



# Request for Proposal (RFP)

## For Architectural Design and Engineering Services

### 1. Introduction

The Stockbridge Community School District invites qualified architectural and engineering firms to submit proposals for providing comprehensive design and engineering services for upcoming school bond projects. These projects include creating site plans, concept drawings, complete architectural drawings, blueprints, and all necessary engineering services.

### 2. Project Overview

- **Project Title:** Stockbridge Community School District
- **Location:** Stockbridge Community School District 416 Clinton Street, Stockbridge MI 49285
- **Scope:** Design and engineering services for the construction of a new 4,000 plus square foot health center

### 3. Scope of Work

The selected firm will be responsible for:

1. **Site Plan Development:**
  - Site analysis and surveys (complete site plan)
  - Zoning analysis (as needed)
  - Environmental impact studies (as needed)
2. **Concept Drawings:**
  - Initial design concepts
  - Schematic designs
  - 3D renderings and visualizations
3. **Complete Architectural Drawings:**
  - Design development drawings

- Construction documents
- Specifications
- 4. **Blueprints and Engineering Services:**
  - Structural, mechanical, electrical, and plumbing engineering services
  - Coordination with other consultants (e.g., civil engineers, landscape architects, etc.)
  - All architectural and engineering documents/drawings required for construction of the health center
- 5. **Permit Requirements:**
  - Submission of all necessary permit applications
  - Coordination with local, state, and federal agencies
  - Ensuring compliance with all regulatory requirements
- 6. **Grant Requirements:**
  - Manage the project within the terms and conditions of the Federal (HRSA) grant requirements.

## 4. Proposal Requirements

Interested firms must submit a detailed proposal including:

1. **Firm Information:**
  - Company name, address, and contact information
  - Overview of the firm, including history and philosophy
  - Resumes of key personnel
2. **Experience and Qualifications:**
  - Similar projects completed within the last five years
  - References from previous clients
  - Examples of previous work (portfolio)
3. **Project Approach and Methodology:**
  - Detailed approach to the scope of work
  - Proposed project timeline with key milestones
  - Quality control and assurance processes
4. **Fee Structure:**
  - Detailed fee proposal, including hourly rates and estimated total cost
  - Breakdown of fees for each phase of the project
  - Additional costs, if any (e.g., travel, printing, etc.)
5. **Legal and Financial Information:**
  - Proof of insurance
  - Financial stability documentation

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and past performance

2. Qualifications of personnel
3. Understanding of project scope and approach
4. Fee structure and cost-effectiveness
5. References and client feedback
6. Consistency of Staffing
7. Experience with Federal (HRSA) grants and management of grant timelines

## **6. Submission Details**

- **Submission Deadline:** October 17, 12:00 pm
- **Submission Address:** 100 Price Ave. Suite A, Stockbridge MI 49285
- **Contact Person:** Brian Friddle Superintendent, [friddleb@panthernet.net](mailto:friddleb@panthernet.net), 517-715-9001

## **7. Selection Process**

1. Initial evaluation of proposals
2. Shortlisting of top candidates
3. Interviews/presentations with shortlisted firms
4. Final selection and contract negotiation

## **8. Schedule**

- RFP Issuance: September 30, 2024
- Pre Bid meeting: October 7, 2024 1:00 pm, Stockbridge Jr/Sr High Student Success Center 416 Clinton, Stockbridge MI 49285
- Deadline for Questions: October 8, 2024 12:00 pm
- Proposal Submission Deadline: October 17, 2024 12:00 pm
- Bid Opening: October 17, 2024 1:00 pm, 100 Price Ave. Suite A, Stockbridge MI 49285
- Board Notification: October 18, 2024
- Shortlist Notification: October 22, 2024

## **9. Terms and Conditions**

- The Stockbridge Community School District reserves the right to reject any or all proposals.
- All documents submitted will become the property of Stockbridge Community School District.
- The Stockbridge Community School District is not liable for any costs incurred by firms in responding to this RFP.

## 10. Additional Information

For additional information or questions regarding this RFP, please contact:

- Brian Friddle
- Superintendent
- Friddleb@panthernet.net
- 517-715-9001

Thank you for your interest in this project. We look forward to receiving your proposal.

