

1. DATE ISSUED: 08/25/2014		2. PROGRAM CFDA: 93.526		 U.S. Department of Health and Human Services HRSA Health Resources and Services Administration NOTICE OF AWARD AUTHORIZATION (Legislation/Regulation) Patient Protection and Affordable Care Act of 2010, Title X, Section 10503, P.L. 111-148 Patient Protection and Affordable Care Act of 2010, Section 10503(c), P.L. 111-148.					
3. SUPERSEDES AWARD NOTICE dated: except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.									
4a. AWARD NO.: 1 C8CCS27684-01-00		4b. GRANT NO.: C8CCS27684	5. FORMER GRANT NO.:						
6. PROJECT PERIOD: FROM: 09/01/2014 THROUGH: 08/31/2016									
7. BUDGET PERIOD: FROM: 09/01/2014 THROUGH: 08/31/2016									
8. TITLE OF PROJECT (OR PROGRAM): Affordable Care Act Patient Centered Medical Home – Facility Improvements Grant Program									
9. GRANTEE NAME AND ADDRESS: SANTA BARBARA, COUNTY OF 300 N San Antonio Rd Santa Barbara, CA 93110-1316 DUNS NUMBER: 131851250			10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) Anne Fearon SANTA BARBARA, COUNTY OF 300 N San Antonio Road Santa Barbara, CA 93110-1316						
11. APPROVED BUDGET: (Excludes Direct Assistance) <input checked="" type="checkbox"/> Grant Funds Only <input type="checkbox"/> Total project costs including grant funds and all other financial participation			12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:						
a . Salaries and Wages : \$0.00 b . Fringe Benefits : \$0.00 c . Total Personnel Costs : \$0.00 d . Consultant Costs : \$0.00 e . Equipment : \$0.00 f . Supplies : \$59,338.00 g . Travel : \$0.00 h . Construction/Alteration and Renovation : \$145,179.00 i . Other : \$24,529.00 j . Consortium/Contractual Costs : \$0.00 k . Trainee Related Expenses : \$0.00 l . Trainee Stipends : \$0.00 m Trainee Tuition and Fees : \$0.00 n . Trainee Travel : \$0.00 o . TOTAL DIRECT COSTS : \$229,046.00 p . INDIRECT COSTS (Rate: % of S&W/TADC) : \$0.00 q . TOTAL APPROVED BUDGET : \$229,046.00 i. Less Non-Federal Share: \$0.00 ii. Federal Share: \$229,046.00			a. Authorized Financial Assistance This Period \$229,046.00 b. Less Unobligated Balance from Prior Budget Periods i. Additional Authority \$0.00 ii. Offset \$0.00 c. Unawarded Balance of Current Year's Funds \$0.00 d. Less Cumulative Prior Awards(s) This Budget Period \$0.00 e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$229,046.00						
13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">YEAR</th> <th style="width: 50%;">TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Not applicable</td> </tr> </tbody> </table>						YEAR	TOTAL COSTS	Not applicable	
YEAR	TOTAL COSTS								
Not applicable									
14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)									
a. Amount of Direct Assistance \$0.00 b. Less Unawarded Balance of Current Year's Funds \$0.00 c. Less Cumulative Prior Awards(s) This Budget Period \$0.00 d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$0.00									
15. PROGRAM INCOME SUBJECT TO 45 CFR Part 74.24 OR 45 CFR 92.25 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES: A=Addition B=Deduction C=Cost Sharing or Matching D=Other [A] Estimated Program Income: \$0.00									
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING: a. The grant program legislation cited above. b. The grant program regulation cited above. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 74 or 45 CFR Part 92 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.									
REMARKS: (Other Terms and Conditions Attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No)									
<i>Electronically signed by Neal Meyerson , Grants Management Officer on : 08/25/2014</i>									
17. OBJ. CLASS: 41.11		18. CRS-EIN: 1956002833A1		19. FUTURE RECOMMENDED FUNDING: \$0.00					
FY-CAN	CFDA	DOCUMENT NO.	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE			
14 - 3984071	93.526	14C8CCS27684	\$229,046.00	\$0.00		ACA-PCMH-FI-14			

HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants.hrsa.gov/webexternal/login.asp> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

Terms and Conditions

Failure to comply with the special remarks and condition(s) may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

Program Specific Condition(s)

1. Due Date: Within 60 Days of Award Issue Date

(115636-01) The grantee must initiate 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) for the proposed project. A copy of the outgoing letter and supporting documentation requesting consultation, along with the response with a finding of no adverse effect on a historic or cultural resource 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 pre-construction activities, such as 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: <http://bphc.hrsa.gov/policiesregulations/capital/environmentandhistoric/capitaldevelopment.html>

2. Due Date: Within 60 Days of Award Issue Date

(115636-01) The grantee must consult with the HRSA Project Officer and environmental reviewer to determine if other environmental compliance reviews, such as hazardous materials survey, Coastal Zone Management, Floodplain Management, Environmental Justice, etc., may be required for the proposed project. If it is determined that additional review and compliance is necessary, you will be instructed to prepare the relevant documentation for meeting the requirements. 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 pre-construction activities, such as 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: <http://bphc.hrsa.gov/policiesregulations/capital/environmentandhistoric/capitaldevelopment.html>

Grant Specific Term(s)

1. The funds for this award are sub-accounted in the Payment Management System (PMS) and will be in a P type (sub accounted) account. This type of account allows recipients to specifically identify the individual grant for which they are drawing funds and will assist HRSA in monitoring the award. If your organization previously received a grant under this program, it was in a G type (cash pooled) account designated by a PMS Account Number ending in G or G1. Now that this grant is sub accounted the PMS Account Number will be changed to reflect either P or P1. For example, if the prior year grant was in payee account number 2AAG it will now be in 2AAP. Similarly, if the prior year grant was in payee account 2AAG1, the grant will be in payee account 2AAP1. The P sub account number and the sub account code (provided on page 1 of this Notice of Award) are both needed when requesting grant funds.

You may use your existing PMS username and password to check your organizations P account access. If you do not have access, complete a PMS Access Form (PMS/FFR Form) found at: http://www.dpm.psc.gov/grant_recipient/grantee_forms.aspx and send it to the fax number indicated on the bottom of the form. If you have any questions about accessing PMS, contact the PMS Liaison Accountant as identified at: http://www.dpm.psc.gov/contacts/dpm_contact_list/dpm_contact_list.aspx.

2. All post-award requests, such as significant budget revisions or a change in scope, must be submitted as a Prior Approval action via the Electronic Handbooks (EHBs) and approved by HRSA prior to implementation. Grantees under "Expanded Authority," as noted in the Remarks section of the Notice of Award, have different prior approval requirements. See "Prior-Approval Requirements" in the DHHS Grants Policy Statement: <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>
3. As required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of Public

Law 110–252, recipients must report information for each subaward of \$25,000 or more in Federal funds and executive total compensation as outlined in Appendix A to 2 CFR Part 170 (<http://www.hrsa.gov/grants/ffata.html>). The FFATA reporting requirements apply for the duration of the project period and so include all subsequent award actions to aforementioned HRSA grants and cooperative agreement awards (e.g., Type 2 (competing continuation), Type 5 (non-competing continuation), etc.). Subawards to individuals are exempt from these requirements.

4. This Notice of Award (NoA) is issued in support of your application for funds made available under the Patient Centered Medical Home (PCMH) – Facility Improvement (P-FI) Grant Program and announced under HRSA-14-073. Unless noted in the Grant/Program condition sections of this NoA, the budgets and plans submitted for the project presented in your application have been accepted, subject to final review of required certifications, assurances, and supporting documents. These funds are awarded for the 2-year project period shown on this NoA.
5. Based on total project costs, the draw down percentage for this project is 100%. Grant funds can only be drawn down from the Payment Management System (PMS) as allowable costs are incurred. Unless otherwise authorized, draw down should be done in the same proportion as the grant is to total project costs. For example, for a project with a total cost of \$100,000, and a federal contribution of \$75,000, the federal share is 75 percent. If \$100 in allowable costs are incurred, then \$75 of grant funds would be drawn down from PMS to pay this incurred cost, while the other \$25 will be paid by other sources of funds. The draw down percentage may be re-evaluated based on any modifications to the project that have received Prior Approval from HRSA.

