

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**



Health Resources & Services Administration

Bureau of Primary Health Care  
Office of Policy and Program Development

**Capital Assistance for Disaster Response and Recovery Efforts (CADRE)**

**Funding Opportunity Number:** HRSA-20-097  
**Funding Opportunity Type(s):** New  
**Assistance Listings (CFDA) Number:** 93.224

**NOTICE OF FUNDING OPPORTUNITY**

Fiscal Year 2020

**Application Due Date in Grants.gov: April 6, 2020**  
**Supplemental Information Due Date in HRSA EHBs: May 6, 2020**

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

**Issuance Date: March 5, 2020**

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Authority: Additional Supplemental Appropriations for Disaster Relief Act, 2019 (PL 116-20)  
Title XVIII, and section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b),

## EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2020 Capital Assistance for Disaster Response and Recovery Efforts (CADRE). The purpose of this funding opportunity is to assist health centers with at least one service delivery site in areas declared by the Federal Emergency Management Agency to have been impacted by Hurricanes Florence and Michael, Typhoon Mangkhut, Super Typhoon Yutu, and wildfires and earthquakes occurring in calendar year 2018; and tornadoes and floods occurring in calendar year 2019 in those areas for which a major disaster or emergency has been declared under Section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170 and 5191) to:

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

Funding Opportunity Title:	Capital Assistance for Disaster Response and Recovery Efforts (CADRE)
Funding Opportunity Number:	HRSA-20-097
Due Date for Applications – Grants.gov:	April 6, 2020 (11:59 p.m. ET)
Due Date for Applications – HRSA EHBs--- <b>HRSA Electronic Handbooks (EHBs)</b>	May 6, 2020 (5 p.m. ET)
Anticipated Total Annual Available FY 2020 Funding:	\$79,000,000
Estimated Number and Type of Award(s):	Approximately 225 awards
Estimated Award Amounts:	<p><u>Track 1 - Equipment Only:</u> Up to \$100,000 per award to support the purchase of moveable equipment for one or more eligible service-delivery sites.</p> <p><u>Track 2 - Minor Construction-Related:</u> Up to \$250,000 per award to support alteration/renovation and/or construction/expansion activities with or without equipment at up to three eligible service-delivery sites.</p> <p><u>Track 3 – Major Construction-Related:</u> Up to \$1,000,000 per</p>

	award for alteration/renovation and/or construction/expansion activities, with or without equipment, at one eligible service delivery site.
Cost Sharing/Match Required:	No
Period of Performance:	September 1, 2020 through August 31, 2023 (3 years)
Eligible Applicants:	<p>Existing health centers 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.</p> <p>As further explained in <a href="#">Section III.1</a> of this notice of funding opportunity (NOFO), the health center also must have at least one service delivery site located in a disaster-impacted area within its approved health center scope of project (as indicated on Form 5B: Service Sites). See Appendix A for a list of disaster-impacted areas.</p>

## **Application Guide**

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 Two-Tier Application Guide*, available online at

<http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf><https://www.hrsa.gov/sites/default/files/hrsa/grants/apply/applicationguide/sf-424-app-guide-2-tier.pdf>, except where instructed in this NOFO to do otherwise.

## **Technical Assistance**

The Health Resources and Services Administration (HRSA) will offer technical assistance to applicants seeking CADRE funding. Technical assistance will provide an overview of these instructions and an opportunity for applicants to ask questions on the application process and CADRE objectives. Visit the CADRE technical assistance webpage at <https://bphc.hrsa.gov/program-opportunities/funding-opportunities/cadre> for details about live and recorded events, frequently asked questions, example documents, and other resources. See Agency Contacts for where to direct program, application system, and budget questions.

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# I. Program Funding Opportunity Description

## 1. Purpose

This notice announces the opportunity to apply for funding under the Capital Assistance for Disaster Response and Recovery Efforts (CADRE).

### Program Purpose:

The purpose of this funding is to assist health centers with at least one service delivery site in areas declared by the Federal Emergency Management Agency (FEMA<sup>1</sup>) to have been impacted by Hurricane Florence, Hurricane Michael, Typhoon Mangkhut, Super Typhoon Yutu, wildfires, and earthquakes occurring in calendar year 2018; and/or tornadoes or floods occurring in calendar year 2019 in those areas for which a major disaster or emergency has been declared under Section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170 and 5191) to:

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

A list of FEMA-declared emergency and/or disaster events is available in Appendix A.

## 2. Background

This funding opportunity is authorized by Additional Supplemental Appropriations for Disaster Relief Act, 2019, P.L. 116-20, and section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b).

In calendar years 2018 and 2019, the United States and its territories endured multiple natural disasters, including hurricanes, typhoons, wildfires, earthquakes, tornadoes, and floods. These natural disasters resulted in loss of life, injury, and costly damage to infrastructure and property. This funding opportunity supports the critical role that health centers play in responding to and recovering from natural disasters by supporting continuity of essential primary health care services for these underserved communities.

# II. Award Information

## 1. Type of Application and Award

Type(s) of applications sought: New

HRSA will provide funding in the form of a grant.

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<sup>1</sup> The Federal Emergency Management Agency (FEMA) coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror. [www.fema.gov](http://www.fema.gov).

## 2. Summary of Funding

HRSA will provide approximately \$79,000,000 to fund an estimated 225 awards across the three available tracks (equipment, minor construction-related, major construction-related). You may use CADRE funding at an existing or a proposed new site within the identified disaster-impacted area(s).

You may submit one application to request funding through only **one** of the following funding tracks:

Track	Activities	Estimated Total Funding Available	Funding per Award	Projects
Equipment-Only <sup>2</sup>	Purchase of moveable equipment.	Approximately \$10,000,000	Up to \$100,000 for approximately 100 awards	One project <sup>3</sup>
Minor Construction-Related	Alteration/renovation <sup>4</sup> , and/or construction/expansion <sup>5</sup> activities with or without equipment.	Approximately \$19,000,000	Up to \$250,000 for approximately 75 awards	Up to three service-delivery sites
Major Construction-Related	Alteration/renovation, and/or construction/expansion activities with or without equipment.	Up to \$50,000,000	Up to \$1,000,000 for approximately 50 awards	One site-specific project

HRSA may adjust the total number of awards for each track based on the number and quality of applications received and reviewed for each track.

The period of performance is September 1, 2020 through August 31, 2023 (3 years).

<sup>2</sup> Equipment-only activities include the purchase of moveable equipment items with a useful life of more than one 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.

<sup>3</sup> Can support any number of eligible service delivery sites, as moveable equipment purchases are not site-specific.

