

U.S. Department of Health and Human Services



Health Resources & Services Administration

Office of Federal Assistance Management

Community Project Funding / Congressionally Directed Spending

(CPF/CDS): Non-Construction Projects

Project Guidance Number: HRSA-23-118

Assistance Listings Number: 93.493

Project Guidance

Fiscal Year 2023

Application Due Date: June 1, 2023

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately! Registration in all systems may take up to 1 month to complete.

Issuance Date: February 22, 2023

Authority: [Consolidated Appropriations Act, 2023](#) (P.L. 117-328).

Note: This announcement is not open to the public.

508 COMPLIANCE DISCLAIMER

Note: Persons using assistive technology may not be able to fully access information in this file. For assistance, please email or call one of the HRSA staff listed in [Section VII Agency Contacts](#).

Table of Contents

<i>I. PROJECT DESCRIPTION</i>	1
1. PURPOSE.....	1
2. BACKGROUND.....	1
<i>II. AWARD INFORMATION</i>	2
1. TYPE OF APPLICATION AND AWARD	2
2. SUMMARY OF FUNDING.....	2
<i>III. ELIGIBILITY INFORMATION</i>	2
1. ELIGIBLE APPLICANTS.....	2
2. COST SHARING/MATCHING	2
<i>IV. APPLICATION AND SUBMISSION INFORMATION</i>	2
1. APPLICATION PACKAGE	2
2. CONTENT AND FORM OF APPLICATION SUBMISSION	3
<i>i. Project Abstract</i>	3
<i>ii. Project Narrative</i>	3
<i>iii. Budget</i>	4
<i>iv. Budget Narrative</i>	5
<i>v. Attachments</i>	5
3. UNIQUE ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (SAM)	6
4. SUBMISSION DATES AND TIMES.....	7
5. FUNDING RESTRICTIONS.....	7
<i>V. APPLICATION REVIEW INFORMATION</i>	8
1. REVIEW	8
2. ASSESSMENT OF RISK.....	8
<i>VI. AWARD ADMINISTRATION INFORMATION</i>	8
1. AWARD NOTICES	8
2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.....	8
3. REPORTING	9
<i>VII. AGENCY CONTACTS</i>	9
<i>VIII. OTHER INFORMATION</i>	10

I. Project Description

1. Purpose

This is a non-competitive announcement for Community Project Funding/Congressionally Directed Spending (CPF/CDS): Non-Construction Projects that will be funded through the Health Resources and Services Administration's (HRSA's) Office of Federal Assistance Management (OFAM). This document provides guidance on how to submit an application to receive CPF/CDS funding. General information is provided about the projects, including funding amounts, limitations, administrative and national policy requirements, and other important information.

Funding is limited to the named entities and for the purposes identified in the [Consolidated Appropriations Act, 2023](#) (P.L. 117-328).

2. Background

HRSA's mission is to improve health outcomes and achieve health equity through access to quality services, a skilled health workforce, and innovative, high-value programs.

Congress appropriated funding in the [Consolidated Appropriations Act, 2023](#) (P.L. 117-328) for CPF/CDS projects that support health-related activities, including training and information technology.

All recipients of CPF/CDS must submit an application in order for the funds to be awarded. Your application must contain the items listed in this Project Guidance.

To further assist you, OFAM will be hosting a Technical Assistance Webinar. See [Section VIII](#) for details.

Incomplete applications may result in a delayed award until all necessary components are received.

Definitions

Community Project Funding/Congressionally Directed Spending – language in an authorization act or appropriations act that requires HRSA to make an award(s) to a named recipient(s) for a particular project or activity.

Moveable Equipment – tangible personal property or moveable equipment (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal federal entity for financial statement purposes, or \$5,000. Please review the [CPF/CDS website](#) for examples of moveable equipment.

Non-construction grant – funds awarded for projects that do not include construction or Major A/R.

Project costs – total allowable costs incurred under a federal award and all required cost-sharing and voluntary committed cost-sharing, including third-party contributions.

II. Award Information

1. Type of Application and Award

HRSA will provide funding in the form of a grant agreement.

2. Summary of Funding

HRSA has provided each intended recipient an email containing information on the funding level and purpose. This is one-time funding and projects are for limited to a one-year (12-month) period of performance.

HRSA will award CPF/CDS as new grant awards pursuant to a Congressional Directive authorized and appropriated in the [Consolidated Appropriations Act, 2023](#) (P.L. 117-328). Under 45 C.F.R. § 75.302, **you must document use of CPF/CDS funds separately and distinctly from other federal awards.**

III. Eligibility Information

1. Eligible Applicants

Eligible entities are those organizations identified by Congress to receive specific amounts of funding for specific projects under the [Consolidated Appropriations Act, 2023](#) (P.L. 117-328).