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Stockbridge Community School District

101 Price Ave

Stockbridge, MI 49285

Web Address

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### Attachments:

- Location Map (416 Clinton, Stockbridge MI, 49285)
- HRSA Requirements



## **CONDITIONS**

Information given in this Conditions section are peculiar to this project, necessary for the progress of the work, and shall be provided as described herein. Throughout this Conditions section, Stockbridge Community Schools is referred to as the "Owner" and the successful bidder as the "Contractor". All other parties involved and contracted by the Owner are referred to as the "Owner's Representatives".

### **Bidding and Contract Information**

1. The *Bid Proposal Packet* shall be filled in completely, giving all information called for herein. Should any bidder refuse to hold its bid firm for the required period or refuse to enter into a contract in accordance with the terms of its proposal, the Owner reserves the right to disqualify its bid and may consider this a factor with respect to any future bids made by him/her, and may refuse to consider the same for that reason.
2. All pages and documents, and the information requested within the *Bid Proposal Packet* section, must be furnished completely in strict compliance with the bidding submittal requirements. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, the Owner reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.
3. Bidders are cautioned that any alternate bid(s), unless specifically requested, or any changes, insertions, or omissions to the terms and conditions of these specifications, may be considered non-responsive and at the option of the Owner may result in rejections of the bid(s).
4. Any bid(s) received at Stockbridge Community Schools Central Office designated herein, after the exact time specified for receipt, may not be considered.
5. The Owner reserves the right to postpone the bid opening for its own convenience.
6. Bidders shall fill in the number and date of each addendum on the *Bid Proposal Packet*.
7. Should a bidder find apparent discrepancies in, or omissions from, the bidding documents, or should it be in doubt as to their true meaning, or should it have any questions regarding any work or materials intended by the bidding documents, then such bidder, either Contractor or Subcontractor, shall immediately notify the Owner of such questions. The Owner will issue an addendum to all Contractors recorded in its office as being bidders for the specific project. It shall be the responsibility of the Contractors on record to provide all their Subcontractors with the information contained in these addenda.
8. THE OWNER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES AND MAJOR IRREGULARITIES IN BIDS RECEIVED.
9. THE OWNER RESERVES THE RIGHT TO WAIVE ANY INFORMATION IN THE BIDS, OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, SHOULD IT BE DEEMED IN ITS BEST INTEREST TO DO SO.
10. THE DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL BIDS OR ANY PORTION THEREOF AND TO ACCEPT THE BID WHICH SHALL BEST SERVE THE DISTRICT.

herein specified, the undersigned bidder proposes to furnish all labor, equipment, materials, permits, required inspections, etc., and to perform all necessary work for completion of this project, as outlined in the bid documents and specifications submitted.

Start Date\_\_\_\_\_End Date\_\_\_\_\_

Attach additional pages if necessary for complete proposal.

### **Sworn and Notarized Familial Disclosure Statement**

All bidders must provide a familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or any Employee of the bidder, any member of the Board of Education or the Superintendent of the school district. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

- ☐ The following familial relationship exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Related to</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

- ☐ There is no familial relationship that exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

#### **NOTARY PUBLIC**

Subscribe and sworn before me, this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_, a Notary Public,

In and for \_\_\_\_\_ County, Michigan.

\_\_\_\_\_  
Signature

My Commission expires \_\_\_\_\_ Seal:

**Sworn and Notarized – Iran Economic -Sanctions Act**

All bidders must disclose any relationship with an Iranian Company in compliance with Act No. 517 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any relationship with an Iranian Company that exists between the Owner and an Employee of the bidder, a member of the Board of Education or Superintendent of the District. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

- ☐ The following relationship exists between an Iranian Company and the Owner and an employee of the bidder, a member of the Board of Education or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Company</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose any Iranian relationship.

- ☐ There is no relationship that exists between an Iranian Company and the Owner and any Employee of the bidder, any member of the Board of Education or Superintendent of the school district.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NOTARY PUBLIC**

Subscribe and sworn before me, this \_\_\_\_\_

Day of \_\_\_\_\_, 2024, a Notary Public, In

and for \_\_\_\_\_ County, Michigan.