Program Specific Term(s)

1. Pursuant to existing law, and consistent with Executive Order 13535 (75 FR 15599), health centers are prohibited from using Federal funds to provide abortion services (except in cases of rape or incest, or when the life of the woman would be endangered).
2. On September 15, 2010, the United States Department of Justice published revised Americans with Disabilities Act (ADA) regulations in the Federal Register that update and amend some of the provisions in the original 1991 ADA regulations (see <http://www.ada.gov/>). These changes include revised accessibility standards, called the 2010 Standards for Accessible Design (2010 Standards), which establish minimum criteria for accessibility in design and construction (http://www.ada.gov/2010ADASTandards_index.htm).
3. Funds in this award are for the following approved project(s): 115636-01 - Alteration and renovation (A&R) - Lompoc Health Care Center Renovation
4. This Notice of Award (NoA) is issued based on approval of an FY 2014 competitive application submitted in response to HRSA-14-073: Patient Centered Medical Home – Facility Improvements (PCMH-FI). Additional terms conditions, and/or additional actions may be applied to this NoA if outstanding programmatic compliance issues are identified by HRSA.
5. Although this NoA approves funds for the project, identified in the submitted application, HRSA may take action to withdraw the approval and funds for the project if subsequent events lead HRSA to conclude that a project as originally proposed is ineligible or cannot be completed. Subsequent events could include, but are not limited to, non-compliance with the implementation of the project (such as excessive drawdown, improper procurement, conflicts of interests, etc.), significant changes to the location or physical scope of the project without prior approval, or the identification of previously undocumented environmental or historic preservation issues that lead the HRSA to conclude that the proposed project cannot be carried out consistent with the eligibility and program requirements. If this occurs, please contact the assigned Project Officer to discuss.
6. Applicants that are NOT required to file a Notice of Federal Interest, still acknowledge with the receipt of the Notice of Award that the Federal interest exists in real property and equipment and will be maintained in accordance with 45 CFR Parts 74.30-74.37 UNIFORM ADMINISTRATIVE REQUIREMENTS FOR AWARDS AND SUBAWARDS TO INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, OTHER NONPROFIT ORGANIZATIONS, or 45 CFR Parts 92.31 – 92.33 UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS, as applicable. The recipient shall maintain adequate documentation to track and protect the Federal Interest. For real property, adequate documentation will also include communications between the lessor and the lessee related to protecting such interest, in accordance with the standard award terms and conditions. Such documentation should be available for subsequent review by HRSA.
7. A grantee may acquire a variety of commercially available goods or services in connection with a grant-supported project or program. Grantees may use their own procurement

procedures that reflect applicable state and local laws and regulations, as long as those procedures conform to the following applicable U.S. Department of Health and Human Services (HHS) regulations: • HHS regulations at 45 CFR; 74.40 through 74.48, UNIFORM ADMINISTRATIVE REQUIREMENTS FOR AWARDS AND SUBAWARDS TO INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, OTHER NONPROFIT ORGANIZATIONS http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfr74_07.html; or, • HHS regulations at 45 CFR Part 92, UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. States must follow the requirements at Title 45 Code of Federal Regulations (CFR); 92.36 (a). Generally, States must follow the same policies and procedures they use for procurements from non-Federal funds. Local and Tribal governments must follow the requirements at 45 CFR; 92.36 (b) through (i).

