

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA

Health Resources & Services Administration

Bureau of Primary Health Care
Health Center Program

***Health Center Program Service Expansion -
School-Based Service Sites***

Funding Opportunity Number: HRSA-21-093
Funding Opportunity Type(s): New
Assistance Listings (CFDA) Number: 93.527

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2021

Application Due Date in Grants.gov: March 22, 2021
Supplemental Information Due Date in HRSA EHBs: April 20, 2021

*Ensure your SAM and Grants.gov registrations and passwords are current immediately!
HRSA will not approve deadline extensions for lack of registration.
Registration in all systems, including SAM.gov, Grants.gov and HRSA EHBs,
may take up to 1 month to complete.*

Issuance Date: February 18, 2021

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Authority: Section 330 of the Public Health Service Act (42 U.S.C. § 254b (including sections 330(e), (g), (h), and/or (i)), as appropriate.

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for Fiscal Year (FY) 2021 Health Center Program Service Expansion – School Based Service Sites (SBSS) under the Health Center Program. The purpose of SBSS is to expand access to health center services by increasing the number of patients who access comprehensive primary health care services through Health Center Program award recipients’ service delivery sites located at schools. Health centers will accomplish this by adding new Health Center Program service delivery sites at schools or expanding comprehensive primary health care services at existing Health Center Program service delivery sites located at schools. Health centers may not use SBSS funding to support services provided on behalf of third party entities, including schools and/or school districts, and must ensure compliance with all Health Center Program requirements, including those described in the Health Center Compliance Manual as well as those relating to scope of project, in operating school-based service sites.

This notice is contingent upon Congressional appropriation of general health center operational funding dedicated to supporting health center school-based service sites. This NOFO will enable HRSA to process applications and award funds efficiently should funds be appropriated.

Funding Opportunity Title:	Health Center Program Service Expansion - School-Based Service Sites (SBSS)
Funding Opportunity Number:	HRSA-21-093
Due Date for Applications – Grants.gov :	March 22, 2021 (11:59 p.m. ET)
Due Date for Supplemental Information – HRSA Electronic Handbooks (EHBs) :	April 20, 2021 (5 p.m. ET)
Anticipated Total Annual Available Funding:	\$5,000,000
Estimated Number and Type of Awards:	Approximately 25 grants
Estimated Award Amount:	Up to \$200,000 per year, subject to the availability of appropriated funds
Cost Sharing/Match Required:	No
Period of Performance:	2 years, beginning September 1, 2021
Eligible Applicants:	Existing Health Center Program operational (H80) grant award recipients. See Section III. Eligibility Information of this notice of funding opportunity (NOFO) for complete eligibility information.

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.

Technical Assistance

HRSA will hold a pre-application technical assistance (TA) webinar for applicants seeking funding through this opportunity. The webinar will provide an overview of this NOFO and an opportunity for applicants to ask questions. Visit the [SBSS Technical Assistance webpage](#) for webinar details, frequently asked questions, sample documents, and additional resources.

The HRSA [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.

Health center strategic partners are available to assist you in preparing a competitive application, including National Training and Technical Assistance Partners ([NTTAPs](#)) and Primary Care Associations ([PCAs](#)). The School-Based Health Alliance ([SBHA](#)) NTTAP has materials that may provide additional information on how the unmet needs of children and adolescents can be effectively addressed through health center service delivery sites located at schools, which may help inform your proposal. The Health Information Technology, Evaluation, and Quality Center ([HITEQ](#)) NTTAP has information that may support your development of school-based electronic health records. Additionally, the HRSA-supported [Telehealth Resource Centers](#) offer technical assistance and coaching to advance the use of telehealth. For a list of HRSA-supported training and technical assistance partners, refer to HRSA's [Strategic Partnerships webpage](#).

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I. Program Funding Opportunity Description

1. Purpose

This notice announces the opportunity for current Health Center Program award recipients to apply for FY 2021 Health Center Program Service Expansion – School-Based Service Sites (SBSS) supplemental funding. The purpose of SBSS is to expand access to health center services by increasing the number of patients who access comprehensive primary health care through Health Center Program award recipients' service delivery sites located at schools. Health centers will accomplish this by adding new Health Center Program service delivery sites at schools or expanding required and additional health care services at existing Health Center Program service delivery sites located at schools. Such sites (Health Center Program service delivery sites located at a school or on the grounds of a school) are hereafter referred to as school-based service sites. For purposes of this funding opportunity, service expansion is defined as new or expanded general primary medical care, mental health, substance use disorder, oral health, vision, and/or enabling services provided face-to-face or virtually to health center patients at school-based service sites.

Health centers may not use SBSS funding to support services provided on behalf of third party entities, including schools and/or school districts. Health centers must ensure compliance with all Health Center Program requirements, including those described in the Health Center Compliance Manual as well as those relating to scope of project, in operating new or expanded school-based service sites.

2. Background

The Health Center Program is authorized by Section 330 of the Public Health Service Act, [42 U.S.C. § 254b](#). Existing health centers would receive funding under this funding opportunity under sections 330(e), (g), (h) and/or (i) of the PHSA (42 U.S.C. § 254b(e), (g), (h), and/or (i)), as applicable. Approximately 35 percent of Health Center Program award recipients currently operate school-based service sites, which provided services to more than 885,000 patients in 2019. SBSS funding will increase the number of patients receiving services through new and expanded school-based service sites.

Funding Requirements

Your application must demonstrate how you will use SBSS funds to address unmet needs in your approved service area by increasing the number of patients served at school-based service sites by adding or expanding one or more of the following services at a new or existing school-based service site:

- General primary medical care,
- Mental health,
- Substance use disorder,
- Oral health,
- Vision, and/or
- Enabling services.

Expanded services can be made available through establishment of newly proposed school-based service site(s) or expansion of services at existing school based service

site(s). Services may be provided to health center patients through face-to-face and/or telehealth visits to students located at school-based service site(s). However, a school-based service site, by definition, must include some face-to-face services.¹

SBSS funds may be used to support varied operational costs, including personnel and supplies, as well as one-time costs related to:

- Equipment purchases, including mobile units² and telehealth infrastructure, and
- Minor alteration and renovation (minor A/R) necessary for increasing the number of school-based service site patients.

Health centers may not use SBSS funding to support services provided on behalf of third party entities, including but not limited to schools and/or school districts.

If you propose to establish a new school-based service site, it must be open and operational within 120 days of award. Failure to verify that each proposed new site is operational within 120 days of award will result in the placement of a condition of award, which provides a time-phased approach for resolution. If you fail to successfully resolve a site-related condition within the specified timeframes, HRSA may withdraw support through termination of all, or part, of the SBSS award per [45 CFR § 75.371](#).