<sup>4</sup> Alteration/renovation can consist of activities to modernize, improve, and/or reconfigure the interior arrangements of an existing facility; permanently affixing equipment (e.g., heating, ventilation, and air-conditioning (HVAC) units; exterior generators; lighting); work to improve and/or replace exterior envelope; work to improve accessibility (such as sidewalks and ramps) and/or life safety requirements in an existing facility. Work outside of the building is limited to improvements to the building entry for handicapped accessibility, generator concrete pads, and other minor ground disturbance.

<sup>5</sup> Construction/expansion activities can include the construction of a new stand-alone structure and/or associated work required to expand a structure to increase the total square feet of a facility and/or the installation of a permanently affixed modular or prefabricated building and/or significant site work such as new parking lots or storm water structures. If a proposed facility expansion project also includes alteration/renovation to the existing structure, this falls under construction/expansion activities.

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

### III. Eligibility Information

#### 1. Eligible Applicants

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

- a) 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.
- b) You have at least one service delivery site located in a FEMA declared disaster-impacted area within your approved health center scope of project (as indicated on your Form 5B: Service Sites) See Appendix A for a list of disaster-impacted areas.

#### 2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

#### 3. Other

HRSA will consider any application that fails to satisfy the deadline requirements referenced in [Section IV.4](#) and the requirement relating to direct operation of the service delivery site as described in Section III.1 non-responsive and will not consider it for funding under this notice. You may not propose a project that will be located at a sub-recipient or contractor site.

NOTE: Multiple applications from an organization are not allowable. If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates) an application is submitted more than once prior to the application due date, HRSA will only accept your **last** validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

#### 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 within the FEMA declared disaster-impacted area as part of the CADRE funding opportunity.<sup>6</sup> You may not use CADRE funds to propose the addition of administrative-only sites. If you propose a project at a new site not currently in your approved scope of project, you must complete the Add Site Checklist as part of the

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<sup>6</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>



application process for HRSA review and approval as part of your application. Any site additions for applications submitted for the Equipment-Only track will be limited to proposing only new mobile medical van site(s).

### **Supplanting of Funds**

CADRE funding may not supplant other resources (federal, state, local, or private funds). You may not propose construction-related activities associated with a project or connected activity (e.g., installation of utilities, demolition) that starts before the CADRE award date, September 1, 2020. Proposed CADRE-funded projects must be separate and distinct from any other construction projects. See Appendix B for further details regarding allowable and unallowable costs.

## **IV. Application and Submission Information**

### **1. Address to Request Application Package**

HRSA **requires** you to apply electronically. HRSA encourages you to apply through [Grants.gov](http://www.grants.gov) using the SF-424 workspace application package associated with this notice of funding opportunity (NOFO) following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

The NOFO is also known as “Instructions” on Grants.gov. You must provide your email address when reviewing or preparing the workspace application package in order to receive notifications including modifications and/or republications of the NOFO on Grants.gov before its closing date. Responding to an earlier version of a modified notice may result in a less competitive or ineligible application. *Please note you are ultimately responsible for reviewing the [For Applicants](#) page for all information relevant to desired opportunities.*

### **2. Content and Form of Application Submission**

Section 4 of HRSA’s [SF-424 Two-Tier Application Guide](#) provides instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program-specific information below.

You are responsible for reading and complying with the instructions included in HRSA’s [SF-424 Two-Tier Application Guide](#) except where instructed in the NOFO to do otherwise. You must submit the application in the English language and in the terms of U.S. dollars (45 CFR § 75.111(a)).

See Section 9.5 of the *Application Guide* for the Application Completeness Checklist.

### **Application Page Limit**

The total size of all uploaded files may not exceed the equivalent of **80 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this NOFO. Standard OMB-approved forms that are included in the workspace application package do not count in the page limit. Indirect Cost Rate Agreement and

proof of non-profit status (if applicable) do not count in the page limit. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

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

### **Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification**

- 1) You, on behalf of the applicant organization certify, by submission of your proposal, that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).
- 3) Where you are unable to attest to the statements in this certification, an explanation shall be included in Attachment 6-11: Other Relevant Documents.

See Section 4.1 viii of HRSA's [SF-424 Two-Tier Application Guide](#) for additional information on all certifications.

### **Program-Specific Instructions**

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

#### ***i. Project Abstract***

See Section 5.1.ix of [HRSA's SF-424 Two-Tier Application Guide](#).

#### ***ii. Project Narrative***

##### ***Proposal Cover Page (EHBs)***

Successful applications will contain the information below. Enter information within the following section headers for the cover page:

Choose **one** of the following tracks:

- Track 1 - Equipment-Only;
- Track 2 - Minor Construction-Related; or
- Track 3 - Major Construction-Related

#### ***1. NEED -- Corresponds to Section V's Review Criterion(a) #1-NEED***

- a) Describe how the emergency and/or disaster event(s) impacted your community, organization and/or your patient population.
- b) Describe the health center infrastructure/capital needs to support its response and recovery efforts, and/or to increase its capacity or capability to address future emergencies and/or disasters.

- c) Describe the infrastructure/capital needs to support the health center's ability to ensure continuity of access to high quality primary health care services.

*2. RESPONSE -- Corresponds to Section V's Review Criterion(a) #2 - RESPONSE*

- a) Provide a comprehensive, consolidated description of the proposed project(s).
- b) Describe how the proposed project(s) will support the health center in its efforts to respond to future emergencies or disasters and/or recover from the emergency and/or disaster event.
- c) Describe how the proposed project(s) will support the health center to ensure current and/or future continuity of access to high quality primary health care services.

*3. IMPACT -- Corresponds to Section V's Review Criterion(a) #3 - IMPACT*

- a) Describe how the proposed project(s) will support the health center to increase its capacity and/or capability to respond to and/or recover from future emergencies and/or disasters, and support continuity of access to high quality primary health care services.
- b) Identify the number of patients the proposed project(s) will support in the health center's effort to ensure a current and/or future continuity of access to high quality primary health care services.

*4. RESOURCES/CAPABILITIES -- Corresponds to Section V's Review Criterion(a) #4-RESOURCES/CAPABILITIES*

- a) Describe the administrative structure and oversight for the proposed project, including:
  - o The expertise and experience of key staff responsible for managing/overseeing the project and previous/similar projects, and the individual(s) (name and title);
  - o The expertise and experience in acquisition strategies, policies, and procedures that comply with federal procurement requirements; and
  - o Any other funds needed and available to support the project.
- b) Provide a timeline to support completing the project(s) within the identified budget and specified period of performance, including key milestones (i.e., planning, design, securing permits and/or variances, environmental and historic preservation process, and contracting process).

