be minimized. Indicate whether, and if so, how the project will implement green/sustainable practices (e.g., recycled content, energy efficiency).

For minor A/R projects:

- Identify the major clinical and non-clinical spaces that will be improved by the project, including the area (in square feet) or dimensions of the spaces to be altered/renovated.
- List key 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 any work outside the building.
- Describe how the project's potential adverse impacts on the environment will be minimized. Indicate whether, and if so, how the project will implement green/sustainable design practices/principles (e.g., using project materials, design/renovation strategies, equipment selection).

3) *Project Management* (Maximum 4,000 characters including spaces)

Explain the oversight for the project, including the Project Manager and the Project Team, if applicable, responsible for managing the project. Describe how the Project Manager will ensure successful management and achievement of the project's established goals.

Indicate the start and end dates for each of the following milestones within the 2-year project period: planning, project development, A/R, equipment purchases, and project completion. Provide a justification for the reasonableness of each timeframe, the predicted challenges, and plans for mitigating them to ensure that the project is completed within the 2-year project period.

4) *Project Budget Justification* (Required attachment for minor A/R projects)

If you are requesting funding for minor alteration/renovation, attach a project budget justification that shows quantities, unit prices, and total cost for each line item in the budget, as well as a breakout of federal and non-federal costs for each line item. Explain how the costs contribute to meeting the project's objectives/goals. Consistent with information in the [Funding Sources](#) form, describe the plan for obtaining the balance of the funds that are not secured. See [Section IV.2.iv](#) and [Appendix A](#) for details.

5) *Environmental Information and Documentation (EID) Checklist* (Required attachment for minor A/R projects)

Attach an EID Checklist for each minor A/R project. A template is available in HRSA EHB to download, complete, and upload to the Project Cover Page.

The National Environmental Policy Act of 1969 (NEPA) (P.L. 91-190; 42 USC 4321 et seq.), the National Historic Preservation Act (NHPA) (P.L. 89-665; 16 USC 470 et seq.), and other associated laws require, among other things, that HRSA consider the environmental impacts and potential effects on historical and archeological resources of any federal action, including minor A/R projects supported with federal funds. In order to initiate reviews under NEPA and NHPA, submit a completed EID Checklist (OMB Form No. 0915-0324) for each site for which any federal funds are being requested for minor A/R. You must explain each response of “yes” on the EID Checklist.

If funded, you must receive HRSA approval prior to beginning any A/R projects. Such approval may be contingent on the provision of additional documentation such as a hazardous materials survey, abatement plans, or initiation of Section 106 consultation. If you do not have in-house expertise in environmental and historic preservation compliance, you are advised to secure the services of a consultant with the appropriate background.

Until any required environmental and historic preservation reviews are completed and associated conditions are lifted from the Notice of Award, award recipients are not authorized to acquire fixed equipment or initiate work beyond the design and permitting stage of the project. For additional information on environmental and historic preservation compliance, see <https://bphc.hrsa.gov/programopportunities/fundingopportunities/capdev.html>.

6) *Floor Plans/Schematic Drawings/Site Plan* (Required attachment for minor A/R projects)

If you propose minor A/R project(s), you must attach line drawings for each site where minor A/R activities will occur. These drawings should:

- Be legible on an 8.5" x 11" sheet of paper.
- Include a scale and the linear dimensions for each room.
- Clearly show the work described in the project description and budget justification.
- Indicate the location of the proposed renovation area in the existing building.
- Distinguish improved space from unaffected space.
- Note the total net and gross square footage of space to be renovated, and any changes or additions to existing mechanical and electrical systems.
- Provide an overall site plan (or key plan) that shows the location of the project within the overall facility and, if applicable, shows any allowable exterior improvements included for the project.

These drawings are not required to be completed by an architect.

