

FY 2020 CARES Supplemental Funding Guidance Coronavirus SHIP: Minor Alteration/Renovation (A/R) Instructions

Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, minor alteration/renovation (A/R) activity is allowable through the COVID SHIP (H3J) if the activity is essential to support hospitals to prevent, prepare for, and respond to the COVID-19 public health emergency. Per Health Resources and Services Administration (HRSA's) grants management policy, hospitals must submit [additional reporting requirements](#) (summarized below) for each A/R project.

As the award recipient for COVID SHIP, the State Offices of Rural Health (SORHs) will submit the additional reporting requirements on behalf of the hospitals. To ease the reporting burden on SORHs and hospitals, A/R Certification templates were created using a fillable PDF format to respond to these reporting requirements. The A/R Certification templates are available on the [CARES Act SHIP Funding](#) webpage <https://www.ruralcenter.org/ship/cares-act>.

NOTE: We are aware that some hospitals have already begun implementing the approved A/R projects, HRSA still requires the reporting requirements and will accept retroactive submissions.

Instructions

A minor A/R activity is defined as

“work that changes the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it can be used more effectively for its currently designated purpose or adapted to an alternative use to meet a programmatic requirement. Alteration and renovation may include work referred to as improvements, conversion, rehabilitation, remodeling, or modernization, but is distinguished from construction and large-scale permanent improvements”.¹

Some examples of Minor A/R projects allowable under the COVID SHIP award. These may include but not limited to:

- Renovating interior floor plan and/or purchasing equipment to maximize the use of telehealth;
- Enhancing or installing affixed equipment (e.g., heating, ventilation, and air conditioning, HVAC systems, generators, and lighting) to promote facility air quality and hygiene;
- Reconfiguring or creating space to deliver virtual care that supports accurate clinical interviewing and assessment, clear visual and audio transmission, and ensures patient confidentiality;
- Purchasing and installing temporary barriers and/or reconfigure space to support appropriate physical distancing of patients and/or maximize isolation precautions for persons under investigation and those testing positive for coronavirus;
- Purchase of related moveable equipment to be located at the site proposed to be altered/renovated;
- Creating or modifying space to deliver virtual care that supports assessment of patients in the clinic, clear visual and audio transmission, and ensures patient confidentiality;
- Modifying examination rooms for patients to receive COVID related care.

A/R activities may not increase the total square footage of existing buildings, and may not be part of larger construction projects. The following activities are **not** categorized as minor A/R and are **unallowable** under COVID SHIP:

- Construction of a building addition;

¹ <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

- Construction of a new building;
- Installation of a modular building;
- Building expansions;
- Work that increases the building footprint; and
- Significant new ground disturbance.

For additional guidance on what activities are allowable under COVID SHIP see [CARES Act SHIP Funding](https://www.ruralcenter.org/ship/cares-act) webpage <https://www.ruralcenter.org/ship/cares-act> or email your Project Officer questions on the appropriate uses of funding within the stated categories.

Reminder: 10% of COVID SHIP funds can be applied to one A/R project. If the renovation cost exceeds the hospital’s award amount, list only the 10% amount of COVID SHIP funding applied to the A/R project in the on the line item budget on the Project Implementation Certification & Itemized Budget for Minor Alteration/Renovation (A/R) Activities. Equipment purchases as part of an A/R project are NOT included in the 10% cost,

- If a hospital used COVID SHIP funds to renovating a space to install an HVAC Unit, the renovation limitation does not apply to the cost of the HVAC only the expenses need to be with the 10% rule.

A/R Reporting Requirements

For each minor A/R project, SORHs must submit additional reporting requirements on behalf of each hospital utilizing COVID SHIP funds for each minor A/R project. The following A/R Certification templates (fillable PDF format) are the requirements to respond to these reporting requirements. This instruction document and A/R Certification templates are available on the [CARES Act SHIP Funding](https://www.ruralcenter.org/ship/cares-act) webpage <https://www.ruralcenter.org/ship/cares-act>.

All A/R reporting requirements are submitted on the Electronic Handbook (EHB) see [EHB Submission Guidance](#) below).

A/R Requirement Forms	Purpose	Due Date	EBH Submission Location
Project Implementation Certification and Itemized Budget for Minor Alteration/Renovation Activities	Verifies an Architect / Engineer (A/E) firm or Contractor has been engaged and that construction and design will be done in accordance with the pertinent laws, codes, and guidelines. Fill out the Itemized Budget for Minor Alteration/Renovation Activities.	Within 90 days of A/R activity start date <i>If the activity has already started, HRSA will accept retroactive submissions.</i>	Upload into the EHB under the Task “Project Implementation Certification”.
Project Completion Certification for Minor Alteration/Renovation Activities	Verifies the minor A/R work is substantially completed and the work has been inspected and	Within 90 days of A/R activity end date. <i>If the activity is already completed,</i>	Upload this template along with your Quarterly reports (if applicable).

	approved by the local building permitting department.	<i>HRSA will accept retroactive submissions.</i>	
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EHB Submission Guidance

- For each A/R project, the required documentation must be **completed** and **signed** by the hospital's Authorizing Official.
 - Label each submission with the **Name of the Hospital and Related Document** (e.g., *County General Hospital_Project Implementation or County General Hospital_Project Completion*) in appropriate location on your COVID SHIP award folder (**H3J**) in EHB.

- For the **Project Implementation Certification and Itemized Budget for Minor Alteration/Renovation Activities** Form.
 - Email your project officer to create additional submission tasks on EHB for your grant, include in the email the number of **Project Implementation Certification and Itemized Budget for Minor Alteration/Renovation Activities form you intend to submit** (note you may submit a batch or for each hospital)
 - Your project officer will create the submission task on EHB for you.
 - On the EHB homepage, click on the Tasks tab to view all the pending tasks.
 - Uploaded the requested document as an attachment in the appropriate submission task and submit to HRSA.
 - Note: SORHs may submit a batch of the requirements at the time or on a rolling basis. For example, SORHs may submit **10** Project Implementation Certification from different hospitals at one time or if preferred a handful on rolling basis under "Project Implementation Certification". Ask your project office to create additional submission tasks if more is needed.

- For the **Project Completion Certification for Minor Alteration/Renovation Activities** Form, these maybe uploaded as separate attachment with the Quarterly Reports.
 - **You may upload** a batch of the **Project Completion Certification for Minor Alteration/Renovation Activities** Form on current or future Quarterly Report Submissions

Quarter	HRSA Due Date/Submit to EHB	Corresponding Reporting Period
1	7/30/2020	04/01/2020 - 06/30/2020
2	10/30/2020	07/01/2020 - 09/30/2020
3	1/30/2021	10/01/2020 - 12/31/2020
4	4/30/2021	01/01/2021 - 03/31/2021
5	7/30/2021	04/01/2021 - 06/30/2021
6	10/30/2021	07/01/2021 - 09/30/2021