

# Fiscal Year 2023 Capital Assistance for Hurricane Response and Recovery Efforts (CARE)

## HRSA-23-122 Assistance Listing 93.224

### EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2023 Capital Assistance for Hurricane Response and Recovery Efforts (CARE) funding. The purpose of this funding opportunity is to make available capital-related resources for health centers to support alteration, renovation, construction, equipment, and other capital improvement costs as necessary to meet the needs of areas affected by Hurricanes Fiona and Ian. Health centers with an active site located in an area declared by the Federal Emergency Management Agency (FEMA) to have been impacted by Hurricanes Fiona and Ian during the time of the hurricane incident period can use the funds to:

- Respond and recover from emergency and/or disaster impacts and/or;
- Increase the capacity and capability to prepare for, respond to and/or recover from future emergencies and/or disasters that will support the continuity of access to high quality primary care services for underserved populations.

<b>Funding Opportunity Title</b>	Fiscal Year 2023 Capital Assistance for Hurricane Response and Recovery Efforts (CARE) Application
<b>Funding Opportunity Number</b>	HRSA-23-122
<b>Funding Opportunity Release Date</b>	May 25, 2023
<b>Due Date for Submissions</b>	HRSA Electronic Handbooks submission only: July 6, 2023 (5:00 pm ET)
<b>Anticipated Total Available Funding</b>	\$65 million
<b>Award Amount</b>	\$490,000
<b>Estimated Number of Awards</b>	130 awards
<b>Period of Performance</b>	3-year performance period — September 1, 2023 through August 31, 2026
<b>Eligible Award Recipients</b>	Organizations that are Health Center Program operational (H80) grant award recipients that had an active site located in a hurricane Fiona/Ian-impacted area during the time of the <a href="#">FEMA</a> -designated hurricane

	incident period. See <a href="#">Appendix A</a> for a list of impacted areas. See the <a href="#">Eligibility section</a> for details.
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Visit the [CARE technical assistance webpage](#) for details about live and recorded events, agency contacts, and other resources specific to this funding opportunity.

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## **PURPOSE**

The purpose of this funding opportunity is to make available capital-related resources for health centers with an active site located in a hurricane Fiona/Ian-impacted area during the time of the hurricane incident period to:

- Respond and recover from emergency and/or disaster impacts and/or;
- Increase the capacity and capability to prepare for, respond to and/or recover from future emergencies and/or disasters that will support the continuity of access to high quality primary care services for underserved populations.

Examples of project activities that health centers will be able to use this funding for consist of, but are not limited to: addressing flood prevention such as relocating a health center to avoid flood or fire risk; upgrading infection control systems such as ventilation; building a floodwall; relocating emergency generator and mechanical/electrical/plumbing equipment; and/or improving systems such as fire protection and suppression, communications, power, decontamination, air intake and exhaust.

HRSA encourages you to consider projects or activities that will complement or otherwise advance broader operational objectives of your health center to maintain or expand access to care, improve health outcomes, and reduce health disparities.

## **AUTHORITY**

Division N, Title VIII of the Consolidated Appropriations Act, 2023 and Section 330(e), (g), (h), and/or (i) of the Public Health Service Act (42 USC § 254b(e), (g), (h), and/or (i)), as appropriate.

## **ELIGIBILITY**

You must meet the following eligibility requirements for consideration for funding under this announcement.

1. You are an existing health center receiving Health Center Program operational support (under sections 330(e), (g), (h), and/or (i)) at the time of application and at the time of award.
2. You had an active site located in a FEMA-declared disaster impacted area for hurricanes Fiona and Ian in your Health Center Program grant scope of project during the time of the hurricane incident period . See [Appendix A](#) for a list of disaster-impacted areas.

## **BACKGROUND**

In calendar year 2022, the United States and its territories endured hurricanes Fiona and Ian. These natural disasters resulted in loss of life, injury, and costly damage to infrastructure and property. This funding opportunity supports health centers by making available infrastructure funding needed to respond and/or recover from the impacts of these hurricanes and to enhance future health center capacity to ensure the continuity of

essential primary health care services for the underserved communities these health centers serve.

## AWARD INFORMATION

Approximately \$65 million is available in FY 2023 to support allowable CARE activities at existing or new site(s) within the identified hurricane-impacted area(s). This noncompetitive, one-time funding will be available to support up to a 3-year performance period — September 1, 2023 through August 31, 2026. Each applicant can request up to \$490,000 for up to 3 projects of one of the following project types. Applicants can select a combination of project types, but each project must have a distinct site location, with the exception of equipment projects.

- **Construction of a New Facility:** The purpose of this project type is to construct a new stand-alone structure. The project is site-specific and construction activities may occur at only one new physical service delivery site address within your current service area, with or without equipment purchases.
- **Construction/Expansion (C/E) of an Existing Facility:** The purpose of this project type is to add square footage to an existing facility and/or to significantly reconfigure an existing site. The project is site-specific and the activities may only take place at one physical site address within your current service area, with or without equipment purchases. Examples of C/E activities include adding a new pharmacy wing, constructing a covered driveway for a patient drop-off area, installing a permanently affixed modular or prefabricated building, or converting a grassy area to a newly paved parking lot.
- **Alteration/Renovation (A/R) of an Existing Facility:** The purpose of this project type is to renovate an existing facility without increasing square footage of the facility. The project is site-specific and A/R activities may only take place at one physical site location within your current service area, with or without equipment purchases. Examples of A/R activities include modernizing, improving, and/or reconfiguring the interior arrangements of an existing facility; affixing equipment to the wall, ceiling, or floor of the existing physical facility; installing heating, ventilation, air-conditioning (HVAC) units, and exterior generators; and replacing the exterior envelope (such as the roof) and/or improving accessibility (such as sidewalk replacement and ramps).
- **Equipment Only:** The purpose of this project type is to acquire loose, moveable equipment not affixed to the physical building structure. Moveable equipment are non-expendable equipment items, with a useful life of more than one year, that can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the facility. Equipment-only projects do not include any alteration, renovation, construction, or expansion activities. Equipment that is installed or requires connections to utilities is considered to be renovation or construction and must be characterized as either a construction, C/E, or A/R project. You may purchase equipment for use at one or more site addresses.

