

# Emergency Rural Health Care Grants Application Checklist

## Track Two: Impact Grants

**Track Two: Impact Grants must be used in relation to the COVID-19 pandemic to solve regional rural health care problems and to support the long-term sustainability of rural health care. Long-term sustainability is defined as “improved health outcomes, improved access to quality health care, and creating and maintaining sustainable economic development for small communities.”**

**Track Two: Impact Grants are awarded in ranges of \$5 million – 10 million.**

**Track Two: Impact applications must be received by the applicable Rural Development Office by 4 p.m. local time on October 12, 2021. Track Two: Impact applications received after October 12, 2021 will not be considered.**

### 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 Two: Impact Grant**, submit an application to the USDA Rural Development state office (available at this link: <https://www.rd.usda.gov/about-rd/state-offices>) in the state in which your project is headquartered, and 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 Two: Impact Grant

Lead 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

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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 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 cost demonstrating the percentage of total 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. Details are 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 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>), and
- 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 addresses Need, Methodology, and Innovation, including:

- A description of the purpose of the proposed project, detailing the needs of the rural community(ies) and how those needs were identified; expected outcomes, focus areas, and the aims the project will support
- An assessment of the innovative nature of the strategy
- A description of expected outcomes (including quantifiable impacts, when possible) to the health care community and associated rural community(ies)

A written narrative that illustrates organizational capacity and strength of consortium, including:

- Evidence of an agreement formalizing a consortium for purposes of this grant funding. This agreement must be signed by an authorized representative of the lead entity applicant and an authorized representative of each consortium partner.
- A description of the composition of the consortium membership and how each partner is needed to successfully accomplish project activities
- A description of the abilities and contributions of the lead applicant organization and other consortium members
- Evidence and a description of how the consortium will maintain ties to its impacted local rural community(ies)
- A description of how the consortium will impact rural community(ies) and providers, and how the network will strengthen its relationship with the community and region it serves
- The identification of a project director (or provide details of your strategy to identify one) to manage the grant. Include the manager's key activities and expected percentage of time to be devoted to the project

Workplan and Proposed Budget

- Provide a project work plan that clearly illustrates the consortium's goals, strategies, activities, and proposed measurable outcomes encompassing the period of performance. The work plan must identify the individual or organization responsible for carrying out each activity, include a timeline for the period of performance, and illustrate its relation to the COVID-19 pandemic.
- Provide a complete, consistent, and detailed budget presentation for up to a three-year period of performance through the submission of the SF-424A budget form (available at this link: <https://go.usa.gov/xFWz3>) and a Budget Narrative that justifies the appropriateness of the requested funds.

Evaluation, Impact, and Replicability

- Describe how the proposed progress toward meeting program goals contributes to the long-term sustainability of rural health care by improving rural health care access, improving rural health outcomes, and sustaining health care as an economic driver for the rural community or region.
- Describe how progress toward meeting program goals and determination of a return on investment will be tracked, measured, and evaluated.
- Explain a process for evaluating how the consortium's resources will be leveraged and used to increase access to health care services, improve rural health outcomes, and support health care as a key economic driver for small communities. Include a discussion regarding the consortium's plan for any necessary data collection amongst members of the consortium.
- Identify factors and strategies that will lead to project viability, sustainability of the consortium's activities after federal funding ends, and establishment of an evidence-based model for dissemination of lessons learned for future replication.

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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

## **Before You Submit**

Please read the Notice of Funds Availability (NOFA) published in the Federal Register on August 12, 2021. A copy is available at the program webpage: <https://www.rd.usda.gov/erhc>.

This Application Checklist is a supplement to the NOFA. Should anything in this guide appear to be in conflict with the NOFA, the NOFA takes precedence.

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As the leading federal agency for rural development prosperity, we work to help rural communities grow and prosper. For additional resources and information about our business, community or housing programs, contact our program specialists at 1-800-670-6553 or visit us online at [rd.usda.gov](http://rd.usda.gov). *USDA is an equal opportunity provider, employer, and lender.*