



TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS

BOARD OF COMMISSIONERS:

Mary Faith Bell, Chair mfbell@co.tillamook.or.us
David Yamamoto, Vice-Chair dyamamoto@co.tillamook.or.us
Erin D. Skaar, Commissioner eskaar@co.tillamook.or.us

CONTACT:

201 Laurel Avenue
Tillamook, Oregon 97141
503.842.3403
www.co.tillamook.or.us

COMMUNITY UPDATE MEETING
Tuesday, June 15, 2021 at 8:00 a.m.
Teleconference

WORKSHOP
Wednesday, June 16, 2021 at 8:30 a.m.
Commissioners' Meeting Rooms A & B
County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

BOARD MEETING
Wednesday, June 16, 2021 at 10:00 a.m.
Commissioners' Meeting Rooms A & B
County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

PUBLIC COMMENT

The board will allow public comment at workshop and board meetings during a public comment period. Those intending to provide public comment for the workshop or board meeting shall email submissions to publiccomments@co.tillamook.or.us. Public comments received by 5:00 p.m. on Tuesday will be distributed to the board and become part of the public record.

Public comments submitted via email after the deadline or during the workshop or board meeting will be presented by staff to the board during the public comment period. Unless otherwise specified, these submissions will be presented during the board meeting. Public comments can also be mailed to the Board of Commissioners' Office, 201 Laurel Avenue, Tillamook, Oregon, 97141.

Two minutes is allowed per comment. The chair may, at his/her sole discretion, further limit or expand the amount of time for individuals to speak.

AGENDAS

COMMUNITY UPDATE – AUDIO06-15-2021A.MP3

CALL TO ORDER: Tuesday, June 15, 2021 8:00 a.m.

1. 00:01 Welcome and Board of Commissioners' Roll Call
2. 00:12 Adventist Health Tillamook
3. 02:52 Coastal Caucus
4. 28:41 Tillamook County Community Health Center
5. 37:33 Tillamook Family Counseling Center
6. 40:14 Sheriff's Office/Emergency Management
7. 44:35 Board of Commissioners
8. Cities
9. 56:30 Manzanita
57:13 Nehalem
58:10 Bay City
59:18 Tillamook

ADJOURN – 9:05 a.m.

WORKSHOP - AUDIO06-16-2021A.MP3

CALL TO ORDER: Wednesday, June 16, 2021 8:30 a.m.

1. 01:07 Welcome & Request to Sign Guest List
2. 01:15 Public Comment: There were none.
3. 01:15 Non-Agenda Items: There were none.
4. 01:17 COVID-19 Vaccine Update/Ed Colson, Health and Human Services
5. 32:04 Discussion Concerning a U. S. Department of Health and Human Services Administration American Rescue Plan Health Center Construction and Capital Improvements 21-114 Grant Application/Marlene Putman, Administrator, Health and Human Services

AGENDA ITEM TAKEN OUT OF ORDER

6. 36:35 Discussion Concerning 2021-2023 Intergovernmental Agreement #169528 with the Oregon Health Authority for the Financing of Public Health Services/Marlene Putman, Administrator, Health and Human Services

AGENDA ITEM TAKEN OUT OF ORDER

7. 09:09 Discussion and Consideration of an Oregon Department of Transportation Traffic Safety Enhancement Program Grant Application/Matt Kelly, Undersheriff

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes.

8. 10:44 Discussion and Consideration of a Personnel Requisition for a Replacement Regular Full-Time Grant Funded Parole and Probations Deputy in the Community Corrections Department/Ahnie Seaholm, Lieutenant, Sheriff's Office

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Chair signed the requisition.

9. 11:43 Discussion Concerning a 2021-2023 Specialty Court Grant Program Application with the State of Oregon Criminal Justice Commission/Ahnie Seaholm, Lieutenant, Sheriff's Office

10. 13:42 Discussion Concerning a Letter of Support for the 2021-2023 Specialty Court Grant Program Application with the State of Oregon Criminal Justice Commission/Ahnie Seaholm, Lieutenant, Sheriff's Office

11. 14:22 Discussion Concerning Amendment #2 to an Interagency Agreement with the Oregon Military Department's Office of Emergency Management for the Kilchis House Flood Reduction Phase I Project/Chris Laity, Director, Public Works

12. 17:57 Discussion Concerning an Order in the Matter of the Appointment of Members to the Tillamook County Housing Commission/Sarah Absher, Director, Department of Community Development

13. 22:10 Discussion and Consideration of a Personnel Requisition for a Replacement Regular Full-Time Housing Coordinator in the Department of Community Development/Sarah Absher, Director, Department of Community Development

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Chair signed the requisition.

14. 24:47 Discussion and Consideration of a Personnel Requisition for a Replacement Regular Full-Time Planner 2 in the Department of Community Development/Sarah Absher, Director, Department of Community Development
- A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Chair signed the requisition.
15. 29:26 Discussion Concerning Modification #1 to a Personal Services Agreement with Day Wireless Systems for the Public Safety Radio and Radio Site Maintenance Services/John Spence, Communications System Administrator
16. 30:37 Discussion Concerning Modification #9 to Personal Services Agreement #4334 with Helion Software, Inc. for Orcats Tax and Assessment Software License, Maintenance and Support/Denise Vandecoevering, Assessor and Tax Collector
17. 41:07 Discussion Concerning an Order in the Matter of Designating a Newspaper for the Publication of the 2021 Tillamook County Property Tax Foreclosure List/Joel Stevens, County Counsel
18. 42:02 Discussion Concerning an Order in the Matter of a Notice of Intent to Award a Contract for the Pacific City/Woods Parking Management Plan Design Project/Rachel Hagerty, Chief of Staff
19. 51:37 Board Concerns – Non-Agenda Items
Tide Gate Grant Award for Tillamook County/Commissioner David Yamamoto
20. 52:51 Public Comments: There were none.

ADJOURN – 9:23 a.m.

MEETING - AUDIO06-16-2021B.MP3

CALL TO ORDER: Wednesday, June 16, 2021 10:04 a.m.

1. 00:42 Welcome & Request to Sign Guest List
Livestream Connection Announcement/Commissioner Mary Faith Bell
2. 01:47 Pledge of Allegiance
3. 02:10 Public Comment: There were none.
4. 02:18 Non-Agenda Items: There were none.
5. 02:22 COVID-19 Vaccine Update/Marlene Putman, Administrator; Ed Colson, Health and Human Services

08:28 COVID-19 Comments/Commissioner Erin Skaar
10:21 COVID-19 Vaccination Rates/Commissioner Mary Faith Bell

LEGISLATIVE – ADMINISTRATIVE

6. 13:27 Consideration of a U. S. Department of Health and Human Services Administration American Rescue Plan Health Center Construction and Capital Improvements 21-114 Grant Application/Marlene Putman, Administrator, Health and Human Service

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes.

7. 16:55 Consideration of a 2021-2023 Intergovernmental Agreement #169528 with the Oregon Health Authority for the Financing of Public Health Services/Marlene Putman, Administrator, Health and Human Services

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Chair signed the agreement.

8. 18:58 Consideration of a 2021-2023 Specialty Court Grant Program Application with the State of Oregon Criminal Justice Commission/Commissioner David Yamamoto

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes.

9. 20:51 Consideration of a Letter of Support for the 2021-2023 Specialty Court Grant Program Application with the State of Oregon Criminal Justice Commission/Commissioner David Yamamoto

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Board signed the letter.

10. 21:57 Consideration of Amendment #2 to an Interagency Agreement with the Oregon Military Department's Office of Emergency Management for the Kilchis House Flood Reduction Phase I Project/Chris Laity, Director, Public Works

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Chair signed the amendment.

11. 39:50 Consideration of an Order in the Matter of the Appointment of Members to the Tillamook County Housing Commission/Sarah Absher, Director, Department of Community Development

A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Board signed Order #21-027.

12. 41:50 Consideration of Modification #1 to a Personal Services Agreement with Day Wireless Systems for the Public Safety Radio and Radio Site Maintenance Services/John Spence, Communications System Administrator
- A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Board signed the modification.
13. 44:00 Consideration of Modification #9 to Personal Services Agreement #4334 with Helion Software, Inc. for Orcats Tax and Assessment Software License, Maintenance and Support/Denise Vandecoevering, Assessor and Tax Collector
- A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Board signed the modification.
14. 46:20 Consideration of Order in the Matter of Designating a Newspaper for the Publication of the 2021 Tillamook County Property Tax Foreclosure List/Joel Stevens, County Counsel
- A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Board signed Order #21-028.
15. 47:43 Consideration of an Order in the Matter of a Notice of Intent to Award a Contract for the Pacific City/Woods Parking Management Plan Design Project/Rachel Hagerty, Chief of Staff
- A motion was made by Commissioner Skaar and seconded by Vice-Chair Yamamoto. The motion passed with three aye votes. The Board signed Order #21-029.
- 54:39 Project Planning and Management/Commissioner David Yamamoto
- 56:16 Pacific City Planning and Community/Commissioner Erin Skaar
- 57:14 Design and Community Involvement/Commissioner Mary Faith Bell
16. 59:19 Board Concerns – Non-Agenda Items
Tide Gate Grant Award for Tillamook County/Commissioner David Yamamoto
17. 1:01:12 Public Comments: There were none.
18. 1:01:13 Board Announcements

Chair Bell recessed the meeting into executive session pursuant to ORS 190.660(2)(i) at 11:07 a.m.

Chair Bell reconvened the meeting at 12:53 p.m. - AUDIO06-16-2021C.MP3

ADJOURN – 12:53 p.m.

JOIN THE BOARD OF COMMISSIONERS MEETINGS

The Board is committed to community engagement. Due to Oregon COVID-19 restrictions for public gatherings, the board provides opportunity for public participation during meetings via the options below. Live video and audio capabilities are listen-only and are offered on a best effort for the public.

- **Community Meetings: Tuesdays at 8:00 a.m.** *(Teleconference & KTIL-FM at 95.9)*
Dial 971-254-3149, Conference ID: 736 023 979#
- **Workshop: Wednesdays at 8:30 a.m.** *(Teleconference Only)*
Dial 971-254-3149, Conference ID: 736 023 979#
Agenda items are generally for discussion only. Certain items may also be scheduled for consideration.
- **Board Meetings: Wednesdays at 10:00 a.m.** *(Teleconference & Live Video at tctvonline.com)*
Dial 971-254-3149, Conference ID: 736 023 979#
Agenda items are for discussion or consideration.

MEETING INFORMATION AND RULES

- Matters for discussion and consideration by the board shall be placed on an agenda prepared by the Board Assistant and approved by the board chair. Any commissioner may request items on the agenda.
- Public hearings are formal proceedings publicized in advance through special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at regular and workshop meetings.
- Individuals who wish to testify in-person during meetings and hearings shall do so at the table placed in front of the dais. Individuals testifying will, for the record, first identify themselves.
- Commissioners will be addressed by their title followed by their last name.
- Commissioners shall obtain approval from the chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the chair shall allow an opportunity, by the commissioner who has the floor, to ask immediate follow-up questions.
- A majority of the board shall constitute a quorum and be necessary for the transaction of business.
- All board meeting notices are publicized in accordance with public meeting laws.
- All board meetings will commence with the Pledge of Allegiance.
- The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- The board reserves the right to recess to executive session as may be required at any time during this meeting, pursuant to ORS 192.660(1).
- The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual, or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

AGENDAS

COMMUNITY UPDATE

CALL TO ORDER: Tuesday, June 15, 2021 8:00 a.m.

