

“Health Care and Other Facilities” Construction Award Post-Award Guidance

This guide will be helpful to entities that receive earmarked funding through the program.

Project Status Updates

All projects must submit Project Status Updates through the Electronic Handbook (EHB) according to the following schedule:

- Equipment-only projects – annually
- Construction-related projects – quarterly

The update must cover the time period since your last report and is required whether or not you have started your project and until the project is reported as complete.

Information on how to submit a status update to the EHB can be found by accessing the [HCOF Status Update Instructions](#).

Project Status Updates must be submitted on a timely basis. If the report is not submitted, it may have an effect on your ability to draw down funds.

To access the EHB, please click here: <https://grants.hrsa.gov/webexternal/login.asp>

Financial Reports

Financial Status Report (FSR – SF 269A)

The Financial Status Report is an accounting of expenditures under the project. It is required to be sent to your grants management specialist (GMS) referenced in the Notice of Grant Award (NGA) within 90 days of the end of the Budget Period. Forms can be accessed at: <http://www.whitehouse.gov/omb/grants/sf269a.pdf>.

Contact your GMS should you have questions.

Federal Cash Transaction Report (SF272)

The Federal Cash Transaction Report is a report to identify cash expenditures against the authorized funds for all of the applicant’s awards in the system. Reports should be mailed quarterly to the address indicated by the Payment Management System (PMS) or filed electronically, even if funds have not been drawn down. Failure to report will lead to a suspension of your ability to draw down funds. Forms can be accessed at: <http://www.whitehouse.gov/omb/grants/sf272.pdf>.

Contact your account representative at PMS 1-877-614-5533 if you have questions.

Office of Management and Budget (OMB) Circular A-133

Information on the scope, frequency, and other aspects of the audits <http://www.whitehouse.gov/omb/rewrite/circulars/a133/a133.html>

Revisions to the 5-Year Budget and Project Period

Appropriated funds are available for 5 years from September 30th of the fiscal year they are awarded, after which they are automatically returned to the U.S. Treasury. The Congress has legislated that this 5-year period cannot be extended by HRSA regardless of the justification. Although there is a maximum limit of 5 years, draw downs are also limited by the project period and budget period end dates listed in the Notice of Grant Award (NGA).

Failure to include revised timelines and failure to request an extension to your budget and project period in advance may result in your Federal funds being unavailable until the matter is resolved.

In the event that your project will extend beyond the established project period and budget period listed in the NGA, you should:

1. Include the revised project timeline in your Project Status Update to the Program Office (See contact information), with an explanation for the delay; and
2. Contact your grants management specialist listed in the NGA to request an extension of your project and/or budget period.

Change of Scope

Approval of a request for a change of scope to the Notice of Grant Award (NGA) must take place before the following is to occur:

- new location;
- major redesign (e.g., a change in the number of floors or square footage);
- a change in the primary purpose of the project; or
- major (greater than 25 percent or \$250,000) change in the total budget cost.

If you are proposing a change of scope to your project, please contact the Program Office immediately for documentation submission requirements. The following items listed below are usually needed to process a change of scope:

1. A revised SF 424c (Budget Page)
2. A revised budget narrative (a line-by-line explanation of the SF 424c)
3. A detailed narrative describing the reason for the change in scope
4. Revised timeframes
5. Revised non-Federal share documentation
6. Revised itemized equipment list
7. Revised schematic drawings
8. Information regarding the property (title/lease documentation)
9. A revised environmental analysis checklist
10. Historic preservation documentation (Section 106 Review Process)

Please note that the list above serves as only a guideline for documentation submission requirements for a change of scope. The Program Office will determine what specific documentation will be needed for your specific change of scope once you have consulted with them. If an item from the above list has not changed from the original application, a statement to that effect is all that is necessary for that specific item.

The change of scope documentation should then be submitted to the Program Office. Once the change of scope is reviewed, a revised NGA will be issued to your facility.

Please note that change orders (10 percent or less of the total project cost) would not constitute a change of scope. Change orders should be discussed with the Program Office or their designated agent.

The SF 424c (Budget Page), as well as other documentation, can be found within the PHS-5161 that can be accessed at <http://www.hhs.gov/forms/PHS-5161-1.pdf>.

Construction-Related Grants – Oversight Requirements

The “Health Care and Other Facilities” (HCOF) program office is responsible for certifying that your grant funded project will be designed, bid, constructed, and completed in accordance with all applicable Federal requirements. Therefore, we will require proper documentation and certification from you at various phases of the project.

The construction-related documentation requirements are outlined below:

[Construction Project Self-Certification Letters](#)
[Bid Tabulation](#)
[Quarterly Status Updates](#)
[Closeout Documentation](#)

Some documentation must be submitted through HRSA’s Electronic Handbook (EHB). If you have not already done so, please register with the EHB at: <https://grants.hrsa.gov/webexternal/login.asp>

Construction Project Self-Certification Letters

- [Pre-Certification Letter](#) - It is expected that you 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. Accordingly, your A/E will submit a pre-certification statement attesting to his/her suitable involvement in this project.