8. The grantee does not have expanded authority under this program. Items that require prior approval from the awarding office as indicated in 45 CFR Part 74.25 [Note: 74.25 (d) HRSA has not waived cost-related or administrative prior approvals for recipients unless specifically stated on this Notice of Award] or 45 CFR Part 92.30, or the HHS Grants Policy Statement Prior-Approval Requirements, must be submitted in through the Electronic Handbook. Only responses to prior approval requests signed by the GMO and authorized under a Notice of Award are considered valid. Grantees who take action on the basis of responses from other officials do so at their own risk. Such responses will not be considered binding by or upon the HRSA.

HRSA requires grantees to seek prior approval through the Electronic Handbook for: (a) all pre-award costs, (b) rebudgeting of funds between construction and nonconstruction work; (c) rebudgeting of project costs exceeding 25 percent of the total approved budget (inclusive of direct and indirect costs and Federal funds and required matching or cost sharing) for that budget period or \$150,000, whichever is less; (d) changes in project scope, which occurs when the recipient proposes to change (or changes) the objectives, aims, or purposes identified in the approved application, including changing location, changing the approved design under a construction grant, eliminating a primary care delivery site, or making budget changes that cause a project to change substantially from that which was approved. Approval of a prior approval request may be conditioned by new terms and conditions that must be met and lifted from the Notice of Award prior to implementing work.

9. If a Notice of Federal Interest (NFI) is required, HRSA's Federal interest is subordinate to all pre-existing mortgages or obligations recorded against the property. HRSA's Federal interest is also subordinate to loans and obligations identified in the PCMH-FI application as sources of financing for the project. Future modifications and new mortgages and obligations will require prior approval.

10. New and/or improved space resulting from the funded project, may only be used for purposes consistent with Section 330 of the Public Health Service (PHS) Act (42 U.S.C. §254b). Use of improved space for other purposes inconsistent with the Health Center Program requires Prior Approval.

11. Pre-award costs such as architect's and consultant's fees necessary to the planning and design of the project may be considered for funding as long as they are included in the application, are allowable costs under the authorizing legislation, and were not incurred more than 90 days prior to award issue date. It should be noted that such pre-award costs are undertaken at the applicant's risk and require Prior Approval. Consultation with the Project Officer is needed to determine if such costs will be permitted.

12. This Notice of Award (NoA) is issued to inform your organization that the application submitted through the Patient Centered Medical Home – Facility Improvements (PCMH-FI) funding opportunity (HRSA-14-073) has been selected for funding. The PCMH-FI Program, as authorized by the Patient Protection and Affordable Care Act Section 10503, P.L. 111-148, included funds for Health Center Program grantees to make facility enhancements through alteration and renovation or construction that will improve patient access to services and quality of care using the PCMH model of care. The eligibility and program requirements originally outlined in funding opportunity HRSA-14-073 must continue to be adhered to as the funded project is implemented.

13. The grantee must submit an annual Federal Financial Report with expense data for the first twelve (12) months of the Budget Period. This report must be submitted using the Electronic Handbooks (EHB).

14. Funds in this award associated with the proposed construction or alteration/renovation project are restricted and may not be drawn down until all program- and grant-specific conditions of this award have been met and lifted from the Notice of Award. The only exceptions to this restriction on drawdown are limited pre-construction activities related to meeting one of these conditions, such as expenses for completing architectural and engineering plans, meeting licensing and permitting requirements, historic preservation consultation with the State Historic Preservation Office/Tribal Historic Preservation Office, and preparing the Environmental Assessment.

15. The preferred method for accomplishing construction development is by soliciting for competitive bids and then selecting the lowest responsive and responsible bid (where the contractor has adequately responded to the terms, conditions, and specification of the bid and has the capability to satisfactorily perform the contract). However, some grantees may wish to accomplish construction using their own work force (force account). The grantee must justify the use of force account by demonstrating that it would be more cost effective and that qualified personnel are available to accomplish the work. Consultation with the Project Officer is needed to determine if force account labor will be permitted.

