

# Emergency Rural Health Care Grants Application Checklist

## Track One: Recovery Grants

### Track One: Recovery Grants

must be used in relation to the COVID-19 pandemic and to support immediate health care needs, to help prepare for a future pandemic event, or to increase access to quality health care services and improve community health outcomes. Grant awards range from \$25,000 – \$1 million.

**Track One: Recovery Applications** will be accepted on a continual basis until funds are exhausted. Each Rural Development state office will conduct a review, rating, and selection from complete applications received by 4 p.m. local time on October 12, 2021. Subsequent reviews, ratings, and selections will occur as long as funding remains available.

**NOTE: This Application Checklist is a supplement to the Notice of Funds Availability (NOFA). Should anything in this guide appear to be in conflict with the NOFA, the NOFA takes precedence.**

### Before You Submit an Application

Please read the Notice of Funds Availability (NOFA) published in the *Federal Register* on August 12, 2021. The NOFA and additional program materials are available at the program webpage:

<https://www.rd.usda.gov/erhc>.

### Checklist

To apply for a **Track One: Recovery Grant**, submit an application to the USDA Rural Development state office in the state in which your project is located (state office addresses are available at this link: <https://www.rd.usda.gov/about-rd/state-offices>). Include the following information:

- A summary page, double-spaced between items, listing the following (this information should not be presented in narrative form):
  - Specify funding track requested: **Track One: Recovery Grant**
  - Applicant name
  - Amount of grant request
- Project description: No more than three sentences summarizing applicant entity, location of assistance, and purpose of grant funds
- A detailed Table of Contents containing page numbers for each component of the application
- SF-424 “Application for Federal Assistance,” available at this link: <https://go.usa.gov/xFWt6>
- SF-424A “Budget Information – Non-Construction Programs,” available at this link: <https://go.usa.gov/xFWz3>  
-or-  
SF-424C “Budget Information – Construction Programs,” available at this link: <https://go.usa.gov/xFWza>
- Organizational documents demonstrating the applicant is an eligible entity as described in Section IV. Eligibility Information of the Notice of Funding Availability (NOFA).

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## Track One: Recovery Grants *(continued)*

Nonprofit applicants must provide:

- Articles of organization, incorporation, or association
- By-laws
- Evidence of good standing
- Evidence of ties to the local rural community

Ties to the local rural community may be demonstrated through one or more of the following:

- Close association with – or control by – a local unit of government
- Broad-based ownership and control by members of the community, as demonstrated through a listing and description of board members representative of the community or service area
- Substantial public funding as demonstrated through pledged taxes, revenue bonds, local government sources, or community-wide fundraising campaigns
- Evidence of eligibility. Applicants must submit sufficient documentation to demonstrate how the health care facility(ies) or project to be funded through this grant primarily serves rural areas, is located in a rural area, and serves a population with a median household income below the poverty line or applicable percentage defined in the NOFA. This submission must describe the proposed facility or project and its service area, including:
  - Location of the facility(ies) and their associated population demographics
  - Description of the area, and number and demographics (if known) of the population to be served, sufficiently detailed to verify Project Location Eligibility as outlined in Section IV – “Eligibility Information” – of the NOFA

- Evidence the facility(ies) or project primarily serves rural residents
- A written budget narrative providing a detailed project budget, which also includes the following information:
  - The amount of funds requested from each Use of Funds category, with a description of how the figure was calculated
  - A breakdown of project costs demonstrating the percentage of total eligible project costs the grant assistance will cover, which is dependent on population and median household income
  - The time period for which the assistance is requested. All awards are limited to up to a 36-month grant period based on project complexity.
- Environmental information necessary to support Rural Development’s environmental findings. More information is available at this link: <https://go.usa.gov/xFW9M>
- For projects involving construction, a preliminary architectural feasibility report or engineering documentation, completed in accordance with agency guidelines in RD Instruction 1942-A, Guide 6 (available at this link: <https://www.rd.usda.gov/files/1942a.pdf>)
- Description and certification of applicant’s matching funds or cost share sources
- Three years of the applicant organization’s most recent audits or financial statements, including a current balance sheet and income and expense statement. If audits are not available, applicants may provide this information on:
  - Forms RD 442-7, “Operating Budget” – including projected cash flow (available at this link: <https://go.usa.gov/xFWzT>)

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## Track One: Recovery Grants *(continued)*

- RD 442-2, “Statement of Budget, Income and Equity” (available at this link: <https://go.usa.gov/xFWzK>)
- RD 442-3 “Balance Sheet” (available at this link: <https://go.usa.gov/xFyBC>)
- Intergovernmental Review comments, if applicable, from the local planning district commission
- Certification of Non-Lobbying Activities (available at this link: <https://go.usa.gov/xFWzX>)
- Standard Form LLL, “Disclosure of Lobbying Activities,” if applicable (available at this link: <https://go.usa.gov/xFWzn>)
- Certification regarding any known relationship or association with a USDA employee in accordance with 7 CFR part 1900, subpart D (available at this link: <https://go.usa.gov/xFWzP>)
- A written narrative that includes:
  - A description of how the assistance requested will broaden access to COVID-19 testing and vaccines, health care services, and food bank or food distribution assistance in rural communities
  - If requesting funds for lost health care revenue or for staffing needs associated with COVID-19 testing or vaccines, a CPA-issued certification in accordance with requirements specified in the NOFA
- Applicants must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number (available at this link: <https://fedgov.dnb.com/webform/>) and register in the System for Award Management (SAM) (available at this link: <https://sam.gov/content/home>) prior to submitting an application

**As the leading federal agency for rural development prosperity, we work to help rural communities grow and prosper.**

**For additional resources and information about our business, community or housing programs, contact our program specialists at 1-800-670-6553 or visit us online at [www.rd.usda.gov](http://www.rd.usda.gov).**

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