

RESOLVING CONDITIONS ON FACILITY INVESTMENT PROGRAM AWARDS

Through the Facility Investment Program (FIP), Health Center Program grantees were allowed to request funding for the following two (2) different project types:

1. Construction (with/without IT/equipment)
2. Alteration/Renovation (with/without IT/equipment)

Health centers could propose up to three projects at three different sites. Unique conditions exist for **each** project.

The Health Resources and Services Administration (HRSA) recently issued Notices of Grant Awards (NGA) for the FIP. Conditions on NGAs were generated based upon HRSA's preliminary technical reviews. The process to resolve conditions on FIP NGAs is summarized in the table below. Please note:

- The submissions functionality within the Electronic HandBook (EHB) is active. FIP recipients will be notified when they are required to upload a document via this submissions functionality. Each submission will be made through a unique request in the recipient's C80 grant file. Revised NGAs will **not** be issued until all applicable conditions have been met for each project. Grantees may not begin implementation of a project until HRSA issues a revised NGA authorizing implementation of that particular project.
- Grantees are reminded to comply with procurement regulations that apply to Federal grantees. Refer to application technical assistance Frequently Asked Questions (FAQ) number 130 and 131 available at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf, the post award FAQ number 39 thru 46 at [http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf], and special topic FAQ on Procurement Standards at <http://bphc.hrsa.gov/recovery/fip/>.
- If additional time is needed beyond the deadline given in the NGA, please send an email justifying why more time is needed to BPHCRecovery@hrsa.gov, include the organization's name and C80 grant number on the request.

CONDITIONS	NEXT STEPS
<p>1. Submit Schematic Drawings — Within 30 days of this Notice of Grant Award, the grantee must submit revised schematic drawings into the EHB.</p>	<ul style="list-style-type: none"> - Grantees should ensure that schematic drawings should include accurate square foot measurements. These drawings are not blue prints and should be submitted as a file on 8.5 x 11 paper. - Grantees should contact the C80 Project Officer to discuss what specific revisions are required. - Revised drawings can be submitted through EHB. - Refer to FAQ number 114 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf.
<p>2. Submit Revised Budget — Within 30 days of this Notice of Grant Award, the grantee must submit into the EHB a revised SF-424C budget page and revised budget narrative.</p>	<ul style="list-style-type: none"> - The grantee should contact their C80 Project Officer to discuss what specific revisions are required. - The revised budget narrative and SF-424C can be submitted through EHB. - Refer to FAQ numbers 93 thru 100 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf and FAQ numbers 9 thru 15 at http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf.

CONDITIONS	NEXT STEPS
	<ul style="list-style-type: none"> - If additional time is needed beyond the 30 days recommended in the NGA, the grantee should contact the Project Officer.
<p>3. Submit Revised Equipment List — Within 30 days of this Notice of Grant Award, the grantee must submit an itemized equipment list into the EHB.</p>	<ul style="list-style-type: none"> - If using non-Federal funds, grantees will still need to submit an equipment list. - Fixed equipment should be included on the construction line on the budget but should be identified on the equipment list. - Miscellaneous equipment (e.g., items that are less than \$5,000) should be included on the equipment list. - A blank equipment list is available for download online at http://bphc.hrsa.gov/recovery/fip/. Grantees will also need to include non-expendable supplies that are less than \$5,000 to be purchased with FIP funds. Equipment type will be categorized as clinical or non-clinical. The elements on the equipment list to be identified are: equipment type, item description, unit price, quantity, and total price. - Revised equipment list can be submitted through EHB. - Refer to FAQ numbers 91 and 92 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf.
<p>4. Submit Capitalization Statement — The Federal government defines Equipment as any article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (45 CFR 74.2 or 45 CFR 92.3). However, consistent with recipient policy, lower limits may be established. If the grantee agency chooses to define equipment using a lower threshold, please submit a statement from the accounting office certifying the grantee’s capitalization threshold.</p>	<ul style="list-style-type: none"> - Any equipment being purchased with FIP funds must be treated according to the organization’s capitalization policy. HRSA will need to be informed if the organization’s policy is lower than \$5,000, what the threshold is for the capitalization policy (whether \$500 or \$5,000), and how (and if) it applies to purchase(s) of items in bulk (i.e., 10 desktop computers). - Capitalization threshold can be submitted through the EHB.
<p>5. Submit Site Plan / Concept Plan — Within 30 days of this Notice of Grant Award, the grantee must submit a site plan / concept site plan.</p>	<ul style="list-style-type: none"> - Within 30 days of award, the grantee must provide Site Plan / Concept Site Plan as required by local AHJ (Authority Having Jurisdiction). - The Site Plan / Concept Site Plan must be submitted on 8.5 x 11 paper through the EHB. - The Site Plan / Concept Site Plan should include, but not be limited to, the following information: <ul style="list-style-type: none"> • site information tabulation, including site area, parking schedule and zoning, and Stone Water Management (SWM) information.