\_\_\_\_\_  
Signature

My Commission expires \_\_\_\_\_ Seal:



## HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

## Terms and Conditions

**Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.**

### Grant Specific Condition(s)

#### 1. Due Date: Within 120 Days of Budget Start Date

The award recipient must consult with the HRSA Project Officer and environmental reviewer to determine if other environmental compliance reviews are required for the proposed project. Additional information will be provided within 120 days of the Project Period Start Date to identify the extent of the information that will be needed for this specific project. This information may include an Environmental Assessment (EA) under NEPA, consultation under Section 106 of the National Historic Preservation Act with the State Historic Preservation Officer (SHPO) / Tribal Historic Preservation Officer (THPO) (and any other consulting parties if identified), a hazardous materials survey, Coastal Zone Consistency Determination, Floodplain Management, Environmental Justice, etc. The documentation must be completed and submitted to HRSA for review and approval. This condition must be approved and lifted from the Notice of Award prior to initiating any physical site preparation, demolition, alteration and renovation, or construction related to the project. Funds may only be drawn down for pre-construction activities, such as the purchase of moveable equipment, completion of architectural and engineering plans, licensing and permitting requirements, State Historic Preservation Office/Tribal Historic Preservation Office consultation, and preparation of the EA or related testing and surveys.

#### 2. Due Date: Within 60 Days of Budget Start Date

Within 60 days of the Project Period Start Date, submit a completed Environmental Information Document (EID Checklist) for the project, including a Flood Insurance Rate Map.

#### 3. Due Date: Within 60 Days of Budget Start Date

Within 60 days of the Project Period Start Date, submit a revised construction schedule providing more detailed information and project milestones into HRSA's Electronic Handbook. Provide an overall project schedule, including the number of months for each of the following critical milestones within the three-year budget/project period (36 months): planning, obtain required permits and/or variances, meet Federal environmental and historic preservation requirements, awarding of contracts, alteration/renovation period, and expected project completion date. Describe the current status of the project including any steps that may have been accomplished to date and identify the person or entity accountable for each milestone. Contact the assigned Project Officer for additional information.

#### 4. Due Date: Within 60 Days of Budget Start Date

Within 60 days of Project Period Start Date, the award recipient must submit into HRSA's Electronic Handbook a revised SF-424C budget page, revised budget justification and revised equipment list, in accordance with the application guidance.

The Budget Narrative does not clearly indicate the costs from lines 1-17 of the SF-424C. Please include detailed descriptions of the costs based on classifications from the SF-424C lines 1-11.

### Program Specific Condition(s)

#### 1. Due Date: Within 120 Days of Budget Start Date

The award recipient must record a Notice of Federal Interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. A notarized and recorded copy of the NFI must be submitted into HRSA's Electronic Handbook.

#### 2. Due Date: Within 60 Days of Budget Start Date

Property Documentation is Required. Within 60 days of Project Period Start Date, the award recipient must submit documentation (deeds, titles, local land records, etc.) describing ownership of the property. The application does not document if the project site is owned or leased. Please provide this information, if leased please provide lease documentation and landlord letter of consent.

### Grant Specific Term(s)



to prior OMB Circulars for the administrative and audit requirements and the cost principles that govern Federal monies associated with this award are superseded by the Uniform Guidance 2 CFR Part 200 as codified by HHS at 45 CFR Part 75.

2. As required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of Public Law 110-252, recipients must report information for each subaward of \$30,000 or more in Federal funds and executive total compensation, as outlined in Appendix A to 2 CFR Part 170. You are required to submit this information to the FFATA Subaward Reporting System (FSRS) at <https://www.fsrs.gov/> by the end of the month following the month in which you awarded any subaward. The FFATA reporting requirements apply for the duration of the project period and so include all subsequent award actions to aforementioned HRSA grants and cooperative agreement awards (e.g., Type 2 (competing continuation), Type 5 (non-competing continuation), etc.). Subawards to individuals are exempt from these requirements. For more information, visit: <https://www.hrsa.gov/grants/ffata.html>.
3. All post-award requests, such as significant budget revisions or a change in scope, must be submitted as a Prior Approval action via the Electronic Handbooks (EHBs) and approved by HRSA prior to implementation. Grantees under "Expanded Authority," as noted in the Remarks section of the Notice of Award, have different prior approval requirements. See "Prior-Approval Requirements" in the DHHS Grants Policy Statement: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>.
4. The funds for this award are in a sub-account in the Payment Management System (PMS). This type of account allows recipients to specifically identify the individual grant for which they are drawing funds and will assist HRSA in monitoring the award. Access to the PMS account number is provided to individuals at the organization who have permissions established within PMS. The PMS sub-account code can be found on the HRSA specific section of the NoA (Accounting Classification Codes). Both the PMS account number and sub-account code are needed when requesting grant funds. **Please note that for new and competing continuation awards issued after 10/1/2020, the sub-account code will be the document number.**  
You may use your existing PMS username and password to check your organizations' account access. If you do not have access, complete a PMS Access Form (PMS/FFR Form) found at: <https://pmsapp.psc.gov/pms/app/userrequest>. If you have any questions about accessing PMS, contact the PMS Liaison Accountant as identified at:  
<http://pms.psc.gov/find-pms-liaison-accountant.html>

