



Community Project Funding/Congressionally Directed Spending (CPF/CDS) Non-Construction & Construction Projects Overview

Technical Assistance Webinar

March 2, 2023

Office of Special Activities (OSA)
Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People



Agenda

- Webinar Overview
- About HRSA/OFAM
- The Federal Grant Application Process
- Non-construction Project Overview
- Facilities and/or Equipment "Construction" Project Overview
- Frequently Asked Questions



Webinar Details

- Documents available for download:
 - HRSA-23-117 Guidance
 - HRSA-23-118 Guidance
 - FY23 CPF/CDS Guidance Webinar Slides
- Access the webinar recording:
 - HRSA will send a copy of today's webinar recording and slides via email.
- Questions:
 - Send inquiries to CDSProgram2023@hrsa.gov

Note: HRSA cannot provide information or instruction beyond what is included in the guidance. The agency cannot edit draft applications or provide feedback on specific project proposals.



Health Resources and Services Administration (HRSA)

Overview



- Supports more than 90 programs that provide health care to people who are geographically isolated, economically or medically challenged



- HRSA does this through grants and cooperative agreements to more than 3,000 awardees, including community and faith-based organizations, colleges and universities, hospitals, state, local, and tribal governments, and private entities



- Every year, HRSA programs serve tens of millions of people, including people living with HIV/AIDS, pregnant women, mothers and their families, and those otherwise unable to access quality health care

Office of Federal Assistance Management (OFAM)

OFAM provides leadership in the administration and assurance of the financial integrity of HRSA grants, cooperative agreements, scholarships, and loan repayments programs, and manages the audits program.

In Fiscal Year (FY) 2022, OFAM worked to successfully award more than \$13.3 billion in federal assistance. This included \$949 million to support assistance for the COVID-19 pandemic.



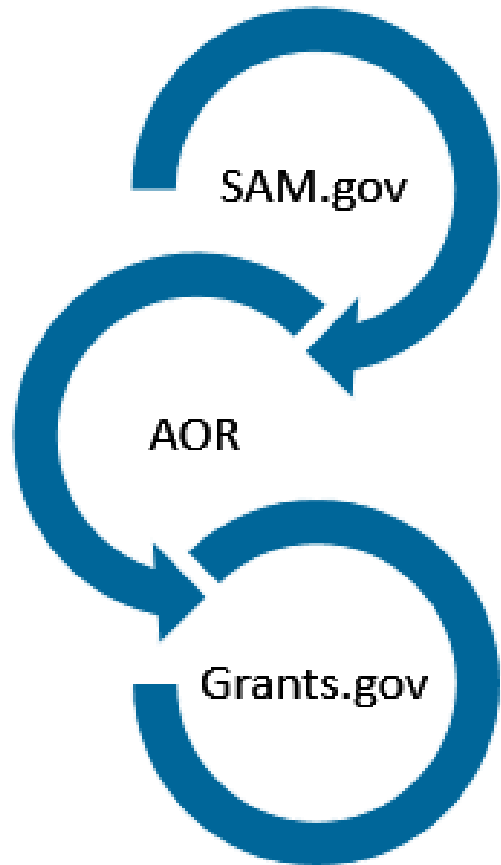


Federal Grant Application Process:

Register & Get Ready



Required Steps for Grants.gov Registration



These steps **MUST** be completed prior to registering for Grants.gov:

- Register the organization **and obtain the Unique Entity Identifier (UEI)** with the System for Award Management (SAM) at SAM.gov
- Register an Authorized Organization Representative (AOR)
- Register the organization with Grants.gov

Get Registered



System	Importance	Website
1. System for Award Management (SAM)	Designated an E-Business Point of Contact and establishing a Unique Entity Identifier (UEI) . Registering with SAM is required for organization to use Grants.gov.	https://www.sam.gov/
2. Grants.gov	System by which organizations can submit applications for federal funding.	http://www.grants.gov/



Unique Entity Identifier (UEI) Transition

- **Effective April 4, 2022:**

- ✓ The Unique Entity Identifier (UEI) assigned by SAM.gov has replaced the Data Universal Numbering System (DUNS).
- ✓ Register at SAM.gov and you will be assigned a UEI.
- ✓ Maintain an active SAM.gov registration with current information at all times.



What do I need to do now?