You are encouraged to consider the cultural and clinical competence of your health center's personnel, as well as children and adolescents' barriers to seeking care, such as trauma, stigma, and social determinants of health (SDOH) as you develop your proposal. SDOH include factors like socioeconomic status, neighborhood and physical environment, social support networks, community violence, and intimate partner violence. SDOH affect a wide range of health, functioning, and quality-of-life outcomes and risks. Addressing SDOH, such as intimate partner violence (IPV) and adverse child experiences (ACEs), is a HRSA objective to improve the health and well-being of individuals and the communities in which they reside.

Telehealth can be an important tool for delivering services and resources to patients. Telehealth is defined as the use of electronic information and telecommunications technologies to support and promote, at a distance, health care, patient and professional health-related education, health administration, and public health. Technologies include video conferencing, the internet, the store-and-forward imaging, streaming media, and terrestrial and wireless communications. You are encouraged to use telehealth in your proposed service delivery plans when feasible or appropriate. Additional general information on telehealth can be found at <https://telehealth.hhs.gov/>. Information specific to your health center scope of project is available at <https://bphc.hrsa.gov/sites/default/files/bphc/programrequirements/pdf/telehealth-pal.pdf>.

In addition, if you use broadband or telecommunications services for the provision of health care, HRSA strongly encourages you to seek discounts through the Federal Communication Commission's Universal Service Program. For information about such

¹ For more information, see PAL 2020-01: [Telehealth and Health Center Scope of Project](#).

² If you propose to purchase and/or use a mobile unit, it must be affiliated with a permanent or seasonal service site (a fixed building location) and staffed by health center personnel.

discounts, see <https://www.usac.org/rural-health-care/>. Patients may also be eligible for free or low cost mobile or broadband services through the Universal Service Lifeline program at <https://www.lifelinesupport.org/>.

II. Award Information

1. Type of Application and Award

Type of application sought: New

HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA estimates approximately \$5,000,000 to be available annually to fund 25 recipients. You may apply for a ceiling amount of up to \$200,000 total cost (includes both direct and indirect costs) per year. Up to \$150,000 may be used in year 1 for minor alteration/renovation and/or equipment expenses, as desired.

The funding start date for this program will be September 1, 2021. You will apply for 2 years of funding. Funding beyond the first year is subject to the availability of appropriated funds for SBSS in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

SBSS funding will have a separate grant number than your H80 award. You must document use of SBSS funds separately and distinctly from other Health Center Program funds.

While SBSS funding will initially be issued as a new award, all uses of SBSS funds must align with your current approved Health Center Program scope of project. Your scope of project includes the approved service sites, services, providers, service area, and target population, which are supported (wholly or in part) under your total approved health center budget. You must comply with all Health Center Program requirements as described in the [Health Center Program Compliance Manual](#), and applicable grants regulations.³

HRSA will assess your increase in the number of patients served at school-based service site(s) and your reported progress to inform decisions about SBSS funding beyond the initial 2 years of funding (see [Reporting](#)). Performance assessments may result in continued, reduced, or discontinued funding. If further funding is awarded, this award may be supplemented and/or further funding may be made available under your H80 award.

³ Requirements are stated in 42 U.S.C. § 254b (section 330 of the PHSA), as well as in corresponding grants regulations (HHS Grants Policy Statement and 45 C.F.R. part 75) and program regulations (42 C.F.R. parts 51c and 56).

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

Your organization must be a Health Center Program award recipient⁴ with an active H80 grant award to apply.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

HRSA will consider any application that exceeds the ceiling amount of \$200,000 on the SF-424A and Budget Narrative non-responsive and will not consider it for funding under this notice.

HRSA will consider any application that exceeds the page limit referenced in [Section IV](#) non-responsive and will not consider it for funding under this notice.

HRSA will consider any application that does not include the [Project Narrative](#) described in [Section IV.2.ii](#) non-responsive and will not consider it for funding under this notice.

HRSA will consider any application that does not include a letter of support from each school and/or school district, in which service expansion is proposed, to be non-responsive and will not consider it for funding under this notice (see the [COLLABORATION](#) section and [Attachment 1: Collaboration Documentation](#)).

HRSA will consider any application from an applicant that does not currently operate a school-based service site (current scope of project Form 5B: Service Sites) or propose to operate a school-based service site (application [Form 5B: Service Sites](#)) to be non-responsive and will not consider it for funding under this notice.

HRSA will consider any application that fails to satisfy the deadline requirements referenced in [Section IV.4](#) non-responsive and will not consider it for funding under this notice.

HRSA will only accept your first validated electronic submission under HRSA-21-093 in Grants.gov.⁵ Applications submitted after the first submission will be marked as duplicates and considered ineligible for review. If you wish to change information submitted in your Grants.gov application, you may do so in the [HRSA Electronic Handbooks \(HRSA EHBs\)](#) application phase.

⁴ Organization funded under Section 330(e), (g), (h), and/or (i) of the Public Health Service Act, as amended.

⁵ Grants.gov has compatibility issues with Adobe Reader DC. Direct questions pertaining to software compatibility to Grants.gov. See [Section VII](#) for contact information.

If you wish to change information submitted in HRSA EHBs, you may reopen and revise your application. You must ensure that the application is resubmitted to HRSA before the HRSA EHBs deadline or HRSA will not consider it for funding under this notice.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically through Grants.gov and HRSA EHBs. You must use a two-phase submission process associated with this notice of funding opportunity (NOFO) and follow the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html> and the HRSA EHBs.

- **Phase 1 – Grants.gov** – Required information must be submitted and validated via Grants.gov with a due date of *March 22, 2021* at 11:59 p.m. ET; **and**
- **Phase 2 – HRSA EHBs** – Supplemental information must be submitted via HRSA EHBs with a due date of *April 20, 2021* at 5 p.m. ET.

Only applicants who successfully submit the workspace application package associated with this NOFO in Grants.Gov (Phase 1) by the due date may submit the additional required information in HRSA EHBs (Phase 2).

The NOFO is also known as “Instructions” on Grants.gov. You must select “Subscribe” and provide your email address for HRSA-21-093 in order to receive notifications including modifications, clarifications, and/or republications of the NOFO on Grants.gov. You will also receive notifications of documents placed in the RELATED DOCUMENTS tab on Grants.gov that may affect the NOFO and your application. *You are ultimately responsible for reviewing the [For Applicants](#) page for all information relevant to this NOFO.*

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, 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. You must submit the application in English and U.S. dollars (45 CFR § 75.111(a)).