## SUMMARY OF FUNDING

Cost sharing or matching is not required.

HRSA expects to release CARE funding on or around September 1, 2023.

**HRSA may adjust award amounts based on the number of fundable applications.** If award amounts are adjusted significantly, HRSA may request that you submit a revised budget and project work plan.

HRSA will award CARE funding as a new grant award, separate from your H80 award. Under [45 CFR § 75.302](#), you must document use of CARE funds separately and distinctly from other Health Center Program funds and other federal award funds. If funded, you must maintain your H80 award status throughout the 3-year period of performance to maintain your CARE funding.

### Additions to Current Scope of Project

You may propose to change your Health Center Program scope of project to add a new service delivery site as part of the CARE funding opportunity.<sup>1</sup> You may not use CARE funds to propose the addition of an administrative-only site. If you propose a project at a new site not currently in your approved scope of project, you must submit a Change in Scope request consistent with the process identified at <https://bphc.hrsa.gov/compliance/scope-project/change-scope-cis-process> after you receive an award.

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

Form: Proposal Cover Page	Required for each application. Provide planned activities and targeted domains.
Form: Project(s) Page	Required for each application. Select the appropriate project type for up to 3 projects.
Form: Project Cover Page	Required for each project. Describe planned activities and provide detailed site-specific information.
Attachments: Project Cover Page Requirements	Required for each project. Include the following: <ul style="list-style-type: none"><li>• Budget Justification</li><li>• Environmental and Information Documentation (EID) Checklist</li><li>• Floor Plans/Schematic Drawings</li></ul>

<sup>1</sup> Refer to Policy Information Notice (PIN) 2008-01: Defining Scope of Project and Policy for Requesting Changes available at <https://bphc.hrsa.gov/programrequirements/policies/pin200801.html> and Policy Information Notice (PIN) 2007-09: Service Area Overlap: Policy and Process at <https://bphc.hrsa.gov/programrequirements/policies/pin200709.html>

Form: Project-Specific Forms	Required for each project. Include the following: <ul style="list-style-type: none"> <li>• 424c Project Budget</li> <li>• Funding Sources</li> <li>• Equipment list</li> <li>• Form 5B</li> <li>• Other Requirements for Sites</li> </ul>
Attachments: Project-Specific Forms Requirements (as applicable)	<ul style="list-style-type: none"> <li>• Property Information (uploaded in the Other Requirements for Sites form)</li> <li>• Landlord Letter of Consent (uploaded in the Other Requirements for Sites form)</li> </ul>
Form: Consolidated Budget Information (SF424)	Required for each application. Automatically completed based on project budget(s).

***i. Project Narrative (Required for each application)***

***A. Proposal Cover Page (EHBs)***

Applications will contain the information below: Planned Activities and Targeted Domains.

- ***PLANNED ACTIVITIES:*** Provide a comprehensive, consolidated description of the proposed project(s), including:
  - The alteration, renovation, construction, expansion, and other capital improvements needed to:
    - Respond to and recover from emergency and/or disaster impacts and/or;
    - Increase the capacity and capability to prepare for, respond to and/or recover from future emergencies and/or disasters that will support the continuity of access to high quality primary care services for underserved populations.

***B. Project(s) Type (EHBs) – Required for each application***

Each project type is restricted to one physical site address except for Equipment Only project types. Select from the following project types for the specific physical site address where the planned activities will occur:

- *Construction of a New Facility (one site only)*
- *Construction/Expansion (C/E) of an Existing Facility (one site only)*
- *Alteration/Renovation of an Existing Facility (A/R) (one site only)*
- *Equipment Only (multiple sites)*

***ii. Project-Specific Forms (Required for each project within an application)***

***A. Project Cover Page (EHBs) – Required for each project***

Provide detailed project description, site, project management, and timeline

information in the sections below:

- **Project Description:** Provide a detailed description of the activities you plan to implement at the physical site. Include in your description:
  - Specific dimensions, improved square footage, and clinical and non-clinical area(s) to be impacted
  - Number of new rooms or areas added or improved
  - Purchases of clinical and/or non-clinical moveable equipment items, including replacement mobile vans
  - Creation of a new stand-alone structure
  - Expansion of an existing structure to increase the total square footage
  - Improvement and/or reconfiguration of the interior arrangements of an existing facility
  - Installation of permanently affixed equipment
  - Modifications and/or 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 and/or plumbing work
  
- **Site Information:** Enter the total improved square footage. If your project involves construction or expansion of square footage, indicate the total square footage of the new building or of the space you plan to add to the existing footprint of an existing site. If your project involves interior renovations, indicate the total square footage impacted by the activities proposed. For example:
  - If a project involves construction of a new facility, indicate the sum of the interior square footage and the parking lot area.
  - If the project involves expansion of an existing facility, indicate the sum of the square footage of the new addition and any other area where construction activities will occur.
  - If the project involves renovation activities, indicate the square footage of the area impacted by renovation activities.
  - If the project involves equipment only, improved square footage is not applicable.
  