1. Welcome and Board of Commissioners' Roll Call
2. Adventist Health Tillamook
3. Coastal Caucus
4. Tillamook County Community Health Center
5. Rinehart Clinic
6. Tillamook Family Counseling Center
7. Others:
8. Governor's Office
9. Board of Commissioners
10. Cities
 - a. Manzanita
 - b. Nehalem
 - c. Wheeler
 - d. Rockaway Beach
 - e. Garibaldi
 - f. Bay City
 - g. Tillamook
 - h. South County

ADJOURN

WORKSHOP

CALL TO ORDER: Wednesday, June 16, 2021 8:30 a.m.

1. Welcome & Request to Sign Guest List
2. Public Comment

3. Non-Agenda Items
4. COVID-19 Vaccine Update/Marlene Putman, Administrator; Ed Colson, Health and Human Services
5. Discussion Concerning a U. S. Department of Health and Human Services Administration American Rescue Plan Health Center Construction and Capital Improvements 21-114 Grant Application/Marlene Putman, Administrator, Health and Human Services
6. Discussion Concerning 2021-2023 Intergovernmental Agreement #169528 with the Oregon Health Authority for the Financing of Public Health Services/Marlene Putman, Administrator, Health and Human Services
7. Discussion and Consideration of an Oregon Department of Transportation Traffic Safety Enhancement Program Grant Application/Matt Kelly, Undersheriff
8. Discussion and Consideration of a Personnel Requisition for a Replacement Regular Full-Time Grant Funded Parole and Probations Deputy in the Community Corrections Department/Ahnie Seaholm, Lieutenant, Sheriff's Office
9. Discussion Concerning a 2021-2023 Specialty Court Grant Program Application with the State of Oregon Criminal Justice Commission/Ahnie Seaholm, Lieutenant, Sheriff's Office
10. Discussion Concerning a Letter of Support for the 2021-2023 Specialty Court Grant Program Application with the State of Oregon Criminal Justice Commission/Ahnie Seaholm, Lieutenant, Sheriff's Office
11. Discussion Concerning Amendment #2 to an Interagency Agreement with the Oregon Military Department's Office of Emergency Management for the Kilchis House Flood Reduction Phase I Project/Chris Laity, Director, Public Works
12. Discussion Concerning an Order in the Matter of the Appointment of Members to the Tillamook County Housing Commission/Sarah Absher, Director, Department of Community Development
13. Discussion and Consideration of a Personnel Requisition for a Replacement Regular Full-Time Housing Coordinator in the Department of Community Development/Sarah Absher, Director, Department of Community Development
14. Discussion and Consideration of a Personnel Requisition for a Replacement Regular Full-Time Planner 2 in the Department of Community Development/Sarah Absher, Director, Department of Community Development
15. Discussion Concerning Modification #1 to a Personal Services Agreement with Day Wireless Systems for the Public Safety Radio and Radio Site Maintenance Services/John Spence, Communications System Administrator

16. Discussion Concerning Modification #9 to Personal Services Agreement #4334 with Helion Software, Inc. for Orcats Tax and Assessment Software License, Maintenance and Support/Denise Vandecoevering, Assessor and Tax Collector
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18. Discussion Concerning an Order in the Matter of a Notice of Intent to Award a Contract for the Pacific City/Woods Parking Management Plan Design Project/Rachel Hagerty, Chief of Staff
19. Board Concerns – Non-Agenda Items
20. Public Comments

ADJOURN

MEETING

CALL TO ORDER: Wednesday, June 16, 2021 10:00 a.m.

1. Welcome & Request to Sign Guest List
2. Pledge of Allegiance
3. Public Comment
4. Non-Agenda Items
5. COVID-19 Vaccine Update/Marlene Putman, Administrator; Ed Colson, Health and Human Services

LEGISLATIVE – ADMINISTRATIVE

6. Consideration of a U. S. Department of Health and Human Services Administration American Rescue Plan Health Center Construction and Capital Improvements 21-114 Grant Application/Marlene Putman, Administrator, Health and Human Service
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16. Board Concerns – Non-Agenda Items
17. Public Comments
18. Board Announcements

ADJOURN

OTHER MEETINGS AND ANNOUNCEMENTS

There is NO Board Briefing scheduled for **Wednesday, June 16, 2021** at **1:30 p.m**

The Commissioners will hold a workshop to discuss American Rescue Plan Act funding on **Friday, June 18, 2021** at **8:00 a.m.** The teleconference number is 1-971-254-3149 Conference ID: 736 023 979#.

The Commissioners will attend a Local Public Safety Coordinating Council meeting on **Monday, June 21, 2021** at **12:00 p.m.** The teleconference number is: 971-254-3149, Conference ID: 446 361 820#.

Independence Day is an observed holiday for the County and the Oregon State Circuit Court. All County offices in the Tillamook County Courthouse and the Tillamook County Library, administrative offices in the Jail and Justice Facility, Public Works Department, Department of Community Development, Surveyor's Office, and the Health and Human Services Department and clinics will be **CLOSED** on **Monday, July 5, 2021.**



Oregon

Kate Brown, Governor

Department of Transportation
Transportation Safety Division, MS #3
4040 Fairview Industrial Drive SE
Salem, OR 97302-1142
Phone: (503) 986-4190
Fax: (503) 986-3143

April 15, 2021

Traffic Safety Partners:

The Oregon Department of Transportation, in conjunction with its law enforcement partners, provides for an evidence-based traffic safety enforcement program (TSEP) designed to prevent traffic safety violations, crashes, and roadway fatalities and injuries across the state. A traffic stop is a strong educational tool.

ODOT's Transportation Safety Division (TSD) identifies Oregon law enforcement partner agencies with the data-driven need to conduct overtime traffic enforcement projects within their communities. All of Oregon's TSEP high visibility enforcement (HVE) projects are designed to coordinate with national mobilizations and/or state efforts for maximized visibility and effectiveness. High visibility enforcement is a proven countermeasure to reduce traffic violations and poor driving behaviors.

In our efforts to streamline our processes and maximize enforcement time within the grant year, enclosed is TSD's Letter of Interest for Traffic Overtime Grant Funds for FY2022 Law Enforcement Grant Projects.

The electronic version of this form is also being sent via several avenues to ensure equal opportunity to agencies, so you may receive it more than once, or others in your agency may also receive it. However, please be sure to coordinate within your agency to submit only one Letter of Interest form to TSD. Once your letter of interest is complete, simply click on the "Email Form" button at the bottom of the form. Please note, all letter of interest submissions are due by 5:00 p.m. Tuesday, June 15, 2021. Grant Project Applications for TSEP activities received by TSD after that may or may not be considered for the 2022 TSEP program, dependent on the number of applicants, and remaining TSEP funds available.

A submitted Letter of Interest does not guarantee your agency will be selected for an overtime enforcement grant award in 2022. TSD will evaluate requests based on criteria which include: analysis of statewide and local crash data, federal funding availability, problem identification (data-driven need for the project), and the agency's past performance with highway safety grants (if applicable).

Agencies who qualify for TSEP overtime enforcement grant funding will be notified in early July and asked then to complete the official TSD Grant Project Application form.

We hope this process is beneficial to you and your agency, and we value each one of you as traffic safety partners. Thank you for the work you do in keeping Oregon roadways safe.

Regards,



Traci Pearl, Highway Safety Section Manager
ODOT Transportation Safety Division

(503) 986-6718

Traci.Pearl@odot.state.or.us

Letter of Interest
Traffic Safety Enforcement Program
Overtime Grant Funds
FFY2022 Law Enforcement Grant Projects
ODOT – Transportation Safety Division (TSD)

Federal Fiscal Year: 2022

Due Date: 5:00 p.m. PST, June 15, 2021

The Oregon Department of Transportation, in conjunction with its law enforcement partners, provides for an evidence-based traffic safety enforcement program (or TSEP) designed to prevent traffic safety violations, crashes, resulting in motor vehicle fatalities and injuries statewide.

ODOT-TSD identifies Oregon law enforcement partner agencies with the data-driven need to conduct overtime traffic enforcement projects within their communities. All of Oregon's TSEP high visibility enforcement (HVE) projects are designed to coordinate with national mobilizations and/or state efforts for maximized visibility and effectiveness. High visibility enforcement is a proven countermeasure to reduce traffic violations and poor driving behaviors.

Please complete all information and return to ODOT-TSD: TSDHVEGrant@odot.state.or.us

Law Enforcement Agency Information

Name of Agency: Tillamook County Sheriff's Office

Number of Sworn Officers: 25

Population Size Served / Jurisdiction: 26,530

*County agency, please give total county population

Agency's average overtime enforcement rate, including benefits: 70.97 /hr
Note: Average rates are used for budgeting purposes only; claims for reimbursement will be for actual hours/officer pay rates.

Agency's average straight time enforcement rate, including benefits: 47.32 /hr
Note: Average rates are used for budgeting purposes only; claims for reimbursement will be for actual hours/officer pay rates.

Maximum amount of grant funding your agency can receive and spend per year? N/A

Do you have a current grant with ODOT-TSD? Yes No
If Yes, in which problem focus areas? (Check all that apply.)

Distracted Driving

DUII

Seat Belt

Pedestrian

Speed

Other: [List]

Primary Grant Contact Information (for your Law Enforcement Agency)

Name and Title: Undersheriff Matt Kelly
Email Address: mkelly@co.tillamook.or.us
Phone Number: 503 815-3340

Secondary Grant Contact Information

Name and Title: Sgt Jason Hopkins
Email Address: jhopkins@co.tillamook.or.us
Phone Number: 503 815-3342

Please select below the TSD grant overtime enforcement projects your agency is interested in applying for in the coming grant year. Include the amount of overtime funds your agency realistically believes they could work during the grant year and rank in order of priority (1 = highest; 5 = lowest) for grant selection:

- DUII Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for DUII OT \$ 7500
- Seat Belt Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Seat belt OT \$ 5000
- Pedestrian Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Pedestrian OT \$ _____
- Speed Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Speed OT \$ 5000
- Distracted Driving Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Distracted Driving OT \$ 5000

Grant awards are reviewed and determined by ODOT-TSD and the ranked priorities and hours requested are no guarantee for receiving grant overtime enforcement funding. Grant funding amount criteria include consideration of the following: analysis of statewide and local crash data, federal funding availability, problem identification (justified need for the project), and agency's past performance with highway safety grants (if applicable).

Agency Problem Statement:

Please write a few paragraphs describing the problem(s) this project will try to impact and how your agency believes traffic enforcement overtime funds will help your agency and local community with these transportation safety issues. *A sample problem statement is provided on the next page.

In 2020 Tillamook County Sheriff's Office conducted 1993 traffic stops. Of those, 1359 resulted in citations. For those 1359 citations, 234 were for speed, 17 were for distracted driving and were 7 for no seatbelt. The Sheriff's Office arrested 45 impaired drivers in 2020. The citations for distracted driving and seat-belts increased from the prior year. We believe that this because the Sheriff's Office renewed involvement in this traffic safety grant.

In 2020, Tillamook County Sheriff's office investigated 415 motor vehicle crashes.