## Program Specific Term(s)

1. This Notice of Award (NoA) is issued to inform your organization of the awarding of Community Project Funding/Congressionally Directed Spending (CPF/CDS): Construction Projects (HRSA-23-117) funding. This funding is authorized by the FY 2023 Consolidated Appropriations Act (P.L. 117-328) for projects that relate to the construction and renovation (including equipment) of health care and other facilities. This award cannot be transferred to another entity.
2. On September 15, 2010, the United States Department of Justice published revised Americans with Disabilities Act (ADA) regulations in the Federal Register that update and amend some of the provisions in the original 1991 ADA regulations (see <http://www.ada.gov/>). These changes include revised accessibility standards, called the 2010 Standards for Accessible Design (2010 Standards), which establish minimum criteria for accessibility in design and construction ([http://www.ada.gov/2010ADAstandards\\_index.htm](http://www.ada.gov/2010ADAstandards_index.htm)).
3. Although this NoA approves funds for the project(s) identified in the submitted application, HRSA may take action to withdraw the approval and funds for the project(s) if subsequent events lead HRSA to conclude that a project as originally proposed is ineligible or cannot be completed. Subsequent events could include, but are not limited to, non-compliance with the implementation of the project (such as excessive drawdown, improper procurement, conflicts of interests, etc.), significant changes to the location or physical scope of the project without prior approval, or the identification of previously undocumented environmental or historic preservation issues that lead the HRSA to conclude that the proposed project cannot be carried out consistent with the eligibility and program requirements. If this occurs, please contact the assigned Project Officer to discuss.
4. If a Notice of Federal Interest (NFI) is required, HRSA's Federal interest is subordinate to all pre-existing mortgages or obligations recorded against the property. HRSA's Federal interest is also subordinate to loans and obligations identified in the application as sources of financing for the project. Future modifications and new mortgages and obligations will require prior approval.
5. The preferred method for accomplishing construction development is by soliciting for competitive bids and then selecting the lowest responsive and responsible bid (where the contractor has adequately responded to the terms, conditions, and specification of the bid and has the capability to satisfactorily perform the contract). However, some award recipients may wish to accomplish construction using their own work force (force account). The award recipient must justify the use of force account by demonstrating that it would be more cost effective and that qualified personnel are available to accomplish the work. Consultation with the Project Officer is needed to determine if force account labor will be permitted.
6. Each budget has a Federal Percentage Share based upon the award amount and the total allowable costs. Grant funds can only be drawn down from the Payment Management System (PMS) as allowable costs are incurred. Unless otherwise authorized, draw down should be done in the same proportion as the grant is to total project costs in the approved budget. For example, for a project with a total allowable



grant funds would be drawn down from PMS to pay this incurred cost, while the other \$25 will be paid by other sources of funds. The draw down percentage may be re-evaluated based on any modifications to the project that have been received from the grantee and approved by HRSA.