Standard Term(s)

1. Recipients must comply with all terms and conditions outlined in their grant award, including grant policy terms and conditions outlined in applicable Department of Health and Human Services (HHS) Grants Policy Statements, and requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable; as well as any requirements or limitations in any applicable appropriations acts.
2. All discretionary awards issued by HRSA on or after October 1, 2006, are subject to the HHS Grants Policy Statement (HHS GPS) unless otherwise noted in the Notice of Award (NoA). Parts I through III of the HHS GPS are currently available at <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>. Please note that the Terms and Conditions explicitly noted in the award and the HHS GPS are in effect.
3. Recipients and sub-recipients of Federal funds are subject to the strictures of the Medicare and Medicaid anti-kickback statute (42 U.S.C. 1320a - 7b(b) and should be cognizant of the risk of criminal and administrative liability under this statute, specifically under 42 U.S.C. 1320 7b(b) Illegal remunerations which states, in part, that whoever knowingly and willfully: (A) Solicits or receives (or offers or pays) any remuneration (including kickback, bribe, or rebate) directly or indirectly, overtly or covertly, in cash or in kind, in return for referring (or to induce such person to refer) an individual to a person for the furnishing or arranging for the furnishing of any item or service, OR (B) In return for purchasing, leasing, ordering, or recommending purchasing, leasing, or ordering, or to purchase, lease, or order, any goods, facility, services, or itemFor which payment may be made in whole or in part under subchapter XIII of this chapter or a State health care program, shall be guilty of a felony and upon conviction thereof, shall be fined not more than \$25,000 or imprisoned for not more than five years, or both.
4. Items that require prior approval from the awarding office as indicated in 45 CFR Part 74.25 [Note: 74.25 (d) HRSA has not waived cost-related or administrative prior approvals for recipients unless specifically stated on this Notice of Award] or 45 CFR Part 92.30 must be submitted in writing to the Grants Management Officer (GMO). Only responses to prior approval requests signed by the GMO are considered valid. Grantees who take action on the basis of responses from other officials do so at their own risk. Such responses will not be considered binding by or upon the HRSA.
In addition to the prior approval requirements identified in Part 74.25, HRSA requires grantees to seek prior approval for significant rebudgeting of project costs. Significant rebudgeting occurs when, under a grant where the Federal share exceeds \$100,000, cumulative transfers among direct cost budget categories for the current budget period exceed 25 percent of the total approved budget (inclusive of direct and indirect costs and Federal funds and required matching or cost sharing) for that budget period or \$250,000, whichever is less. For example, under a grant in which the Federal share for a budget period is \$200,000, if the total approved budget is \$300,000, cumulative changes within that budget period exceeding \$75,000 would require prior approval). For recipients subject to 45 CFR Part 92, this requirement is in lieu of that in 45 CFR 92.30(c)(1)(ii) which permits an agency to require prior approval for specified cumulative transfers within a grantee's approved budget. [Note, even if a grantee's proposed rebudgeting of costs falls below the significant rebudgeting threshold identified above, grantees are still required to request prior approval, if some or all of the rebudgeting reflects either a change in scope, a proposed purchase of a unit of equipment exceeding \$25,000 (if not included in the approved application) or other prior approval action identified in Parts 74.25 and 92.30 unless HRSA has specifically exempted the grantee from the requirement(s).]
5. Payments under this award will be made available through the DHHS Payment Management System (PMS). PMS is administered by the Division of Payment Management, Financial Management Services, Program Support Center, which will forward instructions for obtaining payments. Inquiries regarding payments should be directed to: ONE-DHHS Help Desk for PMS Support at 1-877-614-5533 or PMSSupport@psc.hhs.gov. For additional information please visit the Division of Payment Management Website at www.DPM.PSC.GOV.
6. The DHHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Such reports are kept confidential and callers may decline to give their names if they choose to remain anonymous. Contact: Office of Inspector General, Department of Health and Human Services, Attention: HOTLINE, 330 Independence Avenue Southwest, Cohen Building, Room 5140, Washington, D. C. 20201, Email: Htips@os.dhhs.gov or Telephone: 1-800-447-8477 (1-800-HHS-TIPS).
7. Submit audits, if required, in accordance with OMB Circular A-133, to: Federal Audit Clearinghouse Bureau of the Census 1201 East 10th Street Jefferson, IN 47132 PHONE: (310) 457-1551, (800)253-0696 toll free <http://harvester.census.gov/sac/facconta.htm>
8. EO 13166, August 11, 2000, requires recipients receiving Federal financial assistance to take steps to ensure that people with limited English proficiency can meaningfully access health and social services. A program of language assistance should provide for effective communication between the service provider and the person with limited English proficiency to facilitate participation in, and meaningful access to, services. The obligations of recipients are explained on the OCR website at <http://www.hhs.gov/ocr/lep/revisedlep.html>.
9. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.htm>. If you are unable to access this link, please contact the Grants Management Specialist identified in this Notice of Award to obtain a copy of the Term.