Home Search Data Bank Data Services Help

Sign In

SAM.GOV

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Information**
Entities, Disaster Response Registry, and Exclusions
- Entity Reporting**
SCR and Bio-Preferred Reporting

NEW [Learn More](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Registration Status](#)

Already know what you want to find?

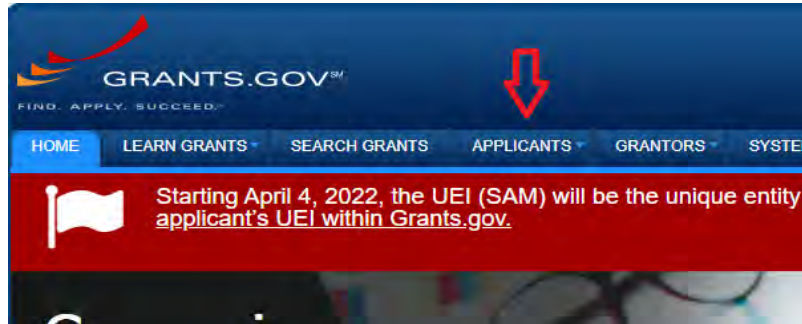
Select Domain... [Q](#)



How to find HRSA-23-117 & HRSA-23-118 on Grants.gov

Step 1

- Go to Grants.gov
- Hover over Applicants



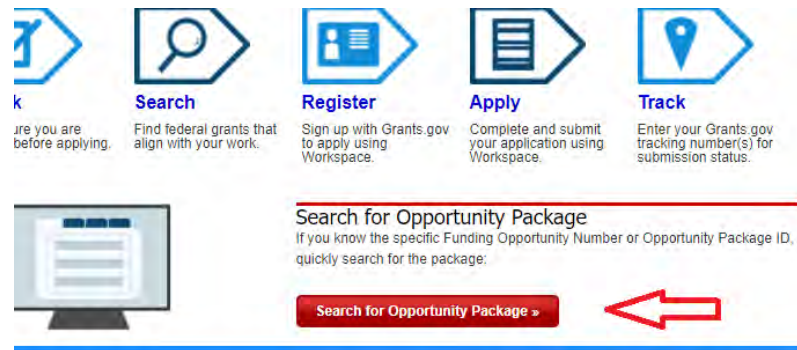
Step 2

- Click How to Apply for Grants



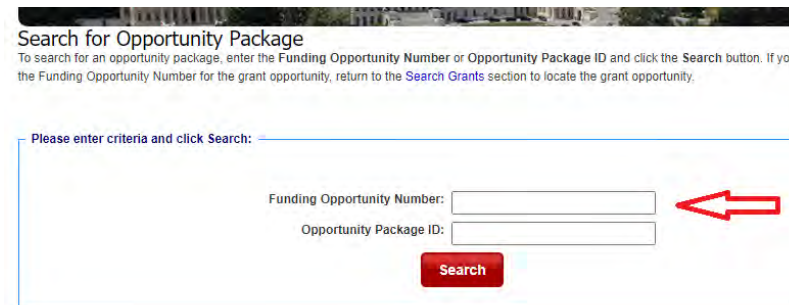
Step 3

- Click Search for Opportunity Package



Step 4

- Enter the opportunity number
- Click Search



The Package Tab

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > View Opportunity

VIEW OPPORTUNITY

HRSA-23-118
Community Project Funding / Congressionally Directed Spending (CPF/CDS): Non-Construction Projects
Department of Health and Human Services
Health Resources and Services Administration

« Back | Link

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Select Grant Opportunity Package Print Package List ?

PLEASE READ BEFORE APPLYING!
If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
93.493	9201	Community Project Funding / Congressionally Directed Spending	PKG00279965	02/22/2023	06/01/2023	Preview Apply



The Package Tab cont'd

- Preview > Download Instructions

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities ▾ Enter Keyword... **G**

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > View Opportunity

VIEW OPPORTUNITY

Preview Opportunity Package Details

Opportunity Package Details:

Agency Contact Information: [Redacted]
Office of Federal Assistance Management Attn: CDS Program
Health Resources and Services Administration
Email: CDSProgram2023@hrsa.gov

Who Can Apply: Organization Applicants

PACKAGE FORMS:

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
<ul style="list-style-type: none">» Application for Federal Assistance (SF-424) [V4.0]» Attachments [V1.2]» Project/Performance Site Location(s) [V4.0]» Project Narrative Attachment Form [V4.2]	<ul style="list-style-type: none">» Disclosure of Lobbying Activities (SF-LLL) [V2.0]

Download Instructions



Grants.gov Support

Grants.gov Contact Center

- 24 hours a day, 7 days a week
- Closed on federal holidays
- Phone: 1-800-518-4726
- Email Grants.gov Support
- [iPortal](#): Top 10 requested help topics (FAQs), searchable knowledge base, self service ticketing and ticket status, and live web chat.



