



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>OTHER REQUIREMENTS FOR SITES</b>		
<b>Site Information</b>		
<b>Name of Service Site</b>		
<b>Site Address</b>		
<b>1. Site Control and Federal Interest</b>		
<b>1a. Identify current status of property site (If 'Leased', please answer Question 1b)</b>		
<input type="checkbox"/> Owned <input type="checkbox"/> Leased		
<b>1b. If Leased, please check the following:</b>		
<input type="checkbox"/> The applicant certifies the following: <ul style="list-style-type: none"> <li>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.</li> <li>The existing lease is consistent with the proposed scope of project.</li> <li>You understand and accept the terms and conditions regarding federal interest in the property.</li> </ul>		
<b>2. Cultural Resource Assessment and Historic Preservation Considerations</b>		
<b>2a. Was the project facility constructed prior to 1975?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>2b. Is the project facility 50 years or older?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>2c. Does any element of the overall work at the project site include:</b>		
<ul style="list-style-type: none"> <li>Any renovation/modifications to the exterior of the facility (e.g., roof, HVAC, windows, siding, signage, exterior painting, generators) or</li> <li>Ground disturbance activity (e.g., expansion of building footprint, parking lot, sidewalks, utilities)?</li> </ul>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>2d. Does the project involve renovation to a facility that is, or near a facility that is, architecturally, historically, or culturally significant?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>2e. Is the site located on or near Native American, Alaskan Native, Native Hawaiian, or equivalent culturally significant lands?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Attachments</b>		
<b>Landlord Letter of Consent (Maximum 1 attachment)</b>		
If property status is 'Leased', applicant must provide Landlord Letter of Consent.		

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 Other Requirements for Sites Form (Required for minor A/R projects)**

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.

### **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 are acknowledging that the federal interest exists irrespective 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 the following questions:

- Was the project facility constructed prior to 1975?
- Is the project facility 50 years or older?
- Does any element of the overall work at the project site include:
  - Any renovation/modification 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)?
- Does the project involve renovation to a facility that is, or near a facility that is, architecturally, historically, or culturally significant?
- Is the site located on or near Native American, Alaskan Native, Native Hawaiian, or equivalent culturally significant lands?

### **3. 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). A sample Landlord Letter of Consent is available at the [NAP Technical Assistance website](#).