



CHECKLIST OF MAJOR REQUIREMENTS FOR STATE HOME CONSTRUCTION/ACQUISITION GRANTS

Unless otherwise indicated, all correspondence should be sent to the Chief Consultant, Geriatrics and Extended Care Strategic Healthcare Group (114) accompanied by an **original and one copy**.

LOCATION	DESCRIPTION	
GRANT TYPE	DATE/TIME RECEIVED	
<input type="checkbox"/> Acquisition <input type="checkbox"/> Construction		

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). APPROVED	<input type="checkbox"/>	
2. Governor's designation of authorized state official and contact person.	<input type="checkbox"/>	
3. Documentation that there is a reasonable basis to conclude that the facility when complete will be fully occupied.	<input type="checkbox"/>	
4. Applicant's recommendation as to the priority, any sub-priority, and any further (38 CFR, 59.50).	<input type="checkbox"/>	
5. Needs assessment (Title 38 CFR 59.170 VAF 10-0388 requirements).	<input type="checkbox"/>	
6. Cost estimate (VA portion at time of initial application).	<input type="checkbox"/>	
7. State Clearinghouse Comments (E.O. 12372) single point of contact.	<input type="checkbox"/>	
8. State Application Identifier Number (if applicable).	<input type="checkbox"/>	
9. Statement regarding the total number of state-operated nursing home and domiciliary.	<input type="checkbox"/>	
10. Schematics for the proposed project.	<input type="checkbox"/>	
11. Space program analysis.	<input type="checkbox"/>	
12. Five-year capital plan for state's entire state home program.	<input type="checkbox"/>	
13. Financial plan for state facility's first three years of operation.	<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"/>	
16. Federal Application Identifier (FAI) number (to be assigned by VA).	<input type="checkbox"/>	
17. Signed initial application certification (VA Form 10-0388).	<input type="checkbox"/>	

SECTION B - APPLICATION PHASE (Various Requirements & Recommended Deadlines)

REQUIREMENT	✓	DATE
1. The following is required by law AUGUST 15 each fiscal year for consideration for priority group 1 of the priority list of pending applications:	<input type="checkbox"/>	
A. Updated Form SF 424, 424C, 424D (includes description and scope of project).	<input type="checkbox"/>	
1. Estimate for equipment not included in the construction contract (not to exceed 10 percent of the construction costs)	<input type="checkbox"/>	
2. Contingency estimate (not to exceed 5 percent of the estimated costs of project for new construction or 8 percent for remodeling projects).	<input type="checkbox"/>	
B. State authorization for the project (copy of the legislation).	<input type="checkbox"/>	
C. State matching funds (to be ranked in priority group 1, VA must have on file, by AUGUST 15, a copy of the act appropriating the state funds and certification from an authorized state budget official that the funds are available, how long the funds will remain available, and that no further action is required by the state to make such funds available).	<input type="checkbox"/>	
2. If you are notified that federal funds are available, it is recommended these items are submitted no later than DECEMBER 31.	<input type="checkbox"/>	
A. A schedule of when each of the remaining requirements will be met.	<input type="checkbox"/>	
B. Phase I environment survey: site plan/map, site survey, and soil investigation (if applicable)	<input type="checkbox"/>	

REQUIREMENT	✓	DATE
C. 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 and determination of categorical exclusion (CE). APPROVED	<input type="checkbox"/>	
D. Letter from state historical preservation officer and subsequent clearance from VA historical preservation officer. APPROVED	<input type="checkbox"/>	
3. If federal funds are available for your project, the following should be submitted by DECEMBER 31, but recommended no later than FEBRUARY 28.		
4. Design development drawings and specifications (35 percent). One set of sepias, 8 prints, and 8 copies of specifications. Please send directly to the office of construction management, facility quality service (181a), with a copy of the transmittal letter to the Chief, State Home Construction Program (114). A design development conference at VA Central Office or a teleconference is/may be recommended approximately four (4) weeks after submission of your design development drawings and specifications.	<input type="checkbox"/>	
5. The following certifications from the authorize state official must be submitted to VA as part of the application, preferably by MARCH 15 of each year:		
A. Compliance Regarding Debarment, Suspension, And Other Responsibility Matters For Primary Covered Transactions (VA Form 10-0148c).	<input type="checkbox"/>	
B. Compliance with Drug-Free Workplace (VA Form 10-0143).	<input type="checkbox"/>	
C. Compliance with Lobbying Act (VA Form 10-0144).	<input type="checkbox"/>	
D. Compliance with The Davis-Bacon Act (VA Form 10-0148).	<input type="checkbox"/>	
6. If the above requirements are/will be substantially met by SEPTEMBER 15, and federal funds are available, than a conditional approval may be provided and funds obligated for the project. However, a written request for conditional approval must be submitted to VA no later than AUGUST 15. If the state met all requirements, then a final grant may be awarded.		
7. If conditional approval is granted, the following items are required within 180 days from the date of conditional approval (Sec. 403 of Public Law 102-585) or the funds, by law, will be de-obligated for your project.	<input type="checkbox"/>	
A. Final drawings and specifications (100 percent). One labeled set of microfiche aperture cards, microfilm, or compact disc/read only memory (CD-ROM) compact laser disc. APPROVED	<input type="checkbox"/>	
B. Advertise for bids.	<input type="checkbox"/>	
C. Bid tabulations.	<input type="checkbox"/>	
D. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion From Contractor(S) (VA Form 10-0148a).	<input type="checkbox"/>	
E. Revised budget page (SF 424c) based on bids (2 copies).	RCVD <input type="checkbox"/>	
	APPROVED <input type="checkbox"/>	
F. Final application - SF 424, based on bids and consistent with SF 424c.	RCVD <input type="checkbox"/>	
	APPROVED <input type="checkbox"/>	
G. Certification of Compliance with Federal Regulations (VA Form 10-0148d).	<input type="checkbox"/>	
H. Three (3) signed copies of Memorandum of Agreement.	<input type="checkbox"/>	
I. Reasonable assurance of title to State Home.	<input type="checkbox"/>	
J. Signed Application Certification (VA Form 10-0388a).	<input type="checkbox"/>	
8. Obligation of Federal Funds/Grant Award.	<input type="checkbox"/>	
SECTION C – POST GRANT AWARD		
REQUIREMENT	✓	DATE
1. Equipment list (prior to completion of construction). APPROVED	<input type="checkbox"/>	
2. Claim(s) for payment (SF 271, Outlay Report and Request for Reimbursement for Construction).	<input type="checkbox"/>	
3. Final grant program review (must be request by sate official in writing prior to completion of construction).	<input type="checkbox"/>	
4. Single Audit Act of 1984; state responsible for audit. APPROVED	<input type="checkbox"/>	
5. Resolution of audit findings (if applicable).	<input type="checkbox"/>	
6. Signed Post-Grant Requirements Certification (VA Form 10-0388b).	<input type="checkbox"/>	
7. Close out grant.	<input type="checkbox"/>	