



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

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.



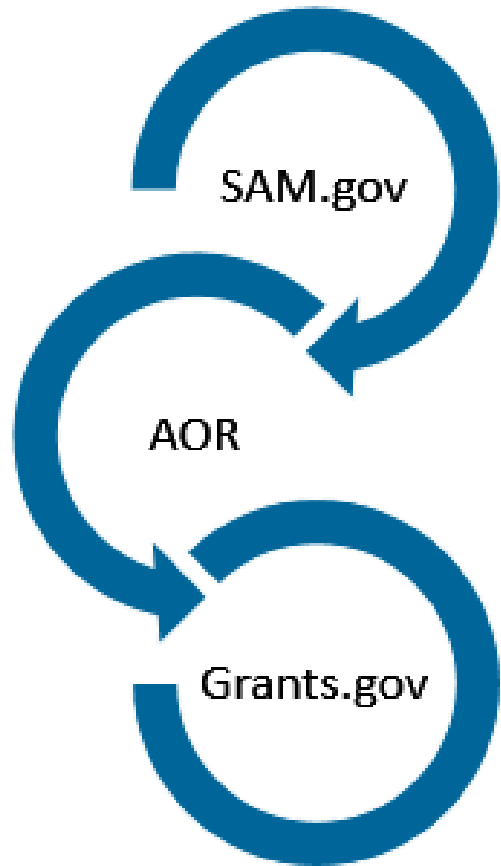


Federal Grant Application Process:

Register & Get Ready



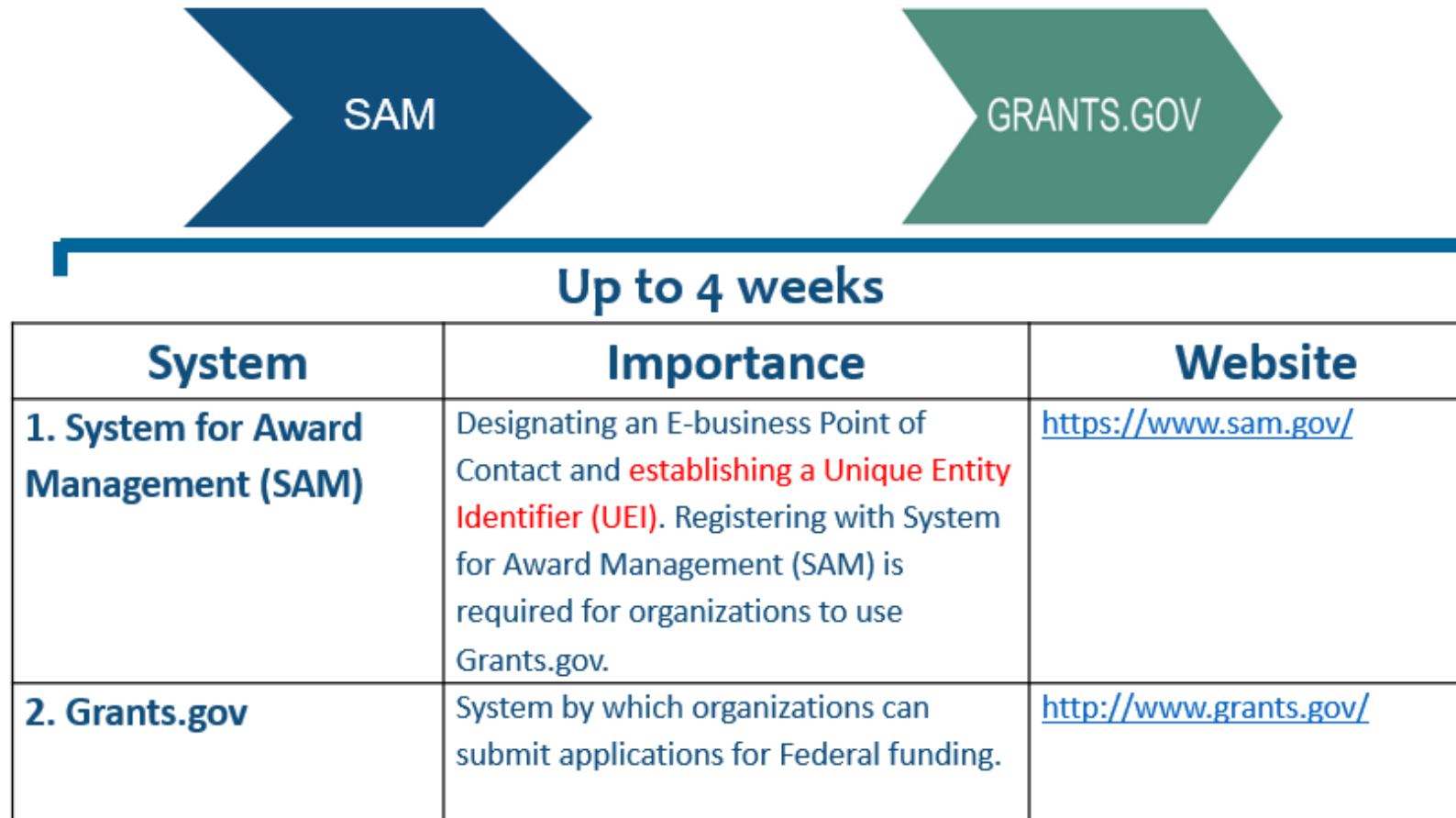
Required Steps for Grants.gov Registration



