

U.S. Department of Health and Human Services

HRSA

Health Resources & Services Administration

Fiscal Year 2024

Office of Federal Assistance and Acquisition Management

**Community Project Funding/Congressionally Directed Spending (CPF/CDS):
Facilities and/or Equipment Projects**

Project Guidance Number: HRSA-24-110

Assistance Listing Number: 93.493

Application Due Date: June 12, 2024

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!

We will not approve deadline extensions for lack of registration.

Registration in all systems may take up to 1 month to complete.

Issuance Date: April 1, 2024

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See [Section VII](#) for a complete list of agency contacts.

Authority: [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47)

Note: This announcement is not open to the public.

508 COMPLIANCE DISCLAIMER

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

SUMMARY

Funding Opportunity Title:	Community Project Funding/Congressionally Directed Spending (CPF/CDS): Facilities and/or Equipment (“Construction”) Projects
Funding Opportunity Number:	HRSA-24-110
Assistance Listing Number:	93.493
Due Date for Applications:	June 12, 2024
Purpose:	This is a non-competitive announcement for Community Project Funding/Congressionally Directed Spending (CPF/CDS) Facilities and/or Equipment (“Construction”) Projects that will be funded through the Health Resources and Services Administration (HRSA). Congress appropriated funding in the Further Consolidated Appropriations Act, 2024 (P.L. 118-47) for CPF/CDS projects that support the construction and renovation (including movable equipment) of health care and other facilities.
Eligible Applicants:	Eligible entities are those organizations identified by Congress to receive specific amounts of funding for specific construction-related projects under the Further Consolidated Appropriations Act, 2024, (P.L. 118-47).
Anticipated FY 2024 Total Available Funding:	HRSA has provided each intended recipient an email containing information on the funding level and purpose.
Estimated Number and Type of Award(s):	HRSA has provided each intended recipient an email containing information on the funding level and purpose. This is a non-competitive announcement.
Cost Sharing or Matching Required:	No

Period of Performance:	September 30, 2024 through September 29, 2027 (3 years)
Agency Contacts:	<p>Business, administrative, or fiscal issues: Hazel N. Booker Grants Management Specialist DGMO, OFAAM Email: CDSProgram2024@hrsa.gov</p> <p>Program issues or technical assistance: Kimberly Smallwood-Madison CDS Program, OFAAM Email: CDSProgram2024@hrsa.gov</p>

Application Guide

You (the applicant organization / agency) are responsible for reading and complying with the instructions included in this Project Guidance and in [HRSA Application Guide \(Application Guide\)](#). Visit [HRSA’s How to Prepare Your Application page](#) for more information.

Technical Assistance

We have scheduled the following webinars:

FY 2024 CPF/CDS Pre-Award Overview Technical Assistance Webinar:

Wednesday, April 17, 2024
2:00-3:00 pm ET
Weblink: <https://hrsa.gov.zoomgov.com/j/1614818728?pwd=Uk9KUWpCSTVqdFRRQU9mOFIGdGIKQT09>

Attendees without computer access or computer audio can use the following information:

Call-In Number: 1-833-568-8864
Meeting ID: 161 481 8728
Passcode: 22121356

We will record the webinar. Please contact CDSProgram2024@hrsa.gov for playback information.

FY 2024 CPF/CDS Environmental and Historic Preservation Technical Assistance Webinar:

Wednesday, April 24, 2024
2:00-3:00 pm ET
Weblink: <https://hrsa.gov.zoomgov.com/j/1618991139?pwd=NDZMM2Jka2xXK28rTHRySzVTL0s0QT09>

Attendees without computer access or computer audio can use the following information:

Call-in Number: 1-833-568-8864
Meeting ID: 161 899 1139
Passcode: 75665212

Please contact CDSProgram2024@hrsa.gov for playback information.

FY 2024 CPF/CDS Budget Overview Technical Assistance Webinar:

Wednesday, May 1, 2024

2:00-3:00 pm ET

Weblink: [https://hrsa-](https://hrsa.gov)

[gov.zoomgov.com/j/1612577686?pwd=QTlxQTFTtTDVFZjA4ZnNwenNRSEZQdz09](https://hrsa.gov.zoomgov.com/j/1612577686?pwd=QTlxQTFTtTDVFZjA4ZnNwenNRSEZQdz09)

Attendees without computer access or computer audio can use following information below:

Call-in Number: 1-833-568-8864
Meeting ID: 161 257 7686
Passcode: 69837097

We will record the webinar. Please contact CDSProgram2024@hrsa.gov for playback information.

