



FY 2023 Capital Assistance for Hurricane Response and Recovery Efforts (CARE)

HRSA-23-122

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CDR Sarah Trinidad

**Director, Infrastructure Improvement Investment Management, Office of Health Center
Investment Oversight (OHCIO)**

Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Agenda

- Office of Health Center Investment Oversight
- Capital Assistance for Hurricane Response and Recovery Efforts (CARE) Purpose
- Funding Opportunity Information
- Eligibility Requirements
- Project Types
- Use of Funds
- Post-Award
- CARE Technical Assistance Webpage and Support Contacts



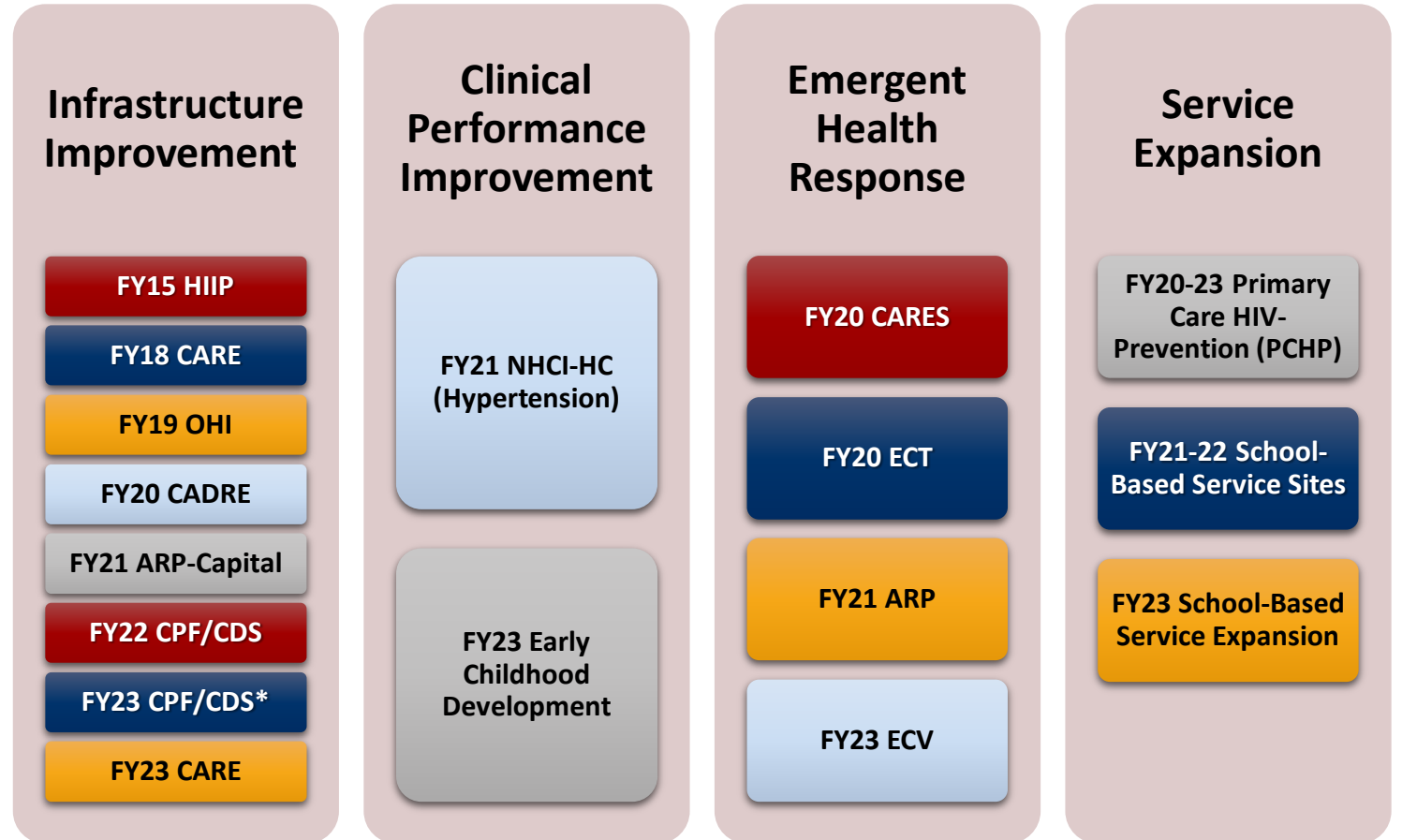
Office of Health Center Investment Oversight:

Current Investments

The **Office of Health Center Investment Oversight** (OHCIO) provides deliberate programmatic oversight to support health centers to achieve intended results of supplemental investments.