Community Project Funding/Congressionally Directed Spending (CFP/CDS): Non-Construction Projects

HRSA-23-118



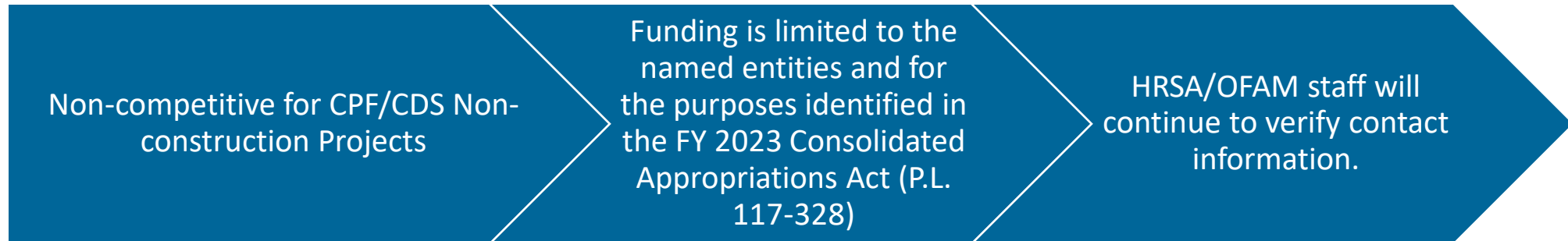
CPF/CDS Non-Construction Funding Overview

Application Due Date: June 1, 2023 at 4:59 p.m. Eastern Time

Estimated Number of Awards: Based on Congressionally approved projects

Maximum Funding Amount: Varies, based on Congressionally approved project funding

Period of Performance: 1 year (on/around July 15, 2023 – July 14, 2024)



Non-Construction Application Submission

Project
Abstract

Project
Narrative

Budget &
Budget
Narrative

Required
Attachments



Non-Construction Project Abstract & Narrative

Project Abstract

What it is: a one-page, single spaced **standalone summary** of the application.

Tips for Applicants:

Use clear and concise language to describe the proposal.

Provide **all** requested information.

See Section 4.1.ix of HRSA's SF-424 Application Guide for further instructions.

Narrative Section Headers

Introduction

Work Plan

Equipment (if applicable)



Non-Construction Budget & Budget Narrative

Standard Form (SF) 424 A

- **Section A – Budget Summary**
 - Include Fed + Non-Fed totals
- **Section B Budget Categories**
 - **Object Class Categories** – include total amount requested for each cost line item
- **Budget Narrative**
- **Personnel Justification ***
- **Equipment List ***
- **Indirect Cost Rate Agreement***

* If applicable

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Name of Grant		\$	\$	\$ 565,940.00	\$	\$ 565,940.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 565,940.00	\$ 0.00	\$ 565,940.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1) Cares Supplemental	(2)	(3)			
a. Personnel	\$ 342,050.29	\$	\$	\$	\$	\$ 342,050.29
b. Fringe Benefits	97,997.41					97,997.41
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual	16,355.53					16,355.53
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	456,403.23	0.00	0.00	0.00	0.00	456,403.23
j. Indirect Charges	109,536.77					109,536.77
k. TOTALS (sum of 6i and 6j)	\$ 565,940.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 565,940.00
7. Program Income						0.00

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102



Pre-Award Costs for Non-Construction Projects

- We understand there may be circumstances where organizations may need to incur project costs prior to their award start date.
- For non-construction projects, pre-award costs incurred up to 90 days prior to the award start date must seek prior approval from HRSA once award has been made. Approval is not guaranteed, and grantees incur pre-award costs at their own risk.
- Please contact CDSProgram2023@hrsa.gov with any additional questions.



