



# 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

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



# Webinar Details

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- 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)

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**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.



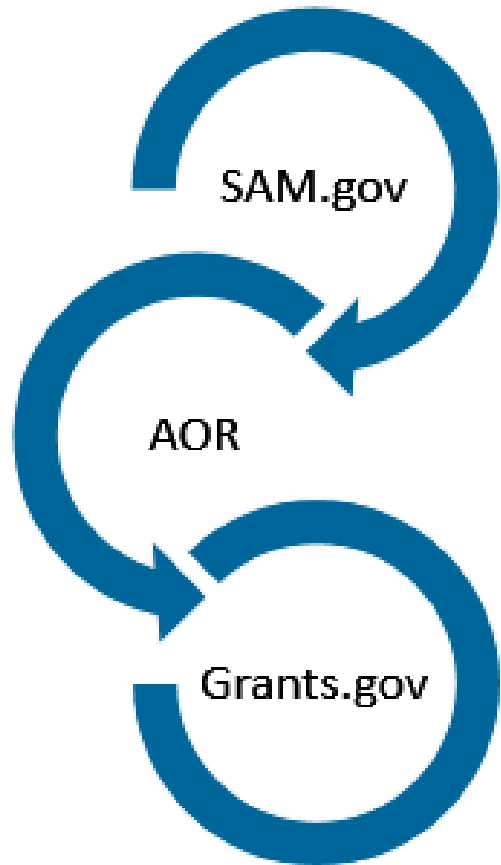


# Federal Grant Application Process:

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



Up to 4 weeks

System	Importance	Website
<b>1. System for Award Management (SAM)</b>	Designating an E-business Point of Contact and <b>establishing a Unique Entity Identifier (UEI)</b> . Registering with System for Award Management (SAM) is required for organizations to use Grants.gov.	<a href="https://www.sam.gov/">https://www.sam.gov/</a>
<b>2. Grants.gov</b>	System by which organizations can submit applications for Federal funding.	<a href="http://www.grants.gov/">http://www.grants.gov/</a>





# 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 4<sup>th</sup> 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?

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





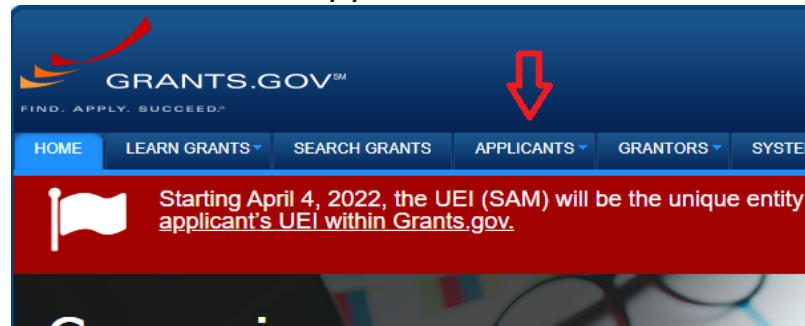
# The Federal Grant Application Process:

Where and How to Find CDS Funding Opportunities

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

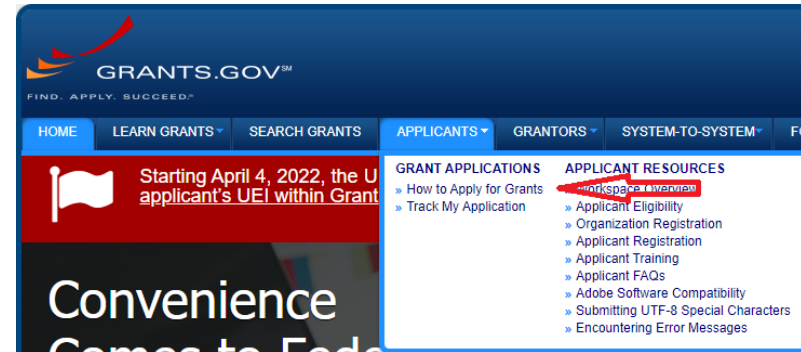
## Step 1

- Go to Grants.gov
- Hover over Applicants



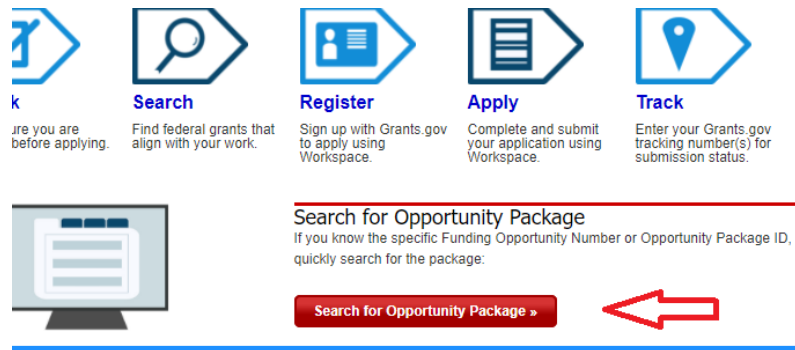
## Step 2

- Click How to Apply for Grants



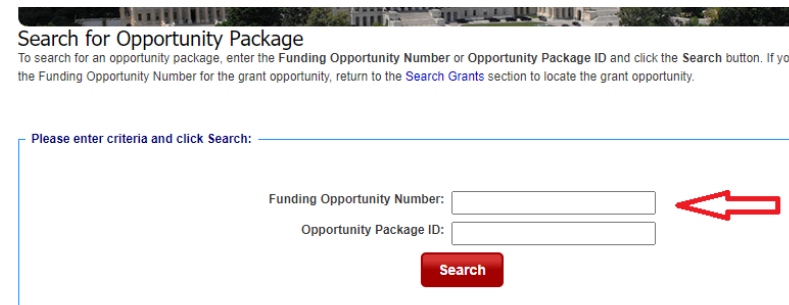
## Step 3

- Click Search for Opportunity Package



## Step 4

- Enter the opportunity number
- Click Search



# The Package Tab

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

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

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	8752	Congressionally Directed Spending (CDS): Construction Projects	PKG00273079	04/04/2022	05/02/2022	<a href="#">Preview</a>   <a href="#">Apply</a>



# Grants.gov Support

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## 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)
- [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**