Form 5B: Service Sites (Required per project)

Applicants must complete a separate Form 5B for each site where equipment purchased will be located, or where minor A/R activities will occur. Provide the required data for each site, including:

- Site address;

- Location type (permanent, seasonal, or mobile van);
- Site setting (school, hospital, or all other clinic types);
- Site operational date (must be prior to application, unless the site is a mobile medical van purchased with SBHCC funding to expand capacity for an operational SBHC);
- Total hours of operation per week.

NOTE: If the site setting is not the school, [Attachment 1: SBHC Operational Agreement\(s\)](#) must describe how you ensure access to services (e.g., transportation for patients between the school and the SBHC site).

Other Requirements for Sites (Required per minor A/R project)

If you propose minor A/R project(s), you must complete the Other Requirements for Sites form for each site where minor A/R activities will occur. This form addresses site control, federal interest, and cultural resources and historic preservation considerations related to each A/R project.

1) *Site Control and Federal Interest*

Identify if the applicant organization owns the SBHC site or not. If so, select “owned.” If the site is not owned by the applicant organization, regardless of whether you will pay a recurring fee to use the property, select “leased.”

If the site is leased, certify that:

- The existing lease will provide you reasonable control of the project site for at least a period of 5 years after the renovation is completed;
- The existing lease is consistent with the proposed scope of project;
- You understand and accept the terms and conditions regarding federal interest in the 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, as a percent of the value of the property after completion of the project.

For minor A/R projects, federal interest exists for the useful life attributable to the A/R funded under this award. Since new construction and major A/R projects with a total cost of \$500,000 or more are not allowable under this award, you are not required to file a Notice of Federal Interest (NFI). However, if funded, by accepting the Notice of Award and drawing down funds, you are acknowledging that the federal interest exists irrespective of the filing of a NFI. The award recipient must maintain documentation to track and protect the federal interest. Such documentation includes communications between the lessor and the lessee related to protecting such interest, in accordance with the standard award terms and conditions.

See frequently asked questions about federal interest at <http://bphc.hrsa.gov/policiesregulations/capital/nfifilingguide.pdf>.

2) *Cultural Resource Assessment and Historic Preservation Considerations*

Respond to the following questions:

- Was the project facility constructed prior to 1975?
- Is the project facility 50 years or older?
- Does any element of the overall work at the project site include:
 - Any renovation/modification to the exterior of the facility (e.g., roof, HVAC, windows, siding, signage, exterior painting, generators); or
 - Ground disturbance activity (e.g., expansion of building footprint, parking lot, sidewalks, utilities)?
- Does the project involve renovation to a facility that is, or near a facility that is, architecturally, historically, or culturally significant?
- Is the site located on or near Native American, Alaskan Native, Native Hawaiian, or equivalent culturally significant lands?

3) *Landlord Letter of Consent* (Required attachment for minor A/R projects proposed at a leased site)

If you are proposing a minor A/R project at a leased site, you must provide a Landlord Letter of Consent. This document must include the property owner's agreement to the proposed minor A/R and recognition of the federal interest. Both the owner and applicant must sign it. This attachment is also required if you propose a minor A/R project at a site provided "in-kind" (i.e., at no charge). A sample Landlord Letter of Consent is available at the [SBHCC Technical Assistance Web site](#).

4) *Property Information* (Required attachment for minor A/R projects)

Provide a copy of the title, deed, lease, or MOU to demonstrate reasonable control of the site.

vi. Attachments (Submitted in HRSA EHB)

Provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit. Each attachment must be clearly labeled.**

Attachment 1— SBHC Operational Agreement(s) (Required per project)

Upload the current operational agreement(s) for the SBHC (e.g. contract, sub-recipient agreement). The documentation must:

- Meet the definitions of school-based health center and sponsoring facility as set forth in section 2110(c)(9) of the Social Security Act (42 USC 1397jj(c)(9)).
- Demonstrate that primary health care services are currently provided at the SBHC by appropriately credentialed health care provider(s).
- Address the following:
 - Name and contact information for affiliated agencies;

- The purpose and scope of the agreement (i.e., type of services provided, how/where services are provided, use of property, staffing, confidentiality and safety considerations);
- Timeframe for the agreement; and
- If services are not provided at the school, how accessibility is ensured (e.g., transportation for patients between the school and the SBHC site).