Specialized Award Teams focus on program outcomes.

We are *'trusted partners'* to our trusted/health center partners.



Office of Health Center Investment Oversight:

Our Aims



Ensure recipients adhere to program and grant requirements



Ensure recipients use funding as allowed, allocated, and appropriate



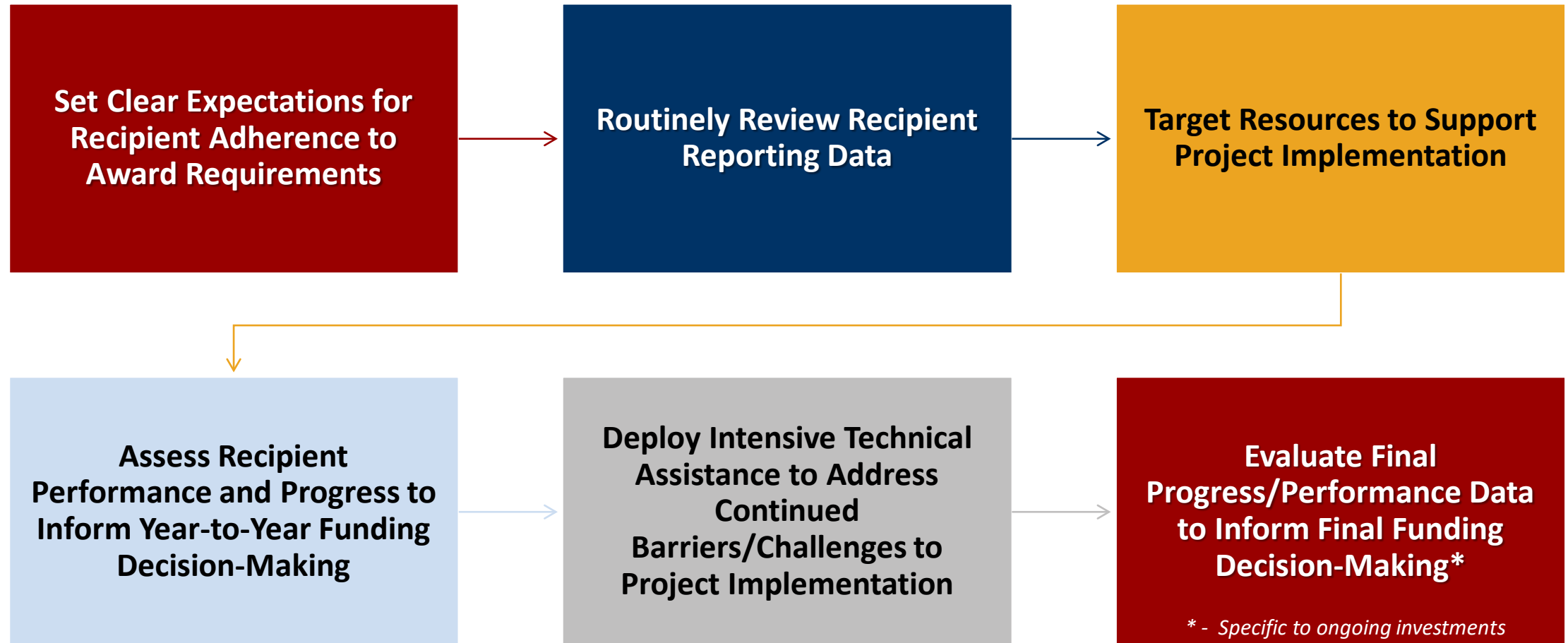
Ensure recipients maintain adequate progress throughout award implementation



Ensure recipients achieve established award objectives and outcomes

Office of Health Center Investment Oversight:

How We Make It Happen



Capital Assistance for 2023

- Provide capital support to recover from Hurricane Fiona and Ian.
- Increase the capability to prepare and respond to future emergencies and disasters.
- Support continuity of access to high quality primary care service.