- **Project Management – Required for all projects:**
  - Identify the individual responsible for managing the project.
  - Describe the capacity to manage, implement and evaluate the proposed activities, as well as related experience in managing such activities.
  - Indicate whether the planned construction procurement will occur through competitive bid or other method. Describe the proposed method of construction such as design/build, construction management at risk, by the applicant's own forces, or whether a third party construction manager will be used.



- **Project Timeline** – Provide a timeline to achieve the planned activities and the number of months for each of the applicable milestones within the 3-year (36 months) period of performance:
  - Planning
  - Design
  - Obtaining required permits and/or variances
  - Meeting Federal environmental and historic preservation requirements
  - Solicitation of bids and awarding of contracts, alteration/renovation or construction period,
  - Expected project completion date

**B. Budget Information for Construction (Project Budget) – Standard Form SF-424C (EHBs) – Required for each project**

Complete the SF-424C as presented for each proposed project. See instructions in [Appendix A](#) for further details on completing the SF-424C. The SF-424C for the project must be consistent with the Budget Justification supplemental attachment.

**C. Funding Sources (EHBs) – Required for each project**

Identify the total cost associated with the proposed project and describe all public, private or other sources of funding, including governmental agencies, or other grant funds or proposed debt. Identify the status of obtaining the full funding needed to undertake the project (e.g., whether the funds are secured, expected, or forthcoming including the date, the source, and amount).

**D. Equipment List (EHBs) – Required for all projects with equipment purchases**

Provide a complete and reasonable equipment list (clinical and non-clinical items).

NOTE: Equipment purchases supported all or in part by this funding must be maintained, tracked, and disposed of in accordance with 45 CFR Part 75. While title to the equipment vests with the award recipient, the Federal government retains interest in the equipment purchased with Federal funds in accordance with 45 CFR Part 75.

**E. Form 5B: Service Sites (EHBs) – Required for each project**

Propose a project at an existing site in your current Health Center Program scope of project, or propose to add a new site.

**F. Other Requirements for Sites (EHBs) – Required for All Alteration/Renovation and/or Construction/Expansion activities**

**Federal Interest and Site Control**

Identify whether the property is owned or leased:

- If the applicant has an ownership interest in the property, the applicant must document in writing the following:
  - Attach a copy of the title to the property.

- If the title does not list the applicant as owner of the property, attach a legal opinion from the applicant's attorney describing the applicant's legal interest in the site. The opinion should explain why title to the property is not recorded in the name of the applicant and the nature of the applicant's legal interest in the property.
  - Identify potential issues that may affect current or future control of the property, e.g., procurement issues, property ownership not at arm's length.
  - Attach a plot plan survey for the property.
- If the applicant is leasing the project space, the applicant must document in writing that the property owner:
    - Agrees to the renovation of the property and consents to the language outlined within the Leasehold Improvements section, whether as a provision of a new lease or an amendment to an existing lease, agreed to by both the recipient and lessor/property owner,
    - Acknowledges Federal Interest in the property, and
    - Agrees to file a Notice of Federal Interest (NFI) in the land records of the local jurisdiction before the project begins (if applicable).

(See the Leasehold Improvements section for more information on the expectations associated with lease agreements.)

- The applicant agrees and acknowledges that, at the time of the completion of the project, it will obtain and submit to HRSA a written appraisal of the property by an appraiser who is certified or licensed in accordance with the requirements of title 11 of the Financial Institutions Reform Recovery and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.).

### **Cultural Resource Assessment and Historic Preservation Considerations**

For all projects except equipment only, you must respond to each of the following questions using the [Environmental and Informational Documentation \(EID\) Checklist](#).

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

### **iii. Budget Information**

A budget that follows the instructions provided below will ensure that you will have a well-organized plan. Carefully following the approved plan can help you avoid audit issues during the implementation phase.

[HRSA's Standard Terms](#) apply to this program. Please see Section 5.1 of HRSA's [SF-424 Application Guide](#) for additional information. 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. The current Executive Level II salary is \$212,000. See Section 5.1.iv Budget – Salary Limitation of HRSA's [SF-424 Application Guide](#) for additional information. Note that these or other salary rate limitations may apply in the following fiscal years, as required by law.

#### ***Budget Information for Construction (Consolidated Budget) – Standard Form SF-424C (EHBs) – Required for each application***

Confirm completed SF-424C (in EHBs) as presented for all the proposed activities. The form is automatically filled by EHBs as each project-specific budget information is completed. This budget should reflect the total of all proposed project(s).

### **iv. Attachments**

The total number of attachment pages that count toward the page limit shall be no more than **50 pages** when we print them. HRSA will not review any pages that exceed the page limit. Provide the following items in the order specified below. **Unless otherwise noted, attachments count toward the application page limit. Clearly label each attachment.** If there are other items that don't count toward the page limit, we'll make this clear in Section this section.