10. To serve persons most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. The HHS Office for Civil Rights provides guidance to grant and cooperative agreement recipients on complying with civil rights laws that prohibit discrimination on these bases. Please see <http://www.hhs.gov/ocr/civilrights/understanding/index.html>. HHS also provides specific guidance for recipients on meeting their legal obligation under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs and activities that receive Federal financial assistance (P. L. 88-352, as amended and 45 CFR Part 80). In some instances a recipient's failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin. Please see <http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html> to learn more about the Title VI requirement for grant and cooperative agreement recipients to take reasonable steps to provide meaningful access to their programs and activities by persons with limited English proficiency.
11. Important Notice: The Central Contractor registry (CCR) has been replaced. The General Services Administration has moved the CCR to the System for Award Management (SAM) on July 30, 2012. To learn more about SAM please visit <https://www.sam.gov>.

It is incumbent that you, as the recipient, maintain the accuracy/currency of your information in the SAM at all times during which your entity has an active award or an application or plan under consideration by HRSA, unless your entity is exempt from this requirement under 2 CFR 25.110. Additionally, this term requires your entity to review and update the information at least annually after the initial registration, and more frequently if required by changes in your information. This requirement flows down to subrecipients. Note: SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). Grants.gov will reject submissions from applicants with expired registrations. It is advisable that you do not wait until the last minute to register in SAM or update your information. According to the SAM Quick Guide for Grantees (https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf), an entity's registration will become active after 3-5 days. Therefore, check for active registration well before the application deadline.

Reporting Requirement(s)

1. Due Date: Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due 90 days after end of reporting period.

The grantee must submit an annual Federal Financial Report (FFR). The report should reflect cumulative reporting within the project period and must be submitted using the Electronic Handbooks (EHBs). The FFR due dates have been aligned with the Payment Management System quarterly report due dates, and will be due 90, 120, or 150 days after the budget period end date. Please refer to the chart below for the specific due date for your FFR:

- Budget Period ends August – October: FFR due January 30
- Budget Period ends November – January: FFR due April 30
- Budget Period ends February – April: FFR due July 30
- Budget Period ends May – July: FFR due October 30

2. Due Date: Within 90 Days of Project End Date

The grantee must submit within 90 days after the project end date the SF-428 (Tangible Personal Property Report) with the SF-428B (Final Report Attachment) and if applicable the SF-428S (Supplemental Sheet). These documents must be completed using the Electronic Handbooks (EHBs). The grantee is required to report federally-owned property, acquired equipment with an acquisition cost of \$5,000 or more for which HRSA has reserved the right to transfer title, and residual unused supplies with total aggregate fair market value exceeding \$5,000. Records for equipment acquired with Federal funds shall be retained for three years after final disposal.

