

## **HCFC Staff Quarters Project Guidelines – FY2024 Funding Cycle**

**Background:** The Division of Facilities, Planning & Construction (DFPC) is responsible for the annual HCFC appropriation. In an attempt to address a shortage of staff quarters units throughout Indian Health Service, DFPC will be allocating annual HCFC funds towards the planning, design and construction of staff quarters units. DFPC desires a fair and equitable distribution of funds for the construction of staff quarters units throughout all the areas of IHS. IHS justifies the number of Government quarters units it constructs by its determination that there is a present and prospective lack of available Government and private sector housing within a reasonable commuting distance of the IHS installation.<sup>1</sup>

**Methodology/Criteria:** A final draft of Chapter 12.2 Quarters Construction Priority System has been previously developed. DFPC is going to utilize components of this chapter to assess and allocate available HCFC funds that have been identified for staff quarters projects. The two primary criteria which will be utilized for making award selections will be the Quarters Construction Priority System (QCPS) score and the Cost. NOTE: Not all the information collected will necessarily be used in making a determination of awarding staff quarters projects.

**Process:** DFPC is requesting that all interested Areas submit project specific proposals. All project proposals, Federal and Tribal, will be considered for funding. For tribally owned or operated facilities, tribes are encouraged to consult in advance with their respective Area Office to assure consistency with other submissions. Additionally, for tribally owned or operated facilities where staff quarters are to be provided under separate agreements such as Joint Venture, those staff quarters would not be eligible for annual HCFC funds.

Each proposal shall include the following information at a minimum to be considered complete:

- Completed QCPS spreadsheet with score (attached).
- Has an HVSR been performed? If so, include the # what is the amount of existing housing units available for IHS staff at the project location. If no HVSR has been performed, what is the availability of private sector housing.
- Status of all existing quarters units, including assignable IHS owned or leased quarters units and other Government quarters units which are available for occupancy by IHS staff.
- Determination of additional Government quarters units required.
- Project specific information including: Total # of units to be built, total cost of project including design, site development and construction.
- Is other funding sources being included to supplement requested HCFC funding?
- Planning documents status – Are there documents justifying the needed units? If not, how quickly can documents be developed.

All staff quarters project proposals shall be electronically submitted to DFPC, no later than February 1, 2024. No late submissions will be considered.

All projects will be assessed, ranked and awarded until funds are exhausted. Any funds not awarded, will be added to the next year's allocation.

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<sup>1</sup>Indian Health Service Technical Handbook, Chapter 12.2 Quarters Construction Priority System DRAFT September 2018, page 5, 12-2.3 Phase I

**Evaluation Procedures:** Prior to the DFPC evaluation, the DFPC director will determine whether the submission is complete. Only eligible proposals that have a complete submittal as specified above will be evaluated.

An overall project score will be used to prioritize the RFFs received and place them in rank order. The DFPC will fund projects based on information provided in the submitted documentation, and funding availability.

Unfunded proposals from previous years may be resubmitted for consideration during future funding cycles.

**Documentation:** Requests for funding are made by submission of an IHS Area-approved; three-to-five page Request for Funding (RFF) to the DFPC. The submission should include supporting documentation, summaries of studies, and cost estimates. This document is not approval to construct the project, but rather a funding request to support the project. A Project Summary Document (PSD) or Program Justification Document (PJD) may be needed for approval to implement the project, depending of the estimated cost of the planned project. All submissions must contain the following:

1. Title/Signature page
  - a. Project name
  - b. Project number
  - c. Area Office review (OEHE Director)
2. Executive summary
  - a. Summary description of the project
  - b. Estimated time of completion
  - c. Estimated cost
3. Body
  - a. Project summary - specific information including:
    - i. Status of planning documents, none/draft/complete
    - ii. # of units to be built and type of unit (# bedrooms)
    - iii. What stage the project is in now
    - iv. Has an HVSR been performed? If so, include.
    - v. Status of all existing quarters units, if any.
    - vi. Total cost of project – include other funds that might be part of project
    - vii. Schedule including design and construction with anticipated opening
  - b. Schedule - What has been completed as well as what needs to be accomplished
  - c. Planning documents, if in process give dates
    - i. NEPA
    - ii. Design
    - iii. Construction
    - iv. Equipment (Furnishings)
  - d. Estimated Cost - All cost designate what the area is funding and what is requested from the Quarters Fund. Identify requested Quarters funds as well as any other funding sources being contributed to the proposal.
    - i. Site development
    - ii. Design
    - iii. Construction
    - iv. Equipment/Furnishings

**Submissions:** All submissions must be in electronic format. A complete package for each submitted project must be in **one** pdf file.