NOTE: This attachment is required to assess eligibility.

Attachment 2—Collaboration Documentation (Required per application)

Upload dated letters of support addressed to the appropriate organizational contact (e.g., SBHC Project Director or board) to demonstrate support of and commitment to the proposed SBHCC project(s) by other health care providers, community members, and/or other stakeholders. Include letters of commitment from potential funding sources, including those that are contingent upon receipt of a SBHCC award. Merge documentation and letters into a single document. If a letter of support could not be obtained, submit documentation explaining why.

Attachment 3—Consolidated Budget Narrative (Required per application)

Submit a Consolidated Budget Narrative that combines the individual Project-Specific Budget Justifications developed for each project included in the application. See instructions in [Section IV.2.iv.](#) for details.

Attachment 4—Other Relevant Documents

As desired, include other relevant documents to support the proposal, such as charts, organizational brochures, and photos showing the existing building conditions. Merge all items into a single document.

3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management

You must obtain a valid DUNS number, also known as the Unique Entity Identifier, for your organization/agency and provide that number in the application. You must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the agency under 2 CFR § 25.110(d)).

HRSA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time HRSA is ready to make an award, HRSA may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<http://www.dnb.com/duns-number.html>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

For further details, see Section 3.1 of HRSA's [SF-424 Two-Tier Application Guide](#).

If you fail to allow ample time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the electronic submission requirement.

4. Submission Dates and Times

Application Due Date

The due date for applications under this NOFO in Grants.gov (Phase 1) is *April 17, 2018 at 11:59 p.m. Eastern Time*. The due date to complete all other required information in HRSA EHB (Phase 2) is *May 31, 2018 at 5 p.m. Eastern Time*.

See Section 9.2.5 – Summary of emails from Grants.gov of HRSA's [SF-424 Two-Tier Application Guide](#) for additional information.

5. Intergovernmental Review

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

6. Funding Restrictions

You may request funding for a project period of up to 2 years, at no more than \$100,000 total per application. Applicants may submit one application to request funding for up to four minor A/R projects **or** one equipment-only project and up to three minor A/R projects. See project definitions in [Section I.1](#).

Funds under this notice may not be used for the following purposes (see listing of allowable and unallowable costs in [Appendix A](#) for further details):

- A/R activity associated with the project or connected activity (e.g., site grading, installation of utilities, demolition) that has started before the award date.
- Pre-construction (architectural and engineering) costs incurred more than 90 days prior to the award date.
- Operating costs (e.g., funding for direct services, clinical staff, rent, mortgage payments, refinancing).

- Expenditures for personnel unrelated to the project.
- Facility or land purchases.
- Mobile vans for purposes other than the initiation or expansion of mental health, substance abuse and/or childhood obesity-related services to children, alone or in addition to other primary health care services.
- Lease or purchase of vehicles for transportation.
- Costs related to Electronic Health Record (EHR) system initiation, ongoing operations, and maintenance.
- Expendable supplies (e.g. office, educational, medical).
- Costs that would supplant any HRSA funding for capital activities at the site.
- Creation of shell space for future use.
- Installation of trailers or pre-fabricated modular units.
- Concrete or asphalt paving of areas outside of a building.
- Creation or improvement of space that will be used for purposes that are not directly related to the SBHC operation.

You are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.

All program income generated as a result of awarded funds must be used for approved project-related activities. Post-award requirements for program income can be found at [45 CFR § 75.307](#).

V. Application Review Information

1. Review Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. Critical indicators have been developed for each review criterion to assist you 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.

These criteria are the basis upon which the reviewers will evaluate and score the merit of the application. The entire proposal, including forms and attachments, will be considered during objective review.

