

**Fiscal Year 2018 Capital Assistance for
Hurricane Response and Recovery Efforts (CARE)
HRSA-18-114
CFDA 93.224**

Funding Opportunity Title:	FY18 Capital Assistance for Hurricane Response and Recovery Efforts (CARE)
Funding Opportunity Number:	HRSA-18-114
Application Opens:	May 14, 2018
Application Due Date:	June 14, 2018 (5:00 p.m. ET)
Anticipated Total Available Funding:	Approximately \$60 million
Estimated Number of Awards:	Up to 190 awards
Estimated Award Amount:	<ul style="list-style-type: none"> Up to \$280,000 for health centers in AL, FL, GA, LA, SC, and TX; Up to \$560,000 for health centers in PR and USVI
Cost Sharing/Match Required:	No
Project Period/Period of Performance:	September 1, 2018 through August 31, 2020 (up to 2 years)
Eligible Applicants:	<p>Public or nonprofit private entities, including tribal, faith-based, or community-based organizations</p> <p>See Eligibility of this notice of funding opportunity (NOFO), for complete eligibility information.</p>

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 pertinent information in the NOFO and an opportunity for applicants to ask questions. Visit the CARE technical assistance website at

<https://bphc.hrsa.gov/programopportunities/fundingopportunities/care/> for webinar details, frequently asked questions, sample documents, and additional resources.

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I. PROGRAM FUNDING OPPORTUNITY DESCRIPTION

1. Purpose

This announcement details the Fiscal Year (FY) 2018 Capital Assistance for Hurricane Response and Recovery Efforts (CARE) funding opportunity for existing Health Center Program award recipients (hereafter referred to as health centers¹). CARE funding will provide one-time support for expenses related to the consequences of Hurricanes Harvey, Irma, and Maria. Specifically, the funding will be made available to support minor alteration/renovation (A/R) and/or equipment costs to assist impacted health centers with their disaster response and recovery activities. The project(s) supported with the CARE funding will help to ensure continuity of access to primary health care services in hurricane-impacted areas and strengthen core capacities and capabilities of impacted health centers to respond to and/or recover from future emergencies or disasters.

2. Background

Beginning in August 2017, three major hurricanes struck the United States and its territories, causing extraordinary damage to infrastructure and property. Hurricanes Harvey and Irma resulted in unprecedented flooding, while Hurricane Maria was the third costliest storm in U.S. history, and the costliest storm for the U.S. Virgin Islands and Puerto Rico.²

3. Authority

This funding opportunity is authorized and funded by Division B, Title VIII of the Bipartisan Budget Act of 2018 (Public Law 115-123).³

II. AWARD INFORMATION

1. Summary of Funding

The Health Resources and Services Administration (HRSA) will award up to \$60 million in capital awards to eligible health centers. Applicants may request up to \$280,000 for each hurricane for a 2-year funding period of September 1, 2018 to August 31, 2020. Since health centers in Puerto Rico and the U.S. Virgin Islands experienced the impacts of Hurricanes Irma and Maria, they will be able to submit an application for up to \$560,000. Proposals must demonstrate that funding will support minor A/R and/or equipment costs related to the consequences of the 2017 Hurricanes: Harvey, Irma, and/or Maria. All projects must be completed by August 31, 2020.

¹ For the purposes of this funding opportunity, the term “health center” means organizations funded under Section 330(e), (g), (h), and/or (i) of the Public Health Service Act, as amended (Health Center Program award recipients).

² National Oceanic and Atmospheric Administration’s National Hurricane Center: <https://www.nhc.noaa.gov/>.

³ This funding opportunity is authorized under the Bipartisan Budget Act of 2018 (Public Law 115-123), Division B, Title VIII, Department of Health and Human Services, Office of the Secretary, Public Health and Social Services Emergency Fund for activities authorized under section 319(a) of the Public Health Service Act, and the Health Centers Program Section 330 of the Public Health Service Act (42 U.S.C. 254b, as amended).