This statement should be submitted to the HCOF Program Office within 30 days from the date of this letter. If this deadline is not feasible, you must contact us to request an extension.

- Certification of Final Design Letter - You must design the project in accordance with the mandatory requirements imposed on federally-assisted construction projects as well as all applicable program standards, State codes, and local codes and ordinances. Accordingly, your A/E must certify (before construction bidding and contract award) that the final working drawings and final technical specifications were so developed.

It is expected that the design documents will be completed by the estimated completion date so stated in the pre-certification statement, and that the certification of final design statement will be submitted to the HCOF Program Office within 30 days from that date.

- Bonding and Insurance Coverage Letter - You must certify that the various bonding and insurance requirements for federally-assisted construction projects will be met. This must be submitted to the HCOF Program Office within 30 days from the scheduled contract award date

Bid Tabulations

It is your responsibility to make every effort to award the construction contract(s) under a process where maximum competition is achieved in order to obtain the most reasonable price. Therefore, competitive bidding by formal advertisement must be used except when construction management procedures are employed. Accordingly, you will submit your bid tabulations, certified by your A/E, and your formal recommendation of award. The recommendation should also include a statement of determination that the selected contractor is not on the U.S. General Services Administration Lists of Parties Excluded from Federal Procurement or Non-Procurement Programs (debarred list). If you award the contract to any qualified bidder other than the lowest bidder, provide proper documentation for your decision. Subsequently, a copy of your award letter(s) to the successful contractor(s) must also be submitted to the HCOF program office. The bid tabulations, certification, award recommendation, "debarred list" statement, award letter, and bonding and insurance statement must be submitted to the HCOF program office within 30 days from the scheduled contract award date.

Closeout Documentation

Once the project is completed, you must submit the following documentation based on your project type:

New Construction – N

Renovation – R

Design-Only – D

Equipment-Only – E

Documentation	Project Type		
	N/R	E	D
A SF 269A Financial Status Report	•	•	•
An Insurance Form	•		
A SF 424C budget page showing the actual, final project costs	•	•	•
An itemized equipment list, if applicable. If the list has items that have a unit cost of less than \$5,000, a signed and dated statement from the head of the grantee's Accounting Department should also be submitted affirming that all items listed as equipment are being treated as capital items under the grantee's accounting system.	•	•	•
Any outstanding items per conditions in the Notice of Grant Award	•	•	•
A certificate of occupancy issued by the local authority having jurisdiction, if applicable.	•		
A copy of the Certificate of Substantial Completion.	•		
Photos (with brief descriptions) of the completed project. Exterior shots (front, rear of building) and major rooms would suffice.	•		
A letter stating that the project has been: completed in accordance with the previously certified contract documents; constructed in accordance with all applicable federal statutes and regulations; and that the project is free of mechanics' liens. The letter should also include a statement certifying to the validity of the final project costs as provided in the attached SF 424C budget page. This letter is to be dated and signed by the grantee's authorized representative.	•		
A letter certifying to the validity of the final project costs as provided in the attached SF 424C budget page. This letter is to be dated and signed by the grantee's authorized representative.	•	•	•
A letter that addresses the following (it may be modified as necessary to meet the specific conditions of the project): I hereby certify that on (date) (name of A/E firm) completed the final working drawings and final technical specifications for the (describe project) in accordance with the Owner/Architect Agreement signed and executed on (date). I further certify that the project was designed in accordance with all mandatory requirements imposed on federally-assisted construction projects by specific laws enacted by Congress, Presidential Executive Orders, or Departmental Policy, as well as all applicable program standards, state codes, and local codes and ordinances. _____ (Signature of A/E firm's authorized representative) _____ (Date)			•
A copy of the final floor plan(s) design. The format should be formatted no larger than 11 x 17 and should include a graphic scale. The plan (or plans, if multiple stories are involved) should depict the basic intent of the design area without including details typical in construction drawings.			•

Notice of Federal Interest

Notice of Federal Interest (NFI) filings are required for new construction and for “major” renovations (total costs of more than \$500,000), and the period of the NFI is in perpetuity.

The NFI must be filed before funds can be drawn down.

These filings state that the approval of the Secretary, DHHS, must be given before the property can be mortgaged, sold, or transferred or used for a purpose inconsistent with the application. Federal interest in the property is not subordinated to those of non-Federal parties. Generally, Federal interest may not be subordinated without a compensating financial benefit to the Government.

If the applicant has extensive land holdings, to avoid having to request the Secretary’s permission on its use and disposition, an applicant may provide a land description limited to the awarded project when filing. Additional requirements are needed for a leased building.

Contact Information

Program Office

For information or questions related to programmatic issues, please contact us at:

HCOFTA@hrsa.gov

301-443-3665

Division of Grants Management Operations (DGMO)

For information or questions regarding the terms and conditions listed in your Notice of Grant Award (NGA), please contact the grants management specialist listed in your NGA.

Payment Management System (PMS)

For information regarding the drawdown of your funds awarded funds, contact your account representative at 1-877-614-5533 or www.dpm.psc.gov.