Tillamook County has its challenges when it comes to traffic safety. By nature Tillamook County is a rural county with low population. In the spring through fall months our population dramatically increases due to tourists visiting the forests and beaches. This creates problems due the road system, infrastructure and minimal number of first responders. Tillamook County is also known for its weather namely rain and flooding. Due all these things Tillamook County has seen an increase in serious and fatal traffic crashes. In the years past Tillamook County may have had one or two fatal crashes in a year, now it is not uncommon to have multiple serious injury crashes in a summer weekend.

To help combat this Tillamook County Sheriff's office is more active and aggressive in traffic enforcement. We have recently purchased two radar reader trailers, which be used for public education in problem areas. We are on using our social media platforms for education and notification. We hope this will gain compliance with Oregon vehicle code and promote safer driving. We also use more focused patrols and enforcement on safety concerns, problem area and issues. The extent of these patrols are dependent on funding and personnel availability.

2020 was the first year the Tillamook County regained involvement in traffic safety grants and we want to go further. This grant allows Tillamook County Sheriff's Office to target problem areas and problem violations.

***Please contact the TSD Grants Assistant, Naomi Dwyer
at 503.986.4202 if you need assistance with this form.***

Applicant agencies will be notified of grant awards in July, 2021.

Please return this form to ODOT-TSD by 5:00 p.m. on June 15, 2021.

Regular Mail: 4040 Fairview Industrial Dr. SE MS 3, Salem OR 97302

EMAIL FORM

PROBLEM STATEMENT EXAMPLE:

Please write a few paragraphs below describing the specific traffic problem(s) this project will try to impact and how your agency believes traffic enforcement overtime funds will help the agency improve on the transportation safety issue.

What to include:

- *Traffic statistics*
- *Crash data (most current available to your agency)*
- *Local traffic, and/or other elements related to the problem*
- *What is currently being done*

Agency Problem Statement Example:

In 2020, ABC Law Enforcement agency conducted 2,000 traffic stops. Of those, 1,500 resulted in citations and the remaining 500 were written warnings. Our agency arrested 35 impaired drivers in 2018 and issued 700 citations for speed, 400 for distracted driving and 150 for noseat belt.

In 2020, our agency investigated 12 serious injury crashes and 3 fatal crashes. In the past few years, our community has also **seen an increase in the number of impaired drivers as well as distracted drivers. As a result of this increase**, we have started quarterly meetings with our public works department and city/county engineers to identify areas of concern and see how we can collectively address the issue (enforcement, education or engineering changes). Additionally, we have received prior traffic safety grants for speed and impaired driving through ODOT Transportation Safety Division to increase enforcement in those areas.

We have now **partnered with neighboring agencies for high visibility enforcement missions** (missions coupled with media/public announcements) and our city council has adopted a 'Vision Zero' plan. We are also working with our local district attorney's office to create a "No Refusal" policy, and now meet regularly with the local traffic safety committee to partner on reducing crashes and subsequent injuries and death.

GRANT WORKSHEET

FY 2021/2022 BUDGET

Please check here if no salaries are funded by this grant. If the grant is funding all or part of an employees salary:
COMPLETE PAGE 2 OF THIS WORKSHEET

Funding Source Code 01539714227M
For Accounting Department use only

County Fund & Dept Receiving Grant
 1530 Sheriff's office

Award Period:
 Begin: Oct 1,2021
 End: Sept 30,2022

Common Name	Formal Name
Traffic Safety Grant	FFY2022 Law Enforcement grants Projects
<i>Everyday name used within your department</i>	<i>Complete formal name given to grant by funding source</i>

PLEASE ATTACH COPY OF GRANT AWARD

Source of Funds

*Where did the funding come from?
 Did the funds come directly to the county from the federal government?
 Did the funds pass through the State of Oregon or another organization before arriving at the county?*

Grant Number:

*If Federal Grant: CFDA Number
 If State Grant: Number assigned by state funding source*

- Direct, federal government, dept of _____ CFDA: _____
- Indirect, federal government, dept of _____ CFDA: _____
 and State of Oregon, dept/division of _____
- Indirect, federal government, dept of _____ CFDA: _____
 and another entity or organization _____
- Direct, State of Oregon, dept/division of _____
- Indirect, State of Oregon, dept/division of Oregon Dept of Transportation
- Other _____

Total Amount of Award: \$ 22,500.00

Is this a new grant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Requirement Amount <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How Much: \$ _____ <input type="checkbox"/> Hard Dollar Match <input type="checkbox"/> In-Kind (IDENTIFY below)	Is this a multiyear grant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Payment Method: <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement		IF Yes: Amount Applicable to Current Budget Year: \$ _____
Reporting Cycle <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	Grant Administrator: _____ Accounting Contact: _____	<u>Matt Kelly</u> <u>Karen Kronoff</u>



Oregon

Kate Brown, Governor

Department of Transportation
Transportation Safety Division, MS #3
4040 Fairview Industrial Drive SE
Salem, OR 97302-1142
Phone: (503) 986-4190
Fax: (503) 986-3143

April 15, 2021

Traffic Safety Partners:

The Oregon Department of Transportation, in conjunction with its law enforcement partners, provides for an evidence-based traffic safety enforcement program (TSEP) designed to prevent traffic safety violations, crashes, and roadway fatalities and injuries across the state. A traffic stop is a strong educational tool.

ODOT's Transportation Safety Division (TSD) identifies Oregon law enforcement partner agencies with the data-driven need to conduct overtime traffic enforcement projects within their communities. All of Oregon's TSEP high visibility enforcement (HVE) projects are designed to coordinate with national mobilizations and/or state efforts for maximized visibility and effectiveness. High visibility enforcement is a proven countermeasure to reduce traffic violations and poor driving behaviors.

In our efforts to streamline our processes and maximize enforcement time within the grant year, enclosed is TSD's Letter of Interest for Traffic Overtime Grant Funds for FY2022 Law Enforcement Grant Projects.

The electronic version of this form is also being sent via several avenues to ensure equal opportunity to agencies, so you may receive it more than once, or others in your agency may also receive it. However, please be sure to coordinate within your agency to submit only one Letter of Interest form to TSD. Once your letter of interest is complete, simply click on the "Email Form" button at the bottom of the form. Please note, all letter of interest submissions are due by 5:00 p.m. Tuesday, June 15, 2021. Grant Project Applications for TSEP activities received by TSD after that may or may not be considered for the 2022 TSEP program, dependent on the number of applicants, and remaining TSEP funds available.

A submitted Letter of Interest does not guarantee your agency will be selected for an overtime enforcement grant award in 2022. TSD will evaluate requests based on criteria which include: analysis of statewide and local crash data, federal funding availability, problem identification (data-driven need for the project), and the agency's past performance with highway safety grants (if applicable).

Agencies who qualify for TSEP overtime enforcement grant funding will be notified in early July and asked then to complete the official TSD Grant Project Application form.

We hope this process is beneficial to you and your agency, and we value each one of you as traffic safety partners. Thank you for the work you do in keeping Oregon roadways safe.

Regards,

Traci Pearl, Highway Safety Section Manager
ODOT Transportation Safety Division

(503) 986-6718

Traci.Pearl@odot.state.or.us

Letter of Interest
Traffic Safety Enforcement Program
Overtime Grant Funds
FFY2022 Law Enforcement Grant Projects
ODOT – Transportation Safety Division (TSD)

Federal Fiscal Year: 2022

Due Date: 5:00 p.m. PST, June 15, 2021

The Oregon Department of Transportation, in conjunction with its law enforcement partners, provides for an evidence-based traffic safety enforcement program (or TSEP) designed to prevent traffic safety violations, crashes, resulting in motor vehicle fatalities and injuries statewide.

ODOT-TSD identifies Oregon law enforcement partner agencies with the data-driven need to conduct overtime traffic enforcement projects within their communities. All of Oregon's TSEP high visibility enforcement (HVE) projects are designed to coordinate with national mobilizations and/or state efforts for maximized visibility and effectiveness. High visibility enforcement is a proven countermeasure to reduce traffic violations and poor driving behaviors.

Please complete all information and return to ODOT-TSD: TSDHVEGrant@odot.state.or.us

Law Enforcement Agency Information

Name of Agency: Tillamook County Sheriff's Office

Number of Sworn Officers: 25

Population Size Served / Jurisdiction: 26,530

*County agency, please give total county population

Agency's average overtime enforcement rate, including benefits: 70.97 /hr
Note: Average rates are used for budgeting purposes only; claims for reimbursement will be for actual hours/officer pay rates.

Agency's average straight time enforcement rate, including benefits: 47.32 /hr
Note: Average rates are used for budgeting purposes only; claims for reimbursement will be for actual hours/officer pay rates.

Maximum amount of grant funding your agency can receive and spend per year? N/A

Do you have a current grant with ODOT-TSD? Yes No
If Yes, in which problem focus areas? (Check all that apply.)

Distracted Driving

DUII

Seat Belt

Pedestrian

Speed

Other: [List]

Primary Grant Contact Information (for your Law Enforcement Agency)

Name and Title: Undersheriff Matt Kelly
Email Address: mkelly@co.tillamook.or.us
Phone Number: 503 815-3340

Secondary Grant Contact Information

Name and Title: Sgt Jason Hopkins
Email Address: jhopkins@co.tillamook.or.us
Phone Number: 503 815-3342

Please select below the TSD grant overtime enforcement projects your agency is interested in applying for in the coming grant year. Include the amount of overtime funds your agency realistically believes they could work during the grant year and rank in order of priority (1 = highest; 5 = lowest) for grant selection:

- DUII Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for DUII OT \$ 7500
- Seat Belt Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Seat belt OT \$ 5000
- Pedestrian Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Pedestrian OT \$ _____
- Speed Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Speed OT \$ 5000
- Distracted Driving Overtime Enforcement – Priority** 1 2 3 4 5
Amount of overtime funds requested for Distracted Driving OT \$ 5000

Grant awards are reviewed and determined by ODOT-TSD and the ranked priorities and hours requested are no guarantee for receiving grant overtime enforcement funding. Grant funding amount criteria include consideration of the following: analysis of statewide and local crash data, federal funding availability, problem identification (justified need for the project), and agency's past performance with highway safety grants (if applicable).

Agency Problem Statement:

Please write a few paragraphs describing the problem(s) this project will try to impact and how your agency believes traffic enforcement overtime funds will help your agency and local community with these transportation safety issues. *A sample problem statement is provided on the next page.

In 2020 Tillamook County Sheriff's Office conducted 1993 traffic stops. Of those, 1359 resulted in citations. For those 1359 citations, 234 were for speed, 17 were for distracted driving and were 7 for no seatbelt. The Sheriff's Office arrested 45 impaired drivers in 2020. The citations for distracted driving and seat-belts increased from the prior year. We believe that this because the Sheriff's Office renewed involvement in this traffic safety grant.

In 2020, Tillamook County Sheriff's office investigated 415 motor vehicle crashes.

Tillamook County has its challenges when it comes to traffic safety. By nature Tillamook County is a rural county with low population. In the spring through fall months our population dramatically increases due to tourists visiting the forests and beaches. This creates problems due the road system, infrastructure and minimal number of first responders. Tillamook County is also known for its weather namely rain and flooding. Due all these things Tillamook County has seen an increase in serious and fatal traffic crashes. In the years past Tillamook County may have had one or two fatal crashes in a year, now it is not uncommon to have multiple serious injury crashes in a summer weekend.

