

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 (VA Form 10-0388-1, Section II project description and recommended priority.)	<input type="checkbox"/>	
4. State Clearinghouse Comments (E.O. 12372) single point of contact and compliance statement.	<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. Documentation that there is a reasonable basis to conclude that the facility when complete will be fully occupied.	<input type="checkbox"/>	
9. Space program analysis (see VA Community Living Center Design Guide).	<input type="checkbox"/>	
10. Five-year capital plan for state's entire state home program.	<input type="checkbox"/>	
11. Financial plan for state facility's first three years of operation.	<input type="checkbox"/>	
12. Authorized state official's certification of the total number of state-operated nursing home and domiciliary beds and occupancy rate.	<input type="checkbox"/>	
13. Authorized state official's certification that the number of state home beds does not exceed the requirement in 38 CFR 59.40 or justification for number of state home beds exceeding 38 CFR 59.40 based on travel distance.	<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 (for revised budgets only).	<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"/>	
3. Letter from state historical preservation officer.	<input type="checkbox"/>	
4. Design development drawings and specifications (35 percent)	<input type="checkbox"/>	

REQUIREMENT		DATE
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.		
A.	Final drawings and specifications (100 percent).	<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.	Final grant program review (requested by state official in writing prior to completion of construction).	<input type="checkbox"/>
2.	Project Photos (JPG format) and Equipment List.	<input type="checkbox"/>
3.	Single Audit Act of 1984. State audit report and resolution of audit findings (if applicable).	<input type="checkbox"/>
4.	Final Payment Request (VA Form SF271).	<input type="checkbox"/>
5.	Signed Post-Grant Requirements Certification (VA Form 10-0388-13)	<input type="checkbox"/>

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