

Health Care Facilities Construction (HCFC)
Green Infrastructure Project Guidelines

Project Prioritization and Implementation Requirements

Background: The Office of Environmental Health and Engineering (OEHE) has received funding for Green Infrastructure Projects. The appropriation directs the Service to incorporate planning, design, and operations of buildings to reduce costs, minimize environmental impacts, use renewable energy, incorporate green infrastructure and the most current energy efficiency codes and standards, and contribute to improved health outcomes to the maximum extent practicable.

Process: DFPC is requesting that all interested Areas submit project specific proposals. All proposals must be submitted through the appropriate IHS Area Office. This includes proposals from service units and tribal entities. For tribally owned or operated facilities, tribes are encouraged to consult in advance with their respective Area Office to assure consistency with other submissions.

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.

Project Evaluations: The Division of Facility Planning and Construction (DFPC) will review and prioritize funding requests for activities that meet the requirements for Green Infrastructure Funds.

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.

Methodology/Criteria: DFPC is going to utilize five components to assess and allocate available Green Infrastructure Funds.

1. The simple Return on Investment (ROI) – Evaluate the project and calculate the ROI using the attached Excel calculation sheet (See Exhibit 2 for sample template). Projects that have an ROI longer than 20 years must indicate the benefit regarding sustainability or conservation mandates.
2. Requirements Compliance – If a law or executive order mandates improvements.
3. Reduction in energy use
4. Reduction in water use
5. Enhance Indoor Environmental Quality

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. Building Identifier (Installation Number – Building Number) for each building
 - d. Area Office review (OEHE Director)

Health Care Facilities Construction (HCFC)
Green Infrastructure Project Guidelines

2. Executive summary
 - a. Summary description of the project
 - b. Estimated time of completion
 - c. Estimated Cost
3. Body (Note: look at the scoring below and make it easy for the reviewer to find the elements required to score the project)
 - a. Details of project
 - b. State the estimated time of ROI
 - c. State any Laws / Regulation this project will address
 - d. Detailed schedule
 - e. Detailed cost estimate
 - f. Details of savings
 - i. Dollars saved
 - ii. Energy saved
 - iii. Water saved
4. Appendix
 - a. Plans or layouts that will better define the project
 - b. ROI calculations
 - c. Two Existing Building Assessment Tool
 - i. One calculating the current condition
 - ii. One calculating the projected score after the project.

Members of the DFPC will evaluate eligible proposals using evaluation factors in Exhibit 1, "Factor Ratings Evaluations." The scoring criteria are used to evaluate the impact of the project on sustainability-related requirements, mandates, goals, and targets.

Submissions: All submissions must be in electronic format. The complete package must be in **one** pdf file.

Name the file with the Area designator followed by the project name and number, for example "TU - San Queen Lighting TU4SX033Z7.pdf".

All proposals shall be routed through the local Area Office for signature by the Director of OEHE. The Area Office shall forward the signed proposal to Headquarters DFPC: CDR Mark Hench at mark.hench@ihs.gov.

Timetable: Proposals shall be submitted in the first quarter of the fiscal year (October thru January). 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 applicants within their Area, and to prepare and submit the RFF.

Call for Proposals	October 1
Proposals accepted	October 1 thru January 18
Evaluation of Proposals	January
Distribution of Funds	February*

Health Care Facilities Construction (HCFC)
Green Infrastructure Project Guidelines

NEPA Compliance

Prior to construction

Project completion

According to approved schedule

*if funds are appropriated

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

Proposals will be ranked; the DFPC members will designate a numerical score for each of the evaluation factors. If a factor is not applicable, it will receive a score of zero.

The project score will be used to prioritize the RFFs received. 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.

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.

Projects funded through this program may also be nominated for a sustainability or “green” award.

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 Green Infrastructure 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.

Health Care Facilities Construction (HCFC)
Green Infrastructure Project Guidelines

The report should include a brief statement about the project scope and expectations, benefits and challenges of the project, indicate the estimated and actual savings, a revised simple payback calculation, 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 \$5,000 will be returned to IHS Headquarters. For example, if the DFPC awarded \$125,000 for sustainability activities and the applicant completed all required work for \$97,000, then the DFPC would initiate a request to recall the remaining \$28,000.