The following application components must be submitted 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

The following application components must be submitted in HRSA EHBs:

- Project Narrative
- Budget Information – Non-Construction Programs (SF-424A)
- Budget Narrative and Table of Personnel Paid with Federal Funds
- Program-Specific Forms
- Attachments

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

Application Page Limit

The total size of all uploaded files included in the page limit may not exceed the equivalent of **60 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of support. Standard OMB-approved forms do not count in the page limit. The Indirect Cost Rate Agreement does not count in the page limit. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit. Any application exceeding the page limit of 60 pages will not be read, evaluated, or considered for funding.**

Applications must be complete, within the maximum specified page limit, validated by Grants.gov, and submitted under HRSA-21-093 prior to the Grants.gov and HRSA EHBs deadlines.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) You certify on behalf of the applicant organization, by submission of your proposal, that neither you nor your principals are 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 U.S.C. § 3321).
- 3) If you are unable to attest to the statements in this certification, you must include an explanation in [Attachment 3: 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, certifications, and abstract), include the following:

i. Project Abstract (Submit in Grants.gov)

See Section 5.1.ix of HRSA's [SF-424 Two-Tier Application Guide](#). In addition, provide your Health Center Program grant number (H80CSXXXXX), the school-based service site(s) where your proposed project will occur (indicating if a site will be new), the estimated increase in the number of patients that will be served at school-based service site(s), and a brief summary of which services will be expanded at the school-based service site(s).

ii. Project Narrative (Submit in HRSA EHBs – required for completeness)

This section provides a comprehensive description of all aspects of the proposed project. It should be succinct, self-explanatory, consistent with forms and attachments, and organized in alignment with the sections and numbering format below so that reviewers can understand the proposed project.

Use the following section headers for the narrative: Need, Response, Collaboration, Resources/Capabilities, Evaluative Measures, and Support Requested.

NEED - Corresponds to [Section V.1 Review Criterion 1: NEED](#)

- 1) Provide data on the health status and unmet health needs of children and adolescents in your service area, with a focus on the student population for which service expansion is proposed. Sources of data may include, but are not limited to, your current needs assessment,⁶ [UDS Mapper](#), [The Children's Health and Education Mapping Tool](#), [Youth Risk Behavior Surveillance System \(YRBSS\)](#), and community health needs assessments.
- 2) Describe the factors that impact access to or utilization of health care services by children and adolescents in your service area. Factors may include socioeconomic status (including [Title I](#) status of schools in the service area), neighborhood and physical environment, and other SDOH.
- 3) Describe the gaps in school-based health care services for the children and adolescents in your service area.

RESPONSE - Corresponds to [Section V.1 Review Criterion 2: RESPONSE](#)

- 1) Complete the structured, 2-year [Project Work Plan](#) on the Project Overview Form in EHBs by describing service expansion-related activities that you will conduct to increase the number of patients served at school-based service sites over the period of performance. Additionally, if you are proposing new school-based service site(s), specify Project Work Plan activities that will ensure the proposed new school-based service site(s) will be open and operational within 120 days of award.
- 2) Provide your current number of patients served at school-based service sites (aligned with school-based health center patients to be reported in UDS for calendar year 2020) and the number of patients you estimate to be served at school-based service sites in calendar year 2022.

⁶ See [Chapter 3: Needs Assessment](#) of the Compliance Manual.

- 3) Describe the new or expanded services that you will provide as a result of SBSS funding. Specifically address:
 - a) The school-based service site(s) where service expansion will occur, including whether each site is new or existing, whether each site is or will be located within or on the grounds of a [Title I](#) school, and the demographics of the student population (e.g., total number of students, age range) at each school.
 - b) The rationale for the selection of each proposed new or expanded service given the unmet needs identified in the [NEED](#) section of the Project Narrative.
 - c) Whether each proposed new or expanded service will be available face-to-face, virtually, or both, and how such services will be delivered in an integrated manner with other school-based services, as applicable.
 - d) Whether the new or expanded services will be provided directly (Form 5A, Column I) or through a formal written contract or agreement (Form 5A, Column II) (consistent with [Attachment 2: Summary of Contracts and Agreements](#), as applicable).
- 4) Describe how the proposed personnel (direct hire and contracted) listed in the [Budget Narrative](#) are essential and sufficient to ensure successful service expansion at school-based site(s).
- 5) Describe how you will ensure access to comprehensive services within the service area (e.g., transportation, referral to nearby health center sites) for:
 - a) Patients served at school-based service site(s) who may need services not available at the school-based service site(s), and
 - b) Individuals seeking care at the school-based service site(s) who are not students.
- 6) If applicable, describe how proposed one-time funding for minor A/R and/or equipment purchases will enable you to expand the services provided and increase the number of patients served at your school-based service site(s). Specifically:
 - a) Briefly describe how proposed minor A/R activities will facilitate an increase in the number of patients served at your school-based service site(s). Your response should align with, and not duplicate, the project-related information in the [A/R Project Cover Page](#)(s).
 - b) Briefly describe how proposed equipment purchases will facilitate an increase in the number of patients served at your school-based service site(s). Your response should align with the [Equipment List Form](#) and budget information.

COLLABORATION - Corresponds to [Section V.1 Review Criterion 3: COLLABORATION](#)

- 1) Describe collaboration and coordination with other providers/organizations serving the children and adolescents attending the schools where the school-based service expansion is proposed, including organizations addressing SDOH.
- 2) In [Attachment 1: Collaboration Documentation](#), include a letter of support specific to the proposed SBSS project from each school or school district in which expanded services will be provided (eligibility criterion).
- 3) If you are proposing a new school-based service site(s) (consistent with [Form 5B: Service Sites](#)), in [Attachment 1: Collaboration Documentation](#), include letters of

support⁷ that demonstrate support for the proposed new school-based service site(s) from the following within your service area:

- a) Health Center Program award recipients and look-alikes,
- b) Other health providers/organizations, and
- c) Community based organizations that serve children and adolescents.