#### ***Attachment 1: Budget Justification – Required for all projects***

Provide a budget justification for each proposed project that provides a concise cost estimate, showing quantities, unit prices and total cost for each line item/costs classification in the budget, as well as a breakout of Federal and Non-Federal costs for each line item. Identify the specific sources of other funding and the status of obtaining funding (e.g., whether the funds are secured, expected, or forthcoming, including the date, source, and amount) and describe the plan for securing the balance of the funds that are neither secured nor committed. See sample budget justification: <https://bphc.hrsa.gov/funding/capital-assistance-hurricane-response-recovery-effort>

#### ***Attachment 2: Environmental Information Document (EID) Checklist - Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities***

Provide a completed EID checklist for the project. See: <https://bphc.hrsa.gov/sites/default/files/bphc/funding/environmental-checklist.pdf>

#### ***Attachment 3: Floor Plans/Schematic Drawings/Site Plan – Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities***

Provide a floor plan drawn to scale for the proposed project that shows the location of the work and dimensions of the impacted area. All drawings should be consistent with the described activities in the project narrative and must include:

- Rough dimensions of the facility and total square footage,
- Clearly distinguished area in the facility that will be left unaffected from the area that is being altered, renovated, constructed or expanded, showing total square footage of the impacted area, and
- Labels for each room where major project components are occurring, such as exam room, reception area, break room, etc.

For alteration/renovation of existing space, you may mark up and make notations on an exit plan or diagram to show the area of the renovation. Provide the existing and marked-up plan to identify the space(s) to be renovated and the functional relationship within the building.

If any activities occur outside of the physical building, provide a site plan showing the general layout and location of the existing site conditions. The plan must indicate the uses and structures proposed for the parcel of land. As applicable, label the locations and details of the proposed work or connected activity occurring at the physical site location.

***Attachment 4: Property Information (uploaded in the Other Requirements for Sites) – Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities***

Provide a copy of the title, deed, or lease for the project.

***Attachment 5: Landlord Letter of Consent (as applicable; uploaded in the Other Requirements for Sites form) - Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities***

Applicants proposing a project on a leased property must provide a Landlord Letter of Consent (see the Leasehold Improvements section for additional information on the expectations associated with lease agreements). Sample templates for the landlord letter of consent as it applies to Construction, Construction/Expansion (C/E) and Major Alterations/Renovations are available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/funding/landlord-consent.pdf>.

***Attachment 6-11: Other Relevant Documents (as applicable)***

Include here any other documents relevant to the application.

## **SUBMISSION DATE AND TIME**

Applications are due in the EHBs by 5:00 PM ET on July 6, 2023. HRSA anticipates that awards will be made on or around September 1, 2023.

## **FUNDING RESTRICTIONS**

The General Provisions in Division H of the Consolidated Appropriations Act, 2023 (P.L. 117-328) do **not** apply to this program. See Section 5.1 of HRSA's [SF-424 Application](#)

[Guide](#) for additional information. Note that these or other restrictions will apply in following fiscal years, as required by law. The following documents, [45 CFR part 75](#) and the [HHS Grants Policy Statement](#) (HHS GPS) include information about allowable expenses.

All proposed budget items must directly support the [purpose](#) of CARE funding at existing or new site(s) within the identified hurricane-impacted area(s), as demonstrated in the Budget Narrative attachment and the Project Work Plan form. For an extensive list of ineligible activities see [Appendix B](#).

You are required to have the necessary policies, procedures, and financial and other internal controls<sup>2</sup> in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding. It is imperative that you review and adhere to the list of statutory restrictions on the use of funds detailed in Section 5.1 of HRSA's [SF-424 Two-Tier Application Guide](#). Like 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](#).

## **UNIQUE ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (SAM)**

Effective April 4, 2022:

- The UEI assigned by [SAM](#) has replaced the Data Universal Numbering System (DUNS) number.
- Register at [SAM.gov](#) and you will be assigned a UEI.

You must register with SAM and continue to maintain active SAM registration with current information at all times. For your SAM registration, you must submit a notarized letter appointing the authorized Entity Administrator.

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

Effective March 3, 2023, individuals assigned a SAM.gov [Entity Administrator](#) role must be an employee, officer, or board member, and cannot be a non-employee. This change is to ensure entities are in control of who has permission to control roles within their entity.

Here's what this means:

- Entity Administrators assigning roles to non-employees will only be able to assign a Data Entry role or lower.
- Any entities assigning Entity Administrator roles using an Entity Administrator Role Request Letter (formerly called "notarized letter") will no

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<sup>2</sup> For more information see HRSA Internal Controls at a Glance:

<https://www.hrsa.gov/sites/default/files/hrsa/grants/manage/internal-controls-tip-sheet.pdf>

longer be able to assign the Entity Administrator role to a non-employee.

- Entity Administrator roles assigned to non-employees will be converted to Data Entry roles. With a Data Entry role, non-employees can still create and manage entity registration data entry but cannot manage roles.

If you are an entity using a non-employee or if you are a non-employee working with an entity to manage registrations, please read (and share) [more about this change on the BUY.GSA.gov blog](#) to know what to expect.

## **APPLICATION REVIEW INFORMATION**

HRSA will conduct technical reviews for completeness, eligibility, and allowable costs. HRSA reserves the right to request budget modifications and/or activity revisions if an application is not fully responsive to the CARE funding opportunity instructions, or if [ineligible activities](#) are proposed.