- c) Describe the status of securing the proposed project site, where applicable.
  - If you are adding a new site or mobile unit site, describe how this site will ensure current and/or future continuity of access to high quality primary health care services in the disaster-impacted areas.
  - If the site is leased, provide a letter of consent from the landlord to implement the project and acknowledges Federal Interest via attachment (see Leasehold Improvements section in [VI. Award Administration Information](#) for more details). For leased sites, provide details regarding the length of lease and its appropriateness for the funding requested, e.g., the length of the lease extends for a minimum of five (5) years from the project period end date (current period, including option year(s), if needed).
- d) Describe how additional operational costs (including utilities, daily maintenance and repair, and long-term capital reinvestment) resulting from the proposed project will be supported within the existing or projected operational budget for the health center.

**5. SUPPORT REQUESTED – Corresponds to Section V’s Criterion(a) #5-SUPPORT REQUESTED**

- a) Attach a budget justification for each proposed project as instructed in the Project-Specific Forms that provides a clear, detailed description for each cost classification (as outlined in Appendix B).
- b) For Funding Track 1: Equipment Only projects, provide a complete and reasonable equipment list (in EHBs in the Project-Specific Forms) that aligns with the goals and objectives of the proposed project.
- c) For Funding Track 2: Minor Constructions-related and Funding Track 3: Major Construction-related projects:
  - For Alteration/Renovation and/or Construction/Expansion activities:
    - Provide a Project Description and budget justification that are consistent with the construction work shown on the schematic drawing and site plan documentation provided for the proposed project.
    - Submit drawings depicting the spaces to be added and/or improved as well as other proposed actions for the project.
    - Provide a complete and reasonable equipment list (in EHBs in the Project-Specific Forms) that aligns with the goals and objectives of the proposed project.

<b>NARRATIVE GUIDANCE</b>	
This table provides a crosswalk between the narrative language and where each section falls within the review criteria. Any attachments referenced in a narrative section may be considered during the objective review.	
<b><u>Narrative Section</u></b>	<b><u>*Review Criteria</u></b>
Need	(1) Need
Response (including Project Description on Project Cover Page for all project types)	(2) Response
Impact	(3) Impact
Resources/Capabilities	(4) Resources/Capabilities
Budget Presentation (Budget Forms, Budget Narrative, and Project Budget Justification(s))	(5) Support Requested

**iii. Budget**

See Section 4.1.iv of HRSA’s [SF-424 Two-Tier Application Guide](#). Note: the directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov. Follow the instructions included in the Application Guide and the additional budget instructions provided below. A budget that follows the Application Guide will ensure that, if HRSA selects the application for funding, you will have a well-organized plan and by carefully following the approved plan can avoid audit issues during the implementation phase.

**Reminder:** The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total Project or Program Costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement, as applicable.

The Further Consolidated Appropriations Act, 2020 (P.L. 116-94), Division A, § 202 does **not** apply to this program.

**iv. Budget Narrative**

See Section 5.1.v. of HRSA’s [SF-424 Two-Tier Application Guide](#).

In addition, the CADRE funding opportunity requires the following:

- A. **Budget Information for Construction (Consolidated Budget) – Standard Form SF-424C (EHBs) – Required for all applications** Complete the SF-424C (in EHBs) as presented for the proposed project. This budget should reflect the total project or program costs of the entire project proposed. See instructions in Appendix B for further details on completing the SF-424C.

**B. Funding Sources (EHBs) – Required for all applications**

Identify the total cost associated with the CADRE project proposed 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).

**C. Assurances – Required for all applications**

Complete Application Form SF-424D Assurances – Construction Programs provided with the application package.

**v. Project-Specific Forms**

**A. Project Qualification Criteria (EHBs) – Required for each project**

You will provide information to assure that the project is eligible under this funding.

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

You must describe each proposed project including the project description, site information, project timeline, and attachments as applicable.

- **Site Information – Required for Alteration/Renovation and/or Construction/Expansion activities:** Provide details regarding the improved project square footage (total square feet of new construction/expansion and/or the alteration/renovation area), as applicable.
- **Project Description – Required for each proposed project:** Provide a detailed description for the proposed project:
  - Describe the specific scope of activities, such as:
    - Purchases of clinical and/or non-clinical moveable equipment items.
    - 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.
  - Identify the project activities in terms of dimensions, square footage, and clinical and non-clinical area(s) to be impacted.
  - 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.

- Identify whether the planned construction procurement will occur through competitive bid or other method.
- **Project Timeline – Required for all projects:** Provide a project timeline that identifies the person or entity accountable in your organization for the implementation and oversight of the project, 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

Describe the status of the proposed project, including any steps accomplished to date, as applicable.<sup>7</sup>

**C. 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 B for further details on completing the SF-424C.

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

Propose a project at either an existing site in your current Health Center Program scope of project, or propose to add a new site within the designated disaster-impacted area.

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

Provide a complete and reasonable equipment list (clinical and non-clinical) that aligns with the goals and objectives of the proposed project.

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

**F. Add Site Check List (EHBs) – Required for proposed new sites**

Applicants proposing to add a site not currently included in your current Health Center Program scope of project must complete the Add Site Checklist for HRSA review and approval as part of your application. The purchase of a new mobile

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<sup>7</sup> Proposed alteration/renovation and construction/expansion activities associated with the project or connected activities (e.g., site grading, installation of utilities, demolition) may not start before the award date. Conditions of the grant award must be met, and lifted through a Notice of Award prior to physical activities commencing.

medical van will require you to add a new site within the designated disaster-impacted area. Applications submitted for the Equipment-Only track will be limited to the addition of a mobile medical van site.

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

- **Site Control and Federal Interest**

Identify whether the property is owned or leased.

If the applicant has a title to the property, the applicant must:

- Attach a plot plan survey,
- Attach the title or opinion from counsel describing the applicant's interest in the site, and certifying the estate or interest is legal and valid, and
- Identify potential issues with the site control, e.g., procurement issues, property ownership not at arm's length.

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 consent 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 in [VI. Award Administration Information](#) for more information on the expectations associated with lease agreements.)

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

For alteration/renovation projects, you must respond to each of the following questions:

- 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?



## **vi. Attachments**

Provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit.** Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit. You must clearly label **each attachment**.

### *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. Detail information provided in the Funding Sources Form. 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/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/samplebudgetjust2.pdf>

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

Provide a completed EID checklist for the project. See:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/pdf/environmental-info-doc-2019.pdf>

### *Attachment 3: Floor Plans/Schematic Drawings/Site Plan – Required for Alteration/Renovation and/or Construction/Expansion activities*

Provide a floor plan drawn to scale for the proposed project, including proposed exam rooms, waiting area, etc. Documents must include rough dimensions and room labels for major project components. Drawings should clearly identify the proposed project components, as well as distinguishing improved space from unaffected space.

Where the project or a related component of the work will require activities outside of a building, provide a site plan for the proposed project showing the general layout and location of the existing site conditions. The plan should clearly diagram the location of the project and indicate the uses and structures proposed for the parcel of land. As applicable, include locations and details on any proposed work or connected activity. Where a project includes only interior renovation of an existing facility, provide a site plan or key plan showing the space(s) to be renovated and the functional relationship within the building. Documents should label major project components and include rough dimensions.