RESOURCES/CAPABILITIES - corresponds to [Section V.1 Review Criterion 4: RESOURCES/CAPABILITIES](#)

- 1) Describe the skills, capabilities, and expertise that qualify your health center to carry out the proposed project, including:
 - a) For each school-based service site that you currently operate: the location, hours of operation, patient age range, and services provided.
 - b) If you do not currently operate a school-based service site, clearly indicate this and describe your health center's experience in providing the proposed school-based services to children and adolescents outside of a school setting.
- 2) If you are proposing to add new school-based service site(s) and/or use one-time funding for minor A/R, describe your experience with:
 - a) Successfully opening new sites (school-based or otherwise) within required timeframes (e.g., 120 days of award).
 - b) Completing A/R projects of similar scope, consistent with information provided on the [A/R Project Cover Page\(s\)](#).
- 3) Describe the capabilities and expertise of key health center management staff (e.g., project manager, Chief Financial Officer) to oversee and ensure successful service expansion and an increase in the number of patients served at school-based service site(s).

EVALUATIVE MEASURES - Corresponds to [Section V.1 Review Criterion 5: EVALUATIVE MEASURES](#)

- 1) Describe how you will track progress on the following:
 - a) Number of patients served at school-based service site(s),⁸
 - b) School-based service expansion (which [services](#) were added or expanded at school-based service site(s)),
 - c) Status of minor A/R projects (if proposed), and
 - d) Operational status of new school-based service site(s) (if proposed).
- 2) Describe how your Quality Improvement/Quality Assurance (QI/QA) program will support the proposed project, including:
 - a) How you will incorporate new school-based services, personnel, and patient records into your QI/QA program.

⁷ Letters of support must be current and must include a signature. If you are not able to obtain a requested letter of support from other health centers, health providers/organizations, or community-based organizations, include documentation of efforts made to obtain the letter.

⁸ This measure will be reported annually in the Uniform Data System (UDS) as "school-based health center patients". For more information, see the 2020 UDS Manual (<https://bphc.hrsa.gov/sites/default/files/bphc/datareporting/pdf/2020-uds-manual.pdf>).

b) How you will use QI/QA reports for SBSS project improvement.

SUPPORT REQUESTED - Corresponds to [Section V.1 Review Criterion 6: SUPPORT REQUESTED](#)

1) Provide a budget presentation (i.e., SF-424A, Federal Object Class Categories Form, and Budget Narrative) that aligns with the proposed SBSS project and will result in an increase in the number of patients served at school-based service site(s) (consistent with the [RESPONSE](#) section of the Project Narrative and the [Project Work Plan](#)).

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. Any forms or attachments referenced in a narrative section may be considered during the objective review.

Narrative Section, Forms, and Attachments	Review Criteria
Narrative Section: Need	(1) Need
Narrative Section: Response Forms: Project Work Plan; A/R Project Cover Page(s) (if applicable); Equipment List Form (if applicable) Attachment 2: Summary of Contracts and Agreements	(2) Response
Narrative Section: Collaboration Attachment 1: Collaboration Documentation	(3) Collaboration
Narrative Section: Resources/Capabilities	(4) Resources/Capabilities
Narrative Section: Evaluative Measures	(5) Evaluative Measures
Narrative Section: Support Requested Forms: SF-424A Budget Information Form, Federal Object Class Categories Form, Equipment List Form (if applicable) Attachment: Budget Narrative, A/R Project Budget Justification (if applicable)	(6) Support Requested

iii. Budget (Submit in HRSA EHBs)

Follow the instructions included in Section 5.1.iv of HRSA's [SF-424 Two-Tier Application Guide](#) and the additional budget instructions provided below. A budget that follows the Guide will ensure that, if HRSA selects your application for funding, you will have a well-organized plan and, by carefully following the approved plan, may be able to avoid audit issues during the implementation phase.

Reminder: The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) you incur to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by you.

In addition, the SBSS requires the following:

You must present the total budget for the project, which includes SBSS funds (up to \$200,000) and all non-federal funds that will support the proposed project. Up to \$150,000 may be used in year 1 for minor A/R and/or equipment purchases (see [Appendix A: One Time Funding for Minor A/R and/or Equipment](#) for details). You have discretion about how you propose to allocate the total budget between SBSS federal funds and other funding that supports the project, provided that the projected budget complies with all applicable HHS policies and other federal requirements.⁹

Budget Information Form (SF-424A):

- 1) In Section A and B, the SBSS funding requested in the Federal columns cannot exceed \$200,000.
- 2) In Section A – Budget Summary, under New or Revised Budget, in the Federal column, enter the federal funding requested for each type of section 330 funding (Community Health Center – 330(e), Migrant Health Center – 330(g), Health Care for the Homeless – 330(h), and/or Public Housing Primary Care – 330(i)) that you currently receive. Funding must be requested and will be awarded proportionately for all population types for which you currently receive Health Center Program funding. You may not add new population types. Enter all other project costs in the Non-Federal column. Estimated Unobligated Funds are not applicable for this funding opportunity.
- 3) In Section B – Budget Categories, enter an object class category (line item) budget for year 1, broken out by federal and nonfederal funding. The amounts for each category in the federal and non-federal columns, as well as the totals, should align with the Budget Narrative. **If requesting funds for minor A/R, include that amount on the construction line.**
- 4) In Section C – Non-Federal Resources, enter the amount of all other sources of funding for the proposal, not including the federal funding request. The total in Section C must be consistent with the Non-Federal Total in Section A. When providing Non-Federal Resources by funding source, include other federal funds supporting the proposed project in the “other” category.
- 5) In Section E – Federal Funds Needed for Balance of the Project, provide the federal funds requested for Year 2 in the first column, entered on separate rows for each proposed type of Health Center Program funding (i.e., Community Health Center, Migrant Health Center, Health Care for the Homeless, and/or Public Housing Primary Care). The maximum amount that may be requested

⁹ See [Chapter 17: Budget](#) of the Compliance Manual.

cannot exceed \$200,000. The Second, Third, and Fourth columns must remain \$0.

The Consolidated Appropriations Act, 2021 (P.L. 116-260), Division -H, § 202 states, “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.” See Section 5.1.iv Budget – Salary Limitation of HRSA’s [SF-424 Two-Tier Application Guide](#) for additional information. Note that these or other salary limitations will apply in the following fiscal years, as required by law.

iv. Budget Narrative (Submit in HRSA EHBs)

SBSS requires a detailed budget narrative that outlines federal and non-federal costs for year 1 and year 2 by object class category. The sum of line item costs for each category must align with those presented on the SF-424A Budget Information Form. See Section 5.1.v of HRSA’s [SF-424 Two-Tier Application Guide](#). In addition, provide a table of personnel to be paid with federal funds, as shown in the example provided in HRSA’s [SF-424 Two-Tier Application Guide](#). For Year 2, the narrative should highlight the changes from year 1 or clearly indicate that there are no substantive changes. Refer to the sample budget narrative available on the [SBSS Technical Assistance webpage](#).