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

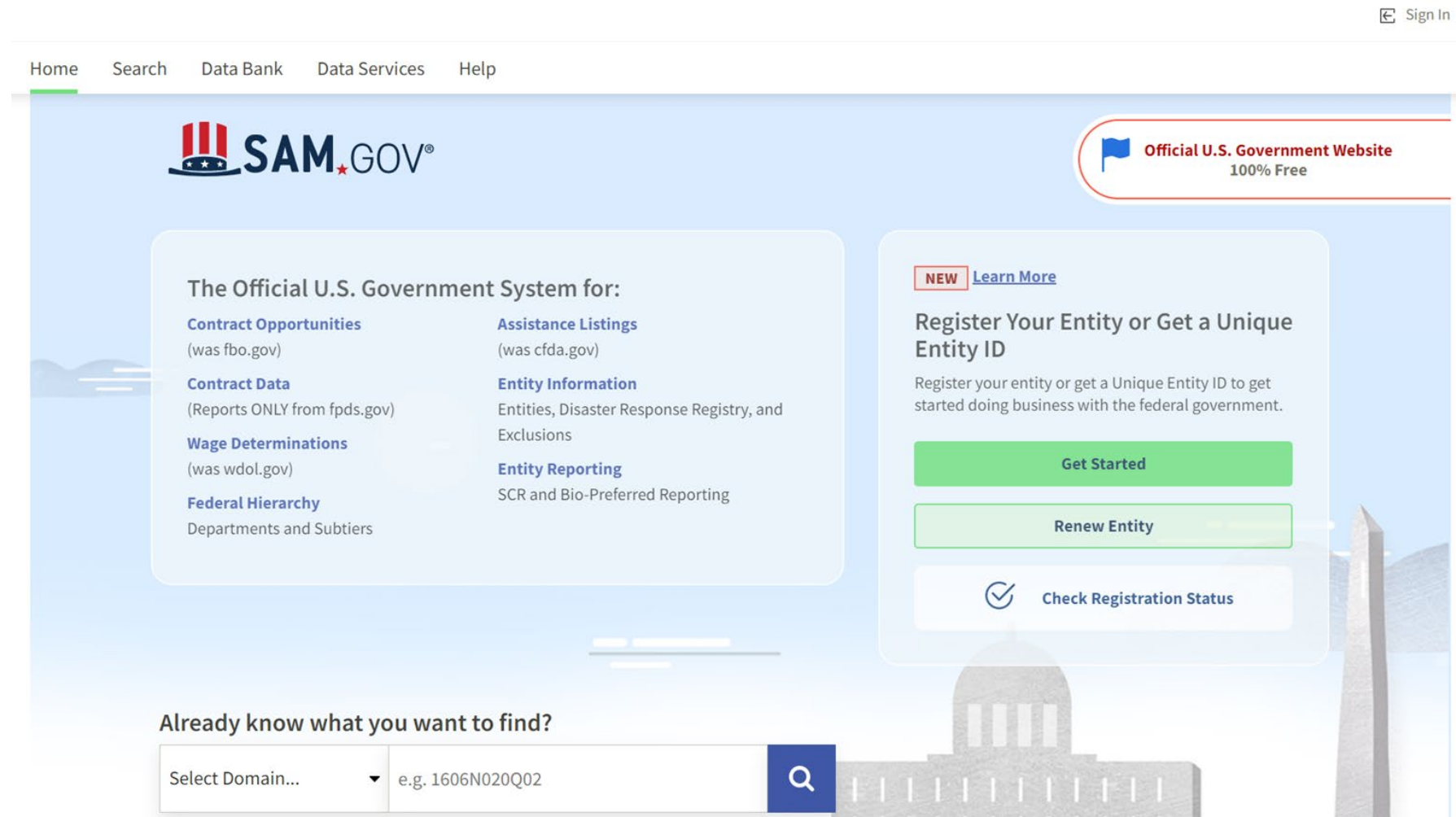


Unique Entity Identifier (UEI) Transition

- 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 screenshot shows the SAM.gov homepage. At the top right is a 'Sign In' link. The navigation bar includes 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The main header features the SAM.gov logo and a badge stating 'Official U.S. Government Website 100% Free'. The central content area is divided into two main sections. The left section, titled 'The Official U.S. Government System for:', lists several categories: '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)', and 'Entity Reporting (SCR and Bio-Preferred Reporting)'. The right section, titled 'Register Your Entity or Get a Unique Entity ID', includes a 'NEW Learn More' link, a description of the registration process, and three buttons: 'Get Started', 'Renew Entity', and 'Check Registration Status'. At the bottom, there is a search bar with the prompt 'Already know what you want to find?' and a dropdown menu for 'Select Domain...' with the example 'e.g. 1606N020Q02'. The background of the page features a faint illustration of the U.S. Capitol building.

Sign In

Home Search Data Bank Data Services Help

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... ▼ e.g. 1606N020Q02



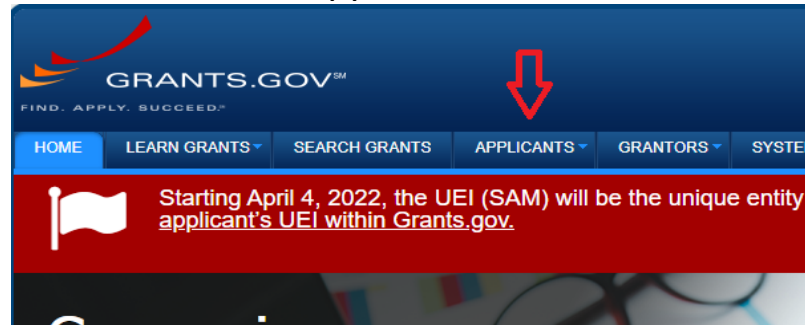
The Federal Grant Application Process:

Where and How to Find CDS Funding Opportunities

How to find HRSA-22-134 & HRSA-22-135 on Grants.gov

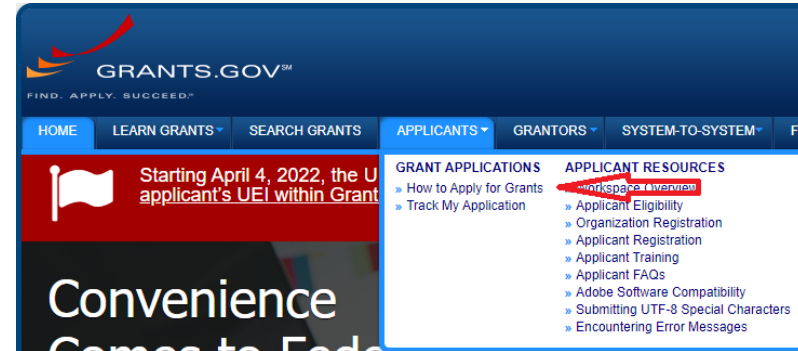
Step 1

- Go to Grants.gov
- Hover over Applicants



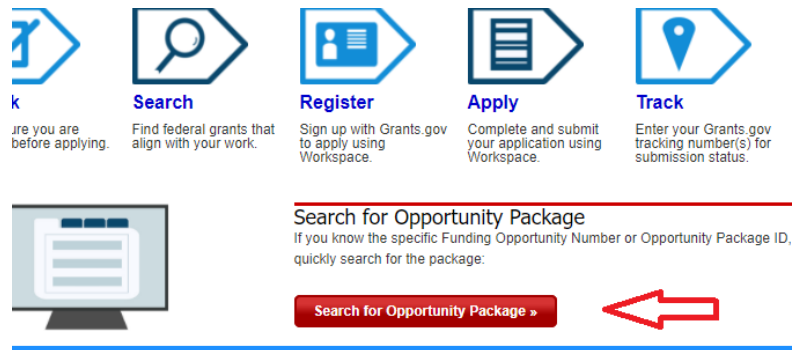
Step 2

- Click How to Apply for Grants



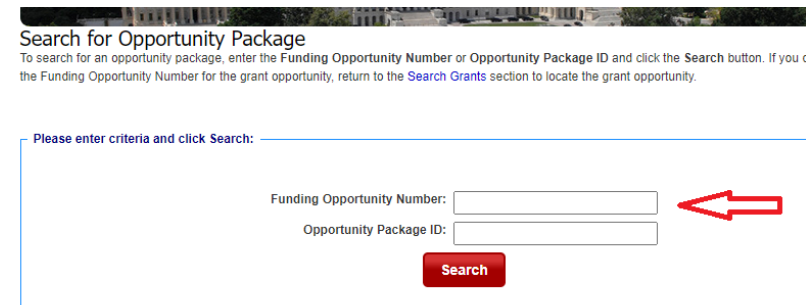
Step 3

- Click Search for Opportunity Package



Step 4

- Enter the opportunity number
- Click Search



The Package Tab

HOMELEARN GRANTSSEARCH GRANTSAPPLICANTSGRANTORSYSTEM-TO-SYSTEMFORMSCONNECTSUPPORT

GRANTS.GOV > View Opportunity

VIEW OPPORTUNITY



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

« Back | Link

ApplySubscribe

SYNOPSISVERSION HISTORYRELATED DOCUMENTSPACKAGE

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	8752	Congressionally Directed Spending (CDS): Construction Projects	PKG00273079	04/04/2022	05/02/2022	Preview Apply



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](mailto:Grants.gov.Support@hhs.gov)
- [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