### *Attachment 4: Property Information (uploaded in the Other Requirements for Sites) – Required for 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 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 in [VI. Award Administration Information](#) for additional information on the expectations associated with lease agreements).

Sample templates for the landlord letter of consent are available at <https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/landlordconsent.pdf>.

A sample template for the landlord letter of consent as it applies to alteration/renovation projects are available at <https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/sud-mh/LLOC-MinorRenovation.pdf>.

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

Include here any other documents relevant to the application.

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

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

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

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

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

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

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

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

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

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

#### **4. Submission Dates and Times**

##### **Application Due Date**

The due date for applications under this NOFO in Grants.gov is *April 6, 2020 at 11:59 p.m. ET*. The due date to complete all other required information in HRSA EHBs is *May 6, 2020 at 5 p.m. ET*. HRSA suggests submitting applications to Grants.gov at least **3 calendar days before the deadline** to allow for any unforeseen circumstances. See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's [SF-424 Two-Tier Application Guide](#) for additional information.

#### **5. Intergovernmental Review**

Capital Assistance for Disaster Response and Recovery Efforts funding is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

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

#### **6. Funding Restrictions**

Funds awarded through the CADRE funding opportunity must be fully obligated by the end of the 3-year project period. Appendix B lists allowable and unallowable costs.

The General Provisions in Division A of the Further Consolidated Appropriations Act, 2020 (P.L. 116-94) do **not** apply to this program.

You are required to have the necessary policies, procedures, and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.<sup>8</sup>

## **V. Application Review Information**

### **1. Review Criteria**

HRSA has procedures for assessing the technical merit of applications to provide for an objective review and to assist you in understanding the standards against which your application will be reviewed. HRSA has critical indicators for each review criterion to assist you in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation.

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

Review criteria are used to review and rank applications. The CADRE funding has five review criteria. See the review criteria outlined below with specific detail and scoring points.

#### *Criterion 1: NEED (30 points) – Corresponds to Section IV's NEED*

- 1) The extent to which the applicant demonstrates how the emergency and/or disaster event(s) impacted their community, organization and affected the ability of the health center to meet the needs of the patient population.
- 2) The extent to which the applicant clearly describes what the health center infrastructure/capital needs to support its response and recovery efforts, and/or increasing its capacity or capability to address future emergencies and/or disasters.
- 3) The extent to which the applicant clearly describes the infrastructure/capital needs necessary to support the health center's ability to ensure continuity of access to high quality primary health care services.

#### *Criterion 2: RESPONSE (20 points) – Corresponds to Section IV's RESPONSE*

- 1) The extent to which the applicant clearly describes the proposed project(s).

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<sup>8</sup> [45 CFR Part 75](#) and the [HHS Grants Policy Statement](#) (HHS GPS) include information about allowable expenses.

- 2) The extent to which the applicant describes how the proposed project(s) will support the health center in their efforts to respond to and/or recover from the emergency and/or disaster event.
- 3) The extent to which the applicant describes how the proposed project(s) will support the health center in responding to the needs of its patient population to ensure current and future continuity of access to high quality primary health care services.

*Criterion 3: IMPACT (10 points) - Corresponds to Section IV's IMPACT*

- 1) The extent to which the applicant clearly describes how the proposed project(s) increases the health center's capacity and/or capability to respond to and/or recover from future emergencies and/or disasters, and support continuity of access to high quality primary health care services.
- 2) The extent to which the applicant describes the number of patients the proposed project(s) will support in the health center's effort to ensure a current and/or future continuity of access to high quality primary health care services.

*Criterion 4: RESOURCES/CAPABILITIES (20 points) – Corresponds to Section IV's RESOURCES/CAPABILITIES*

- 1) The extent to which the applicant describes an appropriate administrative structure and qualified oversight for the proposal, including:
  - The expertise and experience of key staff who will be responsible for managing the project and previous/similar projects, and the individuals (name and title) who comprise the Project Team; and
  - The appropriateness of acquisition strategies, policies, and procedures that comply with federal procurement requirements.
  - Any other funds needed and are available to support the project.
- 2) The extent to which the applicant demonstrates a clear and reasonable timeline to support completing the project(s) within the period of performance and within budget, including key milestones (i.e., planning, design, securing permits and/or variances, environmental and historic perseveration process, and contracting process).
- 3) The extent to which the applicant demonstrates control of the site for the proposed project(s), as applicable.
  - For proposed new or mobile medical unit sites, the extent to which the applicant clearly describes how the site will ensure current and/or future continuity of access to high quality primary health care services in the disaster-impacted areas.
  - For leased sites, the extent to which the applicant clearly details the length of lease and its appropriateness for the funding requested including a letter of consent from the landlord to implement the project and acknowledges Federal Interest via attachment.

- 4) The extent to which the application demonstrates that the additional operational costs (including increases in utilities, daily maintenance and repair, and long-term capital reinvestment) resulting from the project will be supported within the existing or projected operational budget for the health center.

*Criterion 5: SUPPORT REQUESTED (20 points) – Corresponds to Section IV’s SUPPORT REQUESTED*

- 1) For all funding track types, the extent to which the budget justification provides a clear, detailed description for each cost classification (as outlined in Appendix B).
- 2) For Funding Track 1: Equipment-Only, the extent to which the application provides a complete and reasonable equipment list, that aligns with the goals and objectives of the proposed project(s).
- 3) For Funding Track 2: Minor Constructions-related and Funding Track 3: Major Construction-related:

For Alteration/Renovation and/or Construction/Expansion activities:

- a. The extent to which the Project Description and the budget justification are consistent and reasonable with the construction work shown on the schematic drawing and site plan documentation provided for the proposed project.
- b. The extent to which the drawings clearly depict the space to be added and/or improved as well as other proposed actions for the project.
- c. The extent to which the application provides a complete and reasonable equipment list, as applicable, that aligns with the goals and objectives of the proposed project(s).

## **2. Review and Selection Process**

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

## **3. Assessment of Risk and Other Pre-Award Activities**

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

HRSA reviews applications receiving a favorable objective review for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you to submit additional programmatic or administrative information (such as an updated budget or “other

support” information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that HRSA will make an award. Following review of all applicable information, HRSA’s approving and business management officials will determine whether HRSA can make an award, if special conditions are required, and what level of funding is appropriate.

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

Effective January 1, 2016, HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. HRSA will consider any of your comments, in addition to other information in [FAPIS](#) 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 FAPIS a determination that an applicant is not qualified ([45 CFR § 75.212](#)).