Your budget narrative must:

- Demonstrate that you will use SBSS funds for costs that will increase the number of patients served at school-based service site(s).
- Clearly detail proposed costs for each line item on the SF-424A Budget Information Form, with calculations for how you derive each cost.
- Not include ineligible costs.
- Align with the minor A/R project budget information and Equipment List Form, as applicable.
- Provide HRSA with sufficient information to determine if you will use SBSS funds separately and distinctly from other Health Center Program support (e.g., H80 awards).

Note: Format the budget narrative to have all columns fit on an 8.5 x 11 page when printed.

v. Program-Specific Forms (Submit in HRSA EHBs)

You will submit the required SF-424 information through Grants.gov. This refers to Phase 2 of your application, supplemental information to be submitted through HRSA EHBs. To preview the forms to be completed in HRSA EHBs, visit [SBSS Technical Assistance webpage](#).

Federal Object Class Categories Form (Required)

Enter federal and non-federal expenses by object class category for all proposed SBSS activities and purchases for year 2, similar to how you completed Section B of the SF-424A for year 1. Federal costs should only reflect SBSS funds; do not include other federal awards. The total federal request may not exceed \$200,000. Costs listed on this form must align with your [Budget Narrative](#) and [SF-424A Budget Information Form](#) (Section E).

Form 1B: BPHC Funding Request Summary (Required)

Before completing Form 1B, the SF-424A Budget Information Form must be completed. See the [Budget](#) section for instructions on completing the SF-424A.

1. FEDERAL FUNDS REQUEST

- The form displays the SBSS funding request, pre-populated from the SF-424A Budget Information Form, Section A.
- The maximum amount of federal funding that can be requested is \$200,000.
- If changes are required, modify the appropriate section of the SF-424A.

2. ONE-TIME FUNDING (see [Appendix A: One-Time Funding for Minor A/R and/or Equipment](#) for requirements for one-time funding, available in year 1 only)

- Indicate if the one-time funds are for:
 - Equipment only,
 - Minor A/R with equipment,
 - Minor A/R without equipment, or
 - Not applicable (no one-time funding requested).
- If you select equipment only, you must enter the amount requested for equipment on the equipment line in Section B of the SF-424A.
- If you select minor A/R with equipment, you must enter the amount requested for minor A/R on the construction line and for equipment on the equipment line in Section B of the SF-424A.
- If you select minor A/R without equipment, you must enter the amount requested for minor A/R on the construction line in Section B of the SF-424A.

3. ADDITION OF SITES

- Indicate if you are proposing to add a new school-based service site (permanent or mobile) within your existing service area to address identified school-based service expansion needs.

Form 5B: Service Sites (Required For Addition of New Sites)

New service delivery sites may be added through this application. Refer to the Sites resources on the [Scope of Project webpage](#) for detailed guidance. The addition of a service delivery site located at a school is required if you do not currently operate school-based service site(s) where you will implement your proposed SBSS project. For each proposed new school-based service site, you must provide a street address with suite number (if applicable), location type (permanent, seasonal, or mobile unit), Site Operational Date (must be within 120 days of award); and total hours of operation per week. You may not list “to be determined,” provide a post office box, or otherwise fail to specify the service site address.

Ensure that any proposed new school-based service site(s) meets the definition of a service site. Providing intermittent services at locations using portable equipment would not be considered a service site. Additionally, locations where all services are exclusively delivered via telehealth would not meet the “face-to-face” criterion of the

service site definition and therefore, would not be considered service sites under PIN 2008-01: [Defining Scope of Project and Policy for Requesting Changes](#).¹⁰

Because SBSS funds are intended to increase access to school-based services in your existing service area, as of the NOFO release date, you may not expand your service area through this application. Note the following requirements:

- **Site Physical Address** – The zip code of the Site Physical Address (where the school-based service site will be located or where a new mobile unit will be parked) must be included in your current service area, based on the Service Area Zip Codes listed across all current sites in scope (on Form 5B).
- **Service Area Zip Codes** – All Service Area Zip Codes listed for any proposed new site(s) must be included in your existing service area, based on the Service Area Zip Codes listed across all current sites in scope (on Form 5B).

Project Overview Form (Required)

Project Work Plan

You must submit a project work plan that outlines your proposed service expansion-related activities that you will conduct to increase the number of patients served at school-based service sites over the 2-year period of performance. You must complete three fields in the project work plan table in EHBs:

- **Focus Area** – Select the service(s) you will add/expand (through face-to-face and/or virtual contacts):
 - General primary medical care
 - Mental health
 - Substance use disorder
 - Oral health
 - Vision
 - Enabling
- **Activity Category** – For each selected service to be added/expanded, select the categories and subcategories of activities you are proposing:
 - Increasing Workforce Capacity
 - Recruiting and onboarding of personnel (direct hire and/or contracted)
 - Training and professional development
 - Expanding care delivery workflows, including new or enhanced referral arrangements
 - Expanding use of telehealth
 - Expanding face-to-face services
 - Other (specify)
 - Increasing Organizational Capacity
 - Enhancing telehealth infrastructure and integration
 - Enhancing health information technology
 - Adding other equipment and supplies
 - Other (specify)

¹⁰ PAL 2020-01: [Telehealth and Health Center Scope of Project](#)

- Enhancing Physical Infrastructure
 - Adding new site(s) (permanent or seasonal)
 - Adding mobile unit(s)
 - Executing minor alteration/renovation (A/R)
 - Other (specify)

- Enhancing Collaboration and Community Awareness
 - Establishing new or enhanced collaborations with other local organizations
 - Establishing new or enhanced collaborations with other health centers
 - Outreaching to students and families
 - Other (specify)

- Other (specify)
 - Other (specify)

- **Activity** – Provide narrative describing each of your proposed activities, and how each will expand services to increase the number of patients served at school-based service sites. For example, for “Expanding use of telehealth” or “Expanding face-to-face services”, you should describe the service expansion activities personnel will conduct within your school-based service site(s). In your activity description, reference the timeframe for completing each activity (e.g., Year 1, Year 2, 120 days after award).

To complete the Project Work Plan, you must select at least one focus area and then select at least one activity category and subcategory per selected focus area. Multiple selections for focus area, activity category, and activity subcategory are permitted. You will then describe the specific activities you plan to complete within the selected activity categories/subcategories. Refer to the [SBSS Technical Assistance webpage](#) for a sample that lists example activities under select activity subcategories.