2. Cost-Sharing/Matching

Cost sharing/matching is not required.

IV. Application and Submission Information

1. Application Package

You (the applicant organization/agency) should follow the instructions in HRSA's [SF- 424 Application Guide](#), available online, except where instructed to do otherwise in this Project Guidance. The [SF-424 Application Guide](#) is for preparing and submitting applications through Grants.gov to HRSA using the SF-424 Workspace Application Package.

HRSA **requires** you to apply electronically via [Grants.gov](#) using the SF-424 workspace application package associated with this Project Guidance following the directions provided at [Grants.gov: HOW TO APPLY FOR GRANTS](#).

2. Content and Form of Application Submission

Applicants notified to apply for funding under the CPF/CDS: Non-Construction Projects, HRSA-23-118, must review Section 4 of HRSA's [SF-424 Application Guide](#) which provides general instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, etc. You must submit the information outlined in HRSA's [SF-424 Application Guide](#) in addition to the project-specific information below. A SF-424A "Budget Information for Non-Construction Program" form is required. This form is in the application package in [Grants.gov](#).

Application Page Range

The suggested page range for your application is 7-15 pages.

Instructions for Submitting Project Abstract and Narrative

You must submit your application consistent with the following Project Abstract and Project Narrative format.

i. **Project Abstract**

Submit your project abstract using the Project Abstract Summary Form 2.0. This form is in the application package in [Grants.gov](#). For information required in the Project Abstract Summary Form, see Section 4.1.ix of HRSA's [SF-424 Application Guide](#).

ii. **Project Narrative**

The project narrative provides a comprehensive description of all aspects of the proposed project.

Use the following section headers for the non-construction project narrative:

- **INTRODUCTION**
Briefly describe the purpose of the project.
- **WORK PLAN**
Describe the activities or steps required to complete the project in 12 months. Use a timeline, in a MONTH/YEAR format, that includes each activity and identifies responsible staff. Please refer to the [CPF/CDS website](#) for a work plan sample and/or template.
- **MOVEABLE EQUIPMENT (AS APPLICABLE)**
If you propose to use your CPF/CDS award for moveable equipment, include an Equipment List consistent with your budget and budget narrative. Provide a brief description of how the equipment will be used for the project. Grant Agreements under this authority cannot be used for non-moveable or fixed equipment.

iii. **Budget**

The directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov. Follow the instructions in Section 4.1.iv of HRSA's [SF-424 Application Guide](#) and the additional budget instructions provided below.

Moveable Equipment (as applicable)

If you propose to use your CPF/CDS award for equipment, enter the amount on the SF-424A Budget Information Form in the 'equipment' object class category. Include all moveable equipment that has a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more, 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. Any equipment purchased with your CPF/CDS award must be procured, maintained, tracked, and disposed of in accordance with [45 CFR part 75](#).

The selection of equipment should be based on a preference for recycled content, non-hazardous substances, non-ozone depleting substances, energy and water efficiency, and consideration of final disposal (disposed in a manner that is safe, protective of the environment, and compliant with all applicable regulations), unless there are conflicting health, safety, and performance considerations. You are strongly encouraged to employ the standards established by either the Electronic Product Environmental Assessment Tool (EPEAT) or ENERGY STAR®, where practicable, in the procurement of equipment. Following these standards will mitigate the negative effects on human health and the environment. Additional information for these standards can be found at <http://www.epeat.net> and <https://www.energystar.gov/>.

Your award cannot be used for new construction activities or to increase the total square footage of an existing building (e.g., additions or expansions, work that requires ground disturbance such as new parking surfaces or expansion of a building footprint). In addition, this award cannot be used for the installation of trailers/pre-fabricated modular units, major A/R, or non-moveable or fixed equipment.

Indirect Cost Rates

Your budget may include indirect costs if your organization has an existing negotiated indirect cost rate agreement. If you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate of 10 percent of modified total direct costs. Costs must be consistently charged as either indirect or modified total direct costs, and may not be double charged or inconsistently charged as both. If the *de minimis* rate is chosen, this methodology must be used consistently for all your federal awards until such time as you choose to negotiate an indirect cost rate agreement.

Indirect costs under training awards to organizations other than state or local governments or federally recognized Indian tribes, will be budgeted and reimbursed at 8 percent of modified total direct costs rather than on the basis of a negotiated rate agreement, and are not subject to upward or downward adjustment. Direct cost amounts for equipment, tuition and fees, as otherwise allowable, and subawards and subcontracts in excess of \$25,000 are excluded from the direct cost base for purposes of this calculation.