Depending on the number of approvable applications, HRSA may adjust award amounts consistent with available funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

To be eligible to apply for and receive CARE funding, organizations must:

- a. Receive Health Center Program operational (H80) grant funding at the time of the release of this funding opportunity and at the time of award;
- b. Have at least one service delivery site located in a hurricane impacted area that was in the health center's scope of project (as indicated on the health center's Form 5B: Service Sites) during the start of the relevant incident period. For the purpose of this funding opportunity, a hurricane-impacted area is defined as an area with a FEMA Disaster Declaration receiving Public Assistance – Category B (PA-B) Designation due to the impact of Hurricanes Harvey, Irma, and/or Maria; and
- c. Propose minor A/R and/or equipment project(s) at service delivery site(s) located in a hurricane-impacted area (see [Appendix A](#)).

2. Cost Sharing/Matching

Cost sharing or matching is not required. CARE funding will be awarded in the same sub-program funding proportion(s) as the Health Center Program existing grant funding.⁴

3. Eligible and Required Activities

CARE funding may only be used for minor A/R and/or equipment expenses that support response to and/or recovery from Hurricanes Harvey, Irma, and/or Maria. You may submit only one application, which may include the following:

- *Minor Alteration/Renovation (A/R)*: You may propose multiple minor A/R projects to address hurricane response and recovery needs. Proposed A/R projects must address the needs of eligible sites, i.e., sites located in hurricane-impacted areas per the eligibility criteria outlined above. A minor A/R project is defined as all of the allowable A/R-related activities (see [Appendix B](#)) proposed at a single eligible service delivery site, with a total site-specific project cost that is less than \$500,000.⁵

⁴ Health Center Program sub-program funding streams are: Community Health Centers (CHC), Migrant Health Centers (MHC), Health Care for the Homeless (HCH), and/or Public Housing Primary Care (PHPC).

⁵ The total project cost (less than \$500,000) includes both the federal funding request and all other funding sources, but excludes moveable equipment costs.

Minor A/R projects may include:

- Work required to repair, improve, and/or reconfigure the interior arrangements or other physical characteristics of the site and/or installation of equipment in that site;
- Purchase of related moveable equipment⁶ to be located at a service delivery site located in a hurricane impacted area; and
- Permanently affixed equipment (e.g., heating, ventilation, and air-conditioning (HVAC) units; generators; lighting).

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

- *Equipment-only:* An equipment-only project includes the proposed purchase of only moveable equipment items with a useful life of more than one (1) year. Moveable equipment includes non-expendable equipment items that can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the space. Moveable equipment is usually purchased outside of any construction contract. You may propose one (1) equipment-only project to purchase moveable equipment for any number of eligible service delivery sites, alone or in addition to proposed minor A/R project(s).

Note: Moveable equipment costs do not count towards the \$500,000 total project cost limitation for a minor A/R project.

Examples of moveable equipment that you may propose include: replacement of mobile medical vans,⁷ telehealth equipment, clinical furnishings, clinical equipment, non-clinical furnishings, laptops, servers, videoconferencing equipment, dental chairs, and radiographic equipment.

4. Ineligible Costs

All proposed costs must directly support the purpose of this project, as demonstrated in the Proposal Cover Page and throughout the application.

CARE funding may not supplant other resources (federal, state, local, or private funds). You may not propose A/R activities associated with a project or connected activity (e.g., installation of utilities, demolition) that starts before the award date. See [Appendix B](#) for further details regarding allowable and unallowable costs.

Additionally, CARE funding is not permitted for the following uses:

- New construction activities (i.e., additions or expansions);
- Major alterations/renovations with a total cost in excess of \$500,000;
- Purchase and/or installation of trailers/pre-fabricated modular units;

⁶ See the instructions for the [Equipment List](#) form for more information regarding moveable equipment.

⁷ Replacement mobile medical vans can only be requested if the mobile medical van is located in a hurricane-impacted area from the health center's Form 5B: Service Sites (see [Appendix A](#)).

- Any work that would create ground disturbance of previously undisturbed soil;
- Facility, land, or passenger vehicle purchases other than mobile medical vans;
- Minor alteration/renovation activities already part of a larger scale renovation, construction, or expansion project;
- Health center operating costs (e.g., funding direct or referred services, clinical full-time equivalents), rent, or mortgage payments;
- Costs for staff not directly related to the implementation of the proposed project;
- Costs related to Electronic Health Records (EHR) initiation, ongoing operations and maintenance;
- Pre-construction (architectural and engineering) costs incurred prior to 90 days before the award date;
- Creation of shell space for future use; and
- 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).