**Evaluation Procedures:** Prior to the DFPC evaluation, the DFPC program manager will determine whether the submission is complete. Only eligible proposals that have a complete submittal as specified above will be evaluated.

An overall project score will be used to prioritize the RFFs received and place them in rank order. The DFPC will fund projects based on information provided in the submitted documentation, and funding availability.

Unfunded proposals may be resubmitted for consideration during future funding cycles.

**Timetable:** Proposals shall be submitted in the first quarter of the fiscal year (October thru December). The ranking of projects will occur in January of each year, and the distribution of funds soon after. Area Offices will be notified in October of each year funding is expected so they have sufficient time to notify all potential applicants within their Area, and to prepare and submit the RFF.

Call for Proposals	November 1
Proposals accepted	November 1 thru February 1
Evaluation of Proposals	February
Distribution of Funds	March
NEPA Compliance	Prior to construction
Project completion	According to approved schedule

All submitted projects should be under contract within one year of notice the notice of award. When a project is approved for funding, the Applicant is committed to provide timely progress toward completion of the full scope of work within the identified funding. If no progress has been made within two years after the funds have been allocated, the DFPC will determine whether to pull back the funding.

## **Responsibilities**

### DFPC

1. Call for proposals
2. Review proposals
3. Allocations of funds as soon as practical after all proposals are evaluated.

### Applicant

1. Submit a complete request for funding
2. Complete and submit project status updates through the Area Office on a quarterly basis using the form in Exhibit 3:
  - a. January 15, April 15, July 15, and October 15.
3. The Applicant will provide a final report to the DFPC within 120 days after the project completion.

**National Environmental Policy Act Compliance (NEPA):** In order to ensure compliance with NEPA and associated laws and regulations, the IHS must complete the NEPA process for each Quarters project that is awarded. The one exception is that for Title V Tribes, the Tribe is responsible for compliance with NEPA and

associated requirements (see 42 CFR 137.285). In all other cases, after award and prior to construction, IHS staff shall complete the Environmental Information and Documentation (EID) form and all associated processes in accordance with GAM 30 and the IHS Environmental Review Manual. In some cases, it is possible that an Environmental Assessment and Finding of No Significant Impact could be required, but in most cases Categorical Exclusion I.3, for building alteration and renovation (58 FR 569 – 572), would likely apply as long as no extraordinary or exceptional circumstances applied. Refer to the Area NEPA Coordinator with any questions.

**Final reports:** The applicant that requested the funds is responsible for preparing and submitting an electronic copy of the completed final report to the DFPC via their respective Area Office. All final reports shall have the same approval sequence as the funding request.

The report should include a brief statement about the project scope and expectations, benefits and challenges of the project, total project cost, total number of units (including bedrooms and size and any other relevant features) and recommendations for future projects of a similar type. These reports will provide IHS with information regarding viability of these new methods and technologies, and are an essential part of this program, which provides benefit to the IHS. For projects improving Federally owned buildings the Final Report should follow Volume III, Part 24-8 of the OEHE Technical Handbook.

**Unused Funds:** Unexpended funds greater than \$25,000 will be returned to IHS Headquarters. For example, if the DFPC awarded \$775,000 for two staff quarters unit and the applicant completed all required work for \$745,000, then the DFPC would initiate a request to recall the remaining \$30,000.

**Exhibits:**

1. FY2024 Quarters Construction Priority System Scoresheet Excel spreadsheet (Attached or can be obtained directly from DFPC or respective Area point of contact)
2. Quarterly Reports

**Exhibit 2 - Quarterly Reports**

Awarded projects shall provide quarterly reports to the corresponding Indian Health Service Area Office. These reports shall show accomplishments, goals, and accountability. Reports shall be submitted by April 15, July 15, October 15, and January 15.

**Federal/Tribe/Tribal  
Organization:**

**Project Title:**

**Date:**

**Please provide a brief project description:**

**Accomplishments from last Quarter (received funds, environmental signed, contract awarded, amount of funds spent, construction tasks completed/underway, etc):**

**Outlook for next quarter:**

**\*If project is currently under construction, attach 2-5 pictures with each quarterly report.**