Executive Salary Level

None of the funds appropriated under the [Consolidated Appropriations Act, 2023](#) (P.L. 117-328) shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. See Section 4.1.iv Budget – Salary Limitation of HRSA’s [SF-424 Application Guide](#) for additional information.

iv. **Budget Justification Narrative** (suggested page range: 1 – 3 pages)

You must comply with Section 4.1.v. of HRSA’s [SF-424 Application Guide](#). For additional information, see the Appendices as appropriate for your project.

The budget justification narrative describes how you will use your CPF/CDS award for all costs proposed on the SF-424A Budget Information – Non-Construction Programs Form, with calculations for how you derive each cost.

If your proposal includes hiring new personnel, awarding contracts, or making subawards, then you must consider the processes and time needed to put these parts of your plan in place. Provide a personnel justification for personnel who will be supported with your CPF/CDS award, as shown in the example provided in HRSA’s [SF-424 Application Guide](#).

Align your budget justification narrative with the moveable equipment list as applicable. Include the following for each item on the moveable equipment list:

- **Item Description** – Provide a description of each item.
- **Unit Price** – Provide the price of each item.
- **Quantity** – Provide the number of each item to be purchased.
- **Total Price** – Calculate total price. This should match your Budget.

Under [45 C.F.R. § 75.302](#), you must document use of CPF/CDS funds separately and distinctly from other federal awards.

v. **Attachments**

Provide the following items in the order specified below to complete the content of the application. Clearly label each attachment. You must upload attachments into the application.

Applicants notified to apply for funding under HRSA-23-118 will submit the following attachments.

Attachment 1: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of HRSA’s [SF-424 Application Guide](#))

Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

Attachment 2: Biographical Sketches of Key Personnel

Include biographical sketches for persons occupying the key positions described in *Attachment 2*, not to exceed two pages in length per person. If a biographical sketch is included for an identified individual not yet hired, include a letter of commitment from that person with the biographical sketch. Please refer to the [CPF/CDS website](#) for bio sketch sample and/or template.

Attachment 3: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (project-specific)

Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and any deliverable. Make sure any letters of agreement are signed and dated.

Attachment 4: Project Organizational Chart

Attachments 5: Equipment List, if applicable

3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

Effective April 4, 2022:

- The UEI assigned by [SAM](#) has replaced the Data Universal Numbering System (DUNS) number.
- Register at [SAM.gov](#) and you will be assigned a UEI.

You must register with SAM and continue to maintain active SAM registration with current information at all times. An active SAM account is required while you have an active federal award, an application, or a plan under consideration by an agency (unless you are an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or you have an exception approved by the agency under 2 CFR § 25.110(d)). For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator.

HRSA will not make an award until you have complied with all applicable SAM requirements.

If you have already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

- System for Award Management (SAM) (<https://sam.gov/content/home> | [SAM.gov Knowledge Base](#))
- Grants.gov (<https://www.grants.gov/>)

Effective March 3, 2023, individuals assigned a SAM.gov [Entity Administrator](#) role must be an employee, officer, or board member, and cannot be a non-employee. This change is to ensure entities are in control of who has permission to control roles within their entity.

Here's what this means:

- Entity Administrators assigning roles to non-employees will only be able to assign a Data Entry role or lower.
- Any entities assigning Entity Administrator roles using an Entity Administrator Role Request Letter (formerly called "notarized letter") will no longer be able to assign the Entity Administrator role to a non-employee.
- Entity Administrator roles assigned to non-employees will be converted to Data Entry roles. With a Data Entry role, non-employees can still create and manage entity registration data entry but cannot manage roles.

If you are an entity using a non-employee or if you are a non-employee working with an entity to manage registrations, please read (and share) [more about this change on our blog](#) to know what to expect.

For more details, see Section 3.1 of HRSA's [SF-424 Application Guide](#).

4. Submission Dates and Times

Application Due Date

The due date for applications under this Project Guidance is June 1, 2023 at 4:59 p.m. *Eastern Time*.

If you do not meet the deadline, your funding may be delayed. Sufficient time is needed for HRSA to process applications and award funds.

Applicants that wish to request an extension to the due date should contact the CPF/CDS Program at CDSProgram2023@hrsa.gov.

Intergovernmental Review

Congressionally directed spending projects are not subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

See Section 4.1 ii of HRSA's [SF-424 Application Guide](#) for additional information.

5. Funding Restrictions

Funds under this announcement must be used for the purposes outlined by Congress. Additional restrictions may be applicable in the Awards section.

The General Provisions in Division H of the [Consolidated Appropriations Act, 2023](#) (P.L. 117-328) apply to this announcement.

You are required to have the necessary policies, procedures, and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding. It is imperative that applicants review and adhere to the list of statutory restrictions on specific uses of funds detailed in Section 4.1 of HRSA's [SF-424 Application Guide](#).

