



HUMAN SERVICES GRANTS MANAGEMENT FORM (revised 10/08/2020)

GRANT INFORMATION			
Title of Grant:	American rescue Plan Act; Health Center Infrastructure Support (ARP-Capital)		
Granting Agency:	HRSA	Grant Award #:	C8ECS44535-01-00
Annual Award Amount:	\$532,472.00	Total Award Amount:	\$532,472.00
Project Period Start Date:	9/15/2021	Project Period End Date:	9/14/2024
• Grant Extension Date:			
• Extension Reason:			
GRANT ADMINISTRATORS			
BCC Authorizing Official	Name:	Karen Yatchum	Title: Director, HS
HS Project Director:	Name:	Karen Yatchum	Title: Director, HS
HS Primary Grant Administrator	Name:		
	Phone:		
	Email:		
Granting Agency Program Contact Information:	Name:	Blanca Fuertes	
	Role:	Team Lead / BPHC	
	Phone:	(301) 443-0612	
	Email:	bfuertes@hrsa.gov	
Granting Agency Fiscal Contact Information:	Name:	Janene Dyson	
	Role:	Grants Management Specialist / OFAM	
	Phone:	(301) 443-8325	
	Email:	jdyson@hrsa.gov	
Granting Agency Technical Assistance Website:	https://www.hrsa.gov/library/index.html		
RESTRICTING TERMS & CONDITIONS & DUE DATES			
Condition #: 1	Name: Environmental Compliance Review	Due Date:	(120 days from 1/13/2022 Budget Start)
<p>The award recipient must consult with the HRSA Project Officer and environmental reviewer to determine if other environmental compliance reviews are required for the proposed project. Additional information will be provided within 120 days of the Project Period Start Date to identify the extent of the information that will be needed for this specific project. This information may include an Environmental Assessment (EA) under NEPA, consultation under Section 106 of the National Historic Preservation Act with the State Historic Preservation Officer (SHPO) / Tribal Historic Preservation Officer (THPO) (and any other consulting parties if identified), a hazardous materials survey, Coastal Zone Consistency Determination, Floodplain Management, Environmental Justice, etc. The documentation must be completed and submitted to HRSA for review and approval. This condition must be approved and lifted from the Notice of Award prior to initiating any physical site preparation, demolition, alteration and renovation, or construction related to the project. Funds may only be drawn down for preconstruction activities, such as the purchase of moveable equipment,</p>			



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completion of architectural and engineering plans, licensing and permitting requirements, State Historic Preservation Office/Tribal Historic Preservation Office consultation, and preparation of the EA or related testing and surveys. Additional information is available at:
<https://bphc.hrsa.gov/about/nepa-nhpa/capital-development.html>

Condition #: 2	Name: Notice of Federal Interest	Due Date: 1/13/2022	(120 days from Budget Start)
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BEFORE WORK BEGINS on the project, the award recipient must record a Notice of Federal Interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. A notarized and recorded copy of the NFI must be submitted into HRSA’s Electronic Handbook. A sample NFI is available at: <https://bphc.hrsa.gov/program-opportunities/funding-opportunities/capital-development>

Condition #: Reporting Requirement #6	Name: Project Implementation Certificate	Due Date: TBD	Within 90 Days of Award Release Date
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It is expected that the award recipient will engage the services of an architect/engineer (A/E) to develop the pertinent construction documents as well as to administer the construction phase of the project(s). Accordingly, the award recipient will submit a statement attesting to the involvement of the A/E in the approved project. If the established deadline is not feasible, contact your Project Officer to request an extension. Be certain to use the Project Implementation Certificate template provided at <https://bphc.hrsa.gov/program-opportunities/fundingopportunities/capital-development> when completing this requirement.



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APPROVALS		
	<u>Approval Authority</u>	<u>Date Approved</u>
Intent to Apply	<input checked="" type="checkbox"/> OMB	5/19/2021
Application Submission	<input checked="" type="checkbox"/> Department Director <input type="checkbox"/> County Administrator <input type="checkbox"/> Board of County Commission	6/19/2021
Notice of Award	<input type="checkbox"/> County Administrator <input type="checkbox"/> Board of County Commission	
Budget Resolution	<input type="checkbox"/> OMB	
PROGRAM REPORTING		
Reporting Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Other:
Individual Responsible for Programmatic Reporting:	Name:	
	Phone:	
	Email:	
Name of Programmatic Reporting System(s):	HRSA Electronic Handbook (EHB)	
Individual(s) w/Access to System	Elisa DeGregorio, Lisa Carrillo, Meghan Westbrook, Karen Yatchum	
System Access Maintained by:	Karen Yatchum & Elisa DeGregorio	
Final Report/Closeout Documents Completed:		
FINANCIAL REPORTING & REIMBURSEMENTS/DRAWDOWNS		
Reporting Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other:
Individual Responsible for Financial Reporting:	Name:	
	Phone:	Email:
Person Responsible for Setup of OPUS Project	Name:	
	Phone:	Email:
Name of Financial Reporting System(s):	Payment Management System (PMS)	
Individual(s) w/ Access to System		
System Access Maintained by:		



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Drawdown Dates and Amounts:	Drawdown Date	Amount	Total



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SUB AWARDS/CONTRACTS							
Agency	Service	Amount	Sub-award (Y/N)	Legistar File #	Procurement Method	FFATA Report Filed (Date)	Site Visit/ Sub-Award Monitoring Visit
Procurement Methods:	<ul style="list-style-type: none"> • Micro-Purchase (<\$10,000) • Small Purchase (<\$150,000) • Sealed Bid • Competitive Proposal • Sole Source 						
Indirect Cost Rate Proposal Submission:	Indirect Cost Rate Proposal Submitted		Indirect Cost Rate Proposal Maintained in File				