Review criteria are used to review and rank applications. The SBHCC application has *five (5)* review criteria:

Criterion 1: NEED (30 points) – Corresponds to [Section IV.2.ii NEED](#)

- 1) The extent to which the applicant clearly defines the target population for the proposed project(s). The extent of unmet need for mental health, substance abuse, and childhood obesity-related services.
- 2) The extent to which the SBHC's physical infrastructure is insufficient to address current needs for mental health, substance abuse, and childhood obesity-related services.
- 3) If the applicant proposes to purchase equipment, the extent of the need for additional or new equipment to support increasing access to mental health, substance abuse, and childhood obesity-related services.

Criterion 2: RESPONSE (20 points) – Corresponds to [Section IV.2.ii RESPONSE](#) and [Project Cover Page](#) form(s)

- 1) The extent to which the minor A/R and/or equipment purchases will enable the SBHC to increase access to mental health, substance abuse, and childhood obesity-related services, including alignment with the more detailed information provided within the Project Description section of the [Project Cover Page](#)(s).
- 2) The extent to which the SBHC will leverage current primary health care services to support the initiation and/or expansion of mental health, substance abuse, and childhood obesity-related services.
- 3) The extent of demonstrated collaboration and coordination of services with other health care providers in the area, to include evidence of support from health care providers, community members, and/or other stakeholders through letters of support documented in [Attachment 2: Collaboration Documentation](#).

Criterion 3: IMPACT (15 points) – Corresponds to [Section IV.2.ii SERVICE IMPACTS](#)

- 1) The extent to which the completed project(s) will enhance quality of care and patient outcomes in the areas of mental health, substance abuse, and childhood obesity-related services.
- 2) The extent of the expected impacts of the completed project(s), including the number of unduplicated patients served annually at the SBHC who will have increased access to mental health, substance abuse, and childhood obesity-related services.

Criterion 4: RESOURCES/CAPABILITIES (25 points) – Corresponds to [Section IV.2.ii RESOURCES/CAPABILITIES](#), [Attachment 1: SBHC Operational Agreement\(s\)](#), and [Project Cover Page](#) form(s)

- 1) The extent of primary health care services currently provided at the SBHC. The extent to which the applicant clearly describes the purpose and scope of the SBHC-sponsoring facility partnership and services, as demonstrated in [Attachment 1: SBHC Operational Agreement\(s\)](#) and consistent with the other program-specific

forms. If the SBHC is not located at the school, the extent to which the students can easily access services at the SBHC.

- 2) The extent of the SBHC's capacity (e.g., staffing, resources for sustainability) to begin providing or increase services to address childhood mental health, substance abuse, and obesity needs.
- 3) The extent to which the SBHC demonstrates that it has the appropriate resources and capabilities to successfully implement and complete the proposed project(s). For minor A/R projects proposed at leased sites, the extent to which the applicant demonstrates consent from the landlord to implement the project and acknowledge federal interest.
- 4) The extent to which the applicant demonstrates, consistent with more detailed information in the [Project Cover Page\(s\)](#), an appropriate administrative structure and capable oversight capacity for the project(s), including:
 - a) The roles and responsibilities of the SBHC's key management staff and governing board, if applicable, in supporting the goals for the project(s); and
 - b) The relevant expertise and experience of the Project Manager and Project Team, if applicable, necessary to successfully manage the project(s).
- 5) The extent to which the applicant demonstrates appropriate acquisition policies and procedures, in compliance with federal procurement requirements.
- 6) The extent to which the timeframe for implementing the project(s) during the 2-year project period is reasonable and ensures that project(s) will be completed on time and within budget, inclusive of detail in the [Project Cover Page\(s\)](#).

