



Expanded Hours Award Office Hours

Minor A/R and Equipment Projects

January 13, 2025
1:00 p.m. Eastern

Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Agenda

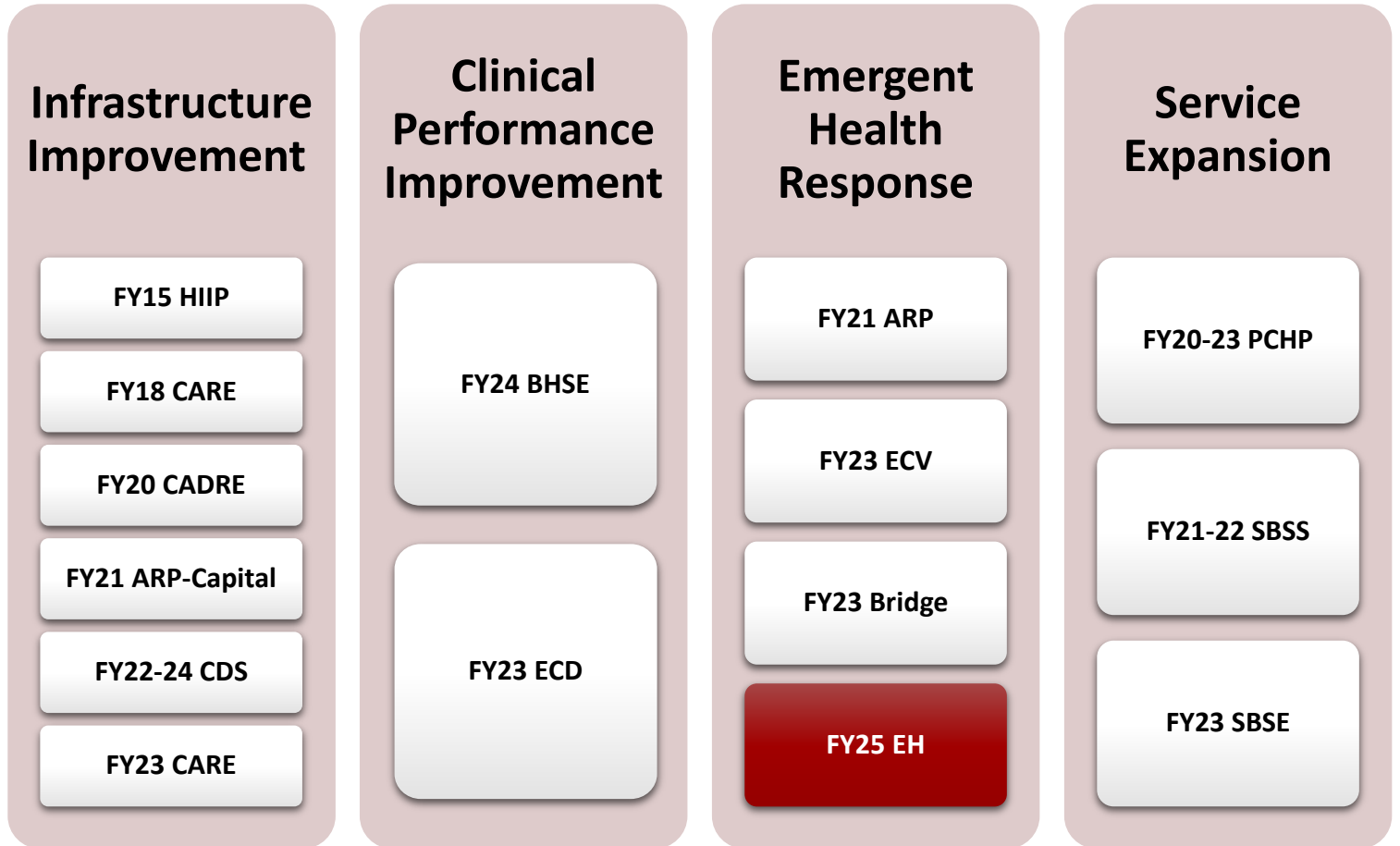
- Welcome and introductions
- Expanded Hours (EH) award basics
- Award conditions and requirements for Minor A/R activities
- Technical assistance resources
- Questions and discussion



Office of Health Center Investment Oversight

Current Investments

- **OHCIO provides deliberate programmatic oversight** to support health centers in achieving intended results of supplemental investments
- **Specialized Award Teams** focus on award program outcomes
- We are **trusted partners** to our health center partners