To help combat this Tillamook County Sheriff's office is more active and aggressive in traffic enforcement. We have recently purchased two radar reader trailers, which be used for public education in problem areas. We are on using our social media platforms for education and notification. We hope this will gain compliance with Oregon vehicle code and promote safer driving. We also use more focused patrols and enforcement on safety concerns, problem area and issues. The extent of these patrols are dependent on funding and personnel availability.

2020 was the first year the Tillamook County regained involvement in traffic safety grants and we want to go further. This grant allows Tillamook County Sheriff's Office to target problem areas and problem violations.

***Please contact the TSD Grants Assistant, Naomi Dwyer
at 503.986.4202 if you need assistance with this form.***

Applicant agencies will be notified of grant awards in July, 2021.

Please return this form to ODOT-TSD by 5:00 p.m. on June 15, 2021.

Regular Mail: 4040 Fairview Industrial Dr. SE MS 3, Salem OR 97302

EMAIL FORM

PROBLEM STATEMENT EXAMPLE:

Please write a few paragraphs below describing the specific traffic problem(s) this project will try to impact and how your agency believes traffic enforcement overtime funds will help the agency improve on the transportation safety issue.

What to include:

- *Traffic statistics*
- *Crash data (most current available to your agency)*
- *Local traffic, and/or other elements related to the problem*
- *What is currently being done*

Agency Problem Statement Example:

In 2020, ABC Law Enforcement agency conducted 2,000 traffic stops. Of those, 1,500 resulted in citations and the remaining 500 were written warnings. Our agency arrested 35 impaired drivers in 2018 and issued 700 citations for speed, 400 for distracted driving and 150 for noseat belt.

In 2020, our agency investigated 12 serious injury crashes and 3 fatal crashes. In the past few years, our community has also **seen an increase in the number of impaired drivers as well as distracted drivers. As a result of this increase**, we have started quarterly meetings with our public works department and city/county engineers to identify areas of concern and see how we can collectively address the issue (enforcement, education or engineering changes). Additionally, we have received prior traffic safety grants for speed and impaired driving through ODOT Transportation Safety Division to increase enforcement in those areas.

We have now **partnered with neighboring agencies for high visibility enforcement missions** (missions coupled with media/public announcements) and our city council has adopted a 'Vision Zero' plan. We are also working with our local district attorney's office to create a "No Refusal" policy, and now meet regularly with the local traffic safety committee to partner on reducing crashes and subsequent injuries and death.

GRANT WORKSHEET

FY 2021/2022 BUDGET

Please check here if no salaries are funded by this grant. If the grant is funding all or part of an employees salary:
COMPLETE PAGE 2 OF THIS WORKSHEET

Program Code COVID19
Funding Source Code NEW
For Accounting Department use only

County Fund & Dept Receiving Grant
 170 Health & Human Services

Award Period:
 Begin: 05/01/21 to 04/30/2022

GRANT Common Name American Rescue Plan-Capital	GRANT Formal Name American Rescue Plan - CAPITAL	Health Center
--	--	---------------

Everyday name used within your department *Complete formal name given to grant by funding source*

PLEASE ATTACH COPY OF GRANT AWARD

Source of Funds

Where did the funding come from?
 Did the funds come directly to the county from the federal government?
 Did the funds pass through the State of Oregon or another organization before arriving at the county?

Grant Number:
 If Federal Grant: CFDA Number
 If State Grant: Number assigned by state funding source

- Direct, federal government, dept of DHHS, Bureau of Primary Health Care **CFDA: 93.526**
 Grant application
- ARRA, federal "Stimulus" **CFDA: _____**
- Indirect, federal government, dept of and State of Oregon, dept/division of **CFDA: _____**
- Indirect, federal government, dept of and another entity or organization **CFDA: _____**
- Direct, State of Oregon, dept/division of **_____**
- Indirect, State of Oregon, dept/division of via another entity or organization **_____**
- Other **_____**

Total Amount of Award: \$ 549,567.00

Is this a new grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Match Requirement Amount <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How Much: \$650,433.00 <input type="checkbox"/> Hard Dollar Match <input type="checkbox"/> In-Kind (IDENTIFY below)	Is this a multiyear grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payment Method: <input checked="" type="checkbox"/> Advance <input type="checkbox"/> Reimbursement		IF Yes: Amount Applicable to Current Budget Year: \$ 549,567.00
Reporting Cycle <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual	Grant Administrator: _____ Accounting Contact: _____	Marlene Putman _____ Irene Fitzgerald _____

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA

Health Resources & Services Administration

Bureau of Primary Health Care
Office of Policy and Program Development

American Rescue Plan - Health Center Construction and Capital Improvements
Funding Opportunity Number: HRSA-21-114
Funding Opportunity Type(s): New
Assistance Listings (CFDA) Number: 93.526

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2021

Supplemental Information Due Date in HRSA EHBs: June 24, 2021

SAM.gov administrative flexibilities have been implemented. Please see Section IV for more information.

Issuance Date: April 27, 2021

Heather Lee
Public Health Analyst, Office of Policy and Program Development
Telephone: (301) 594-4300
Contact: <https://www.hrsa.gov/about/contact/bphc.aspx>

Authority: Section 2601 of the American Rescue Plan Act of 2021 (P.L.117-2) and section 330 of the Public Health Service Act (42 U.S.C. 254b)

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for the fiscal year (FY) 2021 American Rescue Plan – Health Center Construction and Capital Improvements (ARP-Capital) funding opportunity. The purpose of this one-time funding opportunity is to support construction, expansion, alteration, renovation, and other capital improvements to modify, enhance, and expand health care infrastructure.

Funding Opportunity Title:	American Rescue Plan – Health Center Construction and Capital Improvements (ARP-Capital)
Funding Opportunity Number:	HRSA-21-114
Due Date for Supplemental Information – HRSA Electronic Handbooks (EHBs)	June 24, 2021 (5 p.m. ET)
Anticipated Total Annual Available FY 2021 Funding:	Approximately \$1.0 Billion
Estimated Number and Type of Awards:	Approximately 1,376 new awards
Estimated Award Amount:	Formula <ul style="list-style-type: none"> • \$500,000 base, plus • \$11 per patient as reported in 2019 UDS
Cost Sharing/Match Required:	No
Period of Performance:	September 01, 2021 through August 31, 2024 (3 years)
Eligible Applicants:	Existing health centers receiving Health Center Program operational support (under sections 330(e), (g), (h), and/or (i)) at the time of application and at the time of award. See <u>Section III.1</u> of this notice of funding opportunity (NOFO) for complete eligibility information.

Application Guide

Technical Assistance

The Health Resources and Services Administration (HRSA) will offer technical assistance to applicants seeking ARP-Capital funding. Technical assistance will provide an overview of these instructions and an opportunity for applicants to ask questions on the application process and ARP-Capital objectives. Visit the ARP-Capital technical assistance webpage at <https://bphc.hrsa.gov/program-opportunities/american-rescue->

[plan/arp-capital-improvements](#) for details about live and recorded events, frequently asked questions, example documents, and other resources. See Agency Contacts for where to direct program, application system, and budget questions.

HRSA has scheduled the following technical assistance:

Webinar

Day and Date: Tuesday May 18, 2021

Time: 2 p.m. - 4 p.m. ET

Call-In Number: 1-833-568-8864

Participant Code: 160 895 1863

Weblink: <https://hrsa.gov.zoomgov.com/j/1608951863>

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I. Program Funding Opportunity Description

1. Purpose

This notice announces the opportunity to apply for American Rescue Plan – Health Center Construction and Capital Improvements (ARP-Capital) funding. The purpose of this one-time funding opportunity is to support construction, expansion, alteration, renovation, and other capital improvements to modify, enhance, and expand health care infrastructure.

2. Background

This funding opportunity is authorized by the American Rescue Plan Act of 2021 and section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b).

On January 31, 2020, the Department of Health and Human Services (HHS) declared a nationwide public health emergency related to severe acute respiratory syndrome coronavirus 2 (COVID-19). In response to this public health emergency, the American Rescue Plan Act of 2021 provides HRSA with funding for awards to eligible entities to:

- Plan, prepare for, promote, distribute, administer, and track COVID–19 vaccines, and carry out other vaccine-related activities.
- Detect, diagnose, trace, and monitor COVID–19 infections and related activities necessary to mitigate the spread of COVID–19, including activities related to, and equipment or supplies purchased for, testing, contact tracing, surveillance, mitigation, and treatment of COVID-19.
- Purchase equipment and supplies to conduct mobile testing or vaccinations for COVID-19, purchase and maintain mobile vehicles and equipment to conduct such testing or vaccinations, and hire and train laboratory personnel and other staff to conduct such mobile testing or vaccinations, particularly in medically underserved areas.
- Establish, expand, and sustain the health care workforce to prevent, prepare for, and respond to COVID–19, and to carry out other health work force-related activities.
- Modify, enhance, and expand health care services and infrastructure.
- Conduct community outreach and education activities related to COVID–19.

Through this funding opportunity, HRSA is making available approximately \$1.0 billion to support infrastructure costs for health center construction, expansion, alteration, renovation, and other capital improvements.

You are encouraged to consider projects to modify, enhance, and expand health care infrastructure that will complement or otherwise advance broader operational objectives of your health center as they relate to:

- Equitable access to COVID-19 vaccination, testing, and treatment;
- Other current and anticipated COVID-19 and primary health care needs in the service area; and

- Population and social determinants of health that may impact access to care, contribute to poor health outcomes, and exacerbate health disparities.

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: New

HRSA will provide funding in the form of a grant. The amount of funding awarded to each recipient will be determined according to the following formula:

- \$500,000 base amount, plus
- \$11 per patient as reported in 2019 UDS.

2. Summary of Funding

HRSA will provide approximately \$1.0 billion for an estimated 1,376 awards to all eligible health centers that submit a completed application.

The period of performance will be September 1, 2021 through August 31, 2024 (3 years). If funded, HRSA will award one-time ARP-Capital funding as new grant awards, separate from your Health Center Program operational (H80) award. Depending on the number of approvable applications, HRSA may adjust your award amount consistent with available funds.

You may submit one application to request funding to support one or more of the following project types, for up to five (5) total projects:

- **Construction of a New Facility:** This project creates a new building structure. Activities in this project include construction of a new stand-alone structure. The project is site-specific and may only include one physical site address where construction activities will occur, with or without equipment purchases.
- **Construction/Expansion (C/E) of an Existing Facility:** This project adds square footage to an existing facility and/or includes significant site work. The project is site-specific and may only include one physical site address where construction activities will occur, with or without equipment purchases. Examples of construction activities include adding a new pharmacy wing, constructing a covered driveway for a patient drop-off area, installing a permanently affixed modular or prefabricated building, or converting a grassy area to a newly paved parking lot.
- **Alteration/Renovation (A/R) of an Existing Facility:** This project involves renovations to an existing facility that does not increase square footage of the facility. The project is site-specific and may only include one physical site location where A/R activities will occur, with or without equipment purchases. Examples of alteration/renovation activities include modernizing, improving, and/or reconfiguring the interior arrangements of an existing facility; affixing equipment to the wall, ceiling, or floor of the existing physical facility; installing heating, ventilation, air-conditioning (HVAC) units, and exterior generators; and replacing

the exterior envelope (such as the roof) and/or improving accessibility (such as sidewalk replacement and ramps).