7. Equipment includes all moveable equipment that has a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more, including information technology systems. Moveable equipment can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the space. Any equipment purchased with your CDS award must be procured, maintained, tracked, and disposed of in accordance with 45 CFR part 75.
8. All program income generated as a result of awarded funds must be used for approved project-related activities. Any program income earned by the recipient must be used under the addition/additive alternative. Additional requirements found at 45 CFR § 75.307.
9. The award recipient does not have expanded authority under this program. Items that require prior approval from the awarding office as indicated in 45 CFR Part 75. HRSA has not waived cost-related or administrative prior approvals for recipients unless specifically stated on this Notice of Award] or 45 CFR Part 75, or the HHS Grants Policy Statement Prior-Approval Requirements, must be submitted in through the Electronic Handbook. Only responses to prior approval requests signed by the GMO and authorized under a Notice of Award are considered valid. award recipients who take action on the basis of responses from other officials do so at their own risk. Such responses will not be considered binding by or upon the HRSA.  
HRSA requires award recipients to seek prior approval through the Electronic Handbook for: (a) all pre-award costs, (b) rebudgeting of funds between construction and nonconstruction work; (c) rebudgeting of project costs exceeding 25 percent of the total approved budget (inclusive of direct and indirect costs and Federal funds and required matching or cost sharing) for that budget period; (d) changes in project scope, which occurs when the recipient proposes to change (or changes) the objectives, aims, or purposes identified in the approved application, including changing location, changing the approved design under a construction grant, eliminating a primary care delivery site, or making budget changes that cause a project to change substantially from that which was approved. Approval of a prior approval request may be conditioned by new terms and conditions that must be met and lifted from the Notice of Award prior to implementing work.
10. You will need to submit a pre-award prior approval request to HRSA for review of any costs incurred up to 90 day prior to the Consolidated Appropriations Act, 2023 (P.L. 117-328; enacted December 29, 2022). Please refer to HRSA-23-117 for further guidance.
11. Applicants that are NOT required to file a Notice of Federal Interest, still acknowledge with the receipt of the Notice of Award that the Federal interest exists in real property and equipment and will be maintained in accordance with 45 CFR Part 75 UNIFORM ADMINISTRATIVE REQUIREMENTS FOR AWARDS AND SUBAWARDS TO INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, OTHER NONPROFIT ORGANIZATIONS, or 45 CFR Part 75 UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS, as applicable. The recipient shall maintain adequate documentation to track and protect the Federal Interest. For real property, adequate documentation will also include communications between the lessor and the lessee related to protecting such interest, in accordance with the standard award terms and conditions. Such documentation should be available for subsequent review by HRSA.
12. An award recipient may acquire a variety of commercially available goods or services in connection with a grant-supported project or program. Award recipients may use their own procurement procedures that reflect applicable state and local laws and regulations, as long as those procedures conform to the following applicable U.S. Department of Health and Human Services (HHS) regulations: HHS regulations at 45 Code of Federal Regulations (CFR) 75 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS. States must follow the requirements at Title 45 CFR 75. Generally, States must follow the same policies and procedures they use for procurements from non-Federal funds. Local and Tribal governments must follow the requirements at 45 CFR 75.
13. The award recipient must submit an annual Federal Financial Report with expense date for each consecutive twelve (12) month budget period. This report is submitted through the Payment Management System (PMS).

## Standard Term(s)

1. Your organization is required to have the necessary policies, procedures, and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding, per HRSA [Standard Terms](#) (unless otherwise specified on your Notice of Award), and [Legislative Mandates](#). The effectiveness of these policies, procedures, and controls is subject to audit.

## Reporting Requirement(s)

1. **Due Date: Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due 90 days after end of reporting period.**  
The recipient must submit, within 90 days after budget period end date, an annual Federal Financial Report (FFR). The report should reflect

**System (PMS).** Technical questions regarding the FFR, including system access should be directed to the PMS Help Desk by submitting a ticket through the self-service web portal (**PMS Self-Service Web Portal**), or calling 877-614-5533.

**2. Due Date: Within 90 Days of Project End Date**

Within 90 days of project completion, the award recipient must scan and upload photographs, with brief descriptions, of the project prior to initiating work, during renovation/construction, and of the completed project, including exterior shots (front, rear of building), major rooms and examples of grant provided major equipment items, into the EHB for the approved project.

**3. Due Date: Semi-Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due 30 days after end of reporting period.**

The award recipient will submit a semi-annual Progress Report for the approved project(s) into the HRSA Electronic Handbook (EHB) approximately every six months until the project is completed.

**4. Due Date: Within 90 Days of Project End Date**

Within 90 days after the project end date, submit the SF-428 (Tangible Personal Property Report) with the SF-428B (Final Report Attachment) and, if applicable, the SF-428S (Supplemental Sheet). These documents must be completed using the HRSA Electronic Handbooks (EHBs). You must report federally-owned property, acquired equipment with an acquisition cost of \$5,000 or more for which HRSA has reserved the right to transfer title, and residual unused supplies with total aggregate fair market value exceeding \$5,000. Records for equipment acquired with federal funds shall be retained for three years after final disposal.

**5. Due Date: Within 90 Days of Project End Date**

Within 90 days of project completion, the award recipient must submit into HRSA's Electronic Handbook a final SF-424C budget page, budget justification, and equipment list (if applicable), for the completed project.

**6. Due Date: Within 90 Days of Project End Date**

Within 90 days of project completion, the award recipient will submit documentation for the approved project certifying that the project have been completed in accordance with the previously provided certified documents and in accordance with all mandatory requirements imposed on +D3 federally-assisted projects by specific laws enacted by Congress, Presidential Executive Orders, or Departmental Policy, as well as all applicable program standards, State codes, and local codes and ordinances.