Office of Health Center Investment Oversight

Aims



Ensure recipients adhere to program and grants requirements



Ensure recipients use funding as allowed, allocated, and reasonable



Ensure recipients maintain adequate progress throughout award implementation



Ensure recipients achieve established award objectives and outcomes



Encourage collaborative learning and sharing of promising practices

OHCIO EH Team and Capital Specialists

- **George Brown** - Lead, Expanded Hours Team
- **Kathleen Shannon** – Investment Oversight Advisor (IOA), Expanded Hours Team
- **Maryam Ali** – IOA, Expanded Hours Team
- **Carla Clarke** - IOA, Expanded Hours Team
- **Jamila Ullah** - IOA, Expanded Hours Team
- **Ilene Lish** – IOA Capital Specialist, Infrastructure Improvement Investment Unit
- **Amy Jeans** – IOA, Infrastructure Improvement Investment Unit
- **Bradford Milton** – Deputy Director, Emergent Health Response Unit
- **Renee Bergen** – Director, Emergent Health Response Unit



Expanded Hours Award – The Basics



- Expanded Hours (EH) HRSA-25-084 award guidance (H8J)
- Funds awarded to expand access to health center services by increasing operating hours to meet identified patient and community needs.
- Award includes up to \$150,000 in first year of award project period for minor alteration/renovation (A/R) and/or moveable equipment.



Expanded Hours Minor Alteration/Renovation



Minor A/R

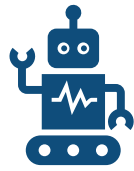
- At in-scope site(s) without increasing facility footprint
- At site(s) in approved application
- Implement approved Minor A/R activities in approved physical scope of work
- May be with or without equipment as approved

Funding Restrictions

- New construction
- Addition or expansion of existing building structure
- New ground disturbance
- Trailers and pre-fab modular units
- Major A/R (total cost over 1 million)
- Land or property purchase



Equipment



- **Equipment definition**

- Useful life of more than 1 year
- ***NEW: Per-unit acquisition cost of \$10,000 or more***

- **Non-expendable, moveable items**

- Readily portable from place to place (not affixed to building structure)
- Does not require change in utilities or structural characteristics of space

- **Examples**

- New clinical equipment
- IT systems

Contact your GMS if you have questions about adjusting your EH budget based on this new definition.

Possible Minor A/R Conditions



- **Schematic Drawings/Site Plan:** Within 30 days of Notice of Award (NoA) award recipient must submit revised schematic drawings and a site plan (if applicable) into HRSA Electronic Handbooks (EHBs).
- **Minor A/R Timeline:** Within 30 days of NoA, submit a revised minor A/R timeline into EHBs that includes milestones and dates of events (planning, construction, completion dates).
- **Property Documentation:** Within 60 days of award release date submit in EHBs 1) if property is owned by award recipient, provide proof of ownership of property (title or deed); OR 2) if not owned by award recipient, provide signed lease or occupancy documentation from facility owner, signed landlord letter of consent or statement of agreement, and landlord's proof of property ownership.



Possible Minor A/R Conditions (continued)

Determination of Environmental and Historic Preservation Compliance (within 60 days):

- Provide additional information to demonstrate compliance with National Environmental Policy Act and Historic Preservation Act (NEPA/HP) for Minor A/R projects. Additional information and guidance will be provided to recipients by a contracted expert consultant.
- **Information needed may include:**
 - Consultation under Section 106 of National Historic Preservation Act with State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO).
 - Hazardous materials survey, Coastal Zone Consistency Determination, and/or Floodplain Management.
 - **Before condition is lifted, award funds may be drawn down for *pre-construction* activities** (e.g., moveable equipment purchases, architectural and engineering planning, licensing and permitting, SHPO/THPO consultation, hazardous materials testing).



Possible Minor A/R Conditions (continued)

Revised Budget (within 30 days):

- Submit revised SF-424A and Budget Narrative for Minor A/R.
- Budget Narrative must detail costs of each line item related to minor A/R and equipment that make up pertinent Object Class Categories in budget.
- Minor A/R and equipment costs should be in the Budget Narrative.
- Under Line 10 - Equipment of Budget Narrative, moveable equipment *total* should be included and then write "See separate Equipment List" where equipment should be itemized.