Funding Opportunity Information

- New grant (C16 activity code)
- One-time funding
- 3-year period of performance (9/1/23 – 8/31/26)
- \$65 million (total funding)
- Total of 111 awards - up to \$589,000 each (amount could vary)
- Up to 3 projects per application

Project Types

Construction of a New Facility

- New building structure
- New stand-alone structure

- Example – construction of a new standalone service delivery site

Construction/Expansion (C/E) of an Existing Facility

- Adds square footage and/or includes significant site work

- Examples – expansion of a new pharmacy wing; addition of a covered driveway for patient drop off

Alteration/Renovation (A/R) of an Existing Facility

- Involves renovations to an existing facility that does not increase square footage of the facility

- Examples – modernizing facility interior; reconfigure existing space to add new exam spaces that support additional patient capacity

Equipment Only

- Loose, moveable equipment not affixed to the physical building structure, and with a useful life of more than one year

- Example – purchase of new clinical equipment; purchase of a mobile van. Can be purchased for use at more than 1 facility.

Allowable Use of Funds

- New service delivery sites across all project types
- Purchase of new or replacement mobile medical vans
- Expansion of an existing structure to increase the total square footage
- Improvement and/or reconfiguration of the interior arrangements of an existing facility
- 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



Unallowable Costs



EHR ongoing operations, upgrades and maintenance



Health center operating costs, rent, mortgage payments, refinanced credit facilities



Construction related activities associated with a project or connected activity that starts before the award date



Creation of shell space for future use



Facility, land, or passenger vehicle purchases other than mobile medical vans



Costs for staff not directly related to the implementation of the proposed project(s)



Creation or improvement of space for use that is not consistent with your Health Center Program scope of project

Environmental and Historic Preservation Compliance

- HRSA requires that you provide information on the anticipated environmental impact as part of the application.
- You may not begin work on your project until you have completed all NEPA related reviews and HRSA has cleared all conditions of your award. Exceptions include purchasing moveable equipment, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project.
- You can find more information about environmental and historic preservation requirements at <https://bphc.hrsa.gov/about/nepa-nhpa/capital-development.html>



Schematic Drawings/Diagrams Requirements

Construction of a New Facility

- Proposed Site Plan
- Proposed Schematic Drawings/Diagrams of floor plans (proposed) with dimensions and square footages

Construction/Expansion (C/E) of an Existing Facility

- Proposed Site Plan
- Proposed Schematic Drawings/Diagrams of floor plans (proposed) with dimensions and square footages

Alteration/Renovation (A/R) of an Existing Facility

- Current Schematic Drawings/Diagrams (before demolition)
- Proposed Schematic Drawings/Diagrams of floor plans (proposed) with dimensions and square footages

Equipment Only

- Schematic drawings are not required

Leasehold Improvements

- You may include leasehold improvements as part of this funding opportunity.
- For Lessors or Property Owners you must provide a Landlord Letter of Consent
- The lease agreement must provide the applicant with reasonable control of the property
 - 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, the expected life of the facility, and the use of the facility for the award-supported purposes
- These funds may not be used to pay lease costs
- These funds cannot be used to address needs that are part of the terms of the lease (i.e., the responsibility of the lessor/property owner)
- Lease must be 5 years minimum from end of performance date



Federal Interest

- The Federal Government retains a reversionary interest in real property constructed, acquired, or improved with Federal funds.
- For alteration/renovation (A/R) projects, Federal interest exists for the useful life attributable to the alteration/renovation funded under this award.
- For all construction/expansion (C/E) projects, regardless of award amount, you are required to file a Notice of Federal Interest (NFI).
- Lessors/Property Owners must acknowledge Federal interest in the project, and file a notarized Notice of Federal Interest (NFI) against the property title in the local jurisdiction before any construction begins.



