

PROJECT SUMMARY DOCUMENT

[Name of Project]

[Project Number]

Indian Health Service [Hospital/Health Center]

[Location], [State]

[Month/Year]

[Name of Area]

INDIAN HEALTH SERVICE

PUBLIC HEALTH SERVICE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

PROJECT SUMMARY DOCUMENT  
[Name of Project]  
[Project Number]  
Indian Health Service  
Indian Health Service [Hospital/Health Center]  
[Location], [State]

The use of funds cited in this project is in compliance with all applicable laws, regulations and guidelines.

PREPARED BY:

\_\_\_\_\_  
[Name] Date  
[Title]  
[Office]  
[Name of Service Unit, Name of Area, Tribe, etc.]

RECOMMEND APPROVAL:

\_\_\_\_\_  
[Name] Date  
[Service Unit Director, Area Associate Director, etc.]  
[Name of Service Unit, Name of Area, Tribe, etc.]

APPROVE:

\_\_\_\_\_  
[Name] Date  
Director  
[Assistant Surgeon General (If applicable)]  
[Name of Area]

PROJECT SUMMARY DOCUMENT  
 [Name of Project]  
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 Indian Health Service  
 Indian Health Service [Hospital/Health Center/etc.]  
 [Location], [State]

**TABLE OF CONTENTS**

FACILITY DATA SHEET . . . . .	1
I. SUMMARY . . . . .	2
II. PROJECT SCOPE AND DESCRIPTION . . . . .	2
A. Description of Project . . . . .	2
B. Project Justification . . . . .	2
III. DEFICIENCIES . . . . .	2
IV. PROGRAM IMPACTS . . . . .	3
V. WORKLOAD FOR EXISTING AND PLANNED SPACE . . . . .	4
VI. SITE SELECTION . . . . .	5
VII. PROJECT COSTS AND FUNDING SOURCES . . . . .	5
A. Estimated Costs . . . . .	5
B. Funding Sources . . . . .	6
VIII. PROJECT SCHEDULE . . . . .	6

APPENDICES

Maps/Drawings . . . . .	Tab A
Staffing Summary . . . . .	Tab B
Space Summary . . . . .	Tab C
1. HFPM Authorized Space	
2. New Space	
3. Existing/Reallocated Space	
4. Justifications for Deviations of Space from HFPM	
5. Justification for Space for Tribal Programs	
6. Summary of Net Area (New Expansion and Affected Existing Space)	

**[If any tab does not apply, it should be marked "not applicable," so that other tabs retain their standard designations. An additional tab, if needed, should be labeled "Tab D."]**

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[Name of Project]

[Project Number]

Indian Health Service

Indian Health Service [Hospital/Health Center/etc.]

[Location], [State]

FACILITY DATA SHEET

IHS Area Office: \_\_\_\_\_

Service Unit Name: \_\_\_\_\_

Service Area Name: \_\_\_\_\_

Service Area: [List counties and states] \_\_\_\_\_

Tribe(s) Served: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Location: County: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Facility Building(s):

Building Description or Number	Year Built	Real Property Installation Number	Existing Gross Area (m <sup>2</sup> )	Building Owner (IHS/ Tribe)	Land Owner (IHS/ Tribe/ Lease to IHS)
xxx	....	....	....	....	....
xxx	....	....	....	....	....
xxx	....	....	....	....	....

Total Existing Space: \_\_\_\_\_ square meters

Health Programs: [List ALL existing health programs offered at this facility]

[When completed, this sheet will be used on all projects at this location with few, if any, changes]

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I. SUMMARY

[Summarize the project and include what is to be done, why, (e.g. to add 135 gross square meters of space or replace a boiler), and the type of funding (e.g. Medicaid/Medicare). This section should be no more than two paragraphs. Do NOT repeat information on the Facility Data Sheet.] See Tab A for project location maps and facility drawings.

II. PROJECT SCOPE AND DESCRIPTION

- A. Description of Project. [Provide a detailed explanation of the work to be accomplished by the project and the desired outcome of the project. Include all items reflected in the cost estimate. Providing portions of this information in bullet or list form versus narrative is acceptable.]
- B. Project Justification. [Explain why the project is necessary. Link the justification to the Area's Health Facilities Master Plan if appropriate. Discuss how the project will meet program needs, and how it will comply with legal, accreditation, and certification requirements. For example, projects using M/M funds must be tied to correcting specific JCAHO deficiencies. Cite specific JCAHO references by standard clause, chapter, paragraph, etc.]