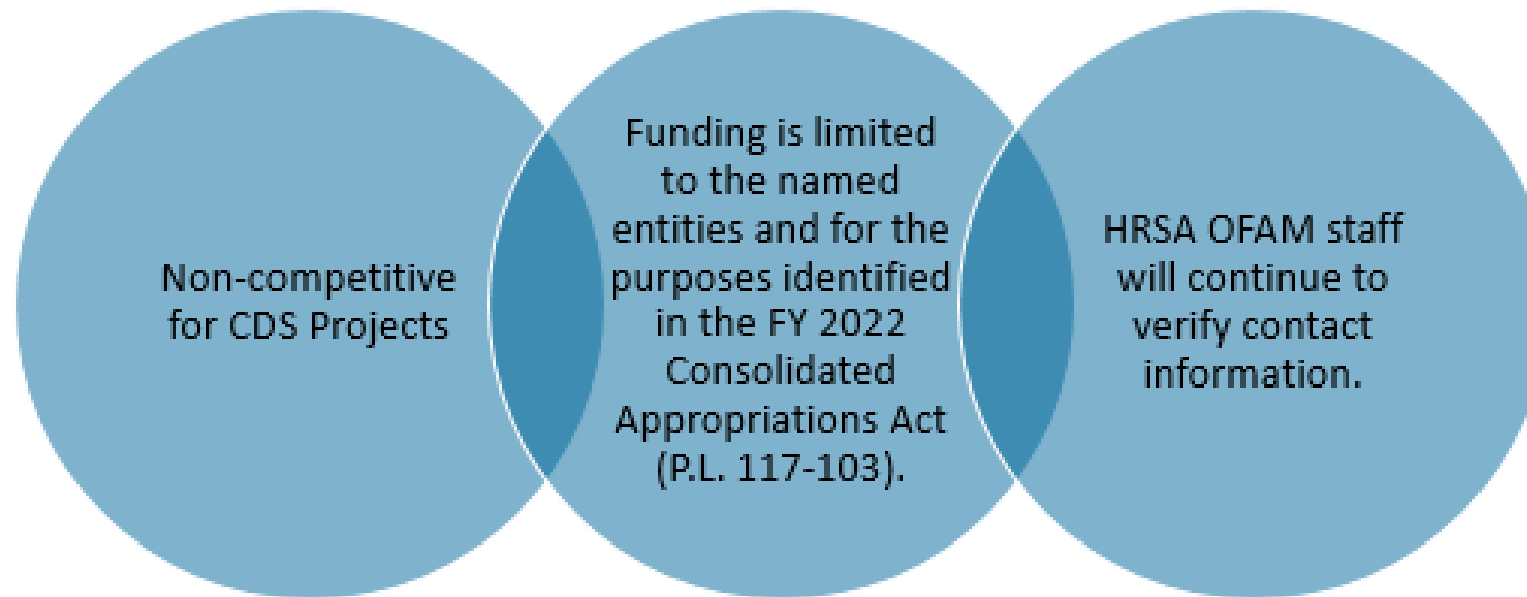
Non-Construction Funding Overview

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

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs						
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

