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.
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

<table>
<thead>
<tr>
<th>System</th>
<th>Importance</th>
<th>Website</th>
</tr>
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<tbody>
<tr>
<td>1. System for Award Management (SAM)</td>
<td>Designated an E-Business Point of Contact and <strong>establishing a Unique Entity Identifier (UEI)</strong>. Registering with SAM is required for organization to use Grants.gov.</td>
<td><strong><a href="https://www.sam.gov/">https://www.sam.gov/</a></strong></td>
</tr>
<tr>
<td>2. Grants.gov</td>
<td>System by which organizations can submit applications for federal funding.</td>
<td><strong><a href="http://www.grants.gov/">http://www.grants.gov/</a></strong></td>
</tr>
</tbody>
</table>
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?
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
The Package Tab cont’d

- Preview > 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-competitive for CPF/CDS Non-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.
Non-Construction Application Submission

- Project Abstract
- Project Narrative
- Budget & Budget Narrative
- Required Attachments
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.
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
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

- Progress Report(s)
- Federal Financial Report
- Integrity & Performance Reporting (If applicable)
- Final Reporting Requirements
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

<table>
<thead>
<tr>
<th>Construction-Related</th>
<th>Design-Only</th>
<th>Moveable Equipment Only</th>
</tr>
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<tbody>
<tr>
<td>• Budget Narrative</td>
<td>• Budget Narrative</td>
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<td>• Environmental</td>
<td>• Environmental</td>
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<td>Information Document (EID)</td>
<td>Information Document (EID)</td>
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<tr>
<td>• Schematics</td>
<td>• (EID)</td>
<td></td>
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<tr>
<td>• Property Information</td>
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</tbody>
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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
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

- Progress Report(s)
- Federal Financial Report
- SF-428 Tangible Personal Property Report
- Ad Hoc Submissions
- Integrity & Performance Reporting (If applicable)
- Final Reporting Requirements
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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<tbody>
<tr>
<td>What is the length of time that we have to spend our total amount?</td>
<td>For non-construction projects, the period of performance is one year. For construction projects, the period of performance is three years.</td>
</tr>
<tr>
<td>Could you describe reporting requirements for this award?</td>
<td>Reporting requirements can be found in the HRSA-23-117 and HRSA-23-118 program guidances.</td>
</tr>
<tr>
<td>Is a location adjustment allowed? We may have opportunity to move to</td>
<td>Yes, location changes are usually permissible. Once awarded, changes to location will require submission of a Prior Approval request for HRSA</td>
</tr>
<tr>
<td>another site that may allow for our project to have a better location</td>
<td>review.</td>
</tr>
<tr>
<td>and long-term expansion options.</td>
<td></td>
</tr>
<tr>
<td>Can you please clarify the timeline for decision making on this HRSA</td>
<td>For non-construction projects, awards will be made on/around July 15, 2023. For construction projects, awards will be made on/around</td>
</tr>
<tr>
<td>CDS Program 2023 construction grants and when the funds will be</td>
<td>September 30, 2023. Once awards are made, funds will be available in your Payment Management System account. However, conditions of award must</td>
</tr>
<tr>
<td>disbursed to the agencies?</td>
<td>be submitted and lifted from the award prior to drawing funds.</td>
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<tr>
<td>Question:</td>
<td>Response:</td>
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<tr>
<td>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?</td>
<td>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. 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.</td>
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## Frequently Asked Questions 3

<table>
<thead>
<tr>
<th>Question:</th>
<th>Response:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regarding HRSA-23-117, assuming we submit all documents on or before June 1st, when can we expect to receive the funds?</td>
<td>Awards for HRSA-23-117 will be made on/around September 30, 2023.</td>
</tr>
<tr>
<td>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?</td>
<td>No, earlier application submissions will not be awarded prior to the timeframes provided in the program guidances.</td>
</tr>
<tr>
<td>Under what circumstances would an extension be granted for application submissions?</td>
<td>Extensions for application submissions will be handled on a case-by-case basis.</td>
</tr>
<tr>
<td>Since the due date for the application documents is June 1st, does that mean the funding will start in June 2023?</td>
<td>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.</td>
</tr>
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</table>
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
Email

HRSA CPF/CDS Grants Management Specialists

Non-Construction Projects:
Terry Hatchett
Division of Grants Management Operations, OFAM
Email

Construction Projects:
Hazel N. Booker
Division of Grants Management Operations, OFAM
Email
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