- **Equipment Only:** This project involves the acquisition of loose, moveable equipment not affixed to the physical building structure. Moveable equipment are non-expendable equipment items, with a useful life of more than one year, that can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the facility. Equipment-only projects do not include any alteration, renovation, construction, or expansion activities. This project may include one or more physical site addresses receiving only equipment items. Appendix A includes examples of allowable and unallowable project activity costs.

All HRSA awards are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 45 CFR part 75.

III. Eligibility Information

1. Eligible Applicants

To be eligible to apply, your organization must be an existing health center receiving Health Center Program operational support (under sections 330(e), (g), (h), and/or (i)) at the time of application and at the time of award.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

HRSA will consider any application that fails to satisfy the deadline requirements referenced in Section IV.4 non-responsive and will not consider it for funding under this notice.

NOTE: Multiple applications from an organization are not allowable.

Additions to Current Scope of Project

You may propose to change your Health Center Program scope of project to add a new service delivery site as part of the ARP-Capital funding opportunity.¹ If you propose a project at a new site not currently in your approved scope of project, you must complete the Add Site Checklist as part of the application process for HRSA review and approval as part of your application.

Supplanting of Funds

ARP-Capital funding may not supplant other resources (federal, state, local, or private funds). You may not propose a construction-related project or connected activity (e.g.,

¹ Refer to Policy Information Notice (PIN) 2008-01: Defining Scope of Project and Policy for Requesting Changes available at <https://bphc.hrsa.gov/programrequirements/policies/pin200801.html> and Policy Information Notice (PIN) 2007-09: Service Area Overlap: Policy and Process at <https://bphc.hrsa.gov/programrequirements/policies/pin200709.html>

installation of utilities, demolition) that starts before the ARP-Capital award date of September 1, 2021. Proposed projects must be separate and distinct from any other existing construction-related projects. See Appendix A for further details regarding allowable and unallowable costs.

IV. Application and Submission Information

1. Content and Form of Application Submission

HRSA will send an email to each eligible health center through the HRSA Electronic Handbooks (EHB). This email will provide instructions on how to access the application module in EHB. Application information must be submitted via EHBs with a due date of June 24, 2021 at 5 p.m. ET.

Application Page Limit

The total size of all uploaded files included in the page limit shall not exceed the equivalent of **50 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support. Standard OMB-approved forms that are included in the workspace application package do not count in the page limit. Please note: If you use an OMB-approved form that is not included in the workspace application package for HRSA-21-114, it may count against the page limit. **It is therefore important to take appropriate measure to ensure your application does not exceed the specified page limit.**

Applications must be complete and submitted under the correct funding opportunity number prior to HRSA EHBs deadlines.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) You certify on behalf of the applicant organization, by submission of your proposal, that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. § 3321).
- 3) Where you are unable to attest to the statements in this certification, an explanation shall be included in *Attachment: Other Relevant Documents*.

Program-Specific Instructions

To ensure that you fully complete the application for funding, the table below provides a list of required application information.

NARRATIVE GUIDANCE	
<u>Forms and Attachments</u>	<u>Requirements</u>
Form: Proposal Cover Page	Required for each application.
Form: Project(s) Page	Required for each application. Select the appropriate project type for up to 5 projects.
Form: Project Cover Page	Required for each project. Describe planned activities and provide detailed site-specific information.
Attachments: Project Cover Page Requirements	Required for each project. Include the following: <ul style="list-style-type: none"> • Budget Justification • Environmental and Information Documentation (EID) Checklist • Floor Plans/Schematic Drawings
Form: Project-Specific Forms	Required for each project. Include the following: <ul style="list-style-type: none"> • 424c Project Budget • Funding Sources • Equipment list • Form 5B • Other Requirements for Sites.
Attachments: Project-Specific Forms Requirements (as applicable)	<ul style="list-style-type: none"> • Property Information (uploaded in the Other Requirements for Sites form) • Landlord Letter of Consent (uploaded in the Other Requirements for Sites form)
Form: Add Site Checklist	Required when adding a new site to the project.
Form: Consolidated Budget Information (SF424)	Required for each application. Automatically completed based on project budget(s).

i. Project Narrative (Required for each application)

A. Proposal Cover Page (EHBs)

Applications will contain the information below: Planned Activities and Targeted Domains.

- ***PLANNED ACTIVITIES:*** Provide a comprehensive, consolidated description of the proposed project(s), including:

The alteration, renovation, construction, expansion, and other capital improvements needed to modify, enhance, and expand health care infrastructure in response to COVID-19 and other emerging primary health care infrastructure needs.

B. Project(s) Type (EHBs) – Required for each application

Each project type is restricted to one physical site address except for Equipment Only project types. Select the appropriate project type for the specific physical site address where the planned activities will occur, which include:

- *Construction of a New Facility*
- *Construction/Expansion (C/E) of an Existing Facility*
- *Alteration/Renovation of an Existing Facility (A/R)*
- *Equipment Only*

ii. Project-Specific Forms (Required for each project within an application)

A. Project Cover Page (EHBs) – Required for each project

Provide detailed project description, site, project management, and timeline information in the sections below:

- **Project Description:** Provide a detailed description of the planned activities occurring at the physical site. The project description should include:
 - Specific dimensions, square footage, and clinical and non-clinical area(s) to be impacted
 - Number of new rooms or areas added or improved
 - Purchases of clinical and/or non-clinical moveable equipment items, including replacement mobile vans
 - Creation of a new stand-alone structure
 - Expansion of an existing structure to increase the total square footage
 - Improvement and/or reconfiguration of the interior arrangements of an existing facility
 - Installation of permanently affixed equipment
 - Modifications and/or repairs to the building exterior (including windows)
 - Heating, ventilation, and air-conditioning (HVAC) modifications (including the installation of climate control and duct work)
 - Electrical upgrades and/or plumbing work
- **Site Information:** Enter the total improved square footage. If the project involves construction or expansion of square footage, indicate the total square footage of the new building or added to the existing footprint. If the project involves interior renovations, indicate the total square footage impacted by the activities proposed. For example:
 - If a project involves construction of a new facility, indicate the sum of the interior square footage and the parking lot area.
 - If the project involves expansion of an existing facility, indicate the sum of the square footage of the new addition and any other area where activities occurred.
 - If the project involves renovation activities, indicate the square footage of the area impacted by renovation activities.
 - If the project involves equipment only, improved square footage is not applicable.

- **Project Management** – Required for all projects:
 - Identify the individual responsible for managing the project.
 - Describe the capacity to manage, implement and evaluate the proposed activities. This may be a person or entity accountable in your organization for the implementation and oversight of the project.
 - Indicate whether the planned construction procurement will occur through competitive bid or other method. Describe the proposed method of construction such as design/build, construction management at risk, by the applicant's own forces, or whether a third party construction manager will be used.

- **Project Timeline** – Provide a timeline to achieve the planned activities and the number of months for each of the applicable milestones within the 3-year (36 months) period of performance:
 - Planning
 - Design
 - Obtaining required permits and/or variances
 - Meeting Federal environmental and historic preservation requirements
 - Solicitation of bids and awarding of contracts, alteration/renovation or construction period,
 - Expected project completion date

B. Budget Information for Construction (Project Budget) – Standard Form SF-424C (EHBs) – Required for each project

Complete the SF-424C as presented for each proposed project. See instructions in Appendix A for further details on completing the SF-424C. The SF-424C for the project must be consistent with the Budget Justification supplemental attachment.

C. Funding Sources (EHBs) – Required for each project

Identify the total cost associated with the proposed project and describe all public, private or other sources of funding, including governmental agencies, or other grant funds or proposed debt. Identify the status of obtaining the full funding needed to undertake the project (e.g., whether the funds are secured, expected, or forthcoming including the date, the source, and amount).

D. Equipment List (EHBs) – Required for all projects with equipment purchases

Provide a complete and reasonable equipment list (clinical and non-clinical items).

NOTE: Equipment purchases supported all or in part by ARP-Capital funding must be maintained, tracked, and disposed of in accordance with 45 CFR Part 75. While title to the equipment vests with the awardee, the Federal government retains interest in the equipment purchased with Federal funds in accordance with 45 CFR Part 75.

E. Form 5B: Service Sites (EHBs) – Required for each project

Propose a project at an existing site in your current Health Center Program scope of project, or propose to add a new site.

F. Add Site Check List (EHBs) – Required for proposed new sites (when applicable)

Applicants proposing to add a site not currently included in your current Health Center Program scope of project must complete the Add Site Checklist for HRSA review and approval as part of your application.

G. Other Requirements for Sites (EHBs) – Required for All Alteration/Renovation and/or Construction/Expansion activities

Federal Interest and Site Control

Identify whether the property is owned or leased:

- If the applicant has an ownership interest in the property, the applicant must document in writing the following:
 - Attach a copy of the title to the property.
 - If the title does not list the applicant as owner of the property, attach a legal opinion from the applicant's attorney describing the applicant's legal interest in the site. The opinion should explain why title to the property is not recorded in the name of the applicant and the nature of the applicant's legal interest in the property.
 - Identify potential issues that may affect current or future control of the property, e.g., procurement issues, property ownership not at arm's length.
 - Attach a plot plan survey for the property.
- If the applicant is leasing the project space, the applicant must document in writing that the property owner:
 - Agrees to the renovation of the property and consents to the language outlined within the Leasehold Improvements section, whether as a provision of a new lease or an amendment to an existing lease, agreed to by both the recipient and lessor/property owner,
 - Acknowledges Federal Interest in the property, and
 - Agrees to file a Notice of Federal Interest (NFI) in the land records of the local jurisdiction before the project begins (if applicable).

(See the Leasehold Improvements section for more information on the expectations associated with lease agreements.)

- The applicant agrees and acknowledges that, at the time of the completion of the project, it will obtain and submit to HRSA a written appraisal of the property by an appraiser who is certified or licensed in accordance with the requirements of title 11 of the Financial Institutions Reform Recovery and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.).

Cultural Resource Assessment and Historic Preservation Considerations

For alteration/renovation projects, you must respond to each of the following questions:

- Is the project facility 50 years or older?
- Does the overall proposed project include a) any renovation/modification to the exterior of the facility (including the installation of new signage), or b) ground disturbance activities (including installation of permanent access ramps, utility work, installation of curb cuts, fencing, and parking)?
- Does the project involve alteration/renovation to a project facility that is architecturally, historically, or culturally significant?
- Is the site located on Native American, Alaskan Native, Native Hawaiian, or equivalent culturally significant lands?

iii. Budget Information

A budget that follows the instructions provided below will ensure that you will have a well-organized plan. Carefully following the approved plan can help you avoid audit issues during the implementation phase.

HRSA's Standard Terms apply to this program. Please see Section 4.1 of HRSA's SF-424 Application Guide for additional information. None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. The current Executive Level II salary is \$199,300. See Section 5.1.iv Budget – Salary Limitation of HRSA's SF-424 Application Guide for additional information. Note that these or other salary limitations may apply in the following fiscal years, as required by law.

