



OMB No.: 0915-0285. Expiration Date: 01/31/2020

<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Health Resources and Services Administration</b>		<b>FOR HRSA USE ONLY</b>	
		<b>Grant Number</b>	<b>Application Tracking Number</b>
<b>ALTERATION/RENOVATION (A/R) PROJECT COVER PAGE</b>			
<b>1. Site Information</b>			
Name of Service Site		Site Address	
Improved Project Square Footage			
<b>2. Project Description</b>			
<ul style="list-style-type: none"> <li>• Provide a detailed description of the scope of work of the minor A/R project. Identify the major clinical and non-clinical spaces that will result from or be improved by the project.</li> <li>• List key improvements, such as permanently affixed equipment to be installed; modifications and repairs to the building exterior (including windows); HVAC modifications (including the installation of climate control and duct work); electrical upgrades; and plumbing work.</li> <li>• Describe how potential adverse impacts on the environment will be minimized. Indicate whether, and if so, how the project will implement green/sustainable design practices/principles (e.g., using project materials, design/renovation strategies).</li> </ul>			
<b>3. Project Management/Resources/Capabilities</b>			
<ul style="list-style-type: none"> <li>• Explain the oversight for the minor A/R project, including the Project Manager and the Project Team, if applicable, responsible for managing the project.</li> <li>• Describe how the Project Team has the expertise and experience necessary to successfully manage and complete the project within the timeframe and achieve the goals and objectives established for this project.</li> </ul>			
<b>4. Is the proposed minor alteration/renovation project part of a larger scale renovation, construction, or expansion project?</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Attachments:</b>			
Provide following documents related to this site: <ol style="list-style-type: none"> <li>1. A/R Project Budget Justification (required) (Maximum 1 document)</li> <li>2. Environmental Information Documentation (EID) Checklist (required) (Maximum 1 document)</li> <li>3. Floor Plans/Schematic Drawings (required) (Maximum 2 documents)</li> </ol>			



Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0285. 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 14N-39, Rockville, Maryland, 20857.

### **Instructions for A/R Project Cover Page (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** increase the total square footage of an existing building or require ground disturbance (such as new parking surfaces or expansion of a building footprint).

After completing Form 5B, which collects information about the new access point site, indicate whether one-time funding will be used for minor A/R at that site. If yes, you must complete the A/R Project Cover Page and attach the A/R project information, as specified below. The A/R Project Cover Page collects the following information for each site where minor A/R activities will occur:

#### **1. Site Information**

- The name and physical address of the site will be pre-populated from Form 5B.
- In the box for **Improved Project Square Footage**, enter the total square feet of the area to be altered/renovated.

#### **2. Project Description (Maximum 4,000 characters including spaces)**

- Provide a detailed description of the scope of work of the minor A/R project. Identify the major clinical and non-clinical spaces that will result from or be improved by the project.
- List key improvements, such as permanently affixed equipment to be installed; modifications and repairs to the building exterior (including windows); HVAC modifications (including the installation of climate control and duct work); electrical upgrades; and plumbing work.
- Describe how potential adverse impacts on the environment will be minimized. Indicate whether, and if so, how the project will implement green/sustainable design practices/principles (e.g., using project materials, design/renovation strategies).

***Example Project Description - Renovation of five 12x15 square-foot exam rooms within existing interior space; installation of 300 feet of interior ductwork and two condenser units on the exterior roof; installation of 40 energy efficient windows, and replacement of front entry door***



*with automated glass doors; repair of 1,500 square feet of asphalt roof; installation of 10x20 square-foot fabric canopy over entryway.*

**3. Project Management** (Maximum 4,000 characters including spaces)

- Explain the oversight for the minor A/R project, including the Project Manager and the Project Team, if applicable, responsible for managing the project.
- Describe how the Project Team has the expertise and experience necessary to successfully manage and complete the project within the timeframe and achieve the goals and objectives established for this project.

**4. Is the proposed minor alteration/renovation project part of a larger scale renovation, construction, or expansion project**

- Select “no” to certify that the proposed project is a stand-alone project and includes only minor A/R costs, or select “yes” if the proposed project is part of a larger scale renovation, construction, or expansion project. Projects that are part of larger scale renovation, new construction, or expansion may be unallowable.

**5. Project Budget Justification**

Attach a project 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 [NAP Technical Assistance website](#) for a sample A/R Budget Justification and sample allowable and unallowable costs<sup>1</sup> in the One-Time Funding section of the website.

**6. 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 HRSA 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 proposed NAP 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.

---

<sup>1</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.



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/programopportunities/fundingopportunities/capdev.html>.

#### **7. Floor Plans/Schematic Drawings/Site Plan**

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

- Be legible on an 8.5" x 11" sheet of paper.
- 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.

These drawings are not required to be completed by an architect.