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I. Project Description

1. Purpose

This notice announces the opportunity to apply for funding under the Community Project Funding/Congressionally Directed Spending (CPF/CDS) Facilities and/or Equipment (“Construction”) Projects.

This is a non-competitive announcement will be funded through HRSA’s OFAAM. 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 organizations and for the purposes identified in the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47). This program operates on a drawdown basis, wherein funds will be disbursed as costs are incurred. Please note that this is not a reimbursement program.

Applications may be submitted for:

- Construction projects with or without equipment
- “Design-Only” (i.e., planning portion of a construction project)
- Moveable Equipment only

Construction Project Type	Description	Examples
Construction projects with or without equipment	<p><i>-Construction of a New Facility – creates a new building structure.</i></p> <p><i>-Construction/Expansion (C/E) of an Existing Facility – adds square footage to an existing facility.</i></p> <p><i>-Alteration/Renovation (A/R) of an Existing Facility – renovations/modifications to an existing facility without adding square footage.</i></p>	<p>-Construction of a new standalone service delivery site</p> <p>-Modernizing facility interior</p> <p>-Fixed equipment requiring building alteration (e.g., Heating, ventilation, and air-conditioning (HVAC) unit, dental chairs, fixed generator)</p>
Design-Only (planning portion of construction project)	Funds limited to allowable design/planning related costs for an overall construction project	-Proposed site plan

Moveable Equipment Only	-Loose moveable equipment not affixed to the physical building structure and with a useful life of more than one year	-Purchase of new portable medical equipment -Purchase of a mobile van - WIFI routers - Backup power supplies that are portable (electrical wiring not required)
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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 [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47) for CPF/CDS projects that support the construction and renovation (including movable equipment) of health care and other facilities.

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

Additional information to assist you in completing the application documents can be found in the [Appendices A](#) and [B](#).

To further assist you, OFAAM will be hosting Technical Assistance Webinars. 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 (CPF/CDS) – 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.

Construction – the erection of a building, structure or facility, including the installation of fixed equipment, site preparation, landscaping, associated roads, parking, environmental mitigation and utilities, which provides space not previously available. It includes freestanding structures, additional wings or floors, enclosed courtyards or entryways, and any other means to provide usable space that did not previously exist (excluding temporary facilities).

Fixed Equipment – items that requires modification of the facility for its satisfactory installation or removal and is included in the construction contract. Examples include: HVAC Units, duct work, generators, fume hoods, sinks, fixed shelving, built-in sterilizers, built-in refrigerators, and drinking fountains.

Moveable Equipment – tangible personal property or moveable equipment that are non-expendable equipment items, with a useful life of more than one year that can be readily shifted from place to place without requiring a change in the utilities or structural

characteristics of the facility. Please review the [CPF/CDS website](#) for examples of moveable equipment.

Modernization – the alteration, repair, remodeling and/or renovation of a building (including the initial equipment thereof and improvements to the building's site) which, when completed, will render the building suitable for use by the project for which the grant is made.

II. Award Information

1. Type of Application and Award

Application type(s): Non-Competitive

We will fund you via a grant.

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 have a three-year period of performance.

HRSA will award CPF/CDS as new grant awards pursuant to a Congressional Directive authorized and appropriated in the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47). **Under [45 C.F.R. § 75.302](#), you must document use of CPF/CDS funds separately and distinctly from other federal awards.**

The period of performance is September 30, 2024, through September 29, 2027 (3 years).

III. Eligibility Information

1. Eligible Applicants

Eligible entities are those organizations identified by Congress to receive specific amounts of funding for specific construction-related projects under the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47).

2. Cost Sharing or Matching

Cost sharing or matching is not required for this program.

IV. Application and Submission Information

1. Address to Request Application Package

We **require** you to apply online through [Grants.gov](#). Use the SF-424 workspace application package associated with this Project Guidance. Follow these directions: [How to Apply for Grants](#). If you choose to submit using an alternative online method, see [Applicant System-to-System](#).

HRSA-24-110 CPF/CDS: Construction Projects

Note: Grants.gov calls the Project Guidance “Instructions.”

