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)

Vision: Healthy Communities, Healthy People

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.**

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

HRSA Office of Federal Assistance Management

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.

HRSA
Office of Federal Assistance Management

Federal Grant Application Process:

Register & Get Ready

Required Steps for Grants.gov Registration

SAM.gov → AOR → Grants.gov
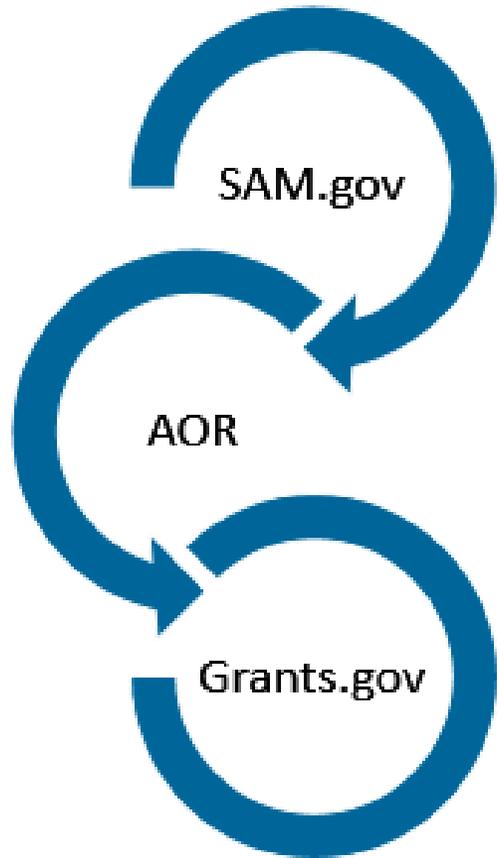
These steps MUST be completed prior to registering for Grants.gov:

- 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

| System	Importance	Website
1. System for Award Management (SAM)	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.	https://www.sam.gov/
2. Grants.gov	System by which organizations can submit applications for Federal funding.	http://www.grants.gov/

SAM → GRANTS.GOV

Up to 4 weeks

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 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
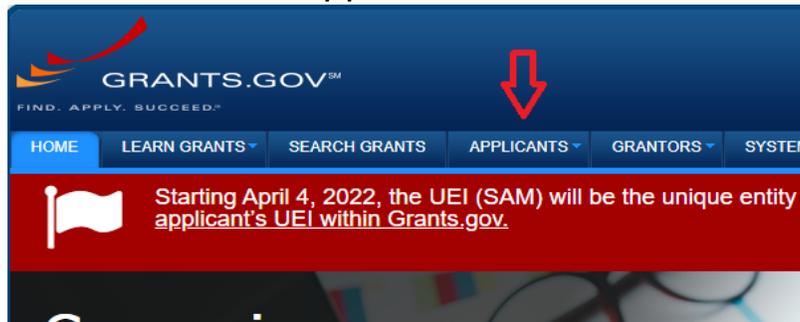
Step 2

- Click How to Apply for Grants

Step 3

- Click Search for Opportunity Package
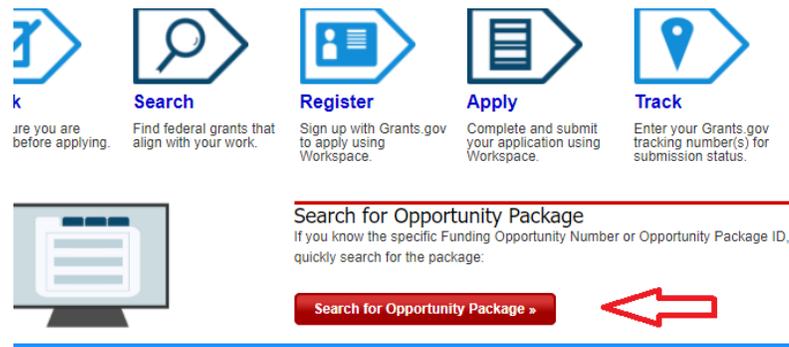
Step 4

- Enter the opportunity number
- Click Search

The Package Tab

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-competitive for CDS Projects

Funding is limited to the named entities and for the purposes identified in the FY 2022 Consolidated Appropriations Act (P.L. 117-103).

