



OMB No.: 0915-0285. Expiration Date: 3/31/2023

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration OTHER REQUIREMENTS FOR SITES	FOR HRSA USE ONLY	
	Grant Number	Tracking Number
Site Information		
Name of Service Site		
Site Address		
1. Site Control and Federal Interest		
1a. Identify current status of property site (If 'Leased', please answer Question 1b)		
<input type="checkbox"/> Owned <input type="checkbox"/> Leased		
1b. If Leased, please check the following:		
<input type="checkbox"/> The applicant certifies the following: <ul style="list-style-type: none"> • The existing lease will provide the health center reasonable control of the project site. • The existing lease is consistent with the proposed scope of project. • We understand and accept the terms and conditions regarding federal interest in the property. 		
2. Cultural Resource Assessment and Historic Preservation Considerations		
2a. Was the project facility constructed prior to 1975?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
2b. Is the project facility 50 years or older?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
2c. Does any element of the overall work at the project site include:		
<ul style="list-style-type: none"> • Any renovation/modifications to the exterior of the facility (e.g., roof, HVAC, windows, siding, signage, exterior painting, generators) or • Ground disturbance activity (e.g., expansion of building footprint, parking lot, sidewalks, utilities)? 		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
2d. Does the project involve renovation to a facility that is, or near a facility that is, architecturally, historically, or culturally significant?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
2e. Is the site located on or near Native American, Alaskan Native, Native Hawaiian, or equivalent culturally significant lands?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments		
A/R Project Budget Justification (required) (Maximum 1 document)		
Environmental Information Documentation (EID) Checklist (required) (Maximum 1 document)		
Floor Plans/Schematic Drawings (required) (Maximum 2 documents)		
Landlord Letter of Consent (Maximum 1 attachment)		
If property status is 'Leased', applicant must provide Landlord Letter of Consent.		
Property Information (required) (Maximum 1 document)		
Provide a copy of the title, deed, or lease for the property.		

Public Burden Statement: Health centers (section 330 grant funded and Federally Qualified Health Center look-alikes) deliver comprehensive, high quality, cost-effective primary health care to patients regardless of their ability to pay. The Health Center Program application forms provide essential information to HRSA staff and objective review committee panels for application evaluation; funding recommendation and approval; designation; and monitoring. The OMB control number for this information collection is 0915-0285 and it is valid until 3/31/2023. This information collection is mandatory under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act ([42 U.S.C. 254b](#)). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.



Instructions for Other Requirements for Sites Form (Required for Minor A/R Projects)

An allowable minor A/R project must be a stand-alone project consisting of work in an existing facility required to:

- Install fixed equipment;
- Modernize, improve, and/or reconfigure the interior arrangements or other physical characteristics of a facility;
- Repair and/or replace the exterior envelope;
- Improve accessibility such as curb cuts, ramps, or widening doorways; and/or
- Address life safety requirements.

The project may include the costs of permanently affixed items such as windows, HVAC, signs in or on the existing building, or lighting. You **cannot** use funds for new construction activities (e.g., additions or expansions that increase the total square footage of an existing building, work that requires ground disturbance such as new parking surfaces or expansion of a building footprint), the installation of trailers/pre-fabricated modular units, or major A/R. For a minor A/R activity, the total federal and non-federal cost of the site-specific project cannot exceed \$500,000, excluding the cost of moveable equipment.

You must complete the Other Requirements for Sites form for **each site** where minor A/R activities will occur. This form addresses site control, federal interest, and cultural resources and historic preservation considerations related to the project. You must also upload site-specific attachments, including the A/R Project Budget Justification, Environmental Information and Documentation (EID) checklist, Floor Plans/Schematic Drawings, and Property Information.

1. Site Control and Federal Interest

Identify if the applicant organization owns the site or not. If so, select "owned." If the site is *not* owned by the applicant organization, regardless of whether you will pay a recurring fee to use the property, select "leased."