## **VI. Award Administration Information**

### **1. Award Notices**

HRSA will issue the Notice of Award (NOA) prior to the start date of September 1, 2020. See Section 5.4 of HRSA’s [SF-424 Two-Tier Application Guide](#) for additional information.

### **2. Administrative and National Policy Requirements**

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

#### **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. 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:  
<http://www.epa.gov/oaintrnt/projects/requirements.htm>
- The Healthier Hospitals Initiative: <http://healthierhospitals.org/>
- U.S. Green Buildings Council: <https://new.usgbc.org/>
- Facility Guidelines Institute: <https://fqguidelines.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/programopportunities/fundingopportunities/pdf/faqprocurement.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/programopportunities/fundingopportunities/pdf/forcefaq.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. CADRE 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 one year and a unit cost less than \$5,000, are required to file a Notice of Federal Interest (NFI) against the property title. The level of Federal interest may decline with physical depreciation or replacement of the alteration/renovation made to the asset. The level of Federal interest is calculated by a certified appraisal of the property at the time of project completion.
- For all CADRE construction/expansion projects, regardless of award amount, you are required to file a Notice of Federal Interest (NFI).

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

A sample NFI is available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/samplenoticeoffederalinterest.pdf>

NFI FAQs are available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/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 grantee 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 five (5) years from the project period 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 (as applicable), 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.<sup>9</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 impact terms of the lease (e.g., 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.

For alteration/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;
- 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, HRSA will terminate the award, or the recipient will vacate the leasehold before the end of the lease term. HRSA shall have the right to designate a replacement for the recipient for the balance

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<sup>9</sup> "Reasonable control" for the purpose of the CADRE 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.

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 environmental impacts of major Federal actions, including construction projects supported in whole or in part through Federal contracts, grants, subsidies, loans, or other forms of funding assistance.

HRSA requires that you provide information on anticipated environmental impact as part of their applications. YOU MUST SUBMIT WITH THEIR APPLICATION an Environmental Information and Documentation (EID) Checklist in Attachment 4. The EID Checklist is available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/pdf/environmental-info-doc-2019.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 awardee initiate and prepare an Environmental Assessment (EA). Based on the review of the draft EA, HRSA will determine if there is a Finding of No Significant Impact (FONSI) or additional review is required.

**NEPA related reviews must be completed 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/about/nepa-nhpa/capital-development.html>

### **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 fifty (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 for the proposed project that includes non-expendable items with a useful life of more than one year.

Following these 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, ([www.energystar.gov](http://www.energystar.gov))
- Computer Power Management – Enable CPU's to go into power save mode after an appropriate time period (e.g., 15-60 minutes),
- Monitor Power Management – Enable monitors to go into power save mode after an appropriate time period (e.g., 15-60 minutes),

- Establishment of a four year or higher replacement cycle (refresh Rate) for desktop computers and laptops,
- Establishment of default setting to double sided printing for printers and print driver software,
- Recycled content, reduced packaging,
- Reduced toxic constituents in the product and in the manufacturing process,
- Designed for recycle/reuse including upgradeability considerations,
- Vendor provided take-back service, 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/>.

### **3. Reporting**

Award recipients must comply with Section 6 of HRSA's [SF-424 Two-Tier Application Guide](#) and the all reporting and review requirements. HRSA will provide additional details for each of the reporting requirements in the Notice of Award (NoA):

- A. **Federal Financial Report.** The Federal Financial Report (SF-425) is required within 90 days of the end of each year of the three-year project period. The report is an accounting of expenditures for the specified year. You must submit financial reports electronically through EHBs.
- B. **Progress Report(s).** You must submit a progress report to HRSA on a semi-annual basis. The progress report may include the following as applicable:
  1. Project completion status (percent complete)
  2. Actual versus projected budget information
  3. Construction Schedule
  4. Earned Value Management
  5. Project Implementation Certification (separate submission)
- C. **Final Reporting Requirements.** You must submit a final report for the awarded project within 90 days of the completion of the project period. The report will include the following items as applicable:
  1. Photos of the completed project, including "before" photos

2. Certificate of substantial completion
  3. Certificate of occupancy
  4. Letter stating that the project was completed in accordance with previously certified contract documents and in accordance with all applicable Federal statutes and regulations.
- D. **Submit the SF-428 Tangible Personal Property Report.** Due within 90 days of the project period 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.
- E. **Ad Hoc Submissions:** Throughout the project period, HRSA may determine that a project requires additional information for each awarded project to be submitted beyond the standard deliverables. This information may include, but is not limited to, the following:
1. Purchase orders
  2. Contract documentation
  3. Project implementation photos

## VII. Agency Contacts

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

Marc Horner and Djuana Gibson  
Grants Management Specialists  
Division of Grants Management Operations, OFAM  
Health Resources and Services Administration  
5600 Fishers Lane, Mailstop 10SWH03  
Rockville, MD 20857  
Telephone: (301) 443-4888 and 301-443-3243  
Email: Marc Horner ([MHorner@hrsa.gov](mailto:MHorner@hrsa.gov)) and Djuana Gibson ([DGibson@hrsa.gov](mailto:DGibson@hrsa.gov))

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

Maria-Thelma Peña  
Public Health Analyst  
Office of Policy and Program Development  
Attn: CADRE Funding Program  
Bureau of Primary Health Care  
Health Resources and Services Administration  
5600 Fishers Lane, Room 16-N34D  
Rockville, MD 20857  
Telephone: (301) 594-4300  
Contact: <https://www.hrsa.gov/about/contact/bphc.aspx>

You may need assistance when working online to submit your application forms electronically. Always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center

Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)

Email: [support@grants.gov](mailto:support@grants.gov)

Self-Service Knowledge Base: <https://grants-portal.psc.gov/>

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Contact Center, Monday–Friday, 8 a.m. to 8 p.m. ET, excluding federal holidays at:

HRSA Contact Center

Telephone: (877) 464-4772

TTY: (877) 897-9910

Web: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>

## **VIII. Other Information**

### **Technical Assistance**

The Health Resources and Services Administration (HRSA) will offer technical assistance to applicants seeking CADRE funding. Technical assistance will provide an overview of these instructions and an opportunity for applicants to ask questions on the application process and CADRE objectives. Visit the CADRE technical assistance webpage at WEBSITE LINK for details about live and recorded events, frequently asked questions, example documents, and other resources. See Agency Contacts for where to direct program, application system, and budget questions.



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

The Disaster Declarations listed below link to the counties, parishes, or municipalities designated by FEMA with an Emergency or Disaster Declaration receiving Public Assistance – Category B (PA-B) Designation that align with the CADRE funding opportunity<sup>10</sup>.