III. DEFICIENCIES

The following deficiencies will be corrected as part of this project:

[List and describe only those facility deficiencies this project will address. Types of deficiencies include BEMAR, JCAHO, NFPA, HFPM, Public Law compliance items, ADA, etc. Describe the deficiency in the format shown in the following example. A separate table or listing should be used for each category of deficiencies (e.g. JCAHO, BEMAR, ADA). Each deficiency must be entered as shown in the current Facilities Engineering Deficiency System (FEDS) data base.

Example:

**BEMAR ITEMS**

FEDS Number	Description of Deficiency or Work	Cost per FEDS	Current Estimated Cost
12	Replace existing heating, only fan coil units	\$ 150,000	\$ 185,000
14	Replace boiler & piping	\$ 35,000	\$ 32,000
..	.....	.....	.....
<b>TOTAL COSTS</b>		<b>\$ XXX,XXX</b>	<b>\$ XXX,XXX</b>

The "Cost per FEDS" is the estimated cost as shown in the FEDS data base. This is the amount that will be removed from the FEDS data base upon completion of the project. The "Current Estimated Cost" is the present estimated actual cost of completing the project.

Total current estimated cost of correcting deficiencies in tables above: \_\_\_\_\_

IV. PROGRAM IMPACTS

[What impact will the proposed project have on staffing and health programs? CHECK ONE ITEM IN EACH CATEGORY]

Staffing:           \_\_FTE increase   \_\_FTE decrease   \_\_no change

[(See Tab B for Staffing Summary.)] [Include Tab B if staff increases.]

Health programs: \_\_added                   \_\_discontinued   \_\_no change

[Program(s) Added (List):  
Program(s) Discontinued (list):]

[Review guidance and requirements on expansion of services and staffing in instructions.]

V. WORKLOAD FOR EXISTING AND PLANNED SPACE

[This information must be included for projects resulting in new space or new program space. It is NOT necessary to include the workload information if both of the following conditions apply: (1) existing total space is not adjusted so any affected Department gains or loses more than 10% of its pre-project space, and (2) the project does not vary from the HFPM allowance by more than 10% on a room-by-room basis.]

[New space is any newly constructed space. New program space is non-program space which is converted into program space. See Tab C for further detail.]

[List the current and projected workloads three years from the present or one year after the projected completion date. List official workloads for programs affected by this project. These workloads are then used to determine space needs.

For example:

<u>Official Workload</u>	<u>Current FY94</u>	<u>Projected to FY97</u>
Service area		
user population	3,575	4,000
OPVs	17,875	20,000
PCPVs	11,800	13,200
.	.	.
.	.	.
etc.	etc.	etc.]

[See Tab C for a summary of HFPM authorized space, a summary of new space, a summary of existing/reallocated space, justifications for deviations from the HFPM, justifications for space for tribal programs, and a summary of net areas.]

[Total space to be added as part of this project: \_\_\_\_\_ square meters]

[Total existing space to be reallocated as part of this project: \_\_\_\_\_ square meters]

VI. SITE SELECTION

[State the location of the project site. A Site Selection and Evaluation Report is required if a site is proposed at a separate location from the existing facility (i.e., not in or adjacent to the existing facility). Refer to Tab A for project site location map.]

VII. PROJECT COSTS AND FUNDING SOURCES

[Provide a cost estimate for the proposed project as follows:]

A. Estimated Costs:

1. Design		
A/E Design Fee . . . . .		\$ _____
"638" Administration (if applicable) . . . . .		\$ _____
Subtotal . . . . .		\$ _____
2. Construction		
A/E Const Admin/Observation . . . . .		\$ _____
Building and Site Work . . . . .		\$ _____
Construction Contingency . . . . .		\$ _____
"638" Administration (if applicable) . . . . .		\$ _____
Subtotal . . . . .		\$ _____
3. Equipment and Furnishings . . . . .		\$ _____
4. Other [Describe] . . . . .		\$ _____
5. Project Contingency . . . . .		\$ _____
	Total:	\$ _____

[Project estimated costs to the midpoint of construction. The project contingency varies, and should be based on sound engineering practice for the type and size of the project. Cost estimates for difficult or complicated projects can be reviewed by ES.]

[If equipment and furnishings are zero dollars, provide a statement explaining why, e.g., existing equipment will be reused. A more detailed estimate may be attached if desired, but the above still must be included.]