Criterion 5: SUPPORT REQUESTED (10 points) – Corresponds to [Section IV.2.iii BUDGET](#) and [Section IV.2.iv BUDGET NARRATIVES](#)

- 1) The extent to which the budget presentation (Budget Forms, Consolidated Budget Narrative, and Project-Specific Budget Justification(s)), and equipment list (if applicable) are consistent, clear, complete, and reasonable to complete the project(s).
- 2) The extent to which the budget presentation demonstrates how the costs will contribute to the goals and objectives of the proposal.
- 3) For minor A/R projects, the extent to which the project description and the Project-Specific Budget Justification are consistent with the A/R work shown on the floor plans/schematic drawings/site plan(s) for the proposed project(s). Additionally, for minor A/R projects proposed at leased sites, the extent to which the length of the lease is appropriate for the funding requested (e.g., the length of the lease extends for a minimum of five years from the project period end date).
- 4) The extent to which the requested federal funds are appropriate given other sources of funds committed/available for the project(s).

2. Review and Selection Process

The independent review process provides an objective evaluation to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. In addition to the ranking

based on merit criteria, HRSA approving officials may also apply other factors in award selection, e.g., geographical distribution, if specified below in this NOFO. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

Please see section 6.3 of HRSA's [SF-424 Two-Tier Application Guide](#) for more details.

Funding Preference

This program provides a funding preference for some applicants. Under 42 USC 280h-4:

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.

Applicants receiving the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a funding preference will receive full and equitable consideration during the review process. HRSA staff will determine the funding factor. Funding preference will be granted to any qualified applicant that specifically requests and demonstrates that they meet the criteria for the preference.

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

3. Assessment of Risk and Other Pre-Award Activities

HRSA may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements ([45 CFR § 75.205](#)).

Applications receiving a favorable objective review are reviewed for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. You may be asked to submit additional programmatic or administrative information (such as an updated budget or "other support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, HRSA's approving and business management officials will

determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any HRSA or HHS official or board.

4. Anticipated Announcement and Award Dates

HRSA anticipates announcing awards prior to the start date of February 1, 2019.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of February 1, 2019. See Section 6.4 of HRSA's [SF-424 Two-Tier Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.2 of HRSA's [SF-424 Two-Tier Application Guide](#).

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 minimum design standards for making facilities designed, built, altered, or leased with federal funds accessible to, and usable by, the physically handicapped. In addition, the Americans with Disabilities Act (42 USC 12101 et seq.) and Architectural Barriers Act Accessibility Requirements are available online at <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites>.

Leasehold Improvements

While leasehold improvements are allowed, please note:

- a) Lessors/Property Owner must provide a Landlord Letter of Consent (attached in the Other Requirements for Sites form) that documents the following in writing:
 - Permission for the awardee to undertake the proposed A/R project;

- An appropriate length of the lease relative to the scope of project, e.g., the length of the lease extends for a minimum of five (5) years from the project period end date;
 - Acknowledgment of federal interest in the project (as applicable);
 - Agreement to modify the lease with additional terms that indicate the continued rights of the recipient/federal government in the event that the lessor of record changes.
- b) HRSA will determine if the term of the lease is long enough for the full value of the proposed award-supported improvements. 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 award-supported purposes.
 - c) The lease agreement must provide the applicant reasonable control.¹²
 - d) Funds may not be used to pay lease costs.
 - e) Funds may not address needs that are part of the terms of the lease (i.e., the responsibility of the lessor/property owner).
 - f) If funds address improvements that would impact terms of the lease (e.g., double paned windows), applicants must have written evidence on file of negotiated offset in the rent.

For A/R projects proposed in leased facilities, the applicant must ensure 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-award-related purpose(s) without the written approval from HRSA (at any time during the term of the lease, whether or not award 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 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 leased property 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.

¹² For the purpose of the SBHCC program, "reasonable control" 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.