### FEMA Emergency and Disaster Declarations

[www.fema.gov/disasters](http://www.fema.gov/disasters)

Data updated as of 3/3/2020

States Impacted	Disaster Declaration	Date of Declaration	Incident Period
North Dakota	<a href="#">North Dakota Flooding (DR-4475)</a>	1/21/2020	10/9/2019 - 10/26/2019
Vermont	<a href="#">Vermont Severe Storm And Flooding (DR-4474)</a>	1/17/2020	10/31/2019 - 11/1/2019
New York	<a href="#">New York Severe Storms, Straight-line Winds, And Flooding (DR-4472)</a>	12/19/2019	10/31/2019 - 11/1/2019
Mississippi	<a href="#">Severe Storm, Straight-line Winds, and Flooding (DR-4470)</a>	12/6/2019	10/26/2019 - 10/26/2019
South Dakota	<a href="#">Severe Storms, Tornadoes, and Flooding (DR-4469)</a>	11/18/2019	9/9/2019 - 9/26/2019
South Dakota	<a href="#">Severe Storms, Tornadoes, and Flooding (DR-4467)</a>	10/7/2019	6/30/2019 - 7/21/2019
South Dakota	<a href="#">Severe Storms and Flooding (DR-4463)</a>	9/23/2019	5/21/2019 - 6/7/2019
Louisiana	<a href="#">Flooding (DR-4462)</a>	9/19/2019	5/10/2019 - 6/24/2019
Arkansas	<a href="#">Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4460)</a>	9/13/2019	6/23/2019 - 6/24/2019
Ohio	<a href="#">Severe Storms, Straight-line Winds, Tornadoes, Flooding, Landslides, and Mudslide (DR-4447)</a>	9/13/2019	6/23/2019 - 6/24/2019
Wisconsin	<a href="#">Severe Storms, Tornadoes, Straight-line Winds, and Flooding (DR-4459)</a>	8/27/2019	7/18/2019 - 7/20/2019

<sup>10</sup> Eligible events include areas declared by the Federal Emergency Management Agency (FEMA ) to have been impacted by Hurricane Florence, Hurricane Michael, Typhoon Mangkhut, Super Typhoon Yutu, wildfires, and earthquakes occurring in calendar year 2018; and/or tornadoes or floods occurring in calendar year 2019.



<b>States Impacted</b>	<b>Disaster Declaration</b>	<b>Date of Declaration</b>	<b>Incident Period</b>
New Hampshire	<a href="#">Severe Storm and Flooding (DR-4457)</a>	8/15/2019	7/11/2019 - 7/12/2019
Oklahoma	<a href="#">Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4456)</a>	8/7/2019	5/7/2019 - 6/9/2019
West Virginia	<a href="#">Severe Storms, Flooding, Landslides and Mudslides (DR-4455)</a>	8/2/2019	6/29/2019 - 6/30/2019
Oklahoma	<a href="#">Severe Storms, Tornadoes, Straight-line Winds, and Flooding (DR-4453)</a>	7/12/2019	4/30/2019 - 5/1/2019
Oregon	<a href="#">Severe Storms, Flooding, Landslides and Mudslides (DR-4452)</a>	7/9/2019	4/6/2019 - 4/21/2019
Missouri	<a href="#">Severe Storms, Tornadoes, and Flooding (DR-4451)</a>	7/9/2019	4/29/2019 - 7/5/2019
Kansas	<a href="#">Severe Storms, Straight-line Winds, Tornadoes, Flooding, Landslides, and Mudslides (DR-4449)</a>	6/20/2019	4/28/2019 - 7/12/2019
Mississippi	<a href="#">Severe Storms, Tornadoes, Straight-line Winds, and Flooding (DR-4450)</a>	6/20/2019	4/13/2019 - 4/14/2019
South Dakota	<a href="#">Severe Winter Storm, Snowstorm, and Flooding (DR-4448)</a>	6/20/2019	3/13/2019 - 3/26/2019
Nebraska	<a href="#">Severe Storms and Flooding (DR-4446)</a>	6/17/2019	3/13/2019 - 4/1/2019
Texas	<a href="#">Severe Storms and Flooding (DR-4454)</a>	6/17/2019	6/24/2019 - 6/25/2019
Vermont	<a href="#">Severe Storms and Flooding (DR-4445)</a>	6/14/2019	4/15/2019 - 4/15/2019
North Dakota	<a href="#">Flooding (DR-4444)</a>	6/12/2019	3/21/2019 - 4/28/2019
Idaho	<a href="#">Severe Storms, Flooding, Landslides and Mudslides (DR-4443)</a>	6/12/2019	4/7/2019 - 4/13/2019
Minnesota	<a href="#">Severe Winter Storm, Straight-line Winds, and Flooding (DR-4442)</a>	6/12/2019	3/12/2019 - 4/28/2019
Arkansas	<a href="#">Severe Storms and Flooding (DR-4441)</a>	6/8/2019	5/21/2019 - 6/14/2019
South Dakota	<a href="#">Severe Winter Storm, Snowstorm, and Flooding (DR-4440)</a>	6/7/2019	3/13/2019 - 4/26/2019
Louisiana	<a href="#">Severe Storms and Tornadoes (DR-4439)</a>	6/3/2019	4/24/2019 - 4/25/2019

<b>States Impacted</b>	<b>Disaster Declaration</b>	<b>Date of Declaration</b>	<b>Incident Period</b>
Oklahoma	<a href="#">Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4438)</a>	6/1/2019	5/7/2019 - 6/9/2019
Arkansas	<a href="#">Severe Storms and Flooding (EM-3414)</a>	5/30/2019	5/21/2019 - 6/14/2019
Louisiana	<a href="#">Flooding (EM-3413)</a>	5/29/2019	5/15/2019 - 6/17/2019
Kansas	<a href="#">Tornadoes and Flooding (EM-3412)</a>	5/28/2019	5/9/2019 - 7/12/2019
Oklahoma	<a href="#">Flooding (EM-3411)</a>	5/25/2019	5/7/2019 - 6/9/2019
Montana	<a href="#">Flooding (DR-4437)</a>	5/24/2019	3/20/2019 - 4/10/2019
Arizona, Utah, New Mexico	<a href="#">Snowstorm and Flooding (DR-4436)</a>	5/21/2019	2/21/2019 - 2/24/2019
Missouri	<a href="#">Severe Storms, Straight-line Winds, and Flooding (DR-4435)</a>	5/20/2019	3/11/2019 - 4/16/2019
California	<a href="#">Severe Winter Storms, Flooding, Landslides, and Mudslides (DR-4434)</a>	5/17/2019	2/24/2019 - 3/1/2019
Oregon	<a href="#">Severe Winter Storms, Flooding, Landslides, and Mudslides (DR-4432)</a>	5/2/2019	2/23/2019 - 2/26/2019
California	<a href="#">Severe Winter Storms, Flooding, Landslides, and Mudslides (DR-4431)</a>	5/1/2019	2/13/2019 - 2/15/2019
Mississippi	<a href="#">Severe Storms and Flooding (DR-4430)</a>	4/29/2019	3/13/2019 - 4/1/2019
Mississippi	<a href="#">Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4429)</a>	4/23/2019	2/22/2019 - 8/23/2019
Tennessee	<a href="#">Severe Storms, Flooding, Landslides and Mudslides (DR-4427)</a>	4/17/2019	2/19/2019 - 3/30/2019
Kentucky	<a href="#">Severe Storms, Straight-line Winds, Flooding, and Mudslides (DR-4428)</a>	4/17/2019	2/6/2019 - 3/10/2019
Alabama	<a href="#">Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4426)</a>	4/17/2019	2/19/2019 - 3/20/2019
California	<a href="#">Severe Storms and Flooding (DR-4425)</a>	4/8/2019	2/14/2019 - 2/15/2019

