

Attachment B

WORKSHEET FOR REQUESTS TO RENOVATE OR REPAIR REAL PROPERTY

Absence of Other Options

1. Provide documentation demonstrating that the landlord will not renovate or repair the building as part of the rental agreement.

2. Provide documentation to establish that there is insufficient State and/or local monies available to fund the cost of the proposed renovation or repair.

3. Provide three estimates for the projected cost of the proposed renovation or repair.

4. What is the availability and cost of alternative sites that do not require renovation?

5. How does the projected purchase cost of the proposed site compare to the cost of equal size rental space in the proposed are (over a 5-year period of time)?

Acceptability of a Site

1. Is the site centrally located in the area which it is intended to serve?

2. Is the site located in proximity to a hospital and/or local health agency? To public transportation?

Attachment B

3. Is the proposed site large enough to house adequate staff and equipment to accommodate the numbers of participants it is anticipated to serve?

4. Does the site provide easy access for pregnant women, children, and handicapped persons?

5. Can the site handle the program's automation needs (e.g. telephone lines, electrical outlets, and security)? Are the costs of any such upgrades included in the renovation costs?

6. Is the proposed renovation or repair to address unsafe clinic conditions?

WIC's Fair Share of Costs

1. What programs or offices will be located in the building to be renovated or repaired?

2. What methodology is being used to calculate each party's fair share of the projected renovation or repair cost? Does this methodology assign to WIC a portion of the cost reasonably commensurate with the benefit WIC receives from the use of the space?

Attachment B

Conditions

1. Requests for current fiscal year funds must be submitted to FNS by July 1 to ensure consideration.
2. If the property is publicly owned, the State must agree that in the event that the WIC Program vacates the facility that it will pay, from State monies, the Federal Government the non-depreciated value of the renovation/repair paid for with WIC Program funds.

Check box to indicate agreement with this condition

Not Applicable

3. If the property is privately owned, the landlord must agree to extend the lease until the WIC Program has received full benefit from the renovation, or the landlord must amend the lease agreement to provide for a refund to the local agency the dollar amount representing the portion of the renovation cost from which the local agency has as yet received no benefit.

Check box to indicate agreement with this condition

Not Applicable

State Agency Reviewing Official: _____

Date: _____