FY2021 American Rescue Plan COVID-19 Testing and Mitigation Program

Instructions: Minor Alteration/Renovation (A/R) Instructions

Under the American Rescue Plan (P.L. 117-2), minor alteration/renovation (A/R) activity is allowable through the SHIP COVID-19 Testing and Mitigation Program (*H3L*) if the activity is essential to COVID-19 Testing and/or Mitigation. Per Health Resources and Services Administration (HRSA’s) grants management policy, hospitals must submit [additional reporting requirements](#_bookmark1) (summarized below) for each A/R project.

As the award recipient for SHIP COVID-19 Testing and Mitigation Program, 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 Microsoft Word format to respond to these reporting requirements. The A/R Certification templates are available on the [American Rescue Plan SHIP Funding](https://www.ruralcenter.org/ship/american-rescue-plan) webpage.

# What is Minor A/R?

A minor A/R activity is “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]](#footnote-1)

Some examples of Minor A/R projects allowable under the SHIP COVID-19 Testing and Mitigation award include but are not limited to:

* Adapting existing space to allow for convenient testing;
* Enhancing or installing affixed equipment (e.g., heating, ventilation, and air conditioning, HVAC systems, generators, and lighting) to promote facility air quality and hygiene;
* 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;

A/R activities may not increase the total square footage of existing buildings, and may not be part of larger construction projects. A/R projects may not exceed a total cost of $500,000. The following activities are **not** categorized as minor A/R and are **unallowable** under SHIP COVID-19 Testing and Mitigation Program:

* Construction of a building addition;
* 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 allowable activities under the SHIP COVID-19 Testing and Mitigation Program see [American Rescue Plan Act SHIP Funding webpage](https://www.ruralcenter.org/ship/american-rescue-plan) or email questions to [SHIPTesting@hrsa.gov](mailto:SHIPTesting@hrsa.gov)

A/R projects that exceed 50% of hospital’s total award will require approval from your Project Officer. This applies to either one large or several small that exceed 50%. If A/R costs exceed the hospital’s total award amount, only list the amount of ARP COVID-19 Testing and Mitigation funding applicable to the project. Equipment purchased as part of A/R are NOT included in A/R costs.

# A/R Reporting Requirements

For each minor A/R project, SORHs must submit additional reporting requirements on behalf of each hospital utilizing SHIP COVID-19 Testing and Mitigation funds for each minor A/R project. The following A/R Certification templates (fillable Word format) are the requirements to respond to these reporting requirements. This instruction document and A/R Certification templates are available on the [American Rescue Plan SHIP Funding](https://www.ruralcenter.org/ship/american-rescue-plan) webpage: https://www.ruralcenter.org/ship/american-rescue-plan.

All A/R reporting requirements are submitted on the Electronic Handbook (EHB) see [EHB Submission](#_bookmark2) [Guidance](#_bookmark2) below).

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| **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. | Quarterly    *Retroactive submissions accepted for projects dated back to Jan. 1, 2021* | Upload into the EHB as separate attachment to Quarterly Report submissions |
| Project Completion Certification for Minor Alteration/Renovation Activities | Verifies the minor A/R work is substantially completed and the work has been inspected and approved by the local building permitting department. . | Quarterly  *If the activity is already completed, HRSA will accept retroactive submissions.* | Upload into the EHB as separate attachment to Quarterly Report submissions |

# EHB Submission Guidance

Grantees with hospitals who are completing minor A/R projects must request that the Quarterly Reporting task be added to the Notice of Award (NoA), in order for the reporting tasks to become available in the EHBs.

* To request this addition to the NoA, contact the Grants Management Specialist, as noted in your HRSA contacts in the EHBs, and copy your SHIP testing project officer, Jason Steele ([jsteele@hrsa.gov](mailto:jsteele@hrsa.gov)).
* In the request, ask that the GMS add the quarterly reporting task to your NoA, and be sure to include your SHIP Testing grant number. Once the new NoA has been processed, the quarterly reporting tasks will appear in EHBs.

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).
* Upload completed forms that were submitted during the reporting period to the EHBs under the quarterly reporting task.
* If you do not have forms to upload in a given reporting period, upload a document that states there were no forms for upload in that quarter. Be sure to include your state and grant number.

# Submission Due Dates

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| **Quarter** | **EHB Submission Due Date** | **Corresponding Reporting Period** |
| 1 | December 31, 2021 | July 1, 2021-September 30, 2021 |
| 2 | January 30, 2022 | October 1, 2021 – December 31, 2021 |
| 3 | April 30, 2022 | January 1, 2022 – March 31, 2022 |
| 4 | July 30, 2022 | April 1, 2022 – June 30, 2022 |
| 5 | October 30, 2022 | July 1, 2022 – September 30, 2022 |
| 6 | January 30, 2023 | October 1, 2022 – December 31, 2022 |

1. <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> [↑](#footnote-ref-1)