

CHECKLIST OF MAJOR REQUIREMENTS FOR STATE HOME CONSTRUCTION/ACQUISITION GRANTS

| | | | |
|------------|------|-------------------------|---------|
| LOCATION | | DESCRIPTION | |
| FAI NUMBER | DUNS | DATE AND TIME SUBMITTED | VA COST |

TO BE FILLED OUT BY VA

SECTION A - INITIAL APPLICATION PHASE (Deadline is APRIL 15 Each Year for VA Receipt)

| REQUIREMENT | | DATE |
|--|--------------------------|------|
| 1. Form SF 424, 424C, and 424D (includes description of project). | <input type="checkbox"/> | |
| 2. Governor's designation of authorized state official and contact person | <input type="checkbox"/> | |
| 3. Needs assessment (Title 38 CFR 59.170, VAF 10-0388-1 requirements) | <input type="checkbox"/> | |
| 4. State Clearinghouse Comments (E.O. 12372) single point of contact. | <input type="checkbox"/> | |
| 5. Schematics for the proposed project. | <input type="checkbox"/> | |
| 6. State Application Identifier Number (if applicable). | <input type="checkbox"/> | |
| 7. Signed initial application certification (VA Form 10-0388-1). | <input type="checkbox"/> | |
| 8. Certification for safety project | <input type="checkbox"/> | |
| 9. Documentation that there is a reasonable basis to conclude that the facility when complete will be fully occupied. | <input type="checkbox"/> | |
| 10. Space program analysis. | <input type="checkbox"/> | |
| 11. Five-year capital plan for state's entire state home program. | <input type="checkbox"/> | |
| 12. Financial plan for state facility's first three years of operation. | <input type="checkbox"/> | |
| 13. Statement regarding the total number of state-operated nursing home and domiciliary. | <input type="checkbox"/> | |
| 14. Authorized state official's certification that the number of state home beds does not exceed the requirement in 59.40. | <input type="checkbox"/> | |
| 15. Justification for number of state home beds exceeding 59.40 based on travel distance (59.40(b)) | <input type="checkbox"/> | |

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SECTION B - APPLICATION PHASE

| REQUIREMENT | | DATE |
|--|--------------------------|------|
| 1. The following is required by AUGUST 1 for consideration for priority group 1: | | |
| A. Updated Form SF 424, 424 C, 424D. | <input type="checkbox"/> | |
| B. Estimate for equipment not included in the construction contract (not to exceed 10 percent of the construction costs). | <input type="checkbox"/> | |
| C. State authorization for the project (copy of the legislation appropriating the funds or statement from state budget official outlining source of funding). | <input type="checkbox"/> | |
| D. Certificate of State matching funds (VA Form 10-0388-6). | <input type="checkbox"/> | |
| 2. Environmental Survey/Assessment | | |
| A. Phase I Environment Survey: site plan/map, site survey, and soil investigation (if applicable). | <input type="checkbox"/> | |
| B. Phase II Environmental Assessment (if outside construction exceeds 75,000 gross square feet) or a statement from authorized state official that outside construct does not exceed 75,000 GSF. | <input type="checkbox"/> | |

| REQUIREMENT | | DATE |
|---|--|--------------------------|
| 3. | Letter from state historical preservation officer. | <input type="checkbox"/> |
| 4. | Design development drawings and specifications (35 percent) | <input type="checkbox"/> |
| 5. Required certifications from the authorizing state official is required for grant award: | | |
| A. | Compliance Regarding Debarment, Suspension, And Other Responsibility Matters For Primary Covered Transactions (VA Form 10-0388-7). | <input type="checkbox"/> |
| B. | Compliance with Drug-Free Workplace (VA Form 10-0388-8). | <input type="checkbox"/> |
| C. | Compliance with Lobbying Act (VA Form 10-0388-9). | <input type="checkbox"/> |
| D. | Compliance with The Davis-Bacon Act (VA Form 10-0388-2). | <input type="checkbox"/> |
| Conditional Approval: If aforementioned requirements are substantially met, and federal funds are available, then a request for conditional approval may be submitted to VA with written assurance State will meet remaining requirements within 180 days. The following items are needed for final grant award. | | |
| 6. | | |
| A. | Final drawings and specifications (100 percent). Send CD's to 00CFM and SHCGP | <input type="checkbox"/> |
| B. | Advertise for bids. | <input type="checkbox"/> |
| C. | Bid tabulations. (Attach excluded parties list system search results.) | <input type="checkbox"/> |
| D. | Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion From Contractor(s) (VA Form 10-0388-12). | <input type="checkbox"/> |
| E. | Revised budget page (SF 424c) based on bids (Including FAI number, Project Description, and Date). | <input type="checkbox"/> |
| F. | Final application - SF 424, based on bids and consistent with SF 424c. | <input type="checkbox"/> |
| G. | Certification of Compliance with Federal Regulations (VA Form 10-0388-10). | <input type="checkbox"/> |
| H. | Budget Summary Narrative (review all 424c) | <input type="checkbox"/> |
| I. | Three (3) signed copies of Memorandum of Agreement. (Delivered by Overnight Mail) | <input type="checkbox"/> |
| J. | Reasonable assurance of title to State Home. | <input type="checkbox"/> |
| K. | Signed Application Certification (VA Form 10-0388-5). | <input type="checkbox"/> |
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| SECTION C - POST GRANT AWARD (Required Prior to Final Payment) | | |
| REQUIREMENT | | DATE |
| 1. | Equipment list (prior to completion of construction). | <input type="checkbox"/> |
| 2. | Project Photos (JPG format) sent to State Homes Construction Grants Program and 00CFM | <input type="checkbox"/> |
| 3. | Single Audit Act of 1984; state responsible for audit. Resolution of audit findings (if applicable). | <input type="checkbox"/> |
| 4. | Final Payment Request | <input type="checkbox"/> |
| 5. | Signed Post-Grant Requirements Certification (10-0388-13) | <input type="checkbox"/> |

***Note:** Unless otherwise indicated scan and e-mail documents to SHCGP.