If the site is leased, certify that:

- The existing lease will provide you reasonable control of the project site for at least a period of 5 years after the renovation is completed.
- The existing lease is consistent with the proposed scope of project.
- You understand and accept the terms and conditions regarding federal interest in the 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.

For minor A/R projects, federal interest exists for the useful life attributable to the A/R funded under this award. Since new construction and major A/R projects with a total cost of \$500,000 or more are not allowable under this award, you are not required to file a Notice of Federal Interest (NFI). However, if funded, by accepting the Notice of Award and drawing down funds, you acknowledge that federal interest exists regardless of the filing of a NFI. The award recipient must maintain documentation to track and protect the federal interest. Such documentation includes communications between the lessor and the lessee related to protecting such interest, in accordance with the standard award terms and conditions.



2. Cultural Resource Assessment and Historic Preservation Considerations

Respond to each of the questions in this section.

Attachments

1. Project Budget Justification

Attach a budget justification for the minor A/R project. Describe in detail each cost element and explain how the costs contribute to meeting the project's objectives/goals. Clearly identify other funding sources needed to support the minor A/R project and indicate whether these funds are secured or not. See the [ARP-NH technical assistance webpage](#) for a sample A/R Budget Justification including sample allowable and unallowable costs.

2. Environmental Information and Documentation (EID) Checklist

Attach an EID Checklist for each site where minor A/R activities will occur. A template is available in EHBs for you to download, complete, and upload to the A/R Project Cover Page.

The National Environmental Policy Act of 1969 (NEPA) (P.L. 91-190; 42 U.S.C. 4321 et.seq), the National Historic Preservation Act (NHPA) (P.L. 89-665; 16 U.S.C. 470 et. seq.), and other associated laws require, among other things, that HRSA consider the environmental impacts and potential effects on historical and archeological resources of any federal action, including minor A/R projects supported with federal funds. In order to initiate reviews under NEPA and NHPA, submit a completed EID Checklist (OMB Form No. 0915-0324) for **each site** for which any federal funds are being requested for minor A/R. You must explain each response of "yes" on the EID Checklist.

If funded, you must receive HRSA approval prior to beginning any projects involving minor A/R. Such approval may be contingent on the provision of additional documentation such as a hazardous materials survey, abatement plans, or initiation of NHPA Section 106 consultation. If you do not have in-house expertise in environmental and historic preservation compliance, you are advised to secure the services of a consultant with the appropriate background.

Until any required environmental and historic preservation reviews are completed and any associated conditions are lifted from the Notice of Award, award recipients are not authorized to acquire fixed equipment or initiate work beyond the design and permitting stage of the project. For additional information on environmental and historic preservation compliance, see <https://bphc.hrsa.gov/program-opportunities/capital-development/environmental-preservation-ta>.

3. Floor Plans/Schematic Drawings/Site Plan

Attach line drawings for each site where minor A/R activities will occur. These drawings should:

- Include a scale and the linear dimensions for each room.
- Clearly show the work described in the project description and budget justification.
- Indicate the location of the proposed renovation area in the existing building.
- Distinguish improved space from unaffected space.
- Note the total net and gross square footage of space to be renovated, and any changes or additions to existing mechanical and electrical systems.
- Provide an overall site plan (or key plan) that shows the location of the project within the overall facility and, if applicable, shows any allowable exterior improvements included for the project.



4. Landlord Letter of Consent

If you are proposing a minor A/R project at a leased site, you must provide a Landlord Letter of Consent. This document must include the property owner's agreement to the proposed minor A/R and recognition of the federal interest. Both the owner and applicant must sign it. This attachment is also required if you propose a minor A/R project at a site provided "in-kind" (i.e., at no charge). For a sample, see this [Landlord Letter of Consent](#) (PDF - 55 KB).

5. Property Information

Provide a copy of the title, deed, or lease for the property.