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

5. Scope Considerations

CARE funding must be used at an eligible health center's service delivery site(s) as noted above. New health center sites may not be proposed through this application. Refer to the [Scope of Project](#) technical assistance website for additional information.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Application Announcement, Deadline, and Award Notice

HRSA will send an email to each eligible health center through the HRSA Electronic Handbooks (EHB). This email will provide instructions on how to access the application module in EHB. Applications are due in EHB by 5 pm ET on June 14, 2018. HRSA anticipates that awards will be made by September 2018.

2. Content and Form Submission Information

Applicants will submit their application in the HRSA EHB. [Appendix C](#): Application Components provides detailed instructions for applicants on the forms required to complete your application.

3. DUN and Bradstreet Universal Numbering System and System for Award Management.

Every organization is required to have a valid Dun and Bradstreet Universal Numbering System (DUNS) number (<http://www.dnb.com/duns-number.html>), also known as the Unique Entity Identifier, and to maintain an active System for Award Management (SAM) registration at all times. HRSA may not make an award to you until you have complied with all applicable DUNS and SAM requirements. If you have not fully complied with the requirements by the time HRSA is ready to make an award, HRSA may determine that you are not qualified to receive an award.

ALERT from SAM.gov: Entities already registered in SAM.gov are advised to log into [SAM.gov \(https://www.sam.gov\)](https://www.sam.gov) and review their registration information, particularly their financial information.

4. Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

You certify, by submission of this application, 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. 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](#).) Where you are unable to attest to any of the statements in this certification, you must include an explanation in the Proposal Cover Page (Appendix C).

5. Financial Management and Accounting

Recipients must have accounting structures and internal controls in place that provide accurate and complete information for costs associated with this award. HRSA funding must be tracked separately.

V. APPLICATION REVIEW INFORMATION

HRSA will conduct internal reviews for completeness, eligibility, and ineligible costs. HRSA reserves the right to request budget modifications and/or additional revisions to an application, if the application is not fully responsive to the CARE instructions or if ineligible costs are proposed.

Prior to award, HRSA will assess the Health Center Program award status of all applicants. You are not eligible to receive this funding if you have one or more of the following characteristics at the time of award:

- Conditions related to five or more Health Center Program requirement areas that are in the 60-day phase of Progressive Action.
- Conditions related to one or more Health Center Program requirement area(s) that are in the 30-day phase of Progressive Action.

The Health Center Program is subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100. See Executive Order 12372 in the [HHS Grants Policy Statement](#). Award recipients must comply with applicable requirements of all other federal laws, executive orders, regulations, and policies governing the Health Center Program.

VI. REPORTING REQUIREMENTS

The impact of CARE funding will be determined by the successful completion of your proposed project(s) by the end of the two-year CARE funding period (by August 31, 2020). This includes the submission of the following in EHB to demonstrate progress and completion.

- Semi-Annual Progress Report (SAPR): Award recipients must submit SAPRs until the proposed projects are fully completed. These reports will include information on:
 - Project completion status (percent complete)
 - Actual versus projected budget information, and uses of CARE funding
 - Project schedule
- Award recipients must also submit the following documentation for each completed project:
 - Project Implementation Certification
 - Final Project Budget
 - Project Completion Certification
 - Photographs (minor A/R projects only)

Additional information regarding reporting requirements can be found at <https://bphc.hrsa.gov/programopportunities/fundingopportunities/capdev.html> and will be provided on the Notice of Award.

VII. AGENCY CONTACTS

For assistance with completing the application, contact the appropriate resource below.

Electronic Submission issues:	Program Related questions:
BPHC Helpline 1-877-974-BPHC (2742) (option 3) Send email through Web Request Form	Technical assistance team 301-594-4300 bphccapital@hrsa.gov

Technical assistance resources:	Grant regulations questions:
The CARE technical assistance website provides sample forms, responses to frequently asked questions, and other resources.	David Colwander Office of Federal Assistance Management Division of Grants Management Operations 301-443-7858 DColwander@hrsa.gov