Non-Construction Required Attachments

What it is: Includes required and optional document attachments that complete the content of the application

Tips for Applicants:

- Carefully follow the instructions detailed in the guidance for each attachment
 - Clearly label each attachment
- Attachment 1: Staffing Plan and Job Descriptions for Key Personnel
 - Attachment 2: Biographical Sketches of Key Personnel
 - Attachment 3: Letters of Agreement, Memoranda of Understanding and/or Description(s) of Proposed/Existing Contracts (project-specific)
 - Attachment 4: Project Organization Chart
 - Attachment 5: Equipment List and minor A&R, if applicable



Non-Construction Reporting and Review Activities



Community Project Funding/Congressionally Directed Spending (CPF/CDS) for Construction Projects

HRSA-23-117



Construction Funding Overview

Application Guidance Due Date: June 1, 2023 at 4:59 p.m. Eastern Time

Estimated Number of Awards: Based on Congressionally approved projects

Maximum Funding Amount: Varies, based on Congressionally approved project funding

Period of Performance: 3 years (on/around September 30, 2023 to September 29, 2026)

Non-competitive for CPF/CDS
Construction Projects

Funding is limited to the
named entities and for
the purposes identified in
the FY 2023 Consolidated
Appropriations Act (P.L.
117-328)

HRSA/OFAM staff will
continue to verify contact
information.



Construction Application Contents

Project
Abstract

Project
Narrative

Budget &
Budget
Narrative

Required
Attachments



Construction Project Types

Construction and Modernization projects with or w/o equipment

- New building structure or facility
- Modernization – alternation, repair, remodeling and/or renovation of a building
- Examples – construction of a new standalone service delivery site; modernizing facility interior

Design-Only” (planning portion of a construction project)

- Funds limited to allowable design/planning related costs for an overall construction project.

Equipment Only

- Loose, moveable equipment not affixed to the physical building structure, and with a useful life of more than one year
- Examples – purchase of new clinical equipment; purchase of a mobile van



Construction Project Abstract & Narrative

Project Abstract

What it is: a one-page, single spaced **standalone summary** of the application.

Tips for Applicants:

Use clear and concise language to describe the proposal.

Provide **all** requested information

See Section 4.1.ix of HRSA's SF-424

Application Guide for further instructions

Narrative Section Headers

Physical Location

Description of Scope

Property Activity

Specifications

Type of Construction

Timeline

Equipment (if applicable)



Construction Required Attachments

What it is: Includes required and optional document attachments that complete the content of the application

Tips for Applicants:

- Carefully follow the instructions detailed in the guidance for each attachment
- Clearly label each attachment

- Attachments
 - **Attachment 1: Environmental Information Document (EID) Checklist**
 - ✓ Required for Modernization (Alteration/Renovation) and/or Construction activities
 - **Attachment 2: Floor Plans/Schematic Drawings/Site Plan**
 - ✓ Required for Modernization (Alteration/Renovation) and/or Construction activities
 - **Attachment 3: Property Information**
 - ✓ Required for Modernization (Alteration/Renovation) and/or Construction activities



Construction Project Type Required Submissions

Construction-Related	Design-Only	Moveable Equipment Only
<ul style="list-style-type: none">• Budget Narrative• Environmental Information Document (EID)• Schematics• Property Information	<ul style="list-style-type: none">• Budget Narrative• Environmental Information Document (EID)	<ul style="list-style-type: none">• Budget Narrative

Construction Budget & Budget Narrative

SF-424 C Additional Categories

- Land, Structural, Right-of-way, Appraisal
- Relocation Expenses
- Architectural and Engineering Fees
- Project Inspection Fees
- Site Work
- Demolition and Removal
- Construction
- Equipment
- Contingencies

OMB Number: 4040-0008
Expiration Date: 02/28/2022

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



Construction Budget and Budget Narrative

Budget Narrative:

- Describe all line-items on budget form SF 424C (including sub-awards) proposed for this project for the three-year period of performance.
- If your proposal includes hiring new personnel, awarding contracts, or making sub-awards, then you must take into account the processes and time needed to put these parts of your plan in place.
- Unallowable costs are outlined in Appendix B of the program guidance. CPF/CDS awards are intended to supplement, not supplant, existing non-federal expenditures for other federally funded program activities.