HRSA recipients and subrecipients must follow the requirements at 2 CFR § 200.216 regarding prohibition on certain telecommunications and video surveillance services or equipment. For details, see the [HRSA Grants Policy Bulletin Number: 2021-01E](#).

All program income generated as a result of awarded funds must be used for approved project-related activities. Any program income earned by the recipient must be used under the addition/additive alternative. You can find post-award requirements for program income at [45 CFR § 75.307](#).

Applicants may not request more or less than the designated amount of one-time funding identified in [Consolidated Appropriations Act, 2023](#) (P.L. 117-328).

Grant transfers, replacement grants or serving as successors-in-interest to other non-specified entities in the [Consolidated Appropriations Act, 2023](#) (P.L. 117-328) are not permitted after the award is made.

V. Application Review Information

1. Review

HRSA will review each application for completeness and eligibility, all required documents, and compliance with the legal requirements and other requirements outlined in this Project Guidance.

2. Assessment of Risk

HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered.

VI. Award Administration Information

1. Award Notices

HRSA will start releasing the Notice/s of Award (NOAs) on or around July 15, 2023. See Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

Applicants notified to apply for funding under HRSA-23-118 will refer to Section 2.1 of HRSA's [SF-424 Application Guide](#).

In accepting the award, you agree that the award and any activities there under are subject to:

- all provisions of [45 CFR part 75](#), currently in effect or implemented during the period of the award; and
- other federal regulations and HHS policies in effect at the time of the award or implemented during the period of award.

Requirements of Subawards

The terms and conditions in the NOA apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity. In addition, the recipient is responsible for the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NOA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to subrecipients under awards, and it is the recipient's responsibility to monitor the compliance of all funded subrecipients. See [45 CFR § 75.101 Applicability](#) for more details.

3. Reporting

Applicants notified to apply for funding under, HRSA-23-118 must comply with Section 6 of HRSA's [SF-424 Application Guide](#) and the following reporting and review activities:

1. **Progress Report(s).** The recipient must submit a progress report to HRSA-23-118 on a semi-annual basis. More information will be available in the NOA.
2. **Final Report.** The Final Report should include a project overview, as well as a description of project objectives and accomplishments. This report is due 90 days after the period of performance ends. Further information will be provided upon receipt of award.
3. **Integrity and Performance Reporting.** The NOA will contain a provision for integrity and performance reporting in [FAPIIS](#), as required in [45 CFR part 75 Appendix XII](#).
4. **Federal Financial Report.** The Federal Financial Report (SF-425) is required within 90 days of the end of each budget period. The report is an accounting of expenditures for the specified year.

OMB revisions to Guidance for Grants and Agreements termination provisions located at [2 CFR § 200.340 - Termination](#) apply to all federal awards. No additional termination provisions apply unless otherwise noted.

VII. Agency Contacts

You may request additional information and/or technical assistance regarding business, administrative, or fiscal issues related to this Project Guidance by contacting:

Terry Hatchett
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
Email: CDSProgram2023@hrsa.gov

You may request additional information regarding the overall program issues and/or technical assistance related to this Project Guidance by contacting:

CDR Ali Danner
Office of Federal Assistance Management
Attn: CDS Program
Health Resources and Services Administration
Email: CDSProgram2023@hrsa.gov

You may need assistance when working online to submit your application forms electronically. Always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center
Phone: 1-800-518-4726 (International callers dial 606-545-5035) Email:
support@grants.gov
[Self-Service Knowledge Base](#)

VIII. Other Information

Technical Assistance

HRSA has scheduled the following technical assistance:

- **FY 2023 CPF/CDS Pre-Award Overview Technical Assistance Webinar:**
 - Thursday, March 2 from 2:00-3:00pm ET
 - URL and Call-In Information: <https://hrsa.gov.zoomgov.com/j/1603515540?pwd=UnBXRk10V2lzaE5XeHF3U3A0YkhOQT09>
 - Attendees without computer access or computer audio can use the dial-in information below
 - Dial-in Toll-Free #: 833-568-8864
 - Meeting ID: 160 351 5540
 - Passcode: 29058107

- **CPF/CDS Budget Overview Technical Assistance Webinar:**
 - Thursday, March 16 from 2:00-3:00pm ET
 - URL and Call-In Information: <https://hrsa.gov.zoomgov.com/j/1610132434?pwd=a2pXOEduSjZBR0pVaHRXTmNnZ2liQT09>
 - Attendees without computer access or computer audio can use the dial-in information below
 - Dial-in Toll-Free #: 833-568-8864
 - Meeting ID: 161 013 2434
 - Passcode: 85457756

HRSA will record the webinar. Please contact CDSProgram2023@hrsa.gov for playback information.