Information included in your project work plan should be consistent with information presented in other application components. If you are proposing new school-based service site(s), ensure that the Project Work Plan outlines activities that will clearly enable each proposed new site to be open and operational within 120 days of award.

Scope of Project

Evaluate your current scope of project in light of your proposed project.¹¹ If your scope requires changes based on your proposed project, indicate if changes will be required to your Form 5A: Services Provided and/or Form 5C: Other Activities/Locations.

¹¹ You can view your scope of project in the Approved Scope section of your H80 grant folder in HRSA EHBs.

Note: You cannot indicate on this form if changes to Form 5B: Service Sites will be required because you can add new school-based service site(s) through this application (see [Form 5B: Service Sites](#)).

If a change is required to Form 5A: Services Provided and/or Form 5C: Other Activities/Locations, provide an overview of the change along with a timeline for making the necessary request(s). Access the technical assistance materials on the [Scope of Project webpage](#) and contact your H80 project officer for guidance in determining if a scope adjustment or change in scope will be necessary.

You must submit scope adjustment and change in scope requests for new services and/or other activities/locations outside of the SBSS application, and obtain approval before implementation. You should allow 60 days for HRSA to review your request.

vi. Attachments

Provide the following items in the order specified below. **Unless otherwise noted, attachments count toward the application page limit.** Your indirect cost rate agreement (if applicable) will not count toward the page limit. **You must clearly label each attachment.**

Attachment 1: Collaboration Documentation

Upload letters of support to demonstrate support for the proposed SBSS project. See the [COLLABORATION](#) section for details and what to provide if a letter of support from a requested community partner related to a proposed new school-based service site cannot be obtained.

Attachment 2: Summary of Contracts and Agreements

Upload a brief summary describing all current or proposed formal written contracts or agreements related to new/expanded school-based services. Include the following for each contract or agreement:

- Name of contract organization,
- Type of contract or agreement (e.g., contract, Memorandum of Understanding or Agreement),
- Brief description of the purpose and scope of the contract or agreement,
- Timeframe for each contract or agreement (e.g., ongoing contractual relationship, specific duration).

Attachment 3: Other Relevant Documents

Upload your indirect cost rate agreement, if such costs are included in your proposed budget. Include other relevant documents to support the proposed project, as desired.

3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number Transition to the Unique Entity Identifier (UEI) and System for Award Management (SAM)

You must have a valid DUNS number, also known as the Unique Entity Identifier, and provide that number in the application. At a future to-be-determined date, the DUNS number will be replaced by the UEI, a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov). For more details, visit the

following pages: [Planned UEI Updates in Grant Application Forms](#) and [General Service Administration's UEI Update](#).

You must also register with (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 you are exempted from those requirements under 2 C.F.R. § 25.110(b) or (c), or have an exception approved by the agency under 2 C.F.R. § 25.110(d)).

If you are chosen as a recipient, HRSA would not make an award until you have complied with all applicable DUNS (or UEI) and SAM requirements. If you have not fully complied with the requirements by the time HRSA is ready to make an award, you may be deemed not qualified to receive an award, and HRSA may 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.

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

- Dun and Bradstreet (<https://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](#).

[SAM.GOV](#) ALERT: For your SAM.gov registration, you must submit a [notarized letter](#) appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018.

In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at [SAM.gov](#).

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 March 22, 2021 at 11:59 p.m. ET. The due date to complete all other required information in HRSA EHBs (Phase 2) is April 20, 2021 at 5 p.m.ET. HRSA suggests submitting applications to

Grants.gov at least **3 calendar days before the deadlines** to allow for any unforeseen circumstances. 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 Health Center Program is a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100. See Section 5.1.ii of HRSA's [SF-424 Two-Tier Application Guide](#) for additional information.

6. Funding Restrictions

You may request funding for a period of performance of up to 2 years, at no more than \$200,000 per year (inclusive of direct **and** indirect costs). Up to \$150,000 may be used in year 1 for minor A/R expenses and/or equipment, as desired. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

The General Provisions in Division H of the Consolidated Appropriations Act, 2021 (P.L. 116-260) apply to this program. Please see Section 5.1 of HRSA's [SF-424 Two-Tier Application Guide](#) for additional information. Note that these or other restrictions will apply in following fiscal years, as required by law.

[45 C.F.R. part 75](#) and the [HHS Grants Policy Statement](#) (HHS GPS) include information about allowable expenses. Please note that funds under this notice may not be used for the following costs:

- Costs already paid for by other Health Center Program funds,
- Costs for services provided on behalf of a third party,
- Construction activities, including additions or expansions,
- Major alteration/renovation, defined as A/R in excess of \$500,000 in total federal and non-federal costs (excluding the cost of moveable equipment),
- Purchase or upgrade of an electronic health record (EHR) that is not certified by the Office of the National Coordinator for Health Information Technology (ONC),¹²
- Purchase and/or installation of trailers and pre-fabricated modular units,
- Facility or land purchases,
- Vehicle purchases (a mobile unit is not considered a vehicle in this case),
- Concrete or asphalt paving of new areas outside of a building.

Pursuant to existing law and consistent with Executive Order 13535 (75 FR 15599), health centers are prohibited from using federal funds to provide abortion services (except in cases of rape or incest, or when the life of the woman would be endangered).

¹² The Centers for Medicare and Medicaid Services and the ONC have established standards and other criteria for structured data. For additional information, refer to <https://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Certification.html>.

This includes all funds awarded under this notice and is consistent with past practice and long-standing requirements applicable to awards to health centers.

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.

Be aware of the requirements for HRSA recipients and subrecipients at 2 CFR § 200.216 regarding prohibition on certain telecommunications and video surveillance services or equipment. For details, see the [HRSA Grants Policy Bulletin Number: 2021-01E](#).

All program income generated as a result of awarded funds must be used for approved project-related activities. You can find post-award requirements for program income at [45 C.F.R. § 75.307](#). In accordance with Sections 330(e)(5)(D) and 330(k)(3)(D) the health center must use any non-grant funds as permitted under section 330, and may use such funds for such other purposes as are not specifically prohibited under section 330, if such use furthers the objectives of the health center project.

V. Application Review Information

1. Review Criteria

HRSA has procedures for assessing the technical merit of applications to provide for an objective review and to assist you in understanding the standards against which your application will be reviewed. HRSA has critical indicators 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.

These criteria are the basis upon which the reviewers will evaluate and score the merit of the application. Reviewers will use both the Project Narrative and Review Criteria section to assess your entire application. The entire proposal will be considered during objective review.

Six review criteria are used to review and rank SBSS applications. Below are descriptions of the review criteria and their scoring points.