New Service Delivery Sites

- You may propose to change your Health Center Program scope of project to add a new service delivery site as part of this funding opportunity.
- If you propose a project at a new site not currently in your approved scope of project, you must submit a Change in Scope request consistent with the process identified at <https://bphc.hrsa.gov/compliance/scope-project/change-scope-cis-process> after you receive an award.
 - The Change in Scope (CIS) will be submitted as any other change of scope request through your H80 grant folder
 - The CIS will be reviewed based on usual factors such as need, service area overlap, etc. The CIS will be reviewed by the H80 project officer in close collaboration with OHCIO.
- You may not draw down funds until the Change in Scope is submitted and approved by HRSA.
- You may not propose an addition of an administrative-only site.



Notice of Award (NoA)

- Award release date: September 1, 2023
- The NoA contains the following information:
 - Terms of award;
 - Conditions of award;
 - Additional regulations, policies & provisions;
 - Reporting requirements; and
 - Amount of federal funds awarded.
- Conditions may require the submission of revised application documents.
- Project(s) cannot begin until all conditions have been lifted.



Post-Award

- Reporting Requirements
- Prior Approvals
- Addition of New Site to Scope
- Closeout and Property Records



Reporting Requirements

- Semi-Annual Progress Reports
 - Narrative of project activities
 - Project completion status (percent complete)
 - ✓ Percent completion should be commensurate with percent of funds drawn down
 - Project has started if funds have been used for pre-construction activities like inspections, consulting, etc.
 - Actual vs. projected budget information
 - Timeline or construction schedule
 - Earned Value Management (as applicable)
- First due on or around 3/1/2024
- Health Center should include information on the progress of the planning and implementation of the project(s).



Examples of Project Changes that require Prior Approval

- Change of Site location
- Change of Project Type (Construction, Alterations/Renovations, Equipment)
- Change in Project Budget (exceeding 25% or \$250,000 whichever is greater)
- Changes to the Project Director
- Extensions to the project period (request 60 days before the project period end date)
- Changes that expand the building's footprint or the area of renovation
- New costs (must be reviewed to determine if allowable)
- Use of Force Account Labor
- All Pre-award Costs

* Best Practice: Consult with Program Contact prior to submitting a Prior Approval Request to determine what documents are required and avoid unnecessary back and forth



Addition of a New Site to Scope

- Once you submit a CIS to add a new site to scope, you will receive a NoA that reflects a Site Verification condition
 - The 120-day operational requirement will be adjusted to align with the three-year performance period for the CARE award.
- You must verify in EHBs when the work at the site is complete, and the site is open and operational

Closeout and Property Records

- Closeout documentation is required within 90 days of the completion of the CARE project(s)
- The closeout documentation consists of the following items:
 - Project Completion Certification
 - ✓ A certificate of occupancy
 - ✓ A certificate of substantial completion
 - Final Project Budget
 - Photos of the completed project (including before, during, and after photographs, except for equipment-only projects)
 - Tangible Personal Property Report (SF-428)
- Templates can be found here:
 - <https://bphc.hrsa.gov/funding/funding-opportunities/capital-assistance-hurricane-response-recovery-effort>



Closeout and Property Records (cont'd)

- Federal Financial Report (SF-425)
 - Required within 150 days of the end of each year of the 3-year project period.
 - It's an accounting of expenditures for the specified year.
 - Should reflect cumulative reporting within the project period
 - To be submitted via Payment Management System (PMS)
- Template can be found here:
 - <https://bphc.hrsa.gov/funding/funding-opportunities/capital-assistance-hurricane-response-recovery-effort>



CARE Technical Assistance Webpage

TA Webinar Information

FAQs

Attachments and Forms

TA Contacts

[View CARE technical assistance webpage](#)



Technical Assistance Contacts - HRSA

Program and Technical (EHB)
related Questions



Health Center Program Support

- BPHC Contact Form:
<https://www.hrsa.gov/about/contact/bphc.aspx>
- (877) 464-4772 (8 am-8 pm ET M-F)

Business,
Administrative, Fiscal
Issues



Grants Management Specialist

- Ernsley Charles
(ECharles@hrsa.gov)
- (301) 443-8329

Health Center Program Support Contact Form

To submit an inquiry via the [BPHC Contact Form](#):

Under Funding select

Applications for Notice of Funding Opportunities

Select FY23 CARE

Tell us about your request

Thank you!



Thank You!

Infrastructure Improvement Investment Management (I-Team)

Office of Health Center Investment Oversight (OHCIO)

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)



[BPHC Contact Form](#)



(301) 594-4300

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