<b>States Impacted</b>	<b>Disaster Declaration</b>	<b>Date of Declaration</b>	<b>Incident Period</b>
Ohio	<a href="#">Severe Storms, Flooding, and Landslides (DR-4424)</a>	4/8/2019	2/5/2019 - 2/13/2019
California	<a href="#">Severe Storms and Flooding (DR-4423)</a>	3/28/2019	2/14/2019 - 2/14/2019
California	<a href="#">Severe Storms, Flooding, Landslides and Mudslides (DR-4422)</a>	3/26/2019	2/14/2019 - 2/15/2019
Iowa	<a href="#">Severe Storms and Flooding (DR-4421)</a>	3/23/2019	3/12/2019 - 6/15/2019
Nebraska	<a href="#">Severe Winter Storm, Straight-line Winds, and Flooding (DR-4420)</a>	3/21/2019	3/9/2019 - 7/14/2019
Alabama	<a href="#">Severe Storms, Straight-line Winds, and Tornadoes (DR-4419)</a>	3/5/2019	3/3/2019 - 3/3/2019
Illinois	<a href="#">Severe Storms and Flooding (DR-4461)</a>	2/19/2019	2/14/2019 - 7/3/2019
Alaska	<a href="#">Earthquake (DR-4413)</a>	1/31/2019	11/30/2018 - 11/30/2018
North Carolina	<a href="#">Tropical Storm Michael (DR-4412)</a>	1/31/2019	10/10/2018 – 10/12/2018
Virginia	<a href="#">Tropical Storm Michael (DR-4411)</a>	12/18/2018	10/9/2018 – 10/16/2018
Alaska	<a href="#">Earthquake (EM-3410)</a>	11/30/2018	11/30/2018 - 11/30/2018
California	<a href="#">Wildfires (DR-4407)</a>	11/12/2018	11/8/2018 – 11/25/2018
California	<a href="#">Wildfires (EM-3409)</a>	11/9/2018	11/8/2018 – 11/25/2018
Alabama	<a href="#">Hurricane Michael (DR-4406)</a>	11/5/2018	10/10/2018 – 10/13/2018
Northern Mariana Islands	<a href="#">Super Typhoon Yutu (DR-4404)</a>	10/26/2018	10/24/2018 – 10/26/2018
Virginia	<a href="#">Hurricane Florence (DR-4401)</a>	10/15/2018	9/8/2018 - 9/21/2018FL
Georgia	<a href="#">Hurricane Michael (DR-4400)</a>	10/14/2018	10/9/2018 – 10/23/2018
Alabama	<a href="#">Hurricane Michael (EM-3407)</a>	10/12/2018	10/10/2018 – 10/13/2018

<b>States Impacted</b>	<b>Disaster Declaration</b>	<b>Date of Declaration</b>	<b>Incident Period</b>
Florida	<a href="#">Hurricane Michael (DR-4399)</a>	10/11/2018	10/7/2018 – 10/19/2018
Georgia	<a href="#">Hurricane Michael (EM-3406)</a>	10/10/2018	10/9/2018 – 10/23/2018
Florida	<a href="#">Hurricane Michael (EM-3405)</a>	10/9/2018	10/7/2018 - 10/19/2018
Guam	<a href="#">Typhoon Mangkhut (DR-4398)</a>	10/1/2018	9/10/2018 – 9/11/2018
Northern Mariana Islands	<a href="#">Typhoon Mangkhut (DR-4396)</a>	9/29/2018	9/10/2018 – 9/11/2018
South Carolina	<a href="#">Hurricane Florence (DR-4394)</a>	9/16/2018	9/8/2018 - 10/8/2018
North Carolina	<a href="#">Hurricane Florence (DR-4393)</a>	9/14/2018	9/7/2018 - 9/29/2018
Virginia	<a href="#">Hurricane Florence (EM-3403)</a>	9/11/2018	9/13/2018 - 9/21/2018
South Carolina	<a href="#">Hurricane Florence (EM-3400)</a>	9/10/2018	9/8/2018 - 10/8/2018
North Carolina	<a href="#">Hurricane Florence (EM-3401)</a>	9/10/2018	9/7/2018 - 9/29/2018
Northern Mariana Islands	<a href="#">Typhoon Mangkhut (EM-3402)</a>	9/10/2018	9/10/2018 – 9/11/2018
California	<a href="#">Wildfires and High Winds (DR-4382)</a>	8/4/2018	7/23/2018 – 09/19/2018
California	<a href="#">Wildfires (EM-3398)</a>	7/28/2018	7/23/2018 – 9/19/2018
Oklahoma	<a href="#">Wildfires (DR-4373)</a>	6/25/2018	4/11/2018 – 4/20/2018
Hawaii	<a href="#">Kilauea Volcanic Eruption and Earthquakes (DR-4366)</a>	5/11/2018	5/3/2018 – 8/17/2018
California	<a href="#">Wildfires, Flooding, Mudflows, and Debris Flows (DR-4353)</a>	1/2/2018	12/4/2017 – 1/31/2018

## APPENDIX B: Allowable and Unallowable Costs

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

Costs associated with an equipment-only project type would only have costs associated with line item 1 (Administrative and legal expenses) and/or line item 10 (Equipment) only.

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

- 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) ongoing operations, and maintenance.
- 3) Pre-construction (architectural and engineering) costs incurred prior to 90 days 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;
- 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).

NOTE: As previously indicated, applications that include alteration/renovation and/or construction/expansion activity associated with the project or connected activity (e.g., site grading, installation of utilities, demolition) that has started before the award date will be ineligible for consideration under HRSA-20-097.

The following chart lists sample allowable and unallowable project costs.<sup>11</sup>

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<sup>11</sup> 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.