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 2017 Hurricanes Harvey, Irma, and Maria. 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 Harvey, Irma, and Maria www.fema.gov/disasters			
State	Disaster Declaration*	Date of Declaration	Incident Period
Alabama	Hurricane Irma (EM-3389) PA-B	09/11/2017	09/08/2017 - 09/14/2017
Florida	Hurricane Irma (DR-4337) PA-B	09/10/2017	09/04/2017 – 10/18/2017
Florida	Hurricane Irma (EM-3385) PA-B	09/05/2017	09/04/2017 – 10/18/2017
Georgia	Hurricane Irma (DR-4338) PA-B	09/15/2017	09/07/2017 – 09/20/2017
Louisiana	Tropical Storm Harvey (DR-4345) PA-B	10/16/2017	08/28/2017 – 9/10/2017
Louisiana	Tropical Storm Harvey (EM-3382) PA-B	08/28/2017	08/27/2017 – 09/10/2017
Puerto Rico	Hurricane Irma (DR-4336) PA-B	09/10/2017	09/05/2017 – 09/07/2017
Puerto Rico	Hurricane Irma (EM-3384) PA-B	09/05/2017	09/05/2017 – 09/07/2017
Puerto Rico	Hurricane Maria (DR-4339) PA-B	09/20/2017	09/17/2017 – 11/15/2017
Puerto Rico	Hurricane Maria (EM-3391) PA-B	09/18/2017	09/17/2017 – 11/15/2017
South Carolina	Hurricane Irma (DR-4346) PA-B	10/16/2017	09/06/2017 – 09/13/2017
South Carolina	Hurricane Irma (EM-3386) PA-B	09/07/2017	09/06/2017 – 09/13/2017
Texas	Hurricane Harvey (DR-4332) PA-B	08/25/2017	08/23/2017 – 09/15/2017
US Virgin Islands	Hurricane Irma (DR-4335) PA-B	09/07/2017	09/05/2017 – 09/07/2017
US Virgin Islands	Hurricane Irma (EM-3383) PA-B	09/05/2017	09/05/2017 – 09/07/2017
US Virgin Islands	Hurricane Maria (DR-4340) PA-B	09/20/2017	09/16/2017 – 09/22/2017
US Virgin Islands	Hurricane Maria (EM-3390) PA-B	09/18/2017	09/16/2017 – 09/22/2017

* 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 following chart lists the allowable and unallowable CARE project costs according to the cost classifications in the SF-424C. This chart also indicates the line items within in the SF-424C (in EHB) where the applicant will enter the appropriate cost.⁸

COSTS	ALLOWABLE	UNALLOWABLE
Line 1 - Administrative and legal expenses	<ul style="list-style-type: none"> • Salary of applicant's staff and consultant fees that are directly related to the administration of the technical aspects of the proposed project. Generally, administrative and legal expenses should be less than 10% of line 16c (total project costs) • Costs associated with the evaluation of the environmental and historic preservation effects of the proposed project, obtaining public input, producing the necessary studies, analysis, and resultant reports, as well as compliance with other environmental and historic preservation laws • Costs of title insurance, physical-destruction insurance, builder's risk insurance and liability insurance • Bid advertising 	<ul style="list-style-type: none"> • Salary of applicant's staff and consultant fees that are not related to the administration of the technical aspects of the proposed project • Bonus payments to construction contractors • Costs of groundbreaking and dedication ceremonies and items such as plaques • Expendable office, medical, and laboratory supplies • Fund-raising expenses • Damage judgment suit • Consultant fees not related to actual construction costs or related to securing other sources of project financing • General operations and maintenance
Line 2 - Land, structures, right-of-way, appraisals, etc.		<ul style="list-style-type: none"> • Land or the cost of purchasing a building (including title search, closing costs, etc.)

⁸ Refer to the cost principles embedded in 45 CFR part 75 at <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75> for details on allowable costs.

