



Fiscal Year (FY) 2018 HRSA Notice of Funding Opportunity # HRSA-18-118

Expanding Access to Quality Substance Use Disorder and Mental Health Services (SUD-MH) Supplemental Funding

Resource Guide for obtaining Prior Approval to use funds for minor alteration/renovation (A/R) activities

Background

Applications submitted for the Expanding Access to Quality Substance Use Disorder and Mental Health Services (SUD-MH) supplemental funding (HRSA-18-118), may request up to \$175,000 to use for minor alteration/renovation (A/R) activities. To receive final HRSA approval for the minor A/R activities, award recipients must submit a separate prior approval request to HRSA and meet all associated conditions.

Instructions to Submit a Capital Update Prior Approval Request

Submit a Prior Approval "Capital Update" through the Electronic Handbook (EHB) and include the following attachments:

1. A **budget justification or narrative** clearly describing the proposed minor A/R work including an itemized list of costs. A sample budget justification can be found at: <https://bphc.hrsa.gov/programopportunities/fundingopportunities/sud-mh/resources.html>. The budget narrative must also clearly indicate the physical site location(s) for the minor A/R activities. If additional funding beyond what is available through the SUD-MH supplemental funding is needed, identify the source(s) for the additional funds.
2. A completed **Environmental Information and Documentation (EID) checklist** providing detailed environmental information on the specific site address proposed for the project. The PDF fillable EID checklist form can be found at: <https://bphc.hrsa.gov/programopportunities/fundingopportunities/sud-mh/resources.html>.
3. **Schematic drawings** providing detailed information consistent with the description in the budget justification. Plans should clearly show the extent of the activities and, if possible, be drawn to scale. Drawings should also include room labels and areas (square feet) or dimensions. If there is work proposed on the *exterior of the building*, include a **site plan** that shows the location and extent of that work. If demolition work is necessary for the project, include a **demolition plan** or an existing building plan.

4. A completed **Other Requirements for Sites** document providing detailed information on the physical site location, site control details (whether the site is owned or leased), supporting documentation on the site (such as a property title or a lease agreement with a Landlord Letter of Consent) and other information. The PDF fillable form can be found at:
<https://bphc.hrsa.gov/programopportunities/fundingopportunities/sud-mh/resources.html>.

Note on Minor A/R activities at multiple sites: Applicants proposing work at *more than one site* must submit the documentation listed above *for each site*. Multiple prior approval requests are not necessary as the applicant need only submit the documentation under **one Capital Update**. For additional information, please contact bphccapital@hrsa.gov.

Minor A/R activities are limited to costs to modernize, improve, and/or reconfigure space where the total cost of the activities, less moveable equipment, is less than \$500,000. The following activities are **not** categorized as minor A/R:

- Construction of a new building,
- Installation of a modular building,
- Building expansions,
- Work that increases the building footprint, and
- Significant new ground disturbance.

The following are unallowable uses of the SUD-MH funding in relation to the minor A/R activities:

- Projects/activities already under construction prior to the award date,
- Minor alteration/renovation activities that are not a standalone project and considered part of a larger scale renovation, construction, or expansion project or an A/R project,
- Pre-construction (architectural and engineering) costs incurred prior to 90 days before the award date,
- The creation of shell space for future use, and
- The creation or improvement of space for use that is not consistent with the Health Center Program (section 330 of the Public Health Service Act, as amended).

Information will also be required to demonstrate compliance with the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA) and other requirements. Additional information concerning what may be required is available at: <https://bphc.hrsa.gov/about/nepa-nhpa/capital-development.html>.