HRSA OFAM staff will continue to verify contact information.
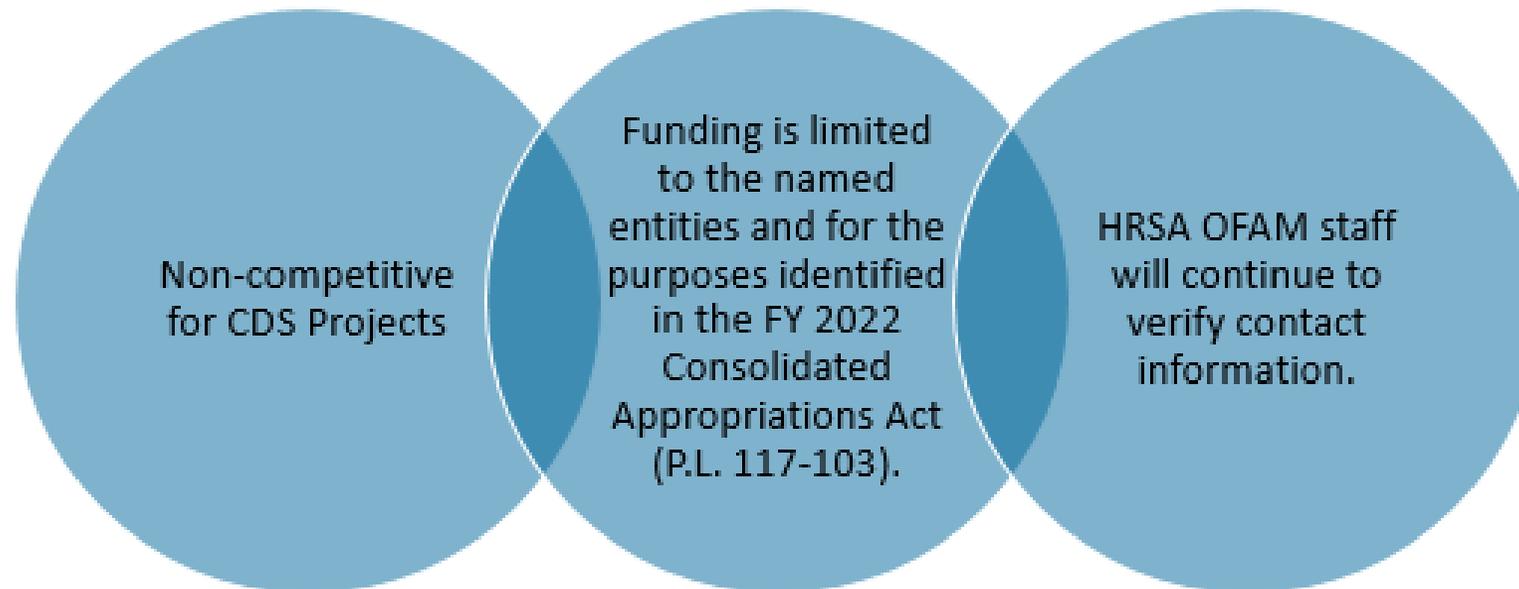
Non-Construction Application Submission

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

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	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	$ 565,940.00
7. Program Income	$	$	$	$	$ 0.00