Pre-Award Costs for Construction Projects

- Due to the complex issues involved with construction projects, recipients may request reimbursement of eligible pre-award costs. Costs incurred more than 90-days prior to the enactment of the Consolidated Appropriations Act, 2023 (P.L. 117-328) (enacted December 29, 2022), are not eligible for reimbursement.
- **Methods to request HRSA prior approval for pre-award costs:**
 - **Include pre-award costs in the application budget:** An organization may delineate within the application budget narrative all pre-award costs, clearly justifying the expenditure and providing a date for which the cost(s) were incurred, or;
 - **Submit pre-award costs to HRSA after receiving the award:** An organization may submit a pre-award prior approval request in the HRSA Electronic Handbooks once the award has been made.
- Please contact CDSProgram2023@hrsa.gov with any additional questions.



Construction Equipment List (If Applicable)

- If requesting funds for equipment, complete an Equipment List (consistent with Budget Narrative).
- Moveable equipment is tangible personal property or moveable equipment are nonexpendable equipment items, with a useful life of more than one year that can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the facility.



Construction Lease Improvements

- Leasehold improvements are allowed under this funding opportunity.
- Lessors/Property Owners must provide a Landlord Letter of Consent.
- HRSA will determine if the term of the lease is long enough for the full value of the award-supported improvements to benefit the award activity. HRSA will consider the purpose and duration of the award, expected life of the facility, and use of the facility for award-supported purposes.
- Lease agreement must provide the applicant reasonable control of the property.
- Funds may not be used to pay lease costs.
- Funds for a leased property cannot address needs that are part of the terms of the lease (i.e., the responsibility of the lessor/property owner).