3. Due Date: Within 270 Days of Award Issue Date

The grantee will submit the selected contract, certified by its Architect/Engineer, and its formal recommendation of award. The recommendation should also include a statement of determination that the selected contractor has no active exclusions on the System for Award Management found at www.sam.gov. 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 through HRSA's Electronic Handbook. The selected contract, certification by A/E, award recommendation, debarred list determination, and award letter must be submitted into the

HRSA's Electronic Handbook for the approved project(s) by the established deadline. If the established deadline is not feasible, contact your Project Officer to request an extension.

4. Due Date: Within 120 Days of Award Issue Date

It is expected that the grantee 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 grantee 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 template provided at <http://bphc.hrsa.gov/policiesregulations/capital/> when completing this requirement. Please upload the required documentation for the approved project into the HRSA Electronic Handbooks.

5. Due Date: Within 270 Days of Award Issue Date

The grantee 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, the architect/engineer must certify (before construction bidding and contract award) that the final working drawings and final technical specifications were so developed. If the established deadline is not feasible, contact your Project Officer to request an extension. Be certain to use the template provided at <http://bphc.hrsa.gov/policiesregulations/capital/> when completing this requirement. Please upload the required documentation for the approved project(s) into the HRSA Electronic Handbooks.

6. Due Date: Within 270 Days of Award Issue Date

The funded project must have performance and payment bonds for each construction or renovation related contract over \$100,000. The grantee must certify that the bonding requirements for the federally-assisted construction project will be met. If the established deadline is not feasible, contact your Project Officer to request an extension. Be certain to use the template provided at <http://bphc.hrsa.gov/policiesregulations/capital/> when completing this requirement. Please upload the required documentation for the approved project(s) into the HRSA Electronic Handbooks.

7. Due Date: Within 90 Days of Budget End Date

The grantee must submit an Interim Federal Financial Report covering dates 9/1/2014 - 8/31/2015. This report must be submitted using the Electronic Handbook(EHB). Be certain to use the template provided at <http://www.bphc.hrsa.gov/policiesregulations/capital/postaward/sf425.pdf> when completing this requirement. Please upload the required documentation for the approved project into the HRSA Electronic Handbooks.

8. Due Date: Quarterly (Budget Period) Beginning: Award Issue Date Ending: Project End Date, due 30 days after end of reporting period.

The grantee will submit a Quarterly Progress Report (QPR) for the approved project into the HRSA Electronic Handbook (EHB). Instructions for preparing and submitting the QPR is available at: <http://bphc.hrsa.gov/policiesregulations/capital/>

9. Due Date: Within 90 Days of Project End Date

The grantee must scan and upload photographs, with brief descriptions, of the project prior to initiating work, during renovation/construction, and of the completed project, including exterior shots (front, rear of building) and major rooms into the EHB for the approved project within 90 days of the project period end date.

10. Due Date: Within 90 Days of Project End Date

Within 90 days of project completion, the grantee will submit documentation for the approved project certifying that the project have been completed in accordance with the previously provided certified documents and in accordance with all mandatory requirements imposed on federally-assisted 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. Be certain to use the template provided at <http://bphc.hrsa.gov/policiesregulations/capital/> when completing this requirement. Please upload the required documentation for the approved project into the HRSA Electronic Handbooks.

11. Due Date: Within 90 Days of Project End Date

Within 90 days of project completion, the grantee must submit into HRSA's Electronic Handbook a final SF-424C budget page, budget justification, and equipment list (if applicable), with detailed line-item identification of both Federal and non-Federal (if applicable) funds, for the completed project.

Be certain to use the templates provided at these locations when completing this requirement.

SF-424C budget - <http://www.bphc.hrsa.gov/policiesregulations/capital/application/sf424c.xls> Budget Justification

hrsa.gov/grants/apply/assistance/sbhcc/samplebudgetjust.doc

Equipment List - <http://www.bphc.hrsa.gov/policiesregulations/equipmentlist.xlsx>

Please upload the required documentation for the approved project into the HRSA Electronic Handbooks.

Failure to comply with these reporting requirements will result in deferral or additional restrictions of future funding decisions.

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