Sustainable Design

The U.S. Department of Health and Human Services (HHS) 2016 Strategic Sustainability Performance Plan (<https://www.hhs.gov/sites/default/files/2016-sustainability-plan.pdf>) commits the Department to leading the way on implementation of sustainable practices and provision of climate-resilient health and human services. In support of this policy, HRSA places a priority on incorporation of sustainable design principles in the design, construction, and operations of facilities that we support through federal funds. In particular, HHS seeks to improve HHS environmental, energy, and economic performance to promote sustainability. HHS seeks awardees that envision and work toward sustainable facilities.

As applicable, include information concerning U.S. Green Building Council recommendations, American Society of Heating Refrigerating and Air Conditioning Engineers (ASHRAE) 90.1 Building Standards for energy efficiency for commercial buildings or other sustainable standards and how these may improve the project and benefit the community, patients and staff.

Applicants should demonstrate incorporation of appropriate sustainability principles and federal green building requirements to the extent practical for each project in the following federal statutes:

- Executive Order (EO) 13693:
<https://www.federalregister.gov/documents/2015/03/25/2015-07016/planning-for-federal-sustainability-in-the-next-decade>
- The Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (Guiding Principles):
<https://www.epa.gov/greeningepa/guiding-principles-federal-leadership-high-performance-and-sustainable-buildings>

For further guidance, reference:

- EPA Federal Green Building Requirements:
<http://www.epa.gov/ointrnt/projects/requirements.htm>
- Green Guide for Health Care™: <http://www.gghc.org/>
- The Healthier Hospitals Initiative: <http://healthierhospitals.org/>
- U.S. Green Buildings Council: <http://www.usgbc.org/leed/rating-systems/healthcare>
- Facility Guidelines Institute: <http://www.fgiguidelines.org>

Equipment

Following these standards will mitigate many of the negative effects on human health and the environment. You are strongly encouraged, where practicable, to purchase Electronic Product Environmental Assessment Tool (EPEAT) - Silver Rated products: <http://www.epeat.net>. When EPEAT-registered products are not available, the following environmental features should be given priority:

- 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

Procurement

You may acquire a variety of commercially available goods or services in connection with an award-supported project or program. You can use your own procurement procedures that reflect applicable State and local laws and regulations, as long as those procedures conform to the applicable U.S. Department of Health and Human Services (HHS) regulations, and the HHS Grants Policy Statement. For more information regarding procurement requirements, including awardee responsibilities, competitive bidding requirements, bonding, and conflicts of interest, review the procurement resource at

<http://bphc.hrsa.gov/policiesregulations/capital/postaward/fagprocurement.pdf>.

Environmental Review

The National Environmental Policy Act of 1969 (NEPA), 42 USC 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 environmental 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.

You must submit an Environmental Information and Documentation (EID) Checklist for each minor A/R project. If your project 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, after reviewing the project description and the EID, HRSA determines that the project may have a significant impact on the environment, HRSA will request an Environmental Assessment (EA) post-award. Based on the review of the draft EA, HRSA will determine if there is a Finding of No Significant Impact (FONSI) or if additional review is required.

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

For additional information regarding compliance with NEPA, visit <https://bphc.hrsa.gov/programopportunities/fundingopportunities/capdev.html>.

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

A/R projects will be reviewed under the terms of section 106 of the National Historic Preservation Act (NHPA). Prior to the expenditure of funds, an assessment must be made of the potential effects of undertakings on historic properties (including 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) 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)
- 3) Interior renovations to be made to a building that is over 50 years old or is historically, architecturally, or culturally significant.

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, 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
- Historic, with the project causing no potential adverse effects; or
- Historic and the project may cause adverse effects, including a resolution to the adverse effects through a fully executed MOA finalized by all parties.

For additional information regarding compliance with section 106, visit <https://bphc.hrsa.gov/programopportunities/fundingopportunities/capdev.html>.

Section 106 and any related historic preservation reviews must be completed and conditions of award must be lifted prior to commencing work outside of purchasing moveable equipment, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project. Section 106 reviews

are project specific; therefore, previous consultations for a particular site are not valid for the purposes of this project.