COSTS	ALLOWABLE	UNALLOWABLE
Line 3 – Relocation	<ul style="list-style-type: none"> • Relocation payments to be made to displaced persons, business concerns, and nonprofit organizations for moving expenses and replacement housing • Relocation advisory assistance and the net amounts for replacement (last resort) housing. This line is limited to approved applicants whose project involves the displacement of persons and businesses that must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ((42 USC 4601 et seq.) 84 Stat.1894) and 49 CFR part 24 • Costs to lease a temporary space or trailers that are not permanently installed, while the main space is being altered/renovated/repared 	<ul style="list-style-type: none"> • The cost of moving existing furniture back into renovated spaces
Line 4 - Architectural and engineering fees	<ul style="list-style-type: none"> • Fees associated with architectural and engineering professional services • Associated expenses for preparation of specifications and reproduction of design documents • 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) 	<ul style="list-style-type: none"> • Architectural and engineering fees for work not within the scope of the approved project • Costs of abandoned designs (designs that will not be used in the minor A/R project) • Elaborate or extravagant designs, materials, or projects that are above the known local costs for comparable buildings
Line 5 – Other architectural and engineering fees	<ul style="list-style-type: none"> • Other architectural and engineering services such as surveys and tests • Preliminary expenses associated with the approved award • Sustainable design services, such as LEED, including commissioning • Costs associated with the preparation of the Environmental Assessment and State Historic Preservation Officer consultation • Project/Construction management fees 	<ul style="list-style-type: none"> • Costs of abandoned designs (i.e., costs associated with a design that will not be used to construct the building) • Costs for work not directly related to the project • Costs for preparing grant applications

COSTS	ALLOWABLE	UNALLOWABLE
Line 6 – Project inspection fees	<ul style="list-style-type: none"> • Clerk-of-the-works, inspection fees, structural certification, etc., to be provided by architectural engineering firm or the applicant's staff 	<ul style="list-style-type: none"> • Fees not directly associated with the requested project
Line 7 - Site work	<ul style="list-style-type: none"> • Minor alteration at entrances and adjacent sidewalks as required for ADA compliance 	<ul style="list-style-type: none"> • Fees not associated with the requested project • Landscaping costs
Line 8 – Demolition and removal	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Costs of hazard material abatement and remediation • Costs not associated with the requested award

COSTS	ALLOWABLE	UNALLOWABLE
<p>Line 9 – Construction</p> <p>Note: Limited to minor alteration and renovation</p>	<ul style="list-style-type: none"> • 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 • Costs for remodeling and alteration of existing buildings which will be used for the program • Windows, HVAC, and generators • Costs of connecting to existing central utility distribution systems contiguous to the site, such as steam and chilled water that service a campus from centrally located boiler and refrigeration plants • Prorated costs for new boilers and chillers • Resurfacing of existing parking areas located onsite and deemed essential for the use and operation of an approved project • Special features for earthquake resistance code requirements (use nationally recognized codes adopted by authorities having jurisdiction) • Costs of eliminating architectural barriers to the handicapped • 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 • Installation of equipment items 	<ul style="list-style-type: none"> • Abandoned projects • Relocation of utilities that are off site and off-site improvements • Prorated cost of existing central utility plant and distribution systems, which serve the proposed facility • 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) • Elaborate or extravagant materials that are above the known local costs for comparable buildings • Bonus payments to contractors

COSTS	ALLOWABLE	UNALLOWABLE
Equipment	<ul style="list-style-type: none"> • 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)) • Moveable equipment directly related to the project and located at the project site. • The cost to train individuals to operate the equipment, if included in the purchase contract • Sales tax (unless the applicant is otherwise exempt) and shipping costs on equipment • Service contract costs if it is included in the purchase contract • Clinical and administrative equipment (i.e., blood pressure monitors, scales, furniture, computers, telephones) with a useful life of one year or greater and a unit cost of less than \$5,000 • Mobile medical vans • Software and site licenses 	<ul style="list-style-type: none"> • Equipment that does not meet the moveable equipment definition • Donated equipment, leased equipment, or equipment purchased through a conditional sales contract (lease purchasing) • Luxury furniture • Vehicles for transportation

COSTS	ALLOWABLE	UNALLOWABLE
Line 11 - Miscellaneous	<ul style="list-style-type: none"> • 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). • The cost of alternate bid work up to the amount of the original bid submitted 	<ul style="list-style-type: none"> • Additional expense resulting from the rejection of an alternate bid at the start of construction and later reinstating the bid at an increased cost due to escalation • Sales taxes, Federal excise taxes, and other taxes when the applicant is exempt from such taxes or is entitled to a refund by the State or Federal Government after payment • Costs or charges associated with routine maintenance or operation of the facility
Line 12 – SUBTOTAL	<ul style="list-style-type: none"> • This subtotal is the sum of Lines 1 through 11 	
Line 13 - Contingencies	<ul style="list-style-type: none"> • The contingency of this program is limited to 5 percent of Lines 7c, 8c, and 9c. However, the contingency must be reduced to 2 percent of Lines 7c, 8c, and 9c after the contract is awarded. The contingency does not include moveable equipment costs. 	<ul style="list-style-type: none"> • Contingency costs above the allowable percentage
Line 14 – SUBTOTAL	<ul style="list-style-type: none"> • This subtotal is the sum of Lines 12 and 13 	
Line 15 – Project (program) income	<ul style="list-style-type: none"> • Leave Blank / Not Applicable to this funding 	