B. Funding Sources:

[List funding sources and amounts in the following format:

Medicare/Medicaid Collections . . . . .	\$_____
Maintenance and Improvement	
FY XX (current or prior year funds) . . . . .	\$_____
FY XX (future year funds) . . . . .	\$_____
	Total: \$_____

It is critical for projects which may require phasing or multiple year funding that the document preparer indicate the source of all proposed funds. If the project is subject to phasing due to funding availability, then provide a statement after the "total" that identifies each phase and the funds for each phase. Indicate the fiscal year of funding as well. Review guidance on use and availability of funds contained in the instructions.]

VIII. PROJECT SCHEDULE

[Provide a project schedule similar to the following format:

Design . . . . .	3 Months
Construction . . . . .	6 Months
Estimated Date of completion . . . . .	November 1998

The project must begin design or construction within one year from the PSD approval date and be completed within five years of the approval date.]

TAB A

[Include maps and plans necessary to detail the extent of the project. This may include maps of the service unit, the service area within the service unit, and the facility; a site plan of a new facility; and floor plans of the building and the area of work.

- A. For new space, show the existing building(s) outline in relation to the proposed location of the new space, plus any new vehicle parking areas.
- B. For renovations or maintenance and improvement (M&I) projects, show the existing floor plan and the location of the renovation or M&I project.

All maps, site plans and floor plans should be legible, of architectural/engineering quality, and have north arrows and graphic/bar scales.]

TAB B  
STAFFING SUMMARY

[List the staff of the affected departments in the format shown in the following example. This staffing summary is not required for projects that do not increase program space or add new space of any kind.

Example:

	Current Staff	Proposed Staff	HFPM Criterion No.
<hr/>			
Community Health			
Clinical Director	0	1	(41.02)
Clinical Social Worker	3	3	(41.01)
.	.	.	.
.	.	.	.
.	.	.	.
etc.	etc	etc	etc

The criterion number is illustrated here as a tool for planning and design purposes.]



PROPOSED TOTAL EXPANSION BUILDING GROSS AREA: 283 283

[Use a footnote to refer to Appendix C-I, "Justification for Deviation of Required Space - Health Facilities Planning Manual."]

**EXISTING/REALLOCATED SPACE** (how you're going to use what you've got)

[This table should show how you are planning to reuse any existing space. Only those spaces that are affected by the project need to be included.]

**[EXAMPLE]**

TOTAL EXISTING SPACE AFFECTED BY THIS PROJECT: 61

Department Criterion # and Space Description	QTY	Area	Total	HFPM Authorized
32.0 AMBULATORY CLINIC				
32.03 Exam Room	2	10	20	20
Subtotal Reallocated Net Area:			<u>20</u>	<u>20</u>
34.0 DENTAL				
34.01 Dental Operatory	1	11	22	22
1.01 Office-Typical	2	9.5	19	19
Subtotal Reallocated Net Area:			<u>41</u>	<u>41</u>
Total Reallocated Net Area:			<u>61</u>	<u>61</u>

**JUSTIFICATIONS FOR DEVIATIONS OF SPACE FROM HFPM**

Department Name:

[Provide justifications for new or reprogrammed net spaces which deviate more than 10% from the HFPM allocation (either above it or below it) on a room basis and on a department basis. Justifications must explain why and how you need more or can do with less space.]

**JUSTIFICATIONS FOR SPACE FOR TRIBAL PROGRAMS**

Department Name:

[Provide justification for the space required for tribal programs. Space should be in line with HFPM allocations from the HFPM for similar space.]

**SUMMARY OF NET AREA (NEW EXPANSION AND AFFECTED EXISTING SPACE)**  
 (how you're going to use the space, new and affected existing)

[This table provides a consolidation of the information determined in the other tables. Use department net areas; do not use gross areas.]

[Example and Format]

Department Criterion #	Existing Space*	Additional Space*	HFPM Space	Deviation Authorized*	Percent (m <sup>2</sup> )	Deviation
33.0 COMMUNITY HEALTH	175	-28	147	184	-38	-28
43.0 EMPLOYEE FACILITIES	113	31	144	208	-64	-31
32.0 AMBULATORY CLINIC	1 534	20	1 554	2 763	-1 209	-44
34.0 DENTAL	426	41	467	537	-70	-13
Totals	2 248	64	2 312	3 692	-1 381	-38

\* Department multipliers for department net to department gross to floor gross have not been shown. They do not represent the existing facility actual square meters. This table represents the impact of the addition on the identified programs.

[Add Footnotes as Appropriate.]