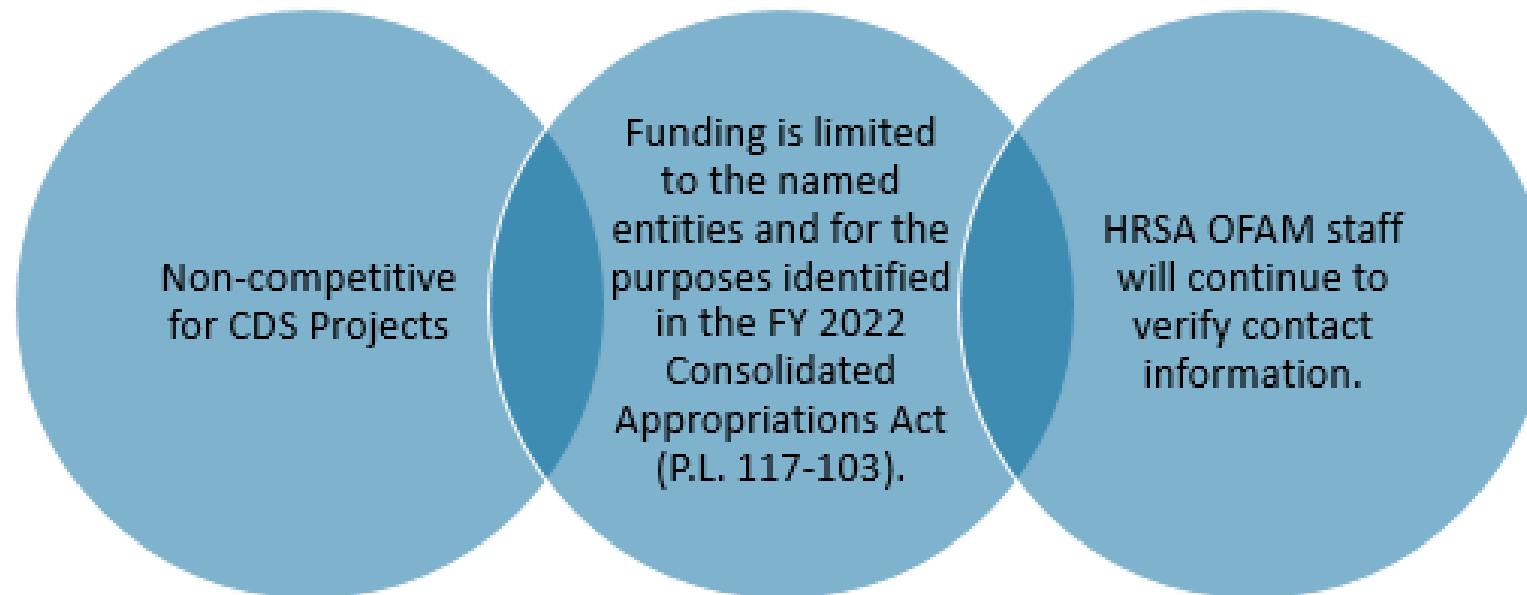
# Non-Construction Funding Overview

**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

### 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



# Non-Construction Required Attachments

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

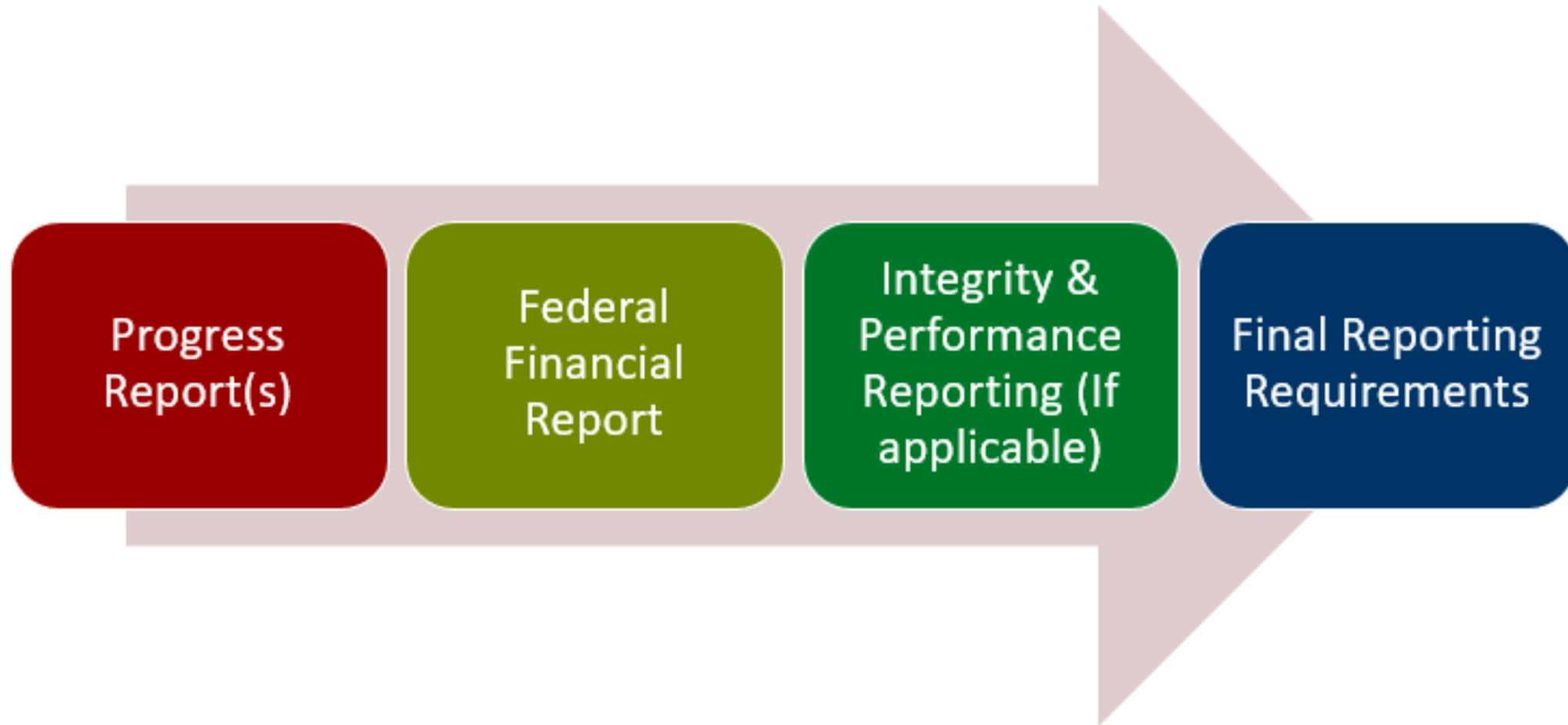