Criterion 1: NEED (15 points) - Corresponds to [Section IV.2.ii NEED](#)

- 1) The extent to which the applicant uses qualitative and quantitative data to clearly define the health status and unmet health needs of the children and adolescents in the service area, with a focus on the student population for which service expansion is proposed.
- 2) The strength of the applicant's understanding of factors that impact access to or utilization of health care services by children and adolescents in the service area.

- 3) The extent to which the applicant identifies gaps in school-based services for the children and adolescents in the service area.

Criterion 2: RESPONSE (35 points) - Corresponds to [Section IV.2.ii RESPONSE](#)

Project Work Plan (15 of 35 points)

- 1) The extent to which the 2-year [Project Work Plan](#) describes service expansion-related activities that will increase the number of patients served at school-based service sites over the period of performance. Additionally, if the applicant is proposing new school-based service site(s), the extent to which the [Project Work Plan](#) specifies activities that will clearly enable the proposed new site(s) to be open and operational within 120 days of award.

Remaining RESPONSE Items (20 of 35 points)

- 2) The extent to which the proposed increase in the number of patients served at school-based service site(s) (calendar year 2022 projection, minus calendar year 2020 value) aligns with the described need and proposed activities.
- 3) The extent to which the applicant thoroughly describes the new or expanded services to be provided as a result of the SBSS funding, specifically addressing:
 - a) The school-based service site(s) where service expansion will occur, including whether each site is new or existing, whether each site is or will be located within or on the grounds of a [Title I](#) school, and the demographics of the student population (e.g., total number of students, age range) at each school.
 - b) The rationale for the selection of each proposed new or expanded service given the unmet needs identified in the [NEED](#) section of the Project Narrative.
 - c) Whether each proposed new or expanded service will be available face-to-face, virtually, or both, and how such services will be delivered in an integrated manner with other school-based services, as applicable.
 - d) Whether the new or expanded services will be provided directly (Form 5A, Column I) or through a formal written contract or agreement (Form 5A, Column II) (consistent with [Attachment 2: Summary of Contracts and Agreements](#), as applicable).
- 4) The extent to which the applicant describes how the proposed personnel (direct hire and contracted) listed in the [Budget Narrative](#) will be essential and sufficient to ensure successful service expansion at school-based site(s).
- 5) The extent to which the applicant describes how access to comprehensive services within the service area will be ensured for:
 - a) Patients served at school-based service site(s) who may need services not available at the school-based site(s), and
 - b) Individuals seeking care at the school-based site(s) who are not students.
- 6) If applicable, the extent to which the proposed one-time funding for minor A/R and/or equipment purchases will enable an expansion in services provided and increase in the number of patients served at the school-based service site(s). Specifically:
 - a) How the proposed minor A/R activities will facilitate an increase in the number of patients served at the school-based service site(s). The applicant's response

should align with the project-related information in the [A/R Project Cover Page\(s\)](#).

- b) How the proposed equipment purchases will facilitate an increase in the number of patients served at the school-based service site(s). The applicant's response should align with the [Equipment List Form](#) and budget information.

Criterion 3: COLLABORATION (15 points) - Corresponds to [Section IV.2.ii COLLABORATION](#)

- 1) The extent to which the applicant collaborates and coordinates with other providers/organizations serving the children and adolescents attending the schools where the school-based service expansion is proposed, including organizations addressing SDOH.
- 2) The extent to which letter(s) of support from each school or school district in which expanded services will be provided are specific to the SBSS project.
- 3) The extent to which [Attachment 1: Collaboration Documents](#) demonstrate support within the service area for each proposed new school-based service site from:
 - a) Health Center Program award recipients and look-alikes,
 - b) Other health providers/organizations, and
 - c) Community-based organizations that serve children and adolescents.

Criterion 4: RESOURCES/CAPABILITIES (15 points) – Corresponds to [Section IV.2.ii RESOURCES/CAPABILITIES](#)

- 1) The extent to which the applicant is qualified to carry out the proposed project, including how the applicant will:
 - a) Build upon current school-based service site(s)' operational experience, or
 - b) Leverage expertise from current services delivered to children and adolescents (if the applicant does not currently operate a school-based service site).
- 2) If the applicant is proposing to add a new school-based service site(s) and/or use one-time funding for minor A/R, the extent to which the applicant demonstrates experience with successfully:
 - a) Opening new sites within required timeframes, and/or
 - b) Completing A/R project of similar scope, consistent with information provided on the A/R Project Cover Page(s).
- 3) The capabilities and expertise of key health center management staff (e.g., project manager, Chief Financial Officer) to oversee and ensure successful service expansion and an increase in the number of patients served at school-based service site(s).

Criterion 5: EVALUATIVE MEASURES (10 points) – Corresponds to [Section IV.2.ii EVALUATIVE MEASURES](#)

- 1) The strength of the applicant's plans to track and report on the following:
 - a) Number of patients served at school-based service site(s),
 - b) School-based service expansion (which [services](#) were added or expanded at school-based service site(s)),

- c) Status of minor A/R projects (if proposed), and
 - d) Operational status of new school-based service site(s) (if proposed).
- 2) The extent to which the applicant's Quality Improvement/Quality Assurance (QI/QA) program will support the proposed project, including:
 - a) How new school-based services, personnel, and patient records will be incorporated into the QI/QA program, and
 - b) How QI/QA reports will be used for SBSS project improvement.

Criterion 6: SUPPORT REQUESTED (10 points) – [Corresponds to Section IV.2.ii SUPPORT REQUESTED](#)

- 1) The extent to which the budget presentation is reasonable relative to the proposed SBSS project and estimated increase in the number of patients served at school-based service site(s).

2. Review and Selection Process

The objective review process provides an objective evaluation of applications to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. HRSA may also consider assessment of risk and the other pre-award activities described below in Section V.3. Assessment of Risk.

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

Compliance Status¹³

You will not receive SBSS funding if you meet any of the following exclusion criteria at the time HRSA makes funding decisions:

- Are no longer an active Health Center Program awardee (under sections 330(e), (g), (h), and/or (i)), or
- Have any 30-day conditions on your H80 award related to Health Center Program requirement area(s).

Rural/Urban Distribution of Awards

Aggregate awards in FY 2021 will be made to ensure that the ratio of rural to urban target populations is not less than two to three or greater than three to two as set forth in section 330(e)(6)(A) of the PHS Act. In order to ensure this distribution, HRSA may award funds to applications out of rank order.

3. Assessment of Risk

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](#)).