Authorized for Local Reproduction

Previous Edition Usable

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

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
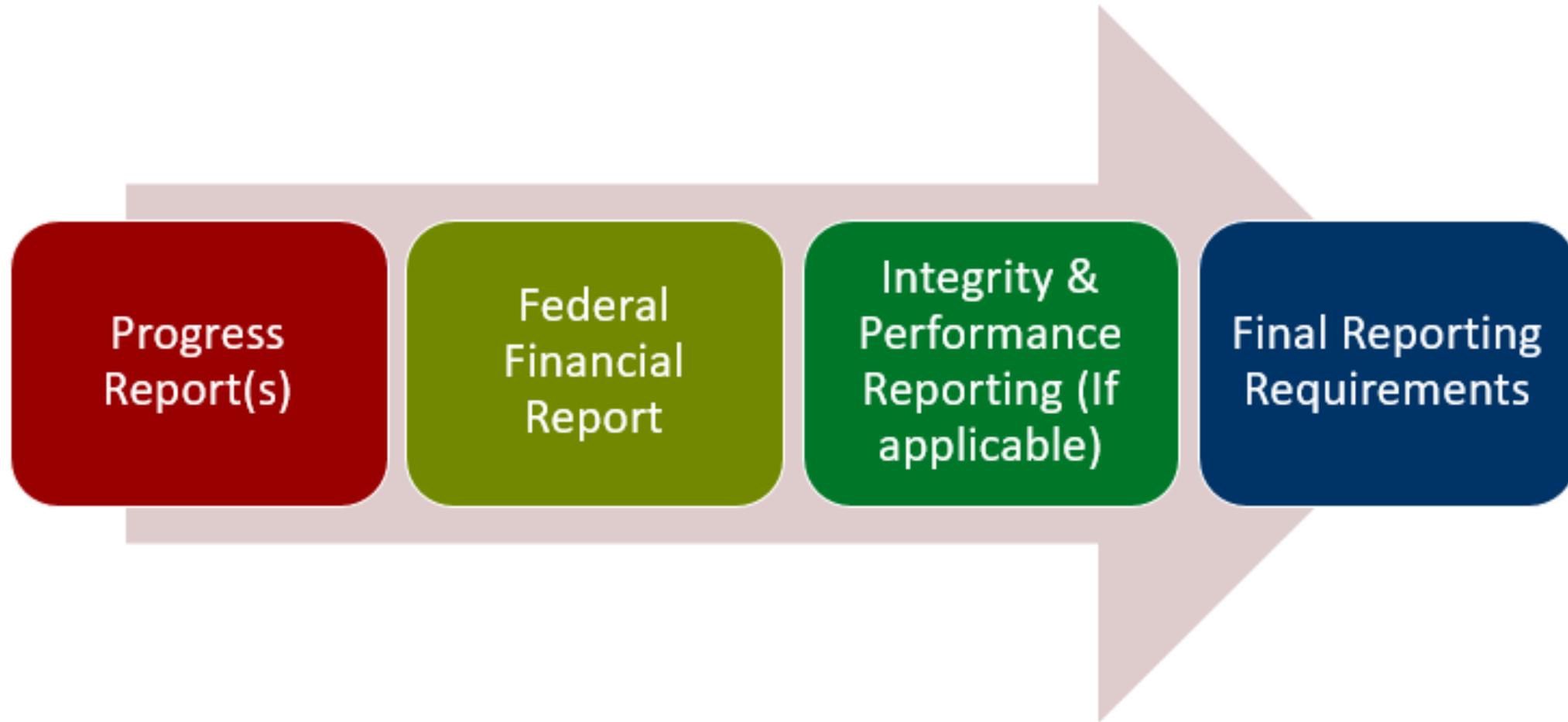
Questions

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)

Non-competitive for CDS Projects

Funding is limited to the named entities and for the purposes identified in the FY 2022 Consolidated Appropriations Act (P.L. 117-103).