	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
Line 1 - Administrative and legal expenses	<ul style="list-style-type: none"> <li>• Salary of your staff and consultant fees that are directly related to the administration of the technical aspects of the proposed project. Administrative and legal expenses cannot exceed 10 percent of line 16c (total costs)</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 your 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>• Fund-raising expenses</li> <li>• Damage judgment suit</li> <li>• Consultant fees not related to actual construction</li> <li>• Costs related to other sources of project financing</li> <li>• General operations and maintenance</li> </ul>
Line 2 - Land, structures, right-of-way, appraisals, etc.	<ul style="list-style-type: none"> <li>• Filing fees for recording the NFI</li> </ul>	<ul style="list-style-type: none"> <li>▪ Land or the cost of purchasing a building (including title search, closing costs, etc.)</li> </ul>
Line 3 - Relocation expenses and payments	<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 U.S.C. 4601 et seq.) 84 Stat.1894) and 49 CFR Part 24</li> </ul>	<ul style="list-style-type: none"> <li>• The cost of permanently relocating the health center</li> <li>• The cost of moving existing furniture back into renovated or newly constructed spaces</li> </ul>

	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
	<ul style="list-style-type: none"> <li>• Costs to lease a temporary space while the main space is being constructed or altered/renovated/repaired</li> </ul>	
Line 4 - Architectural and engineering fees	<ul style="list-style-type: none"> <li>• Fees associated with architectural and engineering professional services including, but not limited to, preparation of bid documents and inspections during the project</li> <li>• Associated expenses for preparation of specifications and reproduction of design documents</li> <li>• Costs incurred no more than 90 days before 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 that is not within the scope of the approved project</li> <li>• Elaborate or extravagant designs or projects that are above the known local costs for comparable buildings</li> <li>• Costs of abandoned designs (designs that will not be used for the project)</li> </ul>
Line 5 - Other architectural and engineering fees	<ul style="list-style-type: none"> <li>• Other architectural and engineering services, such as surveys, tests, and borings</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 SHPO consultation</li> <li>• Project/Construction management Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Costs of abandoned designs or (costs associated with a design that will not be used in the project)</li> <li>• Costs for work not directly related to the project;</li> <li>• Costs for preparing grant applications.</li> </ul>
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 your staff</li> </ul>	<ul style="list-style-type: none"> <li>• Fees not directly related with the requested project.</li> </ul>
Line 7 - Site work	<ul style="list-style-type: none"> <li>• Site clearance, grading, land improvement costs, including reasonable costs for landscaping to stabilize the site, sidewalks, drives,</li> </ul>	<ul style="list-style-type: none"> <li>• Fees not directly related with the requested project</li> <li>• Landscaping outside of vegetation needed for site</li> </ul>

	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
	<p>and parking areas which are located on the site and are essential for the use and operation of the approved project</p> <ul style="list-style-type: none"> <li>• Sanitary sewer, storm sewer, and portable water connections, providing that existing municipal utilities are located in streets, roads, and alleys contiguous to the site</li> <li>• Sidewalks, drives, and parking areas which are located on the site and are essential for the use and operation of the approved project</li> <li>• Reasonable landscaping costs for seeding and sodding required for soil/slope stabilization and/or landscaping required by the building permit</li> <li>• Alterations at entrances and adjacent sidewalks as required for ADA compliance</li> <li>• Resurfacing of existing parking areas located onsite and deemed essential for the use and operation of an approved project</li> </ul>	<p>stabilization and/or building permit requirements</p>
Line 8 - Demolition and removal	<ul style="list-style-type: none"> <li>• Costs of demolition or removal of structures or improvements. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage</li> </ul>	<ul style="list-style-type: none"> <li>• Costs not directly related with the requested award</li> <li>• Funds may not be used for demolition and removal of debris that will not result in a usable structure</li> <li>• Hazardous materials remediation/abatement</li> </ul>
Line 9 - Construction	<ul style="list-style-type: none"> <li>• Costs of acquisition and installation of fixed equipment<sup>12</sup> necessary for the functioning of the facility</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> </ul>

<sup>12</sup> Fixed equipment are items that requires modification of the facility for its satisfactory installation or removal and is included in the construction contract. Examples include: HVAC Units, duct work, generators, fume hoods, sinks, fixed shelving, built-in sterilizers, built-in refrigerators, and drinking fountains.



	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
	<ul style="list-style-type: none"> <li>• Costs of constructing new building(s) to be used for the program. This includes costs of materials and labor within the local range of comparable buildings</li> <li>• Construction costs for expansion, remodeling, and alteration of existing buildings, which will be used for the program</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. Prorated costs for new boilers and chillers to serve the proposed facility are acceptable</li> <li>• Special features for seismic code requirements. Use nationally recognized codes adopted by authorities having jurisdiction;</li> <li>• Costs of eliminating architectural barriers to the handicapped</li> <li>• Bid guarantees and performance and payment bonds</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. The facility must meet requirements of both current and future pollution abatement regulations as described in currently approved pollution plans</li> <li>• Costs for remodeling and alteration of existing buildings which will be used for the program</li> <li>• Windows, HVAC, generators, and other building envelope items</li> <li>• Installation of equipment items</li> </ul>	<ul style="list-style-type: none"> <li>• Prorated cost of existing central utility plant and distribution systems, which serve the proposed facility</li> <li>• Interior and exterior decorating fees (e.g. purchase of artwork, sculpture, etc.)</li> <li>• Elaborate or extravagant materials that are above the known local costs for comparable buildings</li> <li>• Fixed equipment if it is not part of the construction contract</li> <li>• Bonus payments to contractors</li> </ul>

	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
Line 10 - Equipment	<ul style="list-style-type: none"> <li>• Equipment that is pertinent to the project</li> <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, dental chairs, x-ray equipment, computers, modular workstations, autoclaves, and freezers)</li> <li>• Clinical and administrative equipment (e.g., furniture, computers, servers, telephones, fax machines, copying machines, software) with a useful life of one year or greater and a unit cost of less than \$5,000</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>• Mobile medical vans</li> <li>• Software and site licenses</li> </ul>	<ul style="list-style-type: none"> <li>• Donated equipment</li> <li>• Luxury furniture</li> <li>• Fixed equipment that is permanently attached to the building (it should be listed under line item 9)</li> <li>• Equipment that does not meet the moveable equipment definition</li> <li>• Vehicles other than mobile medical vans.</li> </ul>

	<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
Line 11 - Miscellaneous	<ul style="list-style-type: none"> <li>• Provide an itemized list for items that does not easily fit into the cost classifications above and cannot be categorized as 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> <li>• Expendable office, medical, and laboratory supplies</li> </ul>
Line 12 – SUBTOTAL	Enter the sum of Lines 1 through 11	
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	Enter the sum of Lines 12 and 13	
Line 15 – Project (program) income	Leave Blank / Not Applicable to this funding	
Line 16 – TOTAL PROJECT COSTS	Enter the amount in line 14	
Line 17	Enter the portion of the CADRE award that is allocated to the project (Note: round to the nearest whole dollar amount)0	