## **REVIEW AND SELECTION**

Prior to award, HRSA will assess your Health Center Program award status. You are not eligible to receive CARE funding if you:

- Did not have an active site in your Health Center Program scope of project during the time of the hurricane incident period in the area declared by FEMA to have been impacted by Hurricanes Ian or Fiona.
- Are no longer a Health Center Program (H80) award recipient, or
- Have a 30-day condition on your H80 award related to Health Center Program requirement area(s).<sup>3</sup>

## **ASSESSMENT OF RISK AND OTHER PRE-AWARD ACTIVITIES**

HRSA may apply special conditions of award or 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 C.F.R. § 75.205](#)).

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 if 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.

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<sup>3</sup> See [Chapter 2: Health Center Program Oversight](#) of the Compliance Manual.  
HRSA-23-122

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](#)).

## **AWARD ADMINISTRATION INFORMATION**

If you are successful and receive a Notice of Award (NOA), 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 federal regulations and HHS policies in effect at the time of the award or implemented during the period of award, and
- Applicable statutory provisions.

## **Administrative and National Policy Requirements**

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

### **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.

### **Accessible Design Requirements**

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 (ADA; 42 USC 12101 et HRSA-19-079 28 seq.), as revised in 2010, included accessibility standards, called the 2010 Standards for Accessible Design (2010 Standards), which establish minimum criteria for accessibility in design and construction. More information about the ADA and Architectural Barriers Act

Accessibility Requirements are available online at <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites>.

### **Sustainable Design**

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

- 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:  
<https://www.epa.gov/greeningepa/green-buildings-epa>
- The Healthier Hospitals Initiative: <http://healthierhospitals.org/>
- U.S. Green Buildings Council: <https://new.usgbc.org/>
- Facility Guidelines Institute: <https://fgi.guidelines.org/>

### **Procurement**

You may acquire a variety of commercially available goods or services in connection with an award-supported project. 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 your responsibilities, competitive bidding requirements, bonding, and conflicts of interest, review the procurement resource at <https://bphc.hrsa.gov/sites/default/files/bphc/funding/faq-procurement-fed-grants.pdf>.

### **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 HRSA prior to beginning the design phase. 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 at <https://bphc.hrsa.gov/sites/default/files/bphc/funding/force-labor-faq.pdf>.



## **Federal Interest**

### *Real Property*

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

- For alteration/renovation projects, Federal interest exists for the useful life attributable to the alteration/renovation funded under this award. Alteration/renovation projects totaling an allowable project cost (Federal and non-Federal) of \$500,000 or greater, excluding movable equipment with a unit cost of \$5,000 or more and other items with a useful life of more than 1 year and a unit cost less than \$5,000, are required to file a Notice of Federal Interest (NFI) against the property title.
- For all construction/expansion projects, regardless of award amount, you are required to file a Notice of Federal Interest (NFI).

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

A sample NFI is available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/funding/sample-notice-federal-interest.pdf>.

NFI FAQs are available at:

<https://bphc.hrsa.gov/programopportunities/fundingopportunities/pdf/nfifilingguide.pdf>.

## **Leasehold Improvements**

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

- a) Lessors/Property Owners must provide a Landlord Letter of Consent in Attachment 6, and agree in writing to the following:
  - Permit the award recipient to undertake the proposed alteration/renovation project,
  - Length of the lease must be appropriate to the scope of project, e.g., the length of the lease extends for a minimum of 5 years from the period of performance end date,
  - Acknowledge Federal interest in the project, and file a Notice of Federal Interest against the property title in the local jurisdiction before the project begins, and
  - Agree 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 award-supported improvements to benefit the award activity. HRSA will

consider the purpose and duration of the award, expected life of the facility, and use of the facility for award-supported purposes.

- c) Lease agreement must provide the applicant reasonable control of the property.<sup>4</sup>
- d) Funds may not be used to pay lease costs.
- e) Funds for a leased property cannot 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 add value to the property (e.g., installation of double paned windows), you must have written evidence of negotiated offset in the rent.

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

In addition, for major renovation projects proposed in leased facilities, you must provide evidence that the lease 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) 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 prior written approval from HRSA (at any time during the term of the lease, whether or not award support has ended);
- b) Lessor will inform HRSA of any default by the recipient under the lease;
- c) HRSA shall have 60 days from the date of receipt of the lessor's notice of default in which to attempt to eliminate the default, and that the lessor will delay exercising remedies until the end of the 60-day period following receipt by HRSA of the lessor's notice of default;
- d) HRSA may intervene to ensure that the default is eliminated by the recipient or another recipient named by HRSA;
- e) Lessor shall accept payment of money or performance of any other obligation by the HRSA's designee, for the recipient, as if such payment of money or performance had been made by the recipient; and
- f) In the event that the recipient defaults or the recipient vacates the leasehold before the end of the lease term, HRSA shall have the option to designate a

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<sup>4</sup> "Reasonable control" for the purpose of the CARE funding opportunity is defined as 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.

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.

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

### **Environmental Review**

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

HRSA requires that you provide information on anticipated environmental impact as part of their applications. YOU MUST submit an Environmental Information and Documentation (EID) Checklist in Attachment 2. The EID Checklist is available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/funding/environmental-checklist.pdf>.