CONDITIONS	NEXT STEPS
	<ul style="list-style-type: none"> • property lines, dimensions, and bearings • existing and proposed building footprint • existing and proposed grading • location of access roads, site vehicular ingress and egress, and drive aisles with dimensions • parking layout with typical parking space size and accessible parking designation • size and location of loading areas • location of waste collection areas and proposed screening • existing and proposed fences or walls • existing and proposed utility rights-of-way and easements • right-of-way improvements (sidewalks, ramps, etc.) • existing and proposed hardscape • existing and proposed landscaping • existing and proposed site lighting
<p>6. Consult with Project Officer to determine if SHPO/THPO Consultation is Required — The grantee must consult with the HRSA Project Officer to determine if a SHPO/THPO consultation is required for the project. If it is determined that a consultation is necessary, funds in this award may not be drawn down from the Payment Management System (PMS) until the requirements of Section 106 of the Historic Preservation Act are met. To insure that the requirements of the Act are met, a letter from the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO) indicating the SHPO's and/or THPO's finding of no adverse impact on historic or cultural resource must be submitted. If it is determined that there will be an impact, a signed Memorandum of Agreement (MOA) between the SHPO/THPO and the (grantee) detailing a plan to reduce the adverse effects must be submitted into the EHB for HRSA review and approval. Funds may only be drawn down for activities such as the completion of architectural and engineering plans, licensing and permitting requirements, SHPO consultation, and preparation of the EA. HRSA has determined that</p>	<ul style="list-style-type: none"> – Based upon the information provided in the application, HRSA cannot determine if a State Historic Preservation Office/Tribal Historic Preservation Office (SHPO/THPO) consultation is required. The grantee needs to contact its C80 Project Officer to discuss what additional information is needed to make a final determination. – If a SHPO/THPO consultation is required, the grantee will need to contact its SHPO and submit documentation through EHB. – Once a FIP recipient has a SHPO/THPO determination, the documentation can be submitted to EHB. – Technical assistance materials related to historic preservation are available online at http://bphc.hrsa.gov/recovery/cip/postaward/Delegation_Notice.pdf and http://bphc.hrsa.gov/recovery/cip/postaward/Section106.pdf. – Refer to FAQ numbers 123 and 124 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf and FAQ numbers 27 and 28 at http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf.