**Tips for Applicants:**

- 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**



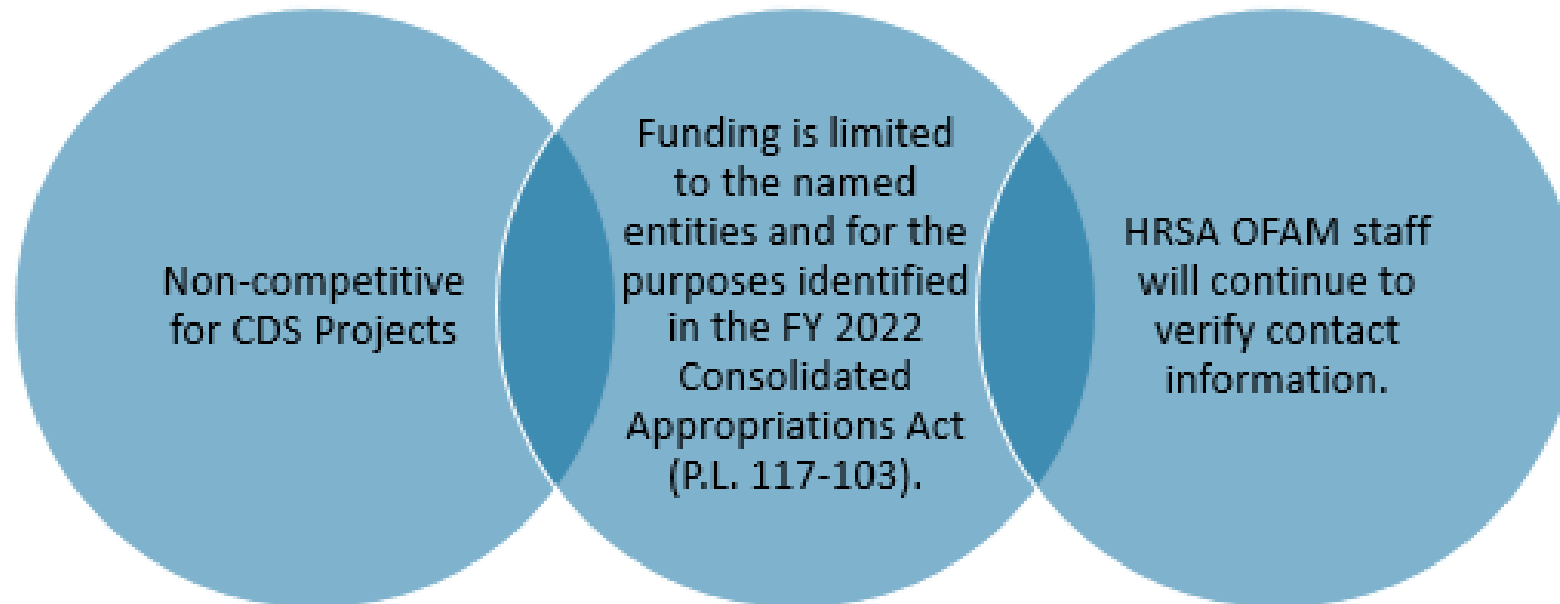
# Construction Funding Overview

**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

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 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 NOFO. 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).

