



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	Application 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		
Property Information (required) (Maximum 1 document) Provide a copy of the title, deed, or lease for the property.		
Landlord Letter of Consent (Maximum 1 attachment) If property status is 'Leased', applicant must provide Landlord Letter of Consent.		

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 45 minutes 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)

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 acknowledge that 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 each of the questions in this section.

3. Attachments

Provide a copy of the title, deed, or lease for the property. 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 [OVC technical assistance webpage](#).