Previous Edition Usable

Authorized for Local Reproduction

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



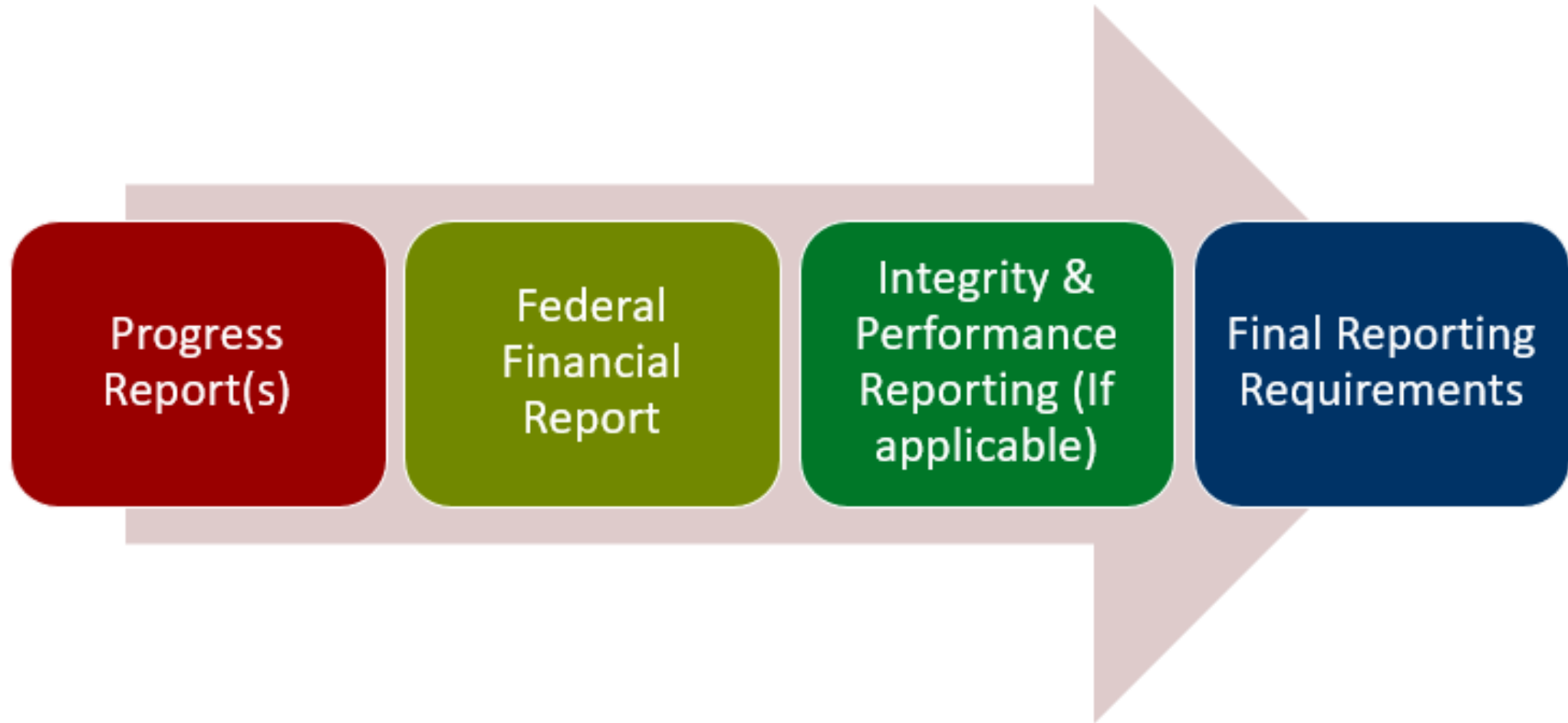
Non-Construction Required Attachments

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



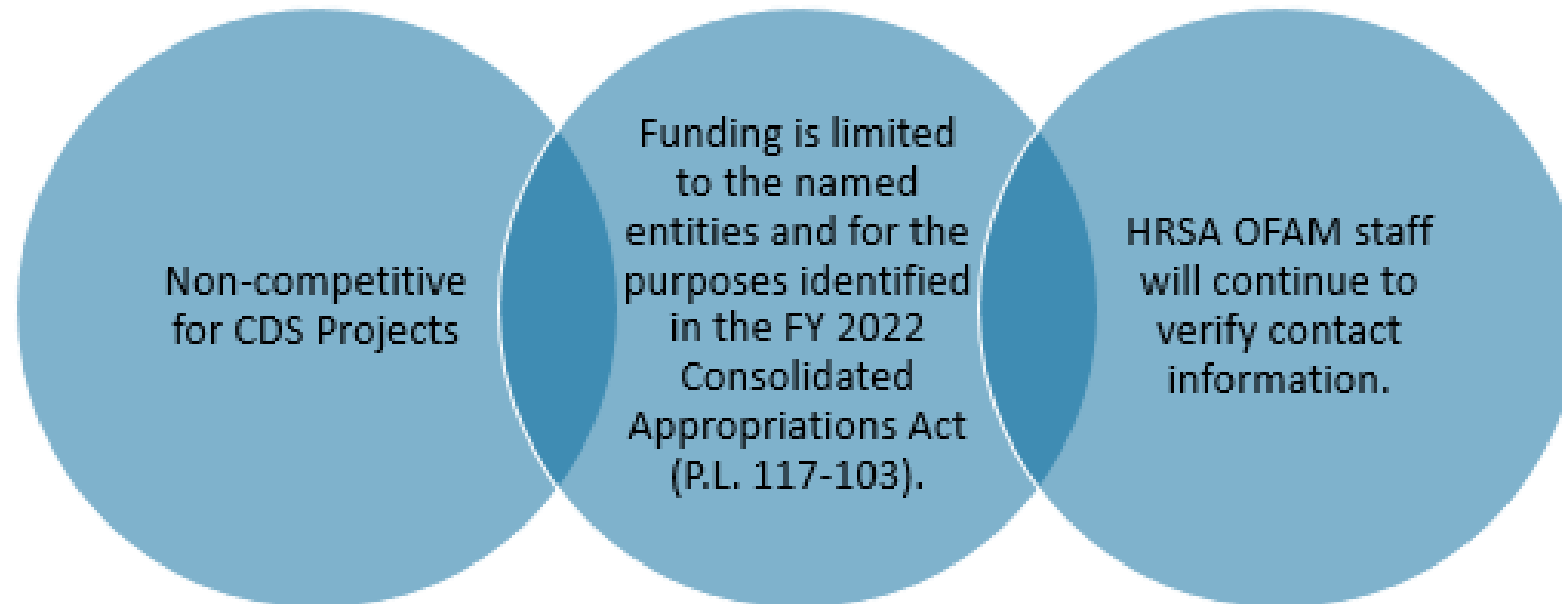
Construction Funding Overview

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)



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 – alteration, 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**

Other construction and renovation related activities

- **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



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

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).