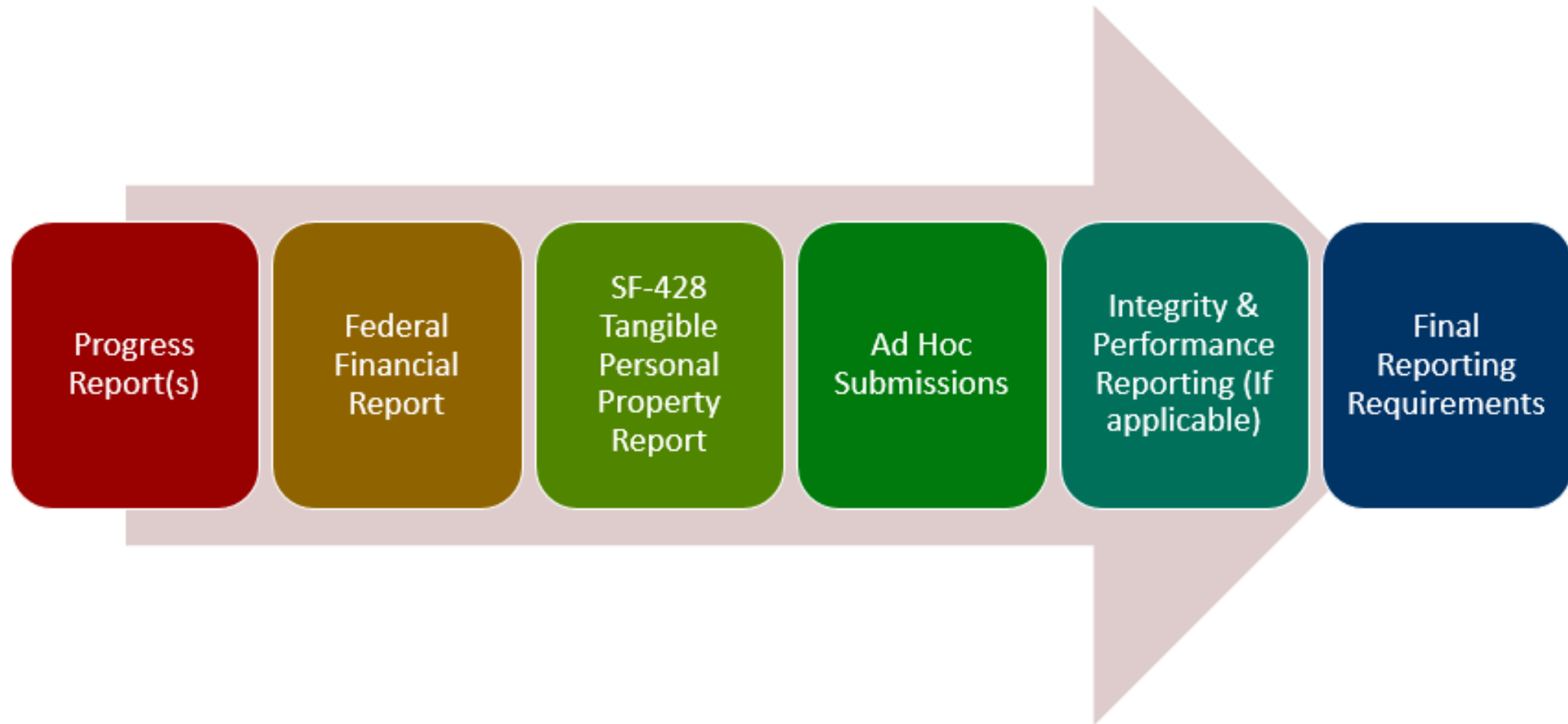


# Construction Federal Interest & Lease Improvements

- 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

CDR Julia Bryan  
Office of Special Activities  
Office of Federal Assistance Management  
(OFAM), HRSA  
(301) 443 – 6707

[Email](#)

## HRSA Grants Management Specialists

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