CONDITIONS	NEXT STEPS
<p>SHPO Consultation must be completed prior to initiating construction or alteration/renovation.</p>	
<p>7. SHPO/THPO Consultation — The grantee must submit a SHPO/THPO letter for the project into the EHB within 60 days of this Notice of Grant Award. To insure that the requirements of the Act are met, a letter from the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO) indicating the SHPO's and/or THPO's finding of no adverse impact on historic or cultural resource must be submitted. If it is determined that there will be an impact, a signed Memorandum of Agreement (MOA) between the SHPO/THPO and the grantee detailing a plan to reduce the adverse effects must be submitted to the Grants Management Specialist at HRSA for review and approval. Funds may only be drawn down for activities such as the completion of architectural and engineering plans, licensing and permitting requirements, SHPO/THPO consultation, and preparation of the EA.</p>	<ul style="list-style-type: none"> – Based upon the information provided in the application, HRSA has determined that a SHPO/THPO consultation is needed. Once a FIP recipient has a SHPO/THPO determination, the documentation can be submitted to EHB. – Technical assistance materials related to historic preservation are available online at http://bphc.hrsa.gov/recovery/cip/postaward/Delegation_Notice.pdf and http://bphc.hrsa.gov/recovery/cip/postaward/Section106.pdf. – Refer to FAQ numbers 123 and 124 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf and FAQ numbers 27 and 28 at http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf.
<p>8. Submit EID Checklist — Within 30 days of this Notice of Grant Award, the grantee must submit into the EHB a completed and signed Environmental Information Documentation (EID) Checklist for the proposed project. The National Environmental Policy Act of 1969 (NEPA), 42 USC 4321 (P.L. 91-190, Sec 2, Jan 1, 1970. 83 Stat.852), and Executive Order 11514, requires Federal Agencies to assess the environmental impacts of major Federal actions, including construction, and alteration and renovation projects supported in whole or in part through Federal grants or other forms of funding</p>	<ul style="list-style-type: none"> – HRSA has determined that a complete and accurate EID was not submitted with the application, and the grantee must submit a complete and accurate EID through EHB. – If a complete and accurate EID was included with the FIP application, this condition will not be placed on the NGA and it is not necessary to resubmit. – Completed/Revised EIDs can be submitted through EHB. A blank EID is available for download online at http://bphc.hrsa.gov/recovery/fip/CIPEnvironInfoDocChecklist.doc. – Refer to FAQ numbers 114 thru 122 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf.

CONDITIONS	NEXT STEPS
assistance.	
<p>9. Consult with Project Officer to determine if an Environmental Assessment is Required — The grantee must consult with the HRSA Project Officer to determine if a NEPA Environmental Assessment is required for the project. If it is determined that an Environmental Assessment is necessary, the grantee will be instructed to prepare a draft Environmental Assessment (EA) in compliance with NEPA. The draft EA must be completed and submitted into the EHB for review and adoption before funds can be drawn down for activities other than completion of architectural and engineering plans, licensing and permitting requirements, SHPO consultation, and preparation of the EA. HRSA has determined that an Environmental Assessment must be completed prior to initiating construction or alteration/renovation projects.</p>	<ul style="list-style-type: none"> – Based upon the information provided in the application, HRSA cannot determine if an Environmental Assessment is required. The grantee needs to contact its C80 Project Officer to discuss what additional information is needed to make a final determination. If a draft EA is required, the grantee will need to prepare and submit the draft EA through EHB. – HRSA expects grantees to consult with their Project Officer as soon as possible in order to make the determination. – Technical assistance material is available on the draft EA online at http://bphc.hrsa.gov/recovery/faqdraftassessment.htm. – Refer to FAQ numbers 114 thru 122 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf and FAQ numbers 24 thru 26 at http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf
<p>10. Environmental Assessment Required — The grantee must submit a draft Environmental Assessment (EA) into the Electronic Handbooks. In compliance with NEPA, the draft Environmental Assessment for the project, must be completed and submitted into the EHB for review and adoption within 90 days of this Notice of Grant Award. Funds may only be drawn down for activities such as the completion of architectural and engineering plans, licensing and permitting requirements, SHPO consultation, and preparation of the EA. HRSA has determined that an Environmental Assessment must be completed prior to initiating construction or alteration/renovation.</p>	<ul style="list-style-type: none"> – Based upon the information provided in the application, HRSA has determined that a draft Environmental Assessment (EA) is needed. – Draft EAs can be submitted through EHB. – HRSA expects that grantees will be able to prepare and submit a draft EA within the 90-day timeframe. – Technical assistance material is available on the draft EA online at http://bphc.hrsa.gov/recovery/faqdraftassessment.htm. – Refer to FAQ numbers 114 thru 122 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf and FAQ numbers 24 thru 26 at http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf.
<p>11. Consult with Project Officer regarding the submitted</p>	<ul style="list-style-type: none"> – The draft EA submitted with the application is lacking information. – HRSA expects the grantee to consult with the Project Officer as