HRSA reviews applications receiving a favorable objective review for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued

¹³ See [Chapter 2: Health Center Program Oversight](#) of the Compliance Manual.

applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you 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 HRSA will make an award. Following review of all applicable information, HRSA’s approving and business management officials will determine whether HRSA can make an award, 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.

HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. HRSA will consider your comments, in addition to other information in [FAPIIS](#), in making a judgment about your organization’s integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in [45 CFR § 75.205 HHS Awarding Agency Review of Risk Posed by Applicants](#).

HRSA will report to FAPIIS a determination that an applicant is not qualified ([45 CFR § 75.212](#)).

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award (NoA) on or around the start date of September 1, 2021. See Section 6.4 of HRSA’s [SF-424 Two-Tier Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.1 of HRSA’s [SF-424 Two-Tier Application Guide](#).

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.

Requirements of Subawards

The terms and conditions in the NoA apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NoA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to subrecipients

under awards, and it is the recipient's responsibility to monitor the compliance of all funded subrecipients. See [45 CFR § 75.101 Applicability](#) for more details.

3. Reporting

Award recipients must comply with Section 7 of HRSA's [SF-424 Two-Tier Application Guide](#), continue other required Health Center Program reporting, and complete the following reporting and review activities:

- 1) **Semi-Annual Progress Report** - You will complete semi-annual progress reports to describe accomplishments and barriers toward implementing the proposed project. These reports will be informed by your SBSS project work plan.
- 2) **Non-Competing Continuation** – A streamlined non-competing continuation progress report must be submitted and approved by HRSA to trigger the release of year 2 funding (dependent upon congressional appropriation, satisfactory recipient performance, and a determination that continued funding would be in the best interest of the Federal Government). You will receive an email message via HRSA EHBs when it is time to begin working on the progress report.
- 3) **Integrity and Performance Reporting** -The NoA will contain a provision for integrity and performance reporting in [FAPIIS](#), as required in [45 CFR part 75 Appendix XII](#).

Progress as demonstrated in your semi-annual progress reports and the calendar years 2021 and 2022 UDS data related to your increase in the number of patients served at school-based service site(s) will inform HRSA's decision on whether and, if so, at what level to continue your SBSS funding beyond this award's initial funding period. Please note that the OMB revisions to Guidance for Grants and Agreements termination provisions located at [2 CFR § 200.340 - Termination](#) apply to all federal awards effective August 13, 2020.

VII. Agency Contacts

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

Brian Feldman and Nicole Turner
Senior Grants Management Specialist and Grants Management Specialist
Division of Grants Management Operations
Office of Federal Assistance Management (OFAM)
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: 301-443-3190 and 301-443-0770
Email: bfeldman@hrsa.gov and nturner@hrsa.gov

You may request additional information and/or technical assistance related to this NOFO's programmatic requirements by contacting:

Stephanie Crist
Public Health Analyst
Office of Policy and Program Development
Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 16N34A
Rockville, MD 20857
Telephone: 301-594-4300
Contact: [BPHC Contact Form](#)
Web: [SBSS Technical Assistance webpage](#)

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 EHBs. Always obtain a case number when calling for support. For assistance with submitting the remaining information in the HRSA EHBs, contact HRSA, Monday–Friday, 7 a.m. to 8 p.m. ET, excluding federal holidays at:

Health Center Program Support
Telephone: 1-877-464-4772
Web: [BPHC Contact Form](#)

VIII. Other Information

Technical Assistance

HRSA will hold a pre-application TA webinar for applicants seeking funding through this opportunity. Visit the [SBSS Technical Assistance webpage](#) for webinar details; instructions for, and copies of, forms; frequently asked questions; and other resources.

HRSA Primary Health Care Digest

The HRSA [Primary Health Care Digest](#) is a weekly email newsletter containing information and updates pertaining to the Health Center Program, including release of all competitive funding opportunities. You are encouraged to subscribe several staff.

Federal Tort Claims Act (FTCA) Coverage

FTCA coverage for new services and sites is dependent, in part and where applicable, on HRSA approval of a post-award change in the scope of the project. Applicants should also note that FTCA coverage, under section 224(g)(5) of the PHS Act, 42 USC 233(g)(5), is not available for some “part-time” individual contractors.¹⁴ Additional requirements apply to eligibility for FTCA coverage. For more information, review the FTCA Health Center Policy Manual, available at <https://bphc.hrsa.gov/sites/default/files/bphc/ftca/pdf/ftcahcpolicymanualpdf.pdf>.

Tips for Writing a Strong Application

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

¹⁴ Under 42 USC 233(g)(5), to be eligible for coverage, an individual contractor not in the fields of family practice, general internal medicine, general pediatrics, or obstetrics/gynecology “normally performs on average at least 32½ hours of service per week for the entity for the period of the contract.”

Appendix A: One-Time Funding for Minor A/R and/or Equipment

Within the maximum year 1 award amount of \$200,000, you may request to use up to \$150,000 for one-time costs for equipment and/or minor alteration/renovation (A/R) projects necessary for increasing the number of patients served at school-based service site(s). If requesting one-time funding, you must enter the amount on the SF-424A Budget Information Form in the equipment and/or construction line.

One-time funding cannot be used for new construction activities (e.g., additions or expansions, work that requires ground disturbance such as new parking surfaces or expansion of a building footprint), the installation of trailers or pre-fabricated modular units, or major A/R. For a minor A/R activity, the total federal and non-federal cost of the project cannot exceed \$500,000, excluding the cost of moveable equipment.

Equipment includes moveable items that are non-expendable, tangible personal property (including information technology systems) 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. Dental chairs and radiographic equipment are considered moveable equipment.

Permanently affixed equipment (e.g., heating, ventilation, and air conditioning (HVAC), generators, signs in or on the existing building, and lighting) is considered fixed equipment and is categorized as minor A/R (not equipment).

An allowable minor A/R project must be a stand-alone project consisting of work in an existing facility required to:

- Install fixed equipment;
- Modernize, improve, and/or reconfigure the interior arrangements or other physical characteristics of a facility;
- Repair and/or replace the exterior envelope;
- Improve accessibility such as curb cuts, ramps, or widening doorways; and/or
- Address life safety requirements.

If you are requesting one-time funding, you must complete the Equipment List Form (if proposing equipment), and the A/R Project Cover Page and Other Requirements for Sites forms (if proposing minor A/R). Additional attachments are required for minor A/R projects. See the One-Time Funding section of the [SBSS Technical Assistance webpage](#) for detailed instructions for the required one-time funding forms and attachments.