Emergency Rural Health Care Grants Application Checklist

Track One: Recovery Grants

Track One: Recovery Grants must be used in relation to the COVID-19 pandemic and to support immediate health care needs, to help prepare for a future pandemic event, or to increase access to quality health care services and improve community health outcomes. Grant awards range from $25,000 – $1 million.

Track One: Recovery Applications will be accepted on a continual basis until funds are exhausted. Each Rural Development state office will conduct a review, rating, and selection from complete applications received by 4 p.m. local time on October 12, 2021. Subsequent reviews, ratings, and selections will occur as long as funding remains available.

NOTE: This Application Checklist is a supplement to the Notice of Funds Availability (NOFA). Should anything in this guide appear to be in conflict with the NOFA, the NOFA takes precedence.

Before You Submit an Application

Please read the Notice of Funds Availability (NOFA) published in the *Federal Register* on August 12, 2021. The NOFA and additional program materials are available at the program webpage: https://www.rd.usda.gov/erhc.

Checklist

To apply for a **Track One: Recovery Grant**, submit an application to the USDA Rural Development state office in the state in which your project is located (state office addresses are availabe at this link: https://www.rd.usda.gov/about-rd/state-offices). Include the following information:

- A summary page, double-spaced between items, listing the following (this information should not be presented in narrative form):
  - Specify funding track requested: **Track One: Recovery Grant**
  - Applicant name
  - Amount of grant request
- Project description: No more than three sentences summarizing applicant entity, location of assistance, and purpose of grant funds
- A detailed Table of Contents containing page numbers for each component of the application
- SF-424 "Application for Federal Assistance," available at this link: https://go.usa.gov/xFWza
- SF-424A "Budget Information – Non-Construction Programs," available at this link: https://go.usa.gov/xFWz3

  -or-

- SF-424C "Budget Information – Construction Programs," available at this link: https://go.usa.gov/xFWza
- Organizational documents demonstrating the applicant is an eligible entity as described in Section IV. Eligibility Information of the Notice of Funding Availability (NOFA).

Nonprofit applicants must provide:
- Articles of organization, incorporation, or association
- By-laws
- Evidence of good standing
- Evidence of ties to the local rural community

Ties to the local rural community may be demonstrated through one or more of the following:

> Close association with – or control by – a local unit of government

> Broad-based ownership and control by members of the community, as demonstrated through a listing and description of board members representative of the community or service area

> Substantial public funding as demonstrated through pledged taxes, revenue bonds, local government sources, or community-wide fundraising campaigns

Evidence of eligibility. Applicants must submit sufficient documentation to demonstrate how the health care facility(ies) or project to be funded through this grant primarily serves rural areas, is located in a rural area, and serves a population with a median household income below the poverty line or applicable percentage defined in the NOFA. This submission must describe the proposed facility or project and its service area, including:

> Location of the facility(ies) and their associated population demographics

> Description of the area, and number and demographics (if known) of the population to be served, sufficiently detailed to verify Project Location Eligibility as outlined in Section IV – "Eligibility Information" – of the NOFA

> Evidence the facility(ies) or project primarily serves rural residents

A written budget narrative providing a detailed project budget, which also includes the following information:

> The amount of funds requested from each Use of Funds category, with a description of how the figure was calculated

> A breakdown of project costs demonstrating the percentage of total eligible project costs the grant assistance will cover, which is dependent on population and median household income

> The time period for which the assistance is requested. All awards are limited to up to a 36-month grant period based on project complexity.

Environmental information necessary to support Rural Development's environmental findings. More information is available at this link: https://go.usa.gov/xFW9M

For projects involving construction, a preliminary architectural feasibility report or engineering documentation, completed in accordance with agency guidelines in RD Instruction 1942-A, Guide 6 (available at this link: https://www.rd.usda.gov/files/1942a.pdf)

Description and certification of applicant's matching funds or cost share sources

Three years of the applicant organization's most recent audits or financial statements, including a current balance sheet and income and expense statement. If audits are not available, applicants may provide this information on:

- Forms RD 442-7, "Operating Budget" – including projected cash flow (available at this link: https://go.usa.gov/xFWzT)

- RD 442-2, "Statement of Budget, Income and Equity" (available at this link: https://go.usa.gov/xFWzK)

- RD 442-3 "Balance Sheet" (available at this link: https://go.usa.gov/xFyBC)

Intergovernmental Review comments, if applicable, from the local planning district commission

Certification of Non-Lobbying Activities (available at this link: https://go.usa.gov/xFWzX)

Standard Form LLL, "Disclosure of Lobbying Activities," if applicable (available at this link: https://go.usa.gov/xFWzn)

Certification regarding any known relationship or association with a USDA employee in accordance with 7 CFR part 1900, subpart D (available at this link: https://go.usa.gov/xFWzP)

A written narrative that includes:

> A description of how the assistance requested will broaden access to COVID-19 testing and vaccines, health care services, and food bank or food distribution assistance in rural communities

If requesting funds for lost health care revenue or for staffing needs associated with COVID-19 testing or vaccines, a CPA-issued certification in accordance with requirements specified in the NOFA

Applicants must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number (available at this link: https://fedgov.dnb.com/webform/) and register in the System for Award Management (SAM) (available at this link: https://sam.gov/content/home) prior to submitting an application