Force Account Labor

If you choose to use your in-house personnel for in-house design work and/or in-house renovation work in lieu of selecting a private firm, you must obtain approval from BPHC prior to beginning the design phase. You 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 use of force account labor is available online at <https://bphc.hrsa.gov/about/pdf/forcefaq.pdf>.

3. Reporting

Award recipients must comply with Section 7 of HRSA's [SF-424 Two-Tier Application Guide](#) and the following reporting and review activities:

- 1) **Progress Report(s).** The recipient must submit a progress report to HRSA on a semi-annual basis. Further information will be provided in the award notice.
- 2) **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
- 3) **Integrity and Performance Reporting.** The Notice of Award will contain a provision for integrity and performance reporting in [FAPIS](#), as required in [45 CFR part 75 Appendix XII](#).

VII. Agency Contacts

You may request additional information regarding business, administrative, or fiscal issues related to this NOFO by contacting:

LaShawna Smith
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857

Telephone: (301) 443-4241
Email: LSmith3@hrsa.gov

You may request additional information regarding the overall program issues and/or technical assistance related to this NOFO by contacting:

SBHCC Application Technical Assistance Team
Bureau of Primary Health Care
Office of Policy and Program Development
Health Resources and Services Administration
5600 Fishers Lane, Room 16N66B
Rockville, MD 20857
Telephone: (301) 594-4300
Email: sbhc@hrsa.gov

You may need assistance when working online to submit your application forms electronically. 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, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)
Email: support@grants.gov
Self-Service Knowledge Base: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

You may need assistance when working online to submit the remainder of your information electronically through HRSA EHB. Always obtain a case number when calling for support. For assistance with submitting the remaining information in HRSA EHB, contact the BPHC Helpline, Monday-Friday, 8:30 a.m. to 5:30 p.m. Eastern Time, excluding federal holidays at:

BPHC Helpline
Telephone: (877) 974-2742, select option 3
TTY: (877) 897-9910
Web: www.hrsa.gov/about/contact/bphc.aspx (select "Application" as the Issue Type)

VIII. Other Information

Technical Assistance

A technical assistance web site has been established to provide you with copies of forms, FAQs, and other resources that will help you submit a competitive application. To review available resources, visit the SBHCC Technical Assistance Web site at <http://bphc.hrsa.gov/programopportunities/fundingopportunities/SBHCC>.

IX. Tips for Writing a Strong Application

See Section 5.7 of HRSA's [*SF-424 Two-Tier Application Guide*](#).

Appendix A: Budget Information

See instructions in [Section IV.2.iii](#) and [Section IV.2.iv](#) for details on completing the budget-related components of the application.

The following chart lists the allowable and unallowable costs for the proposed SBHCC project according to the cost classifications in the SF-424C:¹³

	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 cannot exceed 10 percent of line 16c (total costs). • Costs associated with the evaluation of the environmental and historic preservation effects of the proposed project, obtaining public input, producing the necessary studies, analysis, and resultant reports, as well as compliance with other environmental and historic preservation laws • 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 • Bonus payments to construction contractors • Costs of groundbreaking and dedication ceremonies and items such as plaques • Expendable office, medical, and laboratory supplies • Fund-raising expenses • Damage judgment suit • Consultant fees not related to actual construction • Costs related to other sources of project financing
Line 2 - Land, structures, right-of-way, appraisals, etc.		<ul style="list-style-type: none"> • Land or the cost of purchasing a building (including title search, closing costs, etc.)
Line 3 - Relocation	<ul style="list-style-type: none"> • Relocation payments to be made to displaced persons, business concerns, and nonprofit 	<ul style="list-style-type: none"> • The cost of permanently relocating the health center

¹³ For additional information for allowable and unallowable costs related to grants, please reference 45 CFR Part 75 Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards, as appropriate, as well as HHS Grants Policy Statement (GPS). 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.