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

**NEPA related reviews must be completed and conditions of award must be released 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/funding/funding-opportunities/capital-development-grants/environmental-historic-preservation-technical-assistance>

### **Cultural Resource and Historic Preservation (HP) Section 106 Reviews**

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

HRSA has determined the following activities constitute an undertaking under the NHPA:

- 1) All new construction and expansion projects (including demolition of existing buildings);
- 2) Alteration/renovation/repair projects where exterior changes to the building facade or surroundings (such as grading, fencing, or additional parking) may be made (including roof, windows and parking lots); and
- 3) Where interior renovations may be made to a building that is over 50 years old, or

is historically, architecturally, or culturally significant.

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

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

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

**Section 106 and any related historic preservation reviews must be completed and conditions of award must be released 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.**

## **Equipment**

You must provide, when applicable, a detailed equipment list that includes non-expendable items with a useful life of more than 1 year.

Following the standards below regarding equipment purchases will mitigate many of the negative effects on human health and the environment from the proliferation, rapid obsolescence, low recycling rate, high energy consumption, and potential to contain hazardous materials and increased liability from improper disposal are strongly encouraged, where practicable, to 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 4-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, and
- Vendor demonstration of corporate environmental responsibility.

### **Community Development Financial Institutions (CDFI) Fund**

The mission of the U.S. Department of the Treasury's CDFI Fund is to expand the capacity of financial institutions to provide credit, capital, and financial services to underserved populations and communities in the United States. Through its various programs, the CDFI Fund enables locally-based organizations to further goals such as: economic development (job creation, business development, and commercial real estate development); affordable housing (housing development and homeownership); and community development financial services (provision of basic banking services to underserved communities and financial literacy training).

HRSA recommends that applicants consider utilizing programs offered by participating CDFIs operating nationally or within your State. For further information on the CDFI Fund, the programs it administers, and a listing of organizations in your community that have been certified as CDFIs, visit <http://www.cdfifund.gov/>.

### **Health Center Facility Loan Guarantee Program**

Eligible Health Center Program awardee recipients working with a lender to secure additional financing for HRSA funded capital projects may consider applying for a guarantee through HRSA's Health Center Facility Loan Guarantee Program (LGP). The LGP supports loans for the construction/expansion, alteration/renovation and modernization of health center medical facilities and may assist in acquiring substantially better loan terms and rates. For more information, visit the [LGP webpage](#). Submit LGP questions or request an introductory conference call with program staff via the [BPHC Contact Form](#).

## **REPORTING**

CARE funding will be issued under a new activity code with unique reporting requirements. Award recipients will include progress on the activities supported by this one-time funding in periodic progress reports. More information will be posted to the CARE technical assistance webpage.

This includes the submission of the following in EHB to demonstrate progress and completion. Award recipients must submit the following documentation for each project:

- **Project Implementation Certification** - submitted after Architect/Engineer/Contractor is secured for the project. This letter states the project will be completed in accordance with all applicable Federal statutes and regulations.
- **Final Project Budget** - submitted within 90 days of completing the project.
- **Project Completion Certification** - submitted within 90 days of completing the project. This letter states the project was completed in accordance with previously certified contract documents and in accordance with all applicable Federal statutes

and regulations. Supplemental attachments include the Certificate of Substantial Completion and Certificate of Occupancy.

- **Photographs** - (before, during, and after construction-related activities), submitted within 90 days of completing the project. Not applicable to equipment projects.
- **Progress Report(s)** - You must submit a progress report to HRSA on a semi-annual basis. The progress report must include the following, as applicable:
  1. Narrative of project activities
  2. Project completion status (percent complete)
  3. Actual versus projected budget information
  4. Timeline or Construction Schedule
  5. Earned Value Management (as applicable)
- **Federal Financial Report** - The Federal Financial Report (SF-425) is required within 150 days of the end of each year of the 3-year project period. The report is an accounting of expenditures for the specified year and should reflect cumulative reporting within the project period of the document number. Effective October 1, 2020, all FFRs will be submitted through the Payment Management System (PMS).
- **Submit the SF-428 Tangible Personal Property Report** - Due within 90 days of the period of performance end date. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities.
- **Ad Hoc Submissions** - Throughout the period of performance, HRSA may determine that a project requires additional information for each awarded project to be submitted beyond the standard deliverables.

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.

## AGENCY CONTACTS

For general technical assistance information, review the resources on the [CARE technical assistance webpage](#).

For questions about this NOFO or your proposed project, contact:

Mary Lou Ojeda  
Lead Public Health Analyst  
Office of Policy and Program Development  
Bureau of Primary Health Care (BPHC)  
Health Resources and Services Administration  
Contact: [BPHC Contact Form](#) (Under *Funding*, select *Applications (e.g., NOFOs)*, then select *CARE*)

For questions about your proposed budget, contact:

Ernsley Charles  
Grants Management Specialist  
Division of Grants Management Operations, OFAM  
Health Resources and Services Administration

Email: [echarles@hrsa.gov](mailto:echarles@hrsa.gov)

For help with submitting your application electronically through the [EHBs](#), contact:

Health Center Program Support

Phone: 1-877-464-4772

Web: [BPHC Contact Form](#) (Under *Technical Support*, select *EHBs Tasks/EHBs Technical Issues*, then select *Grant Applications Technical Question*)

## **Technical Assistance**

HRSA has scheduled the following technical assistance:

### *Webinar*

Day and Date: Thursday June 1, 2023

Time: 11:00 a.m. – 12:00 pm ET

Call-In Number: 833-568-8864

Participant Code: 160 872 3428

Weblink: <https://hrsa-gov.zoomgov.com/j/1608723428>

## **508 Compliance Disclaimer**

Note: Persons using assistive technology may not be able to fully access information in this file. For assistance, please email or call one of the HRSA staff above in [Agency Contacts](#).