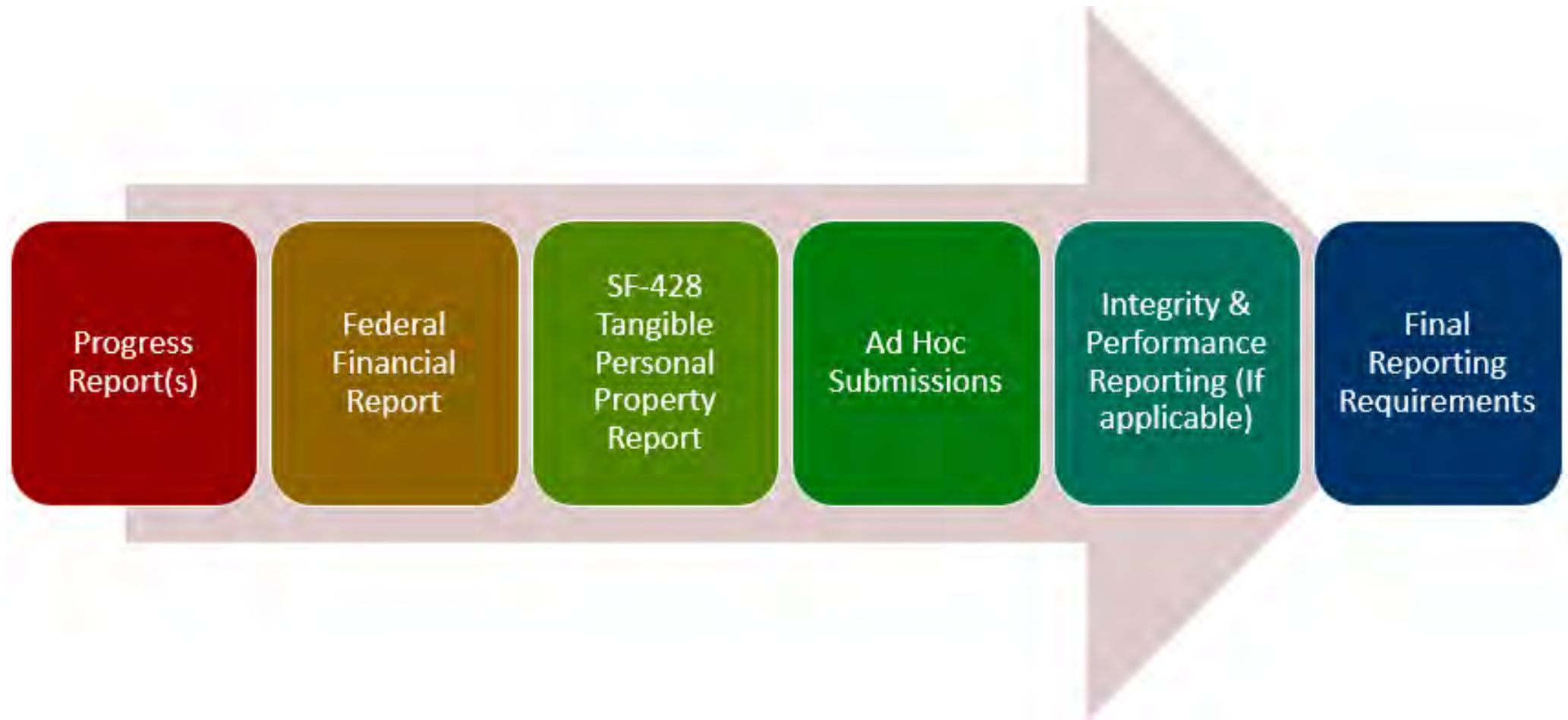


Construction Federal Interest & Lease Improvements

- The Federal Government retains a reversionary interest in real property constructed, acquired, or improved with Federal funds.
- Lessors/Property Owners must acknowledge Federal interest in the project, and file a Notice of Federal Interest (NFI) against the property title in the local jurisdiction before the project begins.
- The NFI is required for all projects categorized as new construction/or expansion, and for any major renovation with project costs totaling more than \$500K (minus moveable equipment).



Construction Reporting and Review Activities



Frequently Asked Questions 1

Question:	Response:
What is the length of time that we have to spend our total amount?	For non-construction projects, the period of performance is one year. For construction projects, the period of performance is three years.
Could you describe reporting requirements for this award?	Reporting requirements can be found in the HRSA-23-117 and HRSA-23-118 program guidances.
Is a location adjustment allowed? We may have opportunity to move to another site that may allow for our project to have a better location and long-term expansion options.	Yes, location changes are usually permissible. Once awarded, changes to location will require submission of a Prior Approval request for HRSA review.
Can you please clarify the timeline for decision making on this HRSA CDS Program 2023 construction grants and when the funds will be disbursed to the agencies?	For non-construction projects, awards will be made on/around July 15, 2023. For construction projects, awards will be made on/around September 30, 2023. Once awards are made, funds will be available in your Payment Management System account. However, conditions of award must be submitted and lifted from the award prior to drawing funds.



Frequently Asked Questions 2

Question:	Response:
<p>If it is necessary to begin construction before the final grant decision is made, will agencies be able to submit receipts for reimbursement for costs already incurred on the project that was initially submitted?</p>	<p>CPF/CDS construction recipients must adhere to National Environmental Policy Act / National Historic Preservation Act (NHPA) requirements and must submit required documentation to HRSA for review and approval as a condition of the Notice of Grant Award (NOA). This condition must be satisfied by way of an NOA prior to using funds and initiating any physical site preparation, demolition, alteration and renovation, or construction related to the project.</p> <p>Once conditions are met and lifted from the NOA, construction recipients may request reimbursement of eligible pre-award costs. Costs incurred more than 90-days prior to the enactment of the Consolidated Appropriations Act, 2023 (P.L. 117-328) (enacted December 29, 2022), are not eligible for reimbursement. Please refer to HRSA-23-117 for further guidance.</p>



Frequently Asked Questions 3

Question:	Response:
Regarding HRSA-23-117, assuming we submit all documents on or before June 1st, when can we expect to receive the funds?	Awards for HRSA-23-117 will be made on/around September 30, 2023.
Will submitting our application package earlier result in an earlier review and grant award? In other words, will all applications be reviewed after June 1, 2023, or will they be reviewed as soon as they are received?	No, earlier application submissions will not be awarded prior to the timeframes provided in the program guidances.
Under what circumstances would an extension be granted for application submissions?	Extensions for application submissions will be handled on a case-by-case basis.
Since the due date for the application documents is June 1st, does that mean the funding will start in June 2023?	For non-construction projects, awards will be made on/around July 15, 2023. For construction projects, awards will be made on/around September 30, 2023.



Upcoming Technical Assistance Webinars

For Construction and Non-Construction Projects:

- CPF/CDS Budget Overview Technical Assistance Webinar:
 - Thursday, March 16 from 2:00-3:00pm ET

For Construction Projects Only:

- CPF/CDS Environmental and Historic Preservation Technical Assistance Webinar:
 - Wednesday, March 29 from 2:00-3:00pm ET



Contact Information

HRSA CPF/CDS Program Leads

Non-Construction Projects:

CDR Ali Danner

Office of Special Activities, OFAM

[Email](#)

Construction Projects:

Crystal Bush

Office of Special Activities, OFAM

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HRSA CPF/CDS Grants Management Specialists

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