COSTS	ALLOWABLE	UNALLOWABLE
Line 16 – TOTAL PROJECT COSTS	<ul style="list-style-type: none"> The Total Project Costs is the amount in line 14 	
Line 17	Enter the portion of the award that is allocated to the project (Note: round to the nearest whole dollar amount)	

Appendix C: Application Components

Components Required for All Applications

Proposal Cover Page (*Submitted in HRSA EHB*)

The Proposal Cover Page provides a consolidated summary of the proposed project(s). The Proposal Cover Page must align with the information provided in the Project Cover Page(s) and other program-specific forms.

1) **RESPONSE** – (Maximum 4,000 characters including spaces)

Describe how the proposed overall minor A/R activities and/or equipment purchases will assist with the health center's response and/or recovery efforts to ensure a continuity of access to primary health care services, and provide an additional capacity to mitigate and respond to any future emergency or disaster events. Your response should align with and reference more detailed project-specific information in the Project Cover Page(s).

SF-424 Basic Information and Budget Forms

Enter required information on SF-424C Part 1 and Part 2. Fields that are not marked as required may be left blank. Enter the federal and non-federal costs for the 2-year period (September 1, 2018 – August 31, 2020) for each currently funded sub-program, as applicable, in Section A of the SF-424C Budget Information form. Enter the funding request amounts as appropriate in the equipment and/or minor A/R costs in the construction object class categories (line item number 9) in Section B.

Components Required for Proposals that Include Equipment Costs

Equipment List Form

If you are requesting funding for equipment purchases (with or without minor A/R), complete the Equipment List form in EHB. For each item on the Equipment List form, the following fields must be completed:

- Type – Select clinical (e.g., exam table) or non-clinical (e.g., webcam for telehealth);
- Item Description – Provide a description of each item;
- Unit Price – Enter the price of each item;
- Quantity – Enter of the number of each item to be purchased; and
- Total Price – EHB will calculate the total price by multiplying the unit price by the quantity entered.

Any equipment purchased with grant funds must be:

- Aligned with health center operations,
- Procured through a competitive process, and
- Maintained, tracked, and disposed of in accordance with [45 CFR part 75](#).

Components Required for Proposals that Include Minor A/R Projects

If you are proposing minor A/R projects (with or without associated moveable equipment), you must complete the Project Cover Page and Other Requirements for Sites forms in EHB for each site where minor A/R is proposed.

Project Cover Page Form: Describe how each project will specifically support the health center's hurricane response and recovery efforts. Complete the following information for each proposed minor A/R project.

- 1. Site Information** – Health centers will only be able to select service delivery sites within their approved scope of project and which are located within an area where FEMA issued a Disaster Declaration receiving Public Assistance – Category B (PA-B) Designation as of the beginning of the relevant incident period (See Appendix A). The name and physical address of the site will be pre-populated from Form 5B. In the box for Improved Project Square Footage, enter the square footage that will be improved as a result of the proposed project.
- 2. Project Description** – Provide a detailed description of the scope of work of the minor A/R project. Identify the major clinical and non-clinical spaces that will result from or be improved by the project. Include the area (in square feet) or dimensions of the spaces to be altered or renovated. List key improvements, such as permanently affixed equipment to be installed; modifications and repairs to the building exterior; HVAC modifications (including the installation of climate control and duct work); electrical upgrades; and plumbing work. Describe how potential adverse impacts on the environment will be minimized. Indicate whether, and if so, how, the project will implement green/sustainable design practices/principles (e.g., project materials, design/renovation strategies). This field has a maximum of 4,000 characters, including spaces.

Example Project Description: Renovation of five 12x15 square-foot exam rooms within existing interior space that were damaged during the hurricane event; repair of 1,500 square feet of asphalt roof and installation of 10x20 square-foot fabric canopy over entryway due to damage sustained in the hurricane event

- 3. Project Management/Resources/Capabilities** – Explain the proposed oversight for the project, including the roles and responsibilities of the health center's key management staff and governing board. Identify the project manager and the individuals who will comprise the project team responsible for managing the minor A/R project. Describe how the project team has the expertise and experience necessary to successfully manage and complete the project and achieve the goals and objectives established for this project. This field has a maximum of 4,000 characters, including spaces.