## Appendix A: FEMA Designated Disaster and Emergency Declarations and Impacted Areas

The following chart lists the FEMA Disaster and Emergency Declarations and Incident Period information for the 2022 Hurricanes Ian and Fiona. The Disaster Declaration links below indicate the counties, parishes, or municipalities designated by FEMA with a Disaster Declaration receiving Public Assistance – Category B (PA-B) Designation. The Incident Period refers to the time interval during which the disaster-causing incident occurs.

FEMA Disaster and Emergency Declarations for Hurricanes Fiona and Ian <a href="http://www.fema.gov/disasters">www.fema.gov/disasters</a>			
State	Disaster Declaration*	Date of Declaration	Incident Period
Puerto Rico	<a href="#">Puerto Rico Tropical Storm Fiona (EM-3583-PR)</a>	09/18/2022	09/17/2022-09/21/2022
Puerto Rico	<a href="#">Puerto Rico Hurricane Fiona (DR-4671-PR)</a>	09/21/2022	09/17/2022-09/21/2022
South Carolina	<a href="#">South Carolina Hurricane Ian (EM-3585-SC)</a>	09/29/2022	09/25/2022-10/04/2022
Florida	<a href="#">Florida Hurricane Ian (DR-4673-FL)</a>	09/29/2022	09/23/22-11/04/2022
Seminole Tribe of Florida	<a href="#">Seminole Tribe of Florida Hurricane Ian (DR-4675)</a>	09/30/2022	09/23/2022-11/4/2022
North Carolina	<a href="#">North Carolina Hurricane Ian (EM-3586-NC)</a>	10/01/2022	09/28/2022-10-04/2022
South Carolina	<a href="#">South Carolina Hurricane Ian (DR-4677-SC)</a>	11/21/2022	09/25/2022-10/04/2022

\* The FEMA Disaster Declarations are listed as Disaster (DR) declarations and Emergency (EM) declarations and apply to this funding opportunity.

## **Appendix B: Allowable and Unallowable Costs for Completion of the SF-424C**

The chart below lists the allowable and unallowable project costs according to the cost classifications in the SF-424C. This chart also indicates the line items within the SF-424C (in EHBs) where you will enter the appropriate cost.

In addition to those items indicated in the chart below, the following uses of award funds are unallowable costs:

- 1) Health center operating costs (e.g., funding direct services, clinical full-time equivalents, costs for staff not directly related to the implementation of the proposed project within the project scope of work), rent, mortgage payments, refinanced credit facilities.
- 2) Costs related to Electronic Health Records (EHR) initiation, ongoing operations, and maintenance.
- 3) Construction related activities associated with a project or connected activity (e.g., installation of utilities, demolition) that starts before the award date.
- 4) Creation of shell space for future use.
- 5) Facility, land, or passenger vehicle purchases other than mobile medical vans;
- 6) Costs for staff not directly related to the implementation of the proposed project(s);
- 7) Creation or improvement of space for use that is not consistent with the Health Center Program (section 330 of the Public Health Service Act, as amended).
- 8) Pre-construction (architectural and engineering) costs incurred prior to 90 days before the award date.
- 9) Construction-related activities associated with a project or connected activity (e.g. installation of utilities, demolition) that starts before the award date.

<b>COSTS</b>	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
Line 1 - Administrative and legal expenses	<ul style="list-style-type: none"> <li>• Salary of applicant's staff and consultant fees that are directly related to the administration of the technical aspects of the proposed project. Generally, administrative and legal expenses should be less than 10% of line 16c (total project costs)</li> <li>• 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</li> <li>• Costs of title insurance, physical-destruction insurance, builder's risk insurance and liability insurance</li> <li>• Bid advertising</li> </ul>	<ul style="list-style-type: none"> <li>• Salary of applicant's staff and consultant fees that are not related to the administration of the technical aspects of the proposed project</li> <li>• Bonus payments to construction contractors</li> <li>• Costs of groundbreaking and dedication ceremonies and items such as plaques</li> <li>• Expendable office, medical, and laboratory supplies</li> <li>• Fund-raising expenses</li> <li>• Costs associated with defending or pursuing a legal claim concerning the project or payment of a damages award or settlement in any such claim</li> <li>• Consultant fees not related to actual construction costs or</li> </ul>
Line 2 - Land, structures, right-of-way, appraisals, etc.		<ul style="list-style-type: none"> <li>• Land or the cost of purchasing a building (including title search, closing costs, etc.)</li> </ul>