	ALLOWABLE	UNALLOWABLE
expenses and payments	<p>organizations for moving expenses and replacement housing</p> <ul style="list-style-type: none"> • 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 USC 4601 et seq.) 84 Stat.1894) and 49 CFR Part 24 • Costs to lease a temporary space while the main space is being altered/renovated/repaired 	
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 • Costs incurred before an award 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 • 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 • Preliminary expenses associated with the approved award • Sustainable design services, such as LEED, including commissioning 	<ul style="list-style-type: none"> • Costs of abandoned designs or (costs associated with a design that will not be used to construct the building) • Costs for work not directly related to the project • Costs for preparing grant applications

	ALLOWABLE	UNALLOWABLE
	<ul style="list-style-type: none"> • 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 directly related with the requested project
Line 7 - Site work	<ul style="list-style-type: none"> • Minor alteration at entrances and adjacent sidewalks as required for ADA compliance 	<ul style="list-style-type: none"> • Fees not directly related with the requested project • Landscaping costs
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 directly related with the requested award • Demolition and removal of debris that will not result in a usable structure • Hazardous materials remediation/abatement
Line 9 - Construction – Alteration / Renovation	<ul style="list-style-type: none"> • Costs of acquisition and installation of fixed equipment¹⁴ necessary for the functioning of the facility • Construction costs for 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 	<ul style="list-style-type: none"> • Abandoned projects • 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 • Interior and exterior decorating fees (e.g.

¹⁴ Fixed equipment includes items that require modification of the facility for its satisfactory installation or removal and is included in the construction contract. Examples include HVAC units, duct work, generators, fume hoods, sinks, fixed shelving, built-in sterilizers, built-in refrigerators, and drinking fountains.

	ALLOWABLE	UNALLOWABLE
	<p>chillers to serve the proposed facility are acceptable.</p> <ul style="list-style-type: none"> • Special features for seismic code requirements. Use nationally recognized codes adopted by authorities having jurisdiction. • Costs of eliminating architectural barriers to the handicapped • Bid guarantees and performance and payment bonds • Costs of pollution-control equipment for the facility's boilers, incinerators, waste water treatment, etc., which may be required by 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>purchase of artwork, sculpture)</p> <ul style="list-style-type: none"> • 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 • Bonus payments to contractors
Line 10 - Equipment	<ul style="list-style-type: none"> • Equipment that is pertinent to the project • 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, exercise equipment, servers, telehealth equipment)) • Clinical and administrative equipment (i.e., blood pressure monitors, scales, furniture, computers, telephones) with a useful life of one year or greater and a unit cost of less than \$5,000 • Mobile medical vans • Software and site licenses 	<ul style="list-style-type: none"> • Donated equipment • Luxury furniture • Vehicles for transportation • Fixed equipment that is permanently attached to the building (it should be listed under line item 9)

	ALLOWABLE	UNALLOWABLE
Line 11 - Miscellaneous	<ul style="list-style-type: none"> • Provide an itemized list for items not specifically mentioned above that are directly related to the project. Such costs should generally be no more than 10 percent of line 16c (total cost). • The cost of alternate bid work up to the amount of the original bid submitted 	<ul style="list-style-type: none"> • Additional expense resulting from the rejection of an alternate bid at the start of construction and later reinstating the bid at an increased cost due to escalation • 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 • Costs or charges associated with routine maintenance or operation of the facility
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 percent of Lines 7c, 8c, and 9c. However, the contingency must be reduced to 2 percent of Lines 7c, 8c, and 9c after the contract is awarded. The contingency does not include moveable equipment costs. 	<ul style="list-style-type: none"> • Contingency costs above the allowable percentage
Line 14 – SUBTOTAL	Enter the sum of Lines 12 and 13	
Line 15 – Project (program) income		
Line 16 – TOTAL PROJECT COSTS	Enter the amount in line 14	
Line 17	Enter the portion of the SHBCC award that is allocated to the project (Note: round to the nearest whole dollar amount)	