CONDITIONS	NEXT STEPS
<p>Environmental Assessment — HRSA has reviewed the submitted draft Environmental Assessment (EA) for the project, and requires additional information before the document can be accepted. The grantee must consult with the HRSA Project Officer within 30 days of award to receive further guidance. HRSA has determined that an EA must be approved prior to initiating construction or alteration/renovation projects. Funds may be drawn down for activities such as the completion of architectural and engineering plans, licensing and permitting requirements, SHPO consultation, and preparation of the EA.</p>	<p>soon as possible in order to continue with its review.</p> <ul style="list-style-type: none"> – Technical assistance material is available on the draft EA online at http://bphc.hrsa.gov/recovery/faqdraftassessment.htm. – Refer to FAQ numbers 114 thru 122 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf and FAQ numbers 24 thru 26 at http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf.
<p>12. Record a Notice of Federal Interest — BEFORE CONSTRUCTION OR ALTERATION/RENOVATION BEGINS on the project, the grantee must record a Notice of Federal Interest in the appropriate official records of the jurisdiction in which the property is located. A notarized and recorded copy of the Notice must be submitted into the EHB.</p>	<ul style="list-style-type: none"> – The NFI must be submitted and approved BEFORE construction or alteration/renovation can start. The NFI should accurately and correctly reflect the proposed FIP construction or alteration/renovation project. – NFIs can be submitted through the EHB. – A sample NFI is available online at http://bphc.hrsa.gov/recovery/Sample_NFI_for_CIP.pdf. – Refer to FAQ numbers 54 thru 57 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf and FAQ numbers 18 thru 23 at http://bphc.hrsa.gov/recovery/fip/postaward/FIP_FAQs.pdf. Please also see the fact sheet on Federal Interest available at http://bphc.hrsa.gov/recovery/fip/.
<p>13. Lessor Statement of Agreement — For the leased property, the grantee is responsible for providing a signed Statement of Agreement (as defined in the FIP program guidance) from the facility owner into the EHB within 30 days of this Notice of Grant Award.</p>	<ul style="list-style-type: none"> – The Statement of Agreement/Letter of Consent can be submitted through the EHB. – A sample Statement of Agreement/Letter of Consent is available online at ftp://ftp.hrsa.gov/bphc/recovery/Owner_Statement_of_Agreement_template.pdf. – Refer to FAQ numbers 58 thru 65 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf.
<p>14. Lease/Property Value Documentation is Required — Within 30 days of this Notice of Grant Award, the grantee must submit documentation (tax assessments, real property</p>	<ul style="list-style-type: none"> – Lease or property documentation is required for all leased properties (land only, facility only, or both). – Funds requested cannot exceed 25 percent of the fair market value (FMV) of the property or 50 percent of the remaining lease, unless the remaining lease is for 30 years or longer.

CONDITIONS	NEXT STEPS
<p>appraisals, lease agreements, etc.) into the EHB to support the requested funding amount for this project. For the purposes of projects at leased properties under the FIP funding opportunity, funds requested cannot exceed 25 percent of the fair market value (FMV) of the property or 50 percent of the remaining lease, unless the remaining lease is for 30 years or longer. Evidence that the remaining lease is for 30 years or longer, or that the amount requested for this project does not exceed 25 percent of the fair market value of the property or 50 percent of the remaining lease, was not provided in the application and must be submitted to HRSA.</p>	<ul style="list-style-type: none"> - The Lease/Property Value Documentation can be submitted through EHB. - Examples of acceptable fair market value documentation are last purchase price, tax assessments (to establish fair market value), recent real property, and current lease agreements. - Lease documentation can be submitted through the EHB. - Refer to FAQ numbers 58 thru 65 at http://bphc.hrsa.gov/recovery/fip/ta_assistance/FIP_FAQs.pdf.