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HRSA EHB USER GUIDE

# Property Actions Prior Approval Instructions for 'Other Required Documents' Section User Guide for Grant Recipients

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## 1. Introduction

### 1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete 'Other Required Documents' section of the 'Request Details - Update' page, while submitting the Property Actions Prior Approval request.

### 1.2. Document Organization and Version Control

This document contains two sections in addition to the Introduction. Following is the summary:

Section	Description
Other Required documents	Provides information that grantees need to know to attach required documents.
FAQs	Provides answers to frequently asked questions by various categories.

## 2. Request Details - Update

The following documents are required:

- **Standard Form:**
  - **Real Property Status Report SF-429** – For Real Property Requests complete SF-429-C (Disposition or Encumbrance).
  - **Tangible Personal Property Report SF-428** – For Tangible Property Requests complete SF-428-C Disposition Request/Report.

These documents are required **irrespective** of the **request sub-type selected** on the '**Prior Approval - General Information**' page of the Property actions prior approval.

- **Other Required Documents:** These documents are **required based** on the **request sub-type** option **selected** on the '**Prior Approval - General Information**' page of the Property actions prior approval. See Section 2.1. for the required documents for each sub-type.
- **Other Supporting Documents:** This section is for any other pertinent information relative to the **request sub-type** option **selected** on the '**Prior Approval - General Information**' page of the Property actions prior approval.
- **Provide a detailed description of the above request:** Complete as appropriate. Grant recipient must explain if the approved scope of work (address, footprint, scale, siting, equipment purchase, total cost, etc.) on an existing capital award is changing. In addition, explain how the proposed action allows them to continue the approved scope of any HRSA operational grant(s).

### 2.1. Other Required Documents Section

**NOTE:** Depending on the information provided HRSA may request additional information/documents as necessary.

#### 2.1.1. Disposition – Real Property – Request to withdraw Federal Interest

No other required documents needed for this sub-type request.

#### 2.1.2. Disposition – Real Property – Request to transfer a filed Notice of Federal Interest to a new property

Draft\_NFI for new property with accurate and complete legal description, if applicable.

#### 2.1.3. Disposition – Real Property – Disposition

Proposed sale agreement including price, if applicable.

#### 2.1.4. Disposition – Tangible – Disposition

No other required documents needed for this sub-type request.

#### 2.1.5. Encumbrance – Real Property – Financing and/or mortgage

- A. Commitment Letter including details of project financing terms, i.e., amount of loan, interest rate, how long, and amortization schedule.
- B. Most recent audited financial statements and interim financial statements year-to-date with actual and variance.
- C. Sources and uses of the project funds.
- D. Most recent appraisal of property (if no appraisal available provide most recent tax assessment).
- E. Subordination agreement if required by financing entity.
- F. For New Markets Tax Credit/Historic Tax Credit:
  - provide diagram of the proposed financing structure
  - provide transfer of property agreement and amended lease with restrictive lease terms

#### 2.1.6. Other – Real Property – Other

For this sub-type option, all documents must be attached as necessary.

#### 2.1.7. Other – Tangible Property – Other

For this sub-type option, all documents must be attached as necessary.

### 3. FAQs

#### 3.1. What document types can I upload?

The following document types are supported in HRSA EHBs:

- **.DOC** - Microsoft Word
- **.DOCX** - Microsoft Word
- **.JPEG** – Graphics Format
- **.JPG** - Graphics Format
- **.MSG** – Microsoft Mail Document
- **.PDF** - Adobe Portable Document Format
- **.PPT** – Power Point
- **.TIF** - Graphics Format
- **.RTF** - Rich Text Format
- **.TXT** - Text

- **.WPD** - Word Perfect Document
- **.XFD** - Extensible Forms Description Language files
- **.XLS** - Microsoft Excel
- **.XLSX** - Microsoft Excel