**Failure to comply with these reporting requirements will result in deferral or additional restrictions of future funding decisions.**

## Contacts

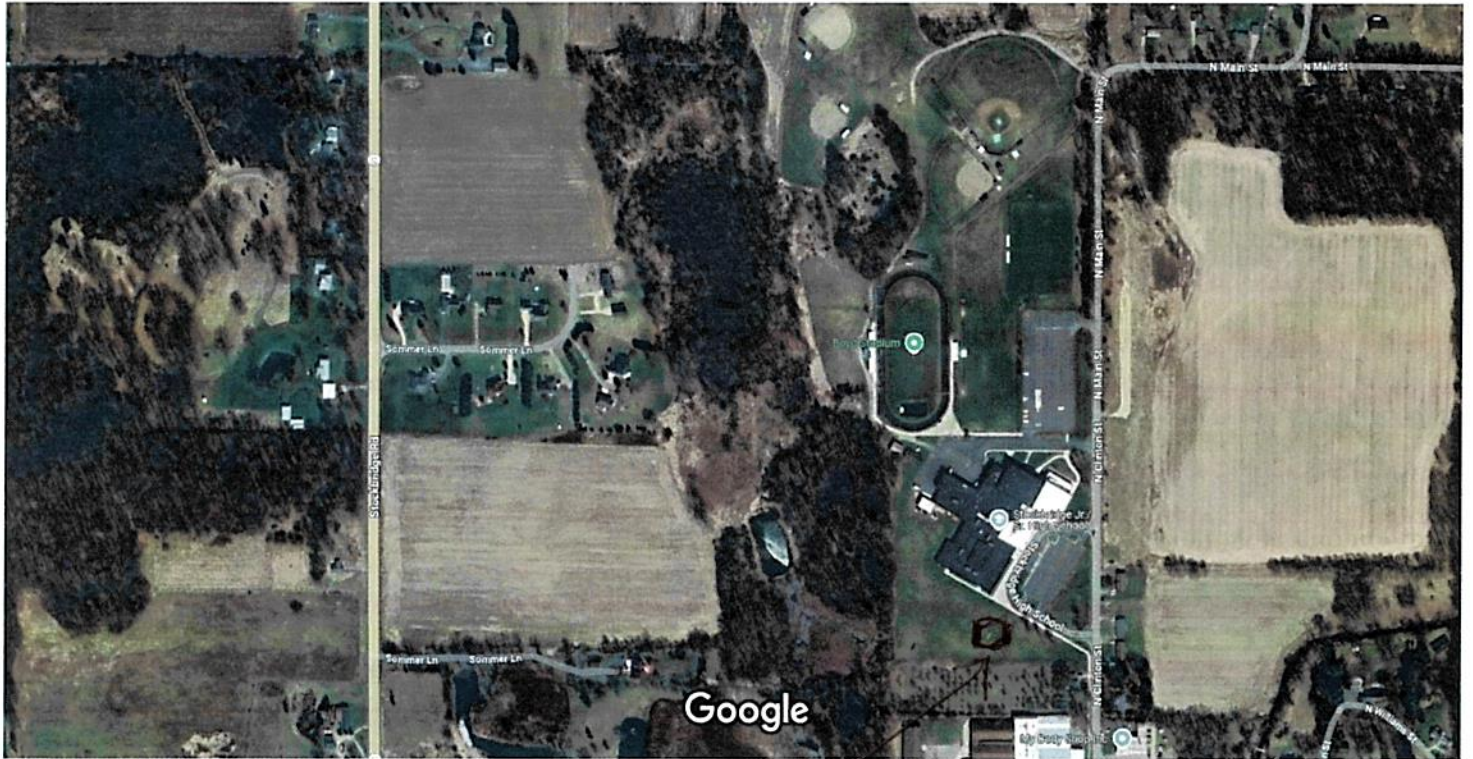
### NoA Email Address(es):

Name	Role	Email
Stephen J Keskes	Program Director, Authorizing Official, Point of Contact	keskess@panthernet.net

Note: NoA emailed to these address(es)

All submissions in response to conditions and reporting requirements (with the exception of the FFR) must be submitted via EHBs. Submissions for Federal Financial Reports (FFR) must be completed in the Payment Management System (<https://pms.psc.gov/>).





Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 200 ft

proposed location.