Alteration/Renovation (A/R) Project Cover Page Attachments: Upload the following attachments for each site where minor A/R activities will occur.

1. **Project Budget Justification**⁹– Describe in detail each budget line item and explain how the costs contribute to meeting the project’s objectives. Clearly identify other funding sources needed to support the minor A/R project and indicate whether these funds are secured. A sample A/R budget justification is available on the [CARE technical assistance website](#).
2. **Environmental Information and Documentation (EID) Checklist** – Attach an EID Checklist for each site where minor A/R activities will occur. A template is available in EHB for applicants to download, complete, and upload. A sample is also available on the [CARE technical assistance website](#).

HRSA is required to consider the environmental impacts and potential effects on historical and archeological resources of any federal action, including minor A/R projects supported in whole or in part through federal funds.¹⁰ The EID Checklist enables HRSA to initiate the appropriate reviews. Explain each response of “yes” on the EID Checklist. If funded, you must receive HRSA approval prior to beginning any projects involving minor A/R.

Following the review of the EID Checklist and the project description, HRSA may determine that potential exists for the project to have a significant impact on the environment and require additional documentation (e.g., hazardous materials survey, abatement plans, initiating Section 106 consultation).

With the exception of design and permitting work, you are not authorized to purchase or initiate work on your project(s) until environmental and historic preservation reviews are complete and HRSA lifts all associated conditions from the Notice of Award. Additional information is available on the [Environmental and Historic Preservation technical assistance website](#).

3. **Floor Plans/Schematic Drawings** – If available, attach line drawings for the site where minor A/R activities will occur. These drawings are not required to be completed by an architect. If drawings are not available or HRSA has questions about the drawings that are attached, a condition may be placed on the award for their submission/clarification. Drawings should:
 - Be legible on an 8.5" x 11" sheet of paper.
 - Include a scale and the linear dimensions for each room.
 - Clearly show the work described in the project description and budget justification.
 - Indicate the location of the proposed renovation area in the existing building.
 - Distinguish improved space from unaffected space.
 - Note the total net and gross square footage of space to be renovated, and any changes or additions to existing mechanical and electrical systems.
 - Provide an overall site plan (or key plan) that shows the location of the project within the overall facility and, if applicable, shows any allowable exterior improvements

⁹ The total project cost (less than \$500,000) includes both the federal funding request and all other funding sources, but excludes moveable equipment costs.

¹⁰ Per the National Environmental Policy Act of 1969 (NEPA) (P.L. 91-190; 42 U.S.C. 4321 et seq.), the National Historic Preservation Act (NHPA) (P.L. 89-665; 16 U.S.C. 470 et seq.), and other associated laws.

included for the project.

Other Requirements for Sites: Complete the Other Requirements for Sites form for each site where minor A/R activities will occur. This form addresses site control, federal interest, and cultural resources and historic preservation considerations.

1. **Site Control and Federal Interest** – If you own the site proposed for minor A/R, select “owned.” If you do not own the site, select “leased,” regardless of whether you pay a recurring fee to use the property.

If the site is leased, certify that:

- The existing lease will provide you reasonable control of the site for at least a period of five years after the minor alteration/renovation activities are completed;
- The existing lease is consistent with the proposed scope of project; and
- You understand and accept the terms and conditions regarding federal interest in the property.

2. **Cultural Resource Assessment and Historic Preservation Considerations** – Respond to the following questions:

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

3. **Landlord Letter of Consent Attachment** – If you are proposing a minor A/R project at a leased site, you must provide a Landlord Letter of Consent. This document must include the property owner’s agreement to the proposed minor A/R, recognition of the federal interest, an appropriate lease length (e.g., the lease extends for a minimum of five years from the funding period end date), and agreement to modify the lease with additional terms that indicate the continued rights of the recipient/federal government in the event that the lessor of record changes.

This attachment is also required for applicants that use “in-kind” space at no charge. A sample Landlord Letter of Consent is available on the CARE technical assistance website (<https://bphc.hrsa.gov/programopportunities/fundingopportunities/care/>).