Budget Information for Construction (Consolidated Budget) – Standard Form SF-424C (EHBs) – Required for each application

Confirm completed SF-424C (in EHBs) as presented for all the proposed activities. The form is automatically filled by EHBs as each project-specific budget information is completed. This budget should reflect the total of all proposed project(s).

iv. Attachments

Provide the following items in the order specified below. **Unless otherwise noted, attachments count toward the application page limit. Clearly label each attachment.**

Attachment 1: Budget Justification – Required for all projects

Provide a budget justification for each proposed project that provides a concise cost estimate, showing quantities, unit prices and total cost for each line item/costs classification in the budget, as well as a breakout of Federal and Non-Federal costs for each line item. Identify the specific sources of other funding and the status of obtaining funding (e.g., whether the funds are secured, expected, or forthcoming, including the date, source, and amount) and describe the plan for securing the balance of the funds that are neither secured nor committed. See sample budget justification:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/samplebudgetjust2.pdf>

Attachment 2: Environmental Information Document (EID) Checklist - Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities

Provide a completed EID checklist for the project. See:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/pdf/environmental-info-doc-2019.pdf>

Attachment 3: Floor Plans/Schematic Drawings/Site Plan – Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities

Provide a floor plan drawn to scale for the proposed project that shows the location of the work and dimensions of the impacted area. All drawings should be consistent with the described activities in the project narrative and must include:

- Rough dimensions of the facility and total square footage,
- Clearly distinguished area in the facility that will be left unaffected from the area that is being altered, renovated, constructed or expanded, showing total square footage of the impacted area, and
- Labels for each room where major project components are occurring, such as exam room, reception area, break room, etc.

For alteration/renovation of existing space, you may mark up and make notations on an exit plan or diagram to show the area of the renovation. The drawings should show space(s) to be renovated and the functional relationship within the building.

If any activities occur outside of the physical building, provide a site plan showing the general layout and location of the existing site conditions. The plan must indicate the uses and structures proposed for the parcel of land. As applicable, label the locations and details of the proposed work or connected activity occurring at the physical site location.

Attachment 4: Property Information (uploaded in the Other Requirements for Sites) – Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities

Provide a copy of the title, deed, or lease for the project.

Attachment 5: Landlord Letter of Consent (as applicable; uploaded in the Other Requirements for Sites form) - Required for each site-specific project with Alteration/Renovation and/or Construction/Expansion activities

Applicants proposing a project on a leased property must provide a Landlord Letter of Consent (see the Leasehold Improvements section for additional information on the expectations associated with lease agreements).

Sample templates for the landlord letter of consent as it applies to Construction, Construction/Expansion (C/E) and Major Alterations/Renovations are available at <https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/landlordconsent.pdf>.

A sample template for the landlord letter of consent as it applies to minor alteration/renovation projects are available at <https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/sud-mh/LLOC-MinorRenovation.pdf>.

Attachment 6-11: Other Relevant Documents (as applicable)

Include here any other documents relevant to the application.

2. Dun and Bradstreet Data Universal Numbering System (DUNS) Number Transition to the Unique Entity Identifier (UEI) and System for Award Management (SAM)

The requirements for SAM (System of Award Management) registration have temporarily changed due to the federal government's response to the COVID-19 pandemic. To support entities impacted by COVID-19, applicants are not required to have an active SAM registration at the time of submission of the application under this Notice of Funding Opportunity (NOFO). If not registered at time of award, HRSA requires the recipient to obtain a unique entity identifier (i.e., DUNS) and complete SAM registration within 30 days of the Federal award date.

If you have already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the forms themselves are no longer part of HRSA's application packages and the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at [SAM.gov](https://sam.gov). **If you fail to allow ample time to complete registration with SAM, you will not be eligible for a deadline extension or waiver of the electronic submission requirement.**

Submission Dates and Times

Application Due Date

The due date to complete all other required information in HRSA EHBs is *June 24, 2021 at 5 p.m. ET*. HRSA suggests submitting applications to EHBs at least **3 calendar days before the deadline** to allow for resolution of any unforeseen issues.

3. Funding Restrictions

Funds awarded through the ARP-Capital funding opportunity must be fully obligated by the end of the 3-year period of performance. [Appendix A](#) lists allowable and unallowable costs.

HRSA's Standard Terms apply to this program. Please see Section 4.1 of HRSA's SF-424 Application Guide for additional information.

You are 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 including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.

Be aware of the requirements for HRSA recipients and subrecipients at 2 CFR § 200.216 regarding prohibition on certain telecommunications and video surveillance services or equipment. For details, see the HRSA Grants Policy Bulletin Number: 2021-01E.

VI. Application Review Information

1. Review Criteria

HRSA will conduct internal reviews for completeness, eligibility, and ineligible costs. HRSA reserves the right to request budget modifications and/or additional revisions to an application if the application is not fully responsive to the ARP-Capital instructions or if ineligible costs are proposed.

Prior to award, HRSA will assess the Health Center Program award status of all applicants. You are not eligible to receive this funding if you have one or more of the following characteristics at the time of award:

- Conditions related to five or more Health Center Program requirement areas that are in the 60-day phase of Progressive Action.
- Conditions related to one or more Health Center Program requirement area(s) that are in the 30-day phase of Progressive Action.

2. Assessment of Risk

HRSA may elect not to fund or may place certain restrictions on applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory, or other requirements (45 CFR § 75.205).

HRSA reviews applications for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you to submit additional programmatic or administrative information (such as an updated budget or "other support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at that point in the process, such requests do not guarantee that HRSA will make an award. Following review of all applicable information, HRSA's approving and business

management officials will determine whether HRSA can make an award if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any HRSA or HHS official or board.

HRSA is required to review and consider any information about your organization that is in the Federal Awardee Performance and Integrity Information System (FAPIIS). You may review and comment on any information about your organization that a federal awarding agency previously entered. HRSA will consider your comments, in addition to other information in FAPIIS in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in 45 CFR § 75.205 HHS Awarding Agency Review of Risk Posed by Applicants.

HRSA will report to FAPIIS a determination that an applicant is not qualified (45 CFR § 75.212).

V. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award (NOA) prior to the start date of September 01, 2021.

2. Administrative and National Policy Requirements

See Section 2.1 of HRSA's SF-424 Application Guide.

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.

Accessibility Provisions and Non-Discrimination Requirements

Federal funding recipients must comply with applicable federal civil rights laws. HRSA supports its recipients in preventing discrimination, reducing barriers to care, and promoting health equity. For more information on recipient civil rights obligations, visit the HRSA Office of Civil Rights, Diversity, and Inclusion website.

Requirements of Subawards

The terms and conditions in the NOA apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NOA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to subrecipients

under awards, and it is the recipient's responsibility to monitor the compliance of all funded subrecipients. See 45 CFR § 75.101 Applicability for more details.

Accessible Design Requirements

The Architectural Barriers Act of 1968, as amended, the Federal Property Management Regulations 101-19.6 (41 CFR 101-19.6), and the Uniform Federal Accessibility Standards issued by the General Services Administration (41 CFR 101-19.6, Appendix C) set forth minimum design standards for making facilities designed, built, altered, or leased with federal funds accessible to, and usable by, the physically handicapped. In addition, the Americans with Disabilities Act (ADA; 42 USC 12101 et HRSA-19-079 28 seq.), as revised in 2010, included accessibility standards, called the 2010 Standards for Accessible Design (2010 Standards), which establish minimum criteria for accessibility in design and construction. More information about the ADA and Architectural Barriers Act Accessibility Requirements are available online at <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites>.

Sustainable Design

You should demonstrate incorporation of appropriate sustainability principles and federal green building requirements detailed in the following federal statutes to the extent practical for each project:

- Executive Order (EO) 13693:
<https://www.federalregister.gov/documents/2015/03/25/2015-07016/planning-for-federal-sustainability-in-the-next-decade>
- The Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (Guiding Principles):
<https://www.epa.gov/greeningepa/guiding-principles-federal-leadership-high-performance-and-sustainable-buildings>

For further guidance, reference:

- EPA Federal Green Building Requirements:
<https://www.epa.gov/greeningepa/green-buildings-epa>
- The Healthier Hospitals Initiative: <http://healthierhospitals.org/>
- U.S. Green Buildings Council: <https://new.usgbc.org/>
- Facility Guidelines Institute: <https://fgiguidelines.org/>

Procurement

You may acquire a variety of commercially available goods or services in connection with an award-supported project. You can use your own procurement procedures that reflect applicable State and local laws and regulations, as long as those procedures conform to the applicable U.S. Department of Health and Human Services (HHS) regulations, and the HHS Grants Policy Statement. For more information regarding procurement requirements, including your responsibilities, competitive bidding requirements, bonding, and conflicts of interest, review the procurement resource at <https://bphc.hrsa.gov/programopportunities/fundingopportunities/pdf/faqprocurement.pdf>

Force Account Labor

If you choose to use your in-house personnel for in-house design work and/or in-house renovation work in lieu of selecting a private firm, you must obtain approval from HRSA prior to beginning the design phase. The total cost for in-house personnel

plus the fee for the architect and engineer must not exceed the prevailing architectural and engineering fee costs (usually 5 to 15 percent of the construction bid cost). Detailed information regarding the format and content of the justification needed for an assessment of the use of force account labor is available at <https://bphc.hrsa.gov/programopportunities/fundingopportunities/pdf/forcefaq.pdf>.

Federal Interest

Real Property

The Federal Government retains a reversionary interest in real property constructed, acquired, or improved with Federal funds. The Federal interest is based on the total allowable project costs (Federal), excluding movable equipment, as a percent of the value of the property after completion of the project. In addition:

- For alteration/renovation projects, Federal interest exists for the useful life attributable to the alteration/renovation funded under this award. Alteration/renovation projects totaling an allowable project cost (Federal and non-Federal) of \$500,000 or greater, excluding movable equipment with a unit cost of \$5,000 or more and other items with a useful life of more than 1 year and a unit cost less than \$5,000, are required to file a Notice of Federal Interest (NFI) against the property title.
- For all construction/expansion projects, regardless of award amount, you are required to file a Notice of Federal Interest (NFI).

HRSA's Associate Administrator of the Office of Federal Assistance Management must provide prior written approval in order for the property owner to mortgage, sell, transfer, or use the property for a purpose inconsistent with the award. A notarized NFI must be filed against the property deed prior to construction in the appropriate public records office of the jurisdiction in which the property is located and once filed, a copy must be provided to the appropriate HRSA Grants Management Specialist.

A sample NFI is available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/samplenoticeoffederalinterest.pdf>

NFI FAQs are available at:

<https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/fundingopportunities/capital-development/nfifilingguide.pdf>

Leasehold Improvements

While leasehold improvements are allowed under this funding opportunity, please note:

- a) Lessors/Property Owners must provide a Landlord Letter of Consent in Attachment 6, and agree in writing to the following:
 - Permit the grantee to undertake the proposed alteration/renovation project,
 - Length of the lease must be appropriate to the scope of project, e.g., the length of the lease extends for a minimum of 5 years from the period of performance end date,

- Acknowledge Federal interest in the project, and file a Notice of Federal Interest against the property title in the local jurisdiction before the project begins, and
 - Agree to modify the lease with additional terms that indicate the continued rights of the recipient/Federal Government in the event that the lessor of record changes.
- b) HRSA will determine if the term of the lease is long enough for the full value of the award-supported improvements to benefit the award activity. HRSA will consider the purpose and duration of the award, expected life of the facility, and use of the facility for award-supported purposes.
- c) Lease agreement must provide the applicant reasonable control of the property.²
- d) Funds may not be used to pay lease costs.
- e) Funds for a leased property cannot address needs that are part of the terms of the lease (i.e., the responsibility of the lessor/property owner).
- f) If funds address improvements that add value to the property (e.g., installation of double paned windows), you must have written evidence of negotiated offset in the rent.