HRSA OFAM staff will continue to verify contact information.
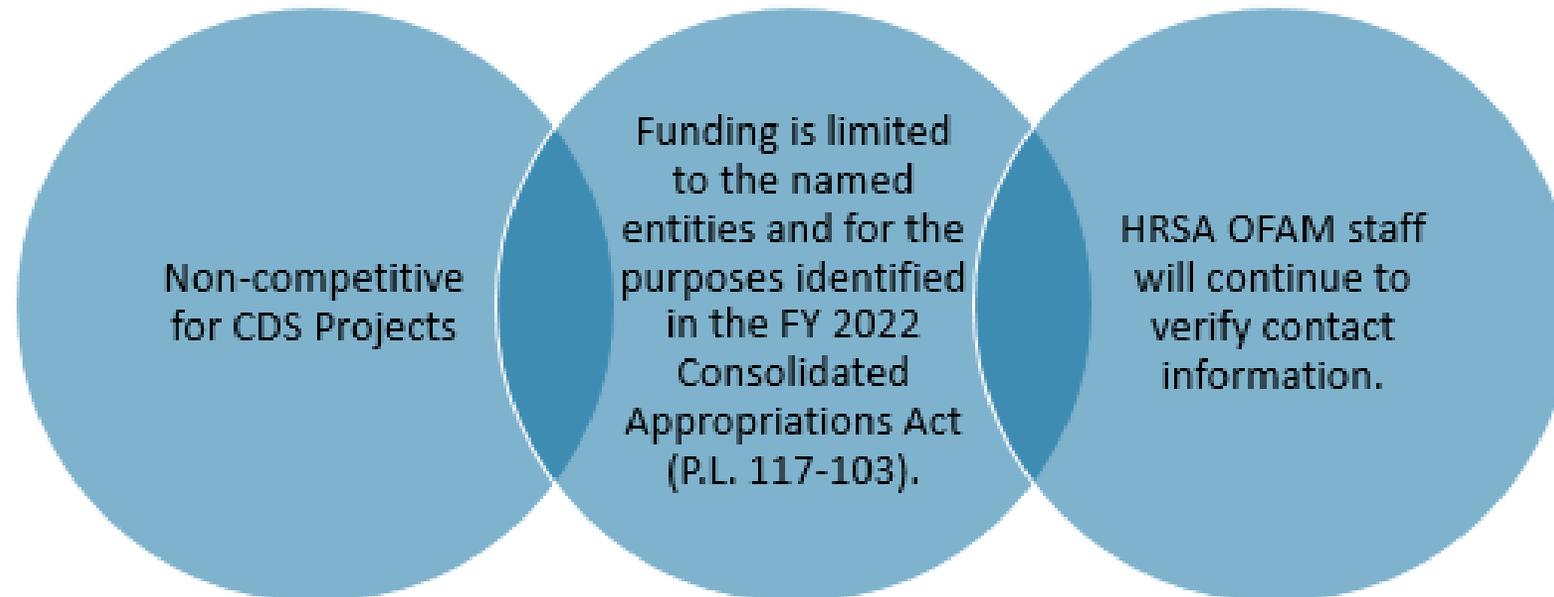
Construction Application Contents

Project Abstract

Project Narrative

Budget & Budget Narrative

Required Attachments

Construction Project Types

Construction and Modernization projects with or w/o equipment	"Design-Only" (planning portion of a construction project)	Equipment Only	Other construction and renovation related activities
• New building structure or facility • Modernization – alteration, repair, remodeling and/or renovation of a building • Examples – construction of a new standalone service delivery site; modernizing facility interior	• Funds limited to allowable design/planning related costs for an overall construction project.	• 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	• All other construction-related projects

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

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Construction Project Type Required Submissions

Construction-related	Equipment-only	Design-only
• Budget Justification • Environmental Information Document (EID) Checklist • Schematics • Property Info	• Budget Justification	• Budget Justification • Environmental Information Document (EID) Checklist

Construction Schematic Drawings/Diagrams

| Construction/Expansion Projects	Alternation/Renovation Projects	Equipment Only
• Proposed Site Plan • Proposed Schematic Drawings/Diagrams of floor plans (proposed)	• Current Schematic Drawings/Diagrams (before demolition) • Proposed Schematic Drawings/Diagrams of floor plans (proposed)	• Schematic drawings are not applicable

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
- Indirect Cost Rate Agreement

View Burden Statement

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	$	$	$
2. Land, structures, rights-of-way, appraisals, etc.	$	$	$
3. Relocation expenses and payments	$	$	$
4. Architectural and engineering fees	$	$	$
5. Other architectural and engineering fees	$	$	$
6. Project inspection fees	$	$	$
7. Site work	$	$	$
8. Demolition and removal	$	$	$
9. Construction	$	$	$
10. Equipment	$	$	$
11. Miscellaneous	$	$	$
12. SUBTOTAL (sum of lines 1-11)	$	$	$
13. Contingencies	$	$	$
14. SUBTOTAL	$	$	$
15. Project (program) income	$	$	$
16. TOTAL PROJECT COSTS (subtract #15 from #14)	$	$	$