Contact: For questions and additional information, contact CDR Mark Hench, (office: 301-443-4614 or mark.hench@ihs.gov) Manager of the Green Infrastructure Program.

Exhibits:

1. Request for Funding Rating Elements
2. Savings and Return Years Sample Calculation Spreadsheet (Excel Spreadsheet attached to this file)
3. Quarterly Reports

Health Care Facilities Construction (HCFC)
Green Infrastructure Project Guidelines

Exhibit 1 Request for Funding Rating Elements

Element	Score Range	Description
Return on Investment	15 – 20	Potential return on investment is high by either eliminating economic losses or enhancing economic gains resulting from implementation of corrective actions. Examples include actions with monetary payback in three years or less.
	9 – 14	Potential return on investment is moderate by either eliminating economic losses or enhancing economic gains resulting from implementation of corrective actions. Examples include actions with monetary payback between three and 10 years.
	1 – 8	Potential return on investment is low by either eliminating economic losses or enhancing economic gains resulting from implementation of corrective actions. Examples include actions with monetary payback greater than 10 but less than 20 years. The case for benefits is based mostly on subjective arguments and/or the potential for benefits is low.
Requirements Compliance	20	Project brings building into compliance with the Guiding Principles. This equates to a score of 420 or more points on the Existing Building Assessment Tool.
	8 – 15	Addresses more than one of the sustainability-related requirements AND significantly increases the Existing Building Assessment Tool score.
	1 – 7	Addresses at least one of the sustainability-related requirements as listed in the Purpose section of this chapter increases the Existing Building Assessment Tool score.
Energy Use	16 – 20	Achieves an energy consumption reduction of greater than 20 percent from current consumption, or implementation of renewable energy technologies that generate greater than 20 percent of the installation’s energy requirements.
	11 – 15	Achieves an energy consumption reduction of greater than 10 percent from current consumption, or implementation of renewable energy technologies that generate greater than 10 percent of the installation’s energy requirements.
	6 – 10	Achieves an energy consumption reduction of 7.5 to 10 percent from current consumption, or implementation of renewable energy technologies that generate 2.5 to 5 percent of the installation’s energy requirements.
	1 – 5	Achieves an energy consumption reduction up to 7.5 percent, or implementation of renewable energy technologies that generate up to 2.5 percent of the installation’s energy requirements. The case for benefits is based mostly on subjective arguments and/or the potential for benefits is low.
Water Use	11 – 15	Achieves an indoor potable water consumption reduction of greater than 10 percent from current consumption, and/or achieves an outdoor potable water consumption reduction of greater than 50 percent. Installation of an advanced water meter where one did not previously exist is worth 5 points.
	6 – 10	Achieves an indoor potable water consumption reduction of 5 to 7.5 percent from current consumption, and/or achieves an outdoor potable water consumption reduction of 20-50 percent. Installation of an advanced water meter where one did not exist is worth 5 points.

FY 2023

Health Care Facilities Construction (HCFC)

Green Infrastructure Project Guidelines

	1 – 5	Achieves an indoor potable water consumption reduction of less than 5 percent from current consumption, and/or achieves an outdoor potable water consumption reduction of less than 5 percent. The case for benefits is based mostly on subjective arguments and/or the potential for benefits is low. Installation of an advanced water meter where one did not exist is worth 5 points.
Enhance Indoor Environmental Quality	1 – 10	Up to 5 points for sustainability projects that Enhance Indoor Environmental Quality. Up to 5 points for projects that address the Environmental Impact of Materials sections of the Existing Building Assessment Tool.

These funds can augment a capital construction project incorporating any of the Rating Elements listed in Exhibit 1 above.

Health Care Facilities Construction (HCFC)
Green Infrastructure Project Guidelines

Exhibit 2 Saving and Return Year Calculation (See Attached Excel Form)

Savings and Return Years

Present Value	
Annual Savings	
Years to Recover	<=

Info to be entered
Auto Calculated

Year	= Prev Yr PV - Savings	Annual Savings
0		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		

Equation: Present Value At Year = Previous Year Present Value - Annual Savings
 Continue until Year = 0

Health Care Facilities Construction (HCFC)
Green Infrastructure Project Guidelines

Exhibit 3 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.

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.**