



**FY 2021 Health Center Program Service Expansion -
School-Based Service Sites (SBSS)
Application Forms Blank Sample**

MINOR A/R FORM: Alteration/Renovation (A/R) Project Cover Page

OMB No.: 0915-0285. Expiration Date: 03/31/2023

<p align="center">DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Alteration/Renovation (A/R) Project Cover Page</p>	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number

Fields with * are required

1. *Site Information			
Name of Service Site	<i>prepopulated</i>	Site Address	<i>prepopulated</i>
Improved Project Square Footage			
2. *Project Description			
<ul style="list-style-type: none"> • 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). 			
Approximately 2 pages (Maximum 4,000 characters without spaces)			
3. *Project Management/Resources/Capabilities			
<ul style="list-style-type: none"> • 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. 			
Approximately 2 pages (Maximum 4,000 characters without spaces)			

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

Yes No

***Attachments:**

Provide following documents related to this site:

1. A/R Project Budget Justification (required) (Maximum 1 document)
2. Environmental Information Documentation (EID) Checklist (required) (Maximum 1 document)
3. Floor Plans/Schematic Drawings (required) (Maximum 2 documents)

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 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).

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.
- 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 without 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).

3. Project Management (Maximum 4,000 characters without 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 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 [SBSS Technical Assistance webpage](#) for a sample A/R Budget Justification including sample allowable and unallowable costs.¹

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 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.

¹ 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/program-opportunities/capital-development/environmental-preservation-ta>.

7. 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.