Construction Budget and Budget Narrative

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
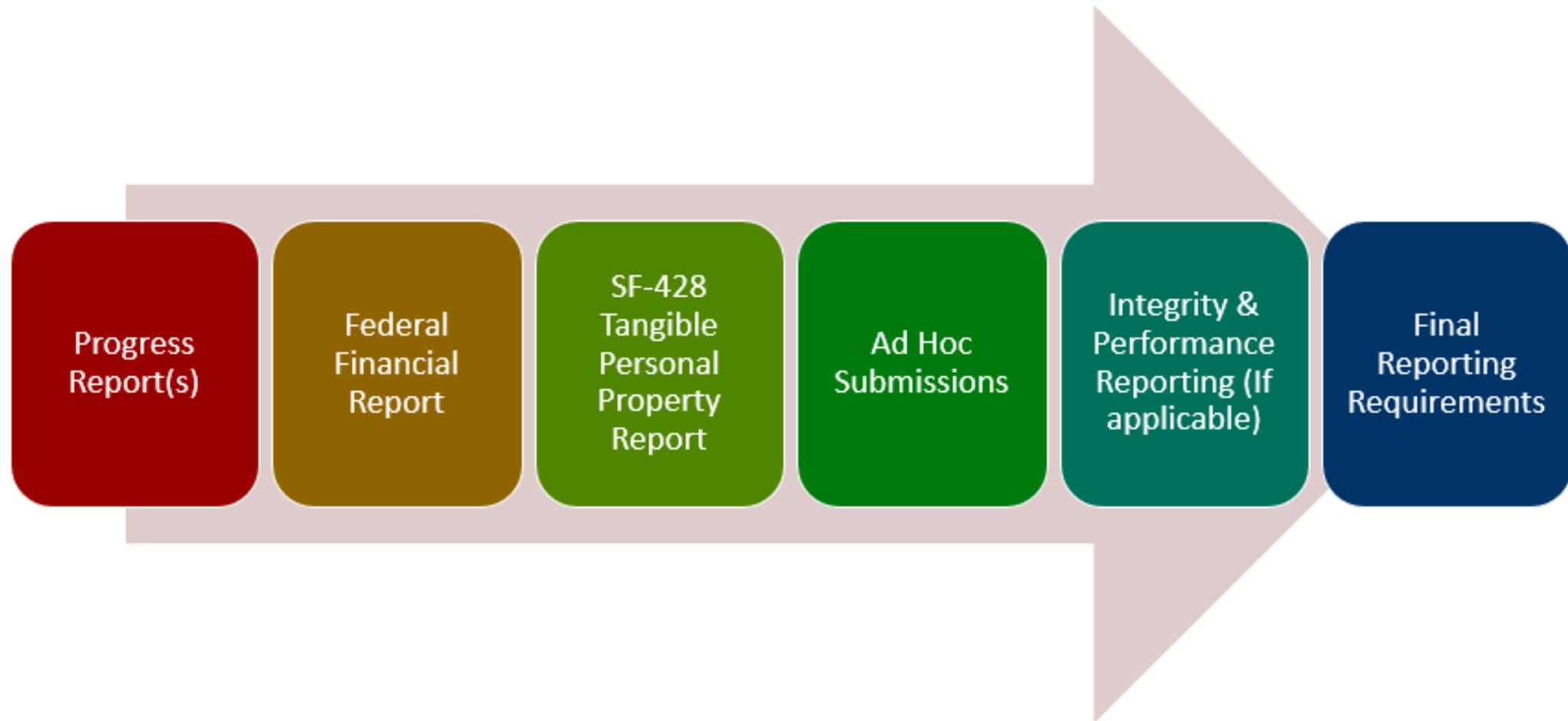
Questions (Construction Projects)

Contact Information

HRSA CDS Program Lead

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