Forms and Instructions for Condition Submissions

Minor A/R Forms

- [Minor A/R Information](#) (PDF - 187 KB)
- [Minor Alteration/Renovation \(A/R\) Project Cover Page](#) (PDF - 149 KB) (if applicable)
 - [A/R Project Budget Justification](#)
 - [Environmental and Information Documentation \(EID\) Checklist](#) (PDF - 512 KB)
- [Other Requirement for Sites](#) (PDF - 157 KB) (if applicable)
 - [Landlord Letter of Consent - Minor Alterations/Renovations](#) (PDF - 79 KB) (if applicable)
- [Project Overview Form](#) (PDF - 199 KB)
- [Equipment List](#) (PDF - 119 KB)(if applicable)

Budget Presentation

- [SF-424A: Budget Information Form](#) (PDF - 145 KB)
- [Budget Narrative Sample with Personnel Justification Table](#)
- [FY25 Expanded Hours \(EH\) Technical Assistance Webpage](#)



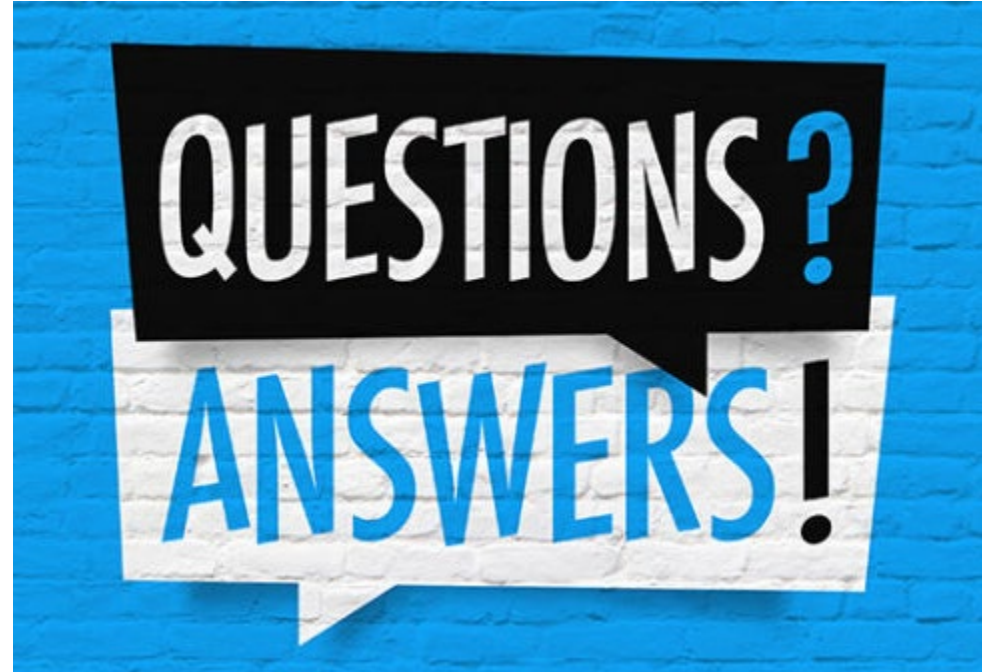
Minor A/R Reporting Requirements



- **Project Implementation Certification:** Recipient may engage an architect, engineer, and/or contractor to develop construction documents and administer the construction phase of A/R project(s).
- **Photographs:** Take photographs with brief descriptions of minor A/R activities **before**, during, and after construction. Submission will be due when Minor A/R project is complete.
- **Project Completion Certification:** Submit documentation for approved A/R project(s) certifying project(s) are completed per certified documents and mandatory requirements for federally-assisted projects by laws enacted by Congress, Presidential Executive Orders, HHS policy, program standards, state and local codes and ordinances using provided template.
- **SF-428 Tangible Personal Property**



Questions?



Expanded Hours Contact Information and Resources

Topic	Contact
Award implementation inquiries, program conditions, technical assistance	EH Investment Team via the BPHC Contact Form Under <i>Funding</i> , select <ul style="list-style-type: none">• <i>Supplemental Grant Award</i>• <i>Expanded Hours</i>• <i>Notice of Award program contact</i>
Budget conditions, budget/fiscal requirements, financial reporting	Grants Management Specialist listed on the Notice of Award
Electronic Handbooks support	877-464-4772 (select option 1) or via the BPHC Contact Form
Expanded Hours technical assistance webpage	https://bphc.hrsa.gov//funding/funding-opportunities/expanded-hours



Resources (continued)

- **HRSA Environmental and Historic Preservation TA:**
 - <https://bphc.hrsa.gov/funding/funding-opportunities/capital-development-grants/environmental-historic-preservation-technical-assistance>
- **Capital Development Grants:**
 - <https://bphc.hrsa.gov/funding/funding-opportunities/capital-development-grants>
- **Managing Your HRSA Award:**
 - <https://www.hrsa.gov/grants/manage-your-grant>



Thank You!

OHCIO Expanded Hours Investment Team

Bureau of Primary Health Care
Health Resources and Services Administration



[BPHC Contact Form](#)

bphc.hrsa.gov



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