All other improvements that comply with the requirements of this funding opportunity are allowable.

In addition, for major renovation projects proposed in leased facilities, you must provide evidence that the lease includes the following language, whether as a provision of a new lease or an amendment to an existing lease, agreed to by both the recipient (occupant) and lessor (owner):

- a) Recipient agrees not to sublease, assign, or otherwise transfer the leased property, or use the property for a non-award-related purpose(s), without the prior written approval from HRSA (at any time during the term of the lease, whether or not award support has ended);
- b) Lessor will inform HRSA of any default by the recipient under the lease;
- c) HRSA shall have 60 days from the date of receipt of the lessor's notice of default in which to attempt to eliminate the default, and that the lessor will delay exercising remedies until the end of the 60-day period following receipt by HRSA of the lessor's notice of default;
- d) HRSA may intervene to ensure that the default is eliminated by the recipient or another recipient named by HRSA;

² "Reasonable control" for the purpose of the ARP-Capital funding opportunity is defined as the ability to implement the project and realize the benefits of the project without unnecessary demands, such as unreasonably restrictive access and limited control, at the site.

- e) Lessor shall accept payment of money or performance of any other obligation by the HRSA's designee, for the recipient, as if such payment of money or performance had been made by the recipient; and
- f) In the event that the recipient defaults or the recipient vacates the leasehold before the end of the lease term, HRSA shall have the option to designate a replacement for the recipient for the balance of the lease term, subject to approval by the lessor, which will not be withheld except for good reason.

In addition, the lessor/property owner must agree to file a Notice of Federal Interest (NFI) against the property title in the local jurisdiction before the project begins (if the proposed net project cost, less movable equipment, is \$500,000 or greater).

Environmental Review

The National Environmental Policy Act of 1969 (NEPA), 42 U.S.C. 4321 (P.L. 91-190, Sec. 2, Jan. 1, 1970, 83 Stat., 852), including Public Disclosure, Section 102 of NEPA, and EO 11514, requires Federal agencies to assess the environment impacts of major Federal actions, including construction projects supported in whole or in part through Federal contracts, grants, subsidies, loans, or other forms of funding assistance.

HRSA requires that you provide information on anticipated environmental impact as part of their applications. YOU MUST submit an Environmental Information and Documentation (EID) Checklist in Attachment 2. The EID Checklist is available at: <https://bphc.hrsa.gov/sites/default/files/bphc/programopportunities/pdf/environmental-info-doc-2019.pdf>

If after reviewing the project description and the EID, HRSA determines that the funded project may have a significant impact on the environment, HRSA will request that the awardee initiate and prepare an Environmental Assessment (EA). Based on the review of the draft EA, HRSA will determine if there is a Finding of No Significant Impact (FONSI) or additional review is required.

NEPA related reviews must be completed and conditions of award must be released prior to commencing work outside of purchasing moveable equipment, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project.

For additional information regarding compliance with NEPA, visit: <https://bphc.hrsa.gov/about/nepa-nhpa/capital-development.html>

Cultural Resource and Historic Preservation (HP) Section 106 Reviews

Successful projects will be reviewed under the terms of section 106 of the National Historic Preservation Act (NHPA). Under section 106, prior to the expenditure of funds, an assessment must be made of the potential effects of undertakings on historic properties (which include any prehistoric or historic district, site, building, structure, or object), that are eligible for listing or are listed on the National Register of Historic Places (NRHP).

HRSA has determined the following activities constitute an undertaking under the NHPA:

- 1) All new construction and expansion projects (including demolition of existing buildings);
- 2) Alteration/renovation/repair projects where exterior changes to the building facade or surroundings (such as grading, fencing, or additional parking) may be made (including roof, windows and parking lots); and
- 3) Where interior renovations may be made to a building that is over 50 years old, or is historically, architecturally, or culturally significant.

Under section 106, prior commencing work outside of purchasing moveable equipment, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project, an assessment must be made of the potential effects of undertakings on historic properties, and a notification/consultation must take place with all interested parties. Pursuant to the regulations at 36 CFR Part 800, HRSA determines the project's effect on historic properties in consultation with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officers (THPO), representatives of the local government, and other affected Indian tribes and interested parties.

For projects that require section 106 review, funds may not be drawn down until HRSA receives documentation from the SHPO/THPO concurring whether the property:

- Is not historic, or
- Is historic, with the project causing no potential adverse effects, or
- Is historic and the project may cause adverse effects and provide a resolution to the adverse effects through a fully executed MOA finalized by all parties.

Section 106 and any related historic preservation reviews must be completed and conditions of award must be released prior to commencing work outside of purchasing moveable equipment, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project. Section 106 reviews are project specific; therefore, previous consultations for a particular site are not valid for the purposes of this project.

Equipment

You must provide, when applicable, a detailed equipment list that includes non-expendable items with a useful life of more than 1 year.

Following the standards below regarding equipment purchases will mitigate many of the negative effects on human health and the environment from the proliferation, rapid obsolescence, low recycling rate, high energy consumption, and potential to contain hazardous materials and increased liability from improper disposal are strongly encouraged, where practicable, to Electronic Product Environmental Assessment Tool (EPEAT) - Silver Rated products: <http://www.epeat.net>.

When EPEAT-registered products are not available, the following environmental features should be given priority:

- Energy Star features, (<http://www.energystar.gov/>)
- Computer Power Management – Enable CPU's to go into power save mode after an appropriate time period (e.g., 15-60 minutes),
- Monitor Power Management – Enable monitors to go into power save mode after an appropriate time period (e.g., 15-60 minutes),

- Establishment of a 4-year or higher replacement cycle (refresh Rate) for desktop computers and laptops,
- Establishment of default setting to double sided printing for printers and print driver software,
- Recycled content, reduced packaging,
- Reduced toxic constituents in the product and in the manufacturing process,
- Designed for recycle/reuse including upgradeability considerations,
- Vendor provided take-back service, and
- Vendor demonstration of corporate environmental responsibility.

Community Development Financial Institutions (CDFI) Fund

The mission of the U.S. Department of the Treasury's CDFI Fund is to expand the capacity of financial institutions to provide credit, capital, and financial services to underserved populations and communities in the United States. Through its various programs, the CDFI Fund enables locally-based organizations to further goals such as: economic development (job creation, business development, and commercial real estate development); affordable housing (housing development and homeownership); and community development financial services (provision of basic banking services to underserved communities and financial literacy training).

HRSA recommends that applicants consider utilizing programs offered by participating CDFIs operating nationally or within your State. For further information on the CDFI Fund, the programs it administers, and a listing of organizations in your community that have been certified as CDFIs, visit <http://www.cdfifund.gov/>.

Health Center Facility Loan Guarantee Program

Eligible Health Center Program awardees working with a lender to secure additional financing for HRSA funded capital projects may consider applying for a guarantee through HRSA's Health Center Facility Loan Guarantee Program (LGP). The LGP supports loans for the construction/expansion, alteration/renovation and modernization of health center medical facilities and may assist in acquiring substantially better loan terms and rates. For more information, visit the [LGP webpage](#). Submit LGP questions or request an introductory conference call with program staff via the [BPHC Contact Form](#).

3. Reporting Requirements

The impact of ARP-Capital funding will be determined by the successful completion of your proposed project(s) by the end of the 3-year period of performance (by August 31, 2024).

This includes the submission of the following in EHB to demonstrate progress and completion.

- A. Award recipients must submit the following documentation for each project:
 - **Project Implementation Certification**, submitted after Architect/Engineer/Contractor is secured for the project. This letter states the project will be completed in accordance with all applicable Federal statutes and regulations.
 - **Final Project Budget**, submitted within 90 days of completing the project.

- **Project Completion Certification**, submitted within 90 days of completing the project. This letter states the project was completed in accordance with previously certified contract documents and in accordance with all applicable Federal statutes and regulations. Supplemental attachments include the Certificate of Substantial Completion and Certificate of Occupancy.
 - **Photographs** (before, during, and after construction-related activities), submitted within 90 days of completing the project. Not applicable to equipment projects.
- B. **Progress Report(s)**. You must submit a progress report to HRSA on a quarterly basis. The progress report must include the following, as applicable:
1. Narrative of project activities
 2. Project completion status (percent complete)
 3. Actual versus projected budget information
 4. Timeline or Construction Schedule
 5. Earned Value Management (as applicable)
- C. **Federal Financial Report**. The Federal Financial Report (SF-425) is required within 150 days of the end of each year of the 3-year project period. The report is an accounting of expenditures for the specified year and should reflect cumulative reporting within the project period of the document number. Effective October 1, 2020, all FFRs will be submitted through the Payment Management System (PMS).
- D. **Submit the SF-428 Tangible Personal Property Report**. Due within 90 days of the period of performance end date. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities.
- E. **Ad Hoc Submissions**: Throughout the period of performance, HRSA may determine that a project requires additional information for each awarded project to be submitted beyond the standard deliverables.

Please note that the OMB revisions to Guidance for Grants and Agreements termination provisions located at 2 CFR § 200.340 - Termination apply to all federal awards effective August 13, 2020.

VI. Agency Contacts

You may request additional information and/or technical assistance regarding business, administrative, or fiscal issues related to this NOFO by contacting:

David Colwander
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration

5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-7858
Email: DColwander@hrsa.gov

You may request additional information regarding the overall program issues and/or technical assistance related to this NOFO by contacting:

Electronic Submission issues:
Health Center Program Support or
877-464-4772. 7 a.m. to 8 p.m. ET,
Monday - Friday (except federal holidays)

Program Related questions:
Technical assistance team
301-594-4300
<https://www.hrsa.gov/about/contact/bphc.aspx>

VII. Other Information

Technical Assistance

HRSA has scheduled the following technical assistance:

Webinar

Day and Date: Tuesday May 18, 2021
Time: 2 p.m. - 4 p.m. ET
Call-In Number: 1-833-568-8864
Participant Code: 160 895 1863
Weblink: <https://hrsa-gov.zoomgov.com/j/1608951863>

508 Compliance Disclaimer

Note: Persons using assistive technology may not be able to fully access information in this file. For assistance, please email or call one of the HRSA staff above in Section VII. Agency Contacts.

APPENDIX A: Allowable and Unallowable Costs

The chart below lists the allowable and unallowable project costs according to the cost classifications in the SF-424C. This chart also indicates the line items within the SF-424C (in EHBs) where you will enter the appropriate cost.

In addition to those items indicated in the chart below, the following uses of award funds are unallowable costs:

- 1) Health center operating costs (e.g., funding direct services, clinical full-time equivalents, costs for staff not directly related to the implementation of the proposed project within the project scope of work), rent, mortgage payments, refinanced credit facilities.
- 2) Costs related to Electronic Health Records (EHR) initiation, ongoing operations, and maintenance.
- 3) Construction related activities associated with a project or connected activity (e.g., installation of utilities, demolition) that starts before the award date.
- 4) Creation of shell space for future use.
- 5) Facility, land, or passenger vehicle purchases other than mobile medical vans;
- 6) Costs for staff not directly related to the implementation of the proposed project(s);
- 7) Creation or improvement of space for use that is not consistent with the Health Center Program (section 330 of the Public Health Service Act, as amended).