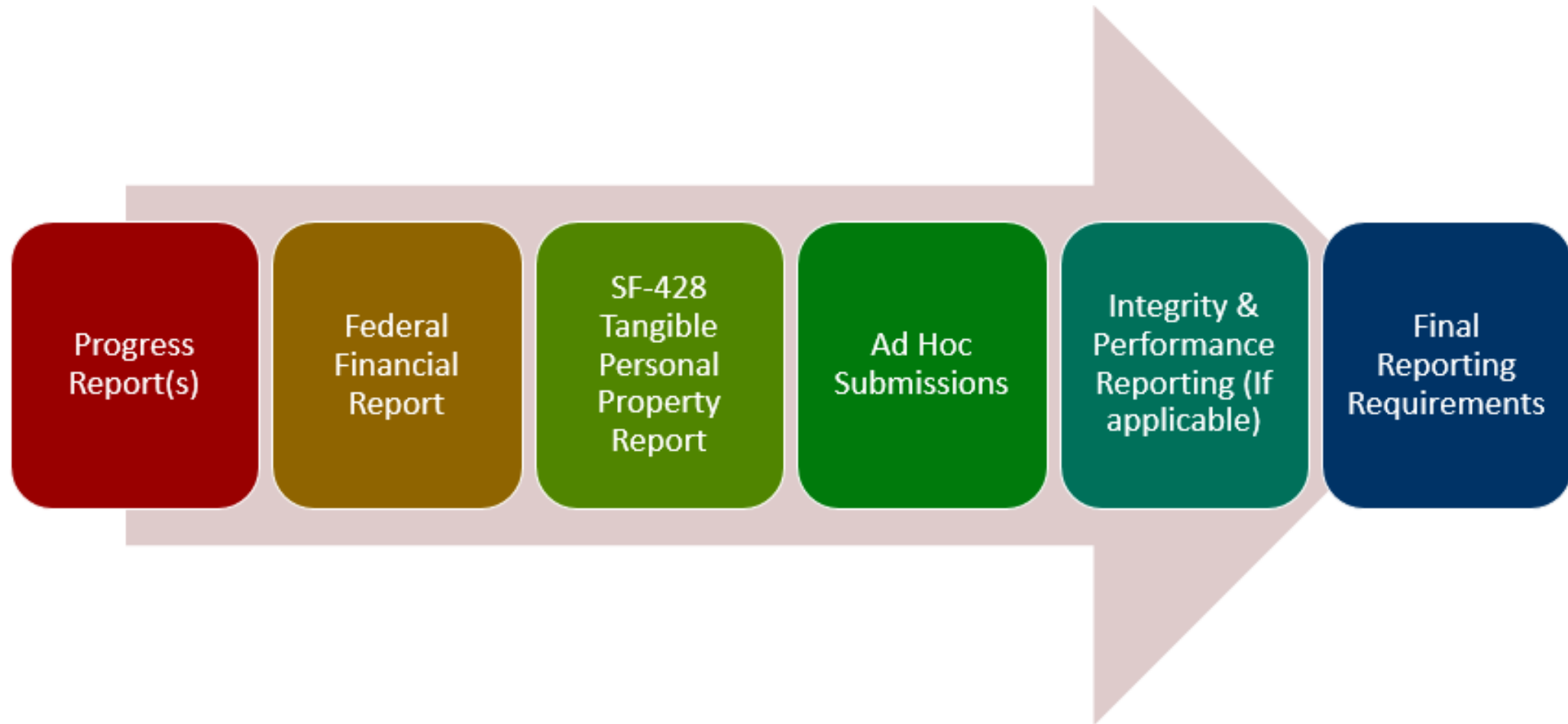


Construction Federal Interest & Lease Improvements

- 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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Hazel N. Booker
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[Email](#)



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