Congressionally Directed Spending (CDS)
Non-construction & Construction Projects Overview
Technical Assistance Webinar

April 7, 2022

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

• Webinar Overview
• About HRSA/OFAM
• The Federal Grant Application Process
• Non-construction Project Overview
• Q&A
• Construction Project Overview
• Q&A
Webinar Details

- Documents available for download:
  - HRSA-22-134 Guidance
  - HRSA-22-135 Guidance
  - FY22 CDS Guidance Webinar Slides

- Access the webinar recording:
  - HRSA will send a copy of today’s webinar recording and slides via email.

- Questions:
  - Please use the Q&A Pod to submit questions. We will address questions at the end of each project section.
  - [Email questions](#)

**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.
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.

Fiscal Year 2021 was a busy year for us! By Sept. 30, through grants, cooperative agreements, loans, and scholarships, OFAM successfully awarded more than $19.1 billion in federal assistance. This includes more than $8 billion to assist with 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 System for Award Management (SAM)

• Register an Authorized Organization Representative (AOR)

• Register the organization with Grants.gov
Get Registered

![Diagram showing the process from SAM to GRANTS.GOV with a timeline of Up to 4 weeks]

<table>
<thead>
<tr>
<th>System</th>
<th>Importance</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. System for Award Management (SAM)</td>
<td>Designating an E-business Point of Contact and establishing a Unique Entity Identifier (UEI). Registering with System for Award Management (SAM) is required for organizations to use Grants.gov.</td>
<td><a href="https://www.sam.gov/">https://www.sam.gov/</a></td>
</tr>
</tbody>
</table>
Unique Entity Identifier (UEI) Transition

• Unique Entity Identifier (UEI) replaces the Data Universal Numbering System (DUNS) for new and existing organizations
• UEIs from SAM.gov are imported automatically into the EHBs for all organizations registered in SAM.gov
• As of April 4th 2022, the federal government will only use the UEI

  ▪ Refer to the GSA website for information on the transition.
  ▪ Register or check your registration in SAM.gov.
What do I need to do now?

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 cfoa.gov)
- Entity Information
  Entities, Disaster Response Registry, and Exclusions
- Entity Reporting
  SCR and Bio-Preferred Reporting

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... e.g. 1606N020Q02
The Federal Grant Application Process:
Where and How to Find CDS Funding Opportunities
How to find HRSA-22-134 & HRSA-22-135 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

### VIEW OPPORTUNITY

**HRSA-22-134**  
Congressionally Directed Spending (CDS): Construction Projects  
Department of Health and Human Services  
Health Resources and Services Administration

#### SYNOPSIS

Select Grant Opportunity Package

*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.**

<table>
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<tr>
<th>CFDA</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Opportunity Package ID</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>Actions</th>
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<td>93.493</td>
<td>8752</td>
<td>Congressionally Directed Spending (CDS): Construction Projects</td>
<td>PKG00273079</td>
<td>04/04/2022</td>
<td>05/02/2022</td>
<td>Preview</td>
</tr>
</tbody>
</table>
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.
Congressionally Directed Spending (CDS) for Non-Construction Projects

HRSA-22-135
Non-Construction Funding Overview

Application Guidance Due Date: May 2, 2022 - June 1, 2022
Estimated Number of Awards: Based on Congressional approved projects
Maximum Funding Amount: Varies, based on approved CDS individual project funding
Period of Performance: 1 year (2023)
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)

MINOR ALTERATION/RENOVATION (A/R) (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/Justification
- Personnel Justification *
- Equipment List *
- Indirect Cost Rate Agreement*
- Minor A&R*

* If applicable
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
Questions
Congressionally Directed Spending (CDS) for Construction Projects

HRSA-22-134
Construction Funding Overview

Application Guidance Due Date: May 5, 2022 - June 6, 2022
Estimated Number of Awards: Based on Congressional approved projects
Maximum Funding Amount: Varies, based on approved CDS individual project funding
Period of Performance: 3 years (2025)
Construction Application Contents

- Project Abstract
- Project Narrative
- Budget & Budget Narrative
- Required Attachments
## Construction Project Types

<table>
<thead>
<tr>
<th>Construction and Modernization projects with or w/o equipment</th>
<th>“Design-Only” (planning portion of a construction project)</th>
<th>Equipment Only</th>
<th>Other construction and renovation related activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New building structure or facility</td>
<td>• Funds limited to allowable design/planning related costs for an overall construction project.</td>
<td>• Loose, moveable equipment not affixed to the physical building structure, and with a useful life of more than one year</td>
<td>• All other construction-related projects</td>
</tr>
<tr>
<td>• Modernization – alteration, repair, remodeling and/or renovation of a building</td>
<td></td>
<td>• Examples – purchase of new clinical equipment; purchase of a mobile van</td>
<td></td>
</tr>
<tr>
<td>• Examples – construction of a new standalone service delivery site; modernizing facility interior</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
- PROJECT ACTIVITY SPECIFICATIONS
- TYPE OF CONSTRUCTION
- TIMELINE
- EQUIPMENT LIST (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: Budget Justification**
  ✓ Required for all projects
- **Attachment 2: Environmental Information Document (EID) Checklist**
  ✓ Required for Modernization (Alteration/Renovation) and/or Construction activities
- **Attachment 3: Floor Plans/Schematic Drawings/Site Plan**
  ✓ Required for Modernization (Alteration/Renovation) and/or Construction activities
- **Attachment 4: Property Information**
  ✓ Required for Modernization (Alteration/Renovation) and/or Construction activities
Construction Project Type Required Submissions

**Construction-related**
- Budget Justification
- [Environmental Information Document (EID) Checklist](#)
- Schematics
- Property Info

**Equipment-only**
- Budget Justification

**Design-only**
- Budget Justification
- [Environmental Information Document (EID) Checklist](#)
Construction Schematic Drawings/Diagrams

Construction/Expansion Projects
- Proposed Site Plan
- Proposed Schematic Drawings/Diagrams of floor plans (proposed)

Alternation/Renovation Projects
- Current Schematic Drawings/Diagrams (before demolition)
- Proposed Schematic Drawings/Diagrams of floor plans (proposed)

Equipment Only
- Schematic drawings are not applicable
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
- Indirect Cost Rate Agreement
Budget Narrative:

- Describe all line-items on budget form SF 424C (including subawards) 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. CDS awards are intended to supplement, not supplant, existing non-federal expenditures for other federally funded program activities.
Construction Equipment List (If Applicable)

- If requesting funds for equipment, complete an Equipment List (consistent with Budget Narrative).
- Include all moveable equipment that has a useful life of more than one year and a per-unit acquisition cost of at least $5,000, including information technology systems. Moveable equipment can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the space.
**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 movable 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
Questions (Construction Projects)
Contact Information

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