The following chart lists examples of allowable and unallowable project costs.³

	ALLOWABLE COST	UNALLOWABLE COST
Line 1 - Administrative and legal expenses	<ul style="list-style-type: none"> • Salary of your staff and consultant fees that are directly related to the administration of the technical aspects of the proposed project. Administrative and legal expenses cannot exceed 10 percent of line 16c (total costs) • Costs associated with the evaluation of the environmental and historic preservation effects of the proposed project, obtaining public input, producing the necessary studies, analysis, and resultant reports, as well as compliance with 	<ul style="list-style-type: none"> • Salary of your staff and consultant fees that are not related to the administration of the technical aspects of the proposed project • Bonus payments to construction contractors • Costs of groundbreaking and dedication ceremonies and items such as plaques • Fund-raising expenses • Costs associated with defending or pursuing a

³ Refer to the cost principles in 45 CFR part 75 at <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75> for details on allowable costs.

	ALLOWABLE COST	UNALLOWABLE COST
	<p>other environmental and historic preservation laws</p> <ul style="list-style-type: none"> • Costs of title insurance, physical-destruction insurance, builder's risk insurance and liability insurance • Bid advertising 	<p>legal claim concerning the project or payment of a damages award or settlement in any such claim Consultant fees not related to actual construction</p> <ul style="list-style-type: none"> • Costs related to other sources of project financing • General operations and maintenance
Line 2 - Land, structures, right-of-way, appraisals, etc.	<ul style="list-style-type: none"> • Filing fees for recording the Notice of Federal Interest (NFI) 	<ul style="list-style-type: none"> ▪ Land or the cost of purchasing a building (including title search, closing costs, etc.)
Line 3 - Relocation expenses and payments	<ul style="list-style-type: none"> • Relocation payments to be made to displaced persons, business concerns and nonprofit organizations for moving expenses and replacement housing • Relocation advisory assistance and the net amounts for replacement (last resort) housing. This line is limited to approved applicants whose project involves the displacement of persons and businesses that must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ((42 U.S.C. 4601 et seq.) 84 Stat.1894) and 49 CFR Part 24 • Costs to lease a temporary space while the main space is being constructed or altered/renovated/repaired 	<ul style="list-style-type: none"> • The cost of permanently relocating the health center • The cost of moving existing furniture back into renovated or newly constructed spaces

	ALLOWABLE COST	UNALLOWABLE COST
Line 4 - Architectural and engineering fees	<ul style="list-style-type: none"> • Fees associated with architectural and engineering professional services including, but not limited to, preparation of bid documents and inspections during the project • Associated expenses for preparation of specifications and reproduction of design documents • Costs incurred for architect's fees and consultant's fees necessary to the planning and design of the project, if the project is approved and funded and the costs comply with federal procurement requirements (when applicable) 	<ul style="list-style-type: none"> • Architectural and engineering fees for work that is not within the scope of the approved project • Elaborate or extravagant designs or projects that are above the known local costs for comparable buildings • Costs of abandoned designs (designs that will not be used for the project)
Line 5 - Other architectural and engineering fees	<ul style="list-style-type: none"> • Other architectural and engineering services, such as surveys, tests, and borings • Preliminary expenses associated with the approved award • Sustainable design services, such as LEED, including commissioning • Costs associated with the preparation of the Environmental Assessment and State Historic Preservation Officer consultation • Project/Construction management Fees 	<ul style="list-style-type: none"> • Costs of abandoned designs or (costs associated with a design that will not be used in the project) • Costs for work not directly related to the project • Costs for preparing grant applications
Line 6 - Project inspection fees	<ul style="list-style-type: none"> • Clerk-of-the-works, inspection fees, structural certification, etc., to be provided by architectural engineering firm or your staff 	<ul style="list-style-type: none"> • Fees not directly related with the requested project
Line 7 - Site work	<ul style="list-style-type: none"> • Site clearance, grading, land improvement costs, including reasonable costs for landscaping to stabilize the site, sidewalks, drives, and parking areas which are located on the site and are essential for the 	<ul style="list-style-type: none"> • Fees not directly related with the requested project • Landscaping outside of vegetation needed for site stabilization and/or building permit requirements

	ALLOWABLE COST	UNALLOWABLE COST
	<p>use and operation of the approved project</p> <ul style="list-style-type: none"> • Sanitary sewer, storm sewer, and portable water connections, providing that existing municipal utilities are located in streets, roads, and alleys contiguous to the site • Sidewalks, drives, and parking areas which are located on the site and are essential for the use and operation of the approved project • Reasonable landscaping costs for seeding and sodding required for soil/slope stabilization and/or landscaping required by the building permit • Alterations at entrances and adjacent sidewalks as required for ADA compliance • Resurfacing of existing parking areas located onsite and deemed essential for the use and operation of an approved project 	<ul style="list-style-type: none"> • Fees not directly related with the requested project
Line 8 - Demolition and removal	<ul style="list-style-type: none"> • Costs of demolition or removal of structures or improvements (reduce the costs on this line by the amount of expected proceeds from the sale of salvage) 	<ul style="list-style-type: none"> • Costs not directly related with the requested award • Demolition and removal of debris that will not result in a usable structure • Costs of hazard material abatement and remediation
Line 9 - Construction	<ul style="list-style-type: none"> • Costs of acquisition and installation of fixed equipment⁴ necessary for the functioning of the facility (e.g., HVAC, generators) 	<ul style="list-style-type: none"> • Abandoned projects • Relocation of utilities that are off site and off-site improvements

⁴ Fixed equipment are items that requires disturbance of a finished facility surface or modification of the facility for an item's satisfactory installation or removal, and is included in the construction contract. Examples include: HVAC Units, duct work, generators, fume hoods, sinks, fixed shelving, built-in sterilizers, built-in refrigerators, and drinking fountains.

	ALLOWABLE COST	UNALLOWABLE COST
	<ul style="list-style-type: none"> • Costs of constructing new building(s) to be used for the program, including costs of materials and labor within the local range of comparable buildings • Construction costs for expansion, remodeling, and alteration of existing buildings, which will be used for the program • Costs of connecting to existing central utility distribution systems contiguous to the site, such as steam and chilled water that service a campus from centrally located boiler and refrigeration plants. Prorated costs for new boilers and chillers to serve the proposed facility are acceptable. • Special features for seismic code requirements. Use nationally recognized codes adopted by authorities having jurisdiction. • Costs of eliminating architectural barriers to the handicapped • Bid guarantees and performance and payment bonds • Costs of pollution-control equipment for the facility's boilers, incinerators, waste water treatment, etc., which may be required by local, State, or Federal regulations. The facility must meet requirements of both current and future pollution abatement regulations as described in currently approved pollution plans • Costs for remodeling and alteration of existing buildings which will be used for the program • Costs of acquisition and installation of building envelope items (e.g., 	<ul style="list-style-type: none"> • Prorated cost of existing central utility plant and distribution systems, which serve the proposed facility • Interior and exterior decorating fees (e.g. purchase of artwork, sculpture, etc.) • Elaborate or extravagant materials that are above the known local costs for comparable buildings • Fixed equipment if it is not part of the construction contract • Bonus payments to contractors

	ALLOWABLE COST	UNALLOWABLE COST
	roofing, doors, ceilings, windows, HVAC, generators) <ul style="list-style-type: none"> • Installation of equipment items (e.g., mobile generators, wall-mounted items, barriers, sound-proofing panels) 	
Line 10 - Equipment	<ul style="list-style-type: none"> • Equipment that is pertinent to the project and located at the project site. • Tangible personal property (i.e., moveable equipment- a non-expendable item with a useful life of more than 1 year and a unit cost of \$5,000 or more, or equal to the applicant's capitalization threshold, that is not permanently affixed and can be easily moved (e.g., medical exam tables, x-ray equipment, computers, modular workstations, autoclaves, freezers, and telehealth equipment) • Clinical and administrative equipment (e.g., furniture, computers, servers, telephones, fax machines, copying machines, software) with a useful life of one year or greater and a unit cost of less than \$5,000 • The cost to train individuals to operate the equipment, if included in the purchase contract • Sales tax (unless the applicant is otherwise exempt) and shipping costs on equipment • Service contract costs if it is included in the purchase contract • Costs of acquisition and renovation of mobile medical vans • IT equipment, software and site licenses to expand to an existing 	<ul style="list-style-type: none"> • Donated equipment, leased equipment, or equipment purchased through a conditional sales contract (lease purchasing) • Luxury furniture • Fixed equipment that is attached to the building (it should be listed under line item 9) • Equipment that does not meet the moveable equipment definition • Vehicles other than mobile medical vans.

	ALLOWABLE COST	UNALLOWABLE COST
	Electronic Health Records system at the approved project site.	
Line 11 - Miscellaneous	<ul style="list-style-type: none"> Itemized list for items that do not easily fit into the cost classifications above. Such costs should generally be no more than 10 percent of line 16c (total cost) The cost of alternate bid work up to the amount of the original bid submitted 	<ul style="list-style-type: none"> Additional expense resulting from the rejection of an alternate bid at the start of construction and later reinstating the bid at an increased cost due to escalation Sales taxes, Federal excise taxes, and other taxes when the applicant is exempt from such taxes or is entitled to a refund by the State or Federal Government after payment Costs or charges associated with routine maintenance, or operation of the facility Expendable office, medical, and laboratory supplies
Line 12 – SUBTOTAL	Enter the sum of Lines 1 through 11 (allowable and unallowable costs)	
Line 13 - Contingencies	<ul style="list-style-type: none"> The contingency of this program is limited to 5 percent of Lines 7c, 8c, and 9c. However, the contingency must be reduced to 2 percent of Lines 7c, 8c, and 9c after the contract is awarded. The contingency does not include moveable equipment costs listed in Line 10 	<ul style="list-style-type: none"> Contingency costs above the allowable percentage.
Line 14 – SUBTOTAL	Enter the sum of Lines 12 and 13 (allowable and unallowable costs)	
Line 15 – Project (program) income	Leave Blank / Not Applicable to this funding	
Line 16 – TOTAL PROJECT COSTS	Enter the amount in line 14 (allowable and unallowable costs)	
Line 17	Enter the allowable portion of the award that is allocated to the project (Note: round to the nearest whole dollar amount)	



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

TTY Oregon Relay Service

Mary Faith Bell, Chair
David Yamamoto, Vice-Chair
Erin D. Skaar, Commissioner

June 16, 2021

Oregon Criminal Justice Commission
885 Summer Street NE
Salem, OR 97301

Re: 2021-2023 Specialty Court Grant Program

Dear Oregon Criminal Justice Commission:

The Tillamook County Board of Commissioners fully supports Tillamook County Sheriff's Office 2021-2023 Specialty Court grant application. Continued funding is essential to accomplish the Specialty Court program goals of reducing recidivism and increasing successful rehabilitation through treatment.

We are supportive of the Tillamook County Sheriff's Office grant application that will provide funding for the continued operation of the Behavioral Health Court in Tillamook County.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON

Handwritten signature of Mary Faith Bell in cursive script.

Mary Faith Bell, Chair

Handwritten signature of David Yamamoto in cursive script.

David Yamamoto, Vice-Chair

Handwritten signature of Erin D. Skaar in cursive script.

Erin D. Skaar, Commissioner