COSTS	ALLOWABLE	UNALLOWABLE
Line 3 – Relocation	<ul style="list-style-type: none"> <li>• Relocation payments to be made to displaced persons, business concerns, and nonprofit organizations for moving expenses and replacement housing</li> <li>• 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</li> <li>• Costs to lease a temporary space or trailers that are not permanently installed, while the main space is being altered/renovated/repared</li> </ul>	<ul style="list-style-type: none"> <li>• The cost of moving existing furniture back into renovated spaces</li> </ul>
Line 4 - Architectural and engineering fees	<ul style="list-style-type: none"> <li>• Fees associated with architectural and engineering professional services</li> <li>• Associated expenses for preparation of specifications and reproduction of design documents</li> <li>• Costs incurred no more than 90 days before the Notice of 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural and engineering fees for work not within the scope of the approved project</li> <li>• Costs of abandoned designs (designs that will not be used in the project)</li> <li>• Elaborate or extravagant designs, materials, or projects that are above the known local costs for comparable buildings</li> </ul>
Line 5 – Other architectural and engineering fees	<ul style="list-style-type: none"> <li>• Other architectural and engineering services such as surveys and tests</li> <li>• Preliminary expenses associated with the approved award</li> <li>• Sustainable design services, such as LEED, including commissioning</li> <li>• Costs associated with the preparation of the Environmental Assessment and State Historic Preservation Officer consultation</li> <li>• Project/Construction management fees</li> </ul>	<ul style="list-style-type: none"> <li>• Costs of abandoned designs (i.e., costs associated with a design that will not be used to construct the building)</li> <li>• Costs for work not directly related to the project</li> <li>• Costs for preparing grant applications</li> </ul>

<b>COSTS</b>	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
Line 6 – Project inspection fees	<ul style="list-style-type: none"> <li>• Clerk-of-the-works, inspection fees, structural certification, etc., to be provided by architectural engineering firm or the applicant's staff</li> </ul>	<ul style="list-style-type: none"> <li>• Fees not directly associated with the requested project</li> </ul>
Line 7 - Site work	<ul style="list-style-type: none"> <li>• Minor alteration at entrances and adjacent sidewalks as required for ADA compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Fees not associated with the requested project</li> <li>• Landscaping costs</li> </ul>
Line 8 – Demolition and removal	<ul style="list-style-type: none"> <li>• Costs of demolition or removal for improvements such as wall finishings and fixtures; reduce the costs on this line by the amount of expected proceeds from the sale of salvage</li> </ul>	<ul style="list-style-type: none"> <li>• Costs of hazard material abatement and remediation</li> <li>• Costs not associated with the requested award</li> </ul>
Line 9 – Construction  Note: Limited to minor alteration and renovation	<ul style="list-style-type: none"> <li>• Costs of fixed equipment necessary for the functioning of the facility. FIXED EQUIPMENT is equipment that requires modification of the facility for its satisfactory installation or removal and is included in the construction contract. Examples include fume hoods, linear accelerator, laboratory casework, sinks, fixed shelving, built-in sterilizers, built-in refrigerators, and drinking fountains</li> <li>• Costs for remodeling and alteration of existing buildings which will be used for the program</li> <li>• Windows, HVAC, and generators</li> <li>• 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</li> <li>• Prorated costs for new boilers and chillers</li> <li>• Resurfacing of existing parking areas located onsite and deemed essential for the use and operation of an approved project</li> <li>• Special features for earthquake resistance code requirements (use nationally recognized codes adopted by authorities having jurisdiction)</li> <li>• Costs of eliminating architectural barriers to the handicapped</li> <li>• 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</li> <li>• Installation of equipment items</li> </ul>	<ul style="list-style-type: none"> <li>• Abandoned projects</li> <li>• Relocation of utilities that are off site and off-site improvements</li> <li>• Prorated cost of existing central utility plant and distribution systems, which serve the proposed facility</li> <li>• Sanitary sewer, storm sewer, and portable water connections, providing that such municipal utilities are located in streets, roads, and alleys contiguous to the site. Interior and exterior decorating fees (e.g. purchase of artwork, sculpture)</li> <li>• Elaborate or extravagant materials that are above the known local costs for comparable buildings</li> <li>• Bonus payments to contractors</li> </ul>

COSTS	ALLOWABLE	UNALLOWABLE
Line 10 - Equipment	<ul style="list-style-type: none"> <li>• 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))</li> <li>• Moveable equipment directly related to the project and located at the project site.</li> <li>• The cost to train individuals to operate the equipment, if included in the purchase contract</li> <li>• Sales tax (unless the applicant is otherwise exempt) and shipping costs on equipment</li> <li>• Service contract costs if it is included in the purchase contract</li> <li>• 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</li> <li>• Mobile medical vans</li> <li>• Software and site licenses</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment that does not meet the moveable equipment definition</li> <li>• Donated equipment, leased equipment, or equipment purchased through a conditional sales contract (lease purchasing)</li> <li>• Luxury furniture</li> <li>• Vehicles for transportation</li> </ul>
Line 11 - Miscellaneous	<ul style="list-style-type: none"> <li>• Provide an itemized list for items that do not seem to be classified above and are directly related to the project. Such costs should generally be no more than 10 percent of line 16c (total cost).</li> <li>• The cost of alternate bid work up to the amount of the original bid submitted</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Costs or charges associated with routine maintenance or operation of the facility</li> </ul>

<b>COSTS</b>	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
Line 12 – SUBTOTAL	<ul style="list-style-type: none"> <li>This subtotal is the sum of Lines 1 through 11</li> </ul>	
Line 13 - Contingencies	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Contingency costs above the allowable percentage</li> </ul>
Line 14 – SUBTOTAL	<ul style="list-style-type: none"> <li>This subtotal is the sum of Lines 12 and 13</li> </ul>	
Line 15 – Project (program) income	<ul style="list-style-type: none"> <li>Leave Blank / Not Applicable to this funding</li> </ul>	
Line 16 – TOTAL PROJECT COSTS	<ul style="list-style-type: none"> <li>The Total Project Costs is the amount in line 14</li> </ul>	
Line 17	Enter the portion of the award that is allocated to the project (Note: round to the nearest whole dollar amount)	