Select “Subscribe” and enter your email address for HRSA-24-110 to receive emails about changes, clarifications, or instances where we republish the Project Guidance. You will also be notified by email of documents we place in the RELATED DOCUMENTS tab that may affect the Project Guidance and your application. *You’re responsible for reviewing all information that relates to this Project Guidance.*

2. Content and Form of Application Submission

Application Format Requirements

Submit your information as the *Application Guide* and this Project Guidance state. **Do so in English and budget figures expressed in U.S. dollars.** There’s an Application Completeness Checklist in the *Application Guide* to help you.

Application Page Limit

The suggested page range for your application is 16-30 pages, which may vary, depending on your project.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- When you submit your application, you certify that you and your principals¹ (for example, program director, principal investigator) can participate in receiving award funds to carry out a proposed project. That is, no federal department or agency has debarred, suspended, proposed for debarment, claimed you ineligible, or you have voluntarily excluded yourself from participating.
- If you fail to make mandatory disclosures, we may take an action like those in [45 CFR § 75.371](#). This includes suspending or debarring you.²
- If you cannot certify this, you must include an explanation in *Attachment 4: Other Relevant Documents*.

(See Section 4.1 viii “Certifications” of the *Application Guide*)

Program Requirements and Expectations

You must submit your application consistent with the following Project Abstract and Project Narrative format. Applicants notified to apply for funding under CPF/CDS: Facilities and/or Equipment Projects (HRSA-24-110) must apply under this program announcement number. Applying under the wrong program announcement number will delay the process and may require a resubmission under the correct announcement.

¹ See definitions at [eCFR :: 2 CFR 180.995 -- Principal](#), and [eCFR :: 2 CFR 376.995 -- Principal \(HHS supplement to government-wide definition at 2 CFR 180.995\)](#).

² See also 2 CFR parts [180](#) and [376](#), [31 U.S.C. § 3354](#), and [45 CFR § 75.113](#).

Program-Specific Instructions

Include application requirements and instructions from Section 4 of the *Application Guide* (budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract). Also include the following:

i. **Project Abstract**

Use the Standard Office of Management and Budget (OMB)-approved Project Abstract Summary Form that you'll find in the workspace application package. Do not upload the abstract as an attachment or it may count toward the page limit. For information you must include in the Project Abstract Summary Form, see Section 4.1.ix of the *Application Guide*.

ii. **Project Narrative (suggested page range: 3 - 7 pages)**

This section must describe all aspects of the proposed project. Make it brief and clear.

Provide the following information in the following order. Please use the section headers. This ensures reviewers can understand your proposed project.

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

- If there are multiple projects within a single award, please provide a detailed description of the planned activities for each project. **Please note that each single award is limited to no more than 5 projects and should be labeled as “Project 1: project name and address”, “Project 2: project name and address”, etc.).**
- If CPF/CDS funding is being used for a portion of an overall construction project, please describe 1) the full project scope of work, which includes all connected construction activities; and 2) a delineation of which part of the scope of work that the CPF/CDS funds will be used for. Please be specific about the parts of your project that will be supported with CPF/CDS funds. This will allow HRSA to assess more accurately what may be needed to meet federal environmental/historic preservation requirements.
- For projects that are being funded by other grants, including other HRSA-funded grants, please delineate these additional grants (based on information known about receipt of these other grant(s) at the time of application submission.) Include name of agency/organization each grant is being provided from as well as whether it is State, Federal, or Other. In the case of other HRSA grant(s) please provide the award number(s). For example, for projects previously supported with FY 2022 or FY 2023 CPF/CDS funding, please provide the grant number CE1HSXXXXX or CE2HSXXXXX.
- Please note that the following uses of funds are generally unallowable under this program guidance:
 - 1) Operating costs (e.g., funding direct services, clinical full-time equivalents, costs for staff not directly related to the implementation of the proposed

- project within the project scope of work), rent, mortgage payments, and refinanced credit facilities.
- 2) Costs related to Electronic Health Records (EHRs), ongoing operations, and maintenance.
 - 3) Due to the complex issues involved with construction projects, recipients may request reimbursement of eligible pre-award costs. Incurred costs include expenditures (services rendered/received), as well as obligations. Costs incurred more than 90-days prior to the enactment of the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47) (enacted March 23, 2024), are **not** eligible for reimbursement.
 - 4) Creation of shell space for future use.
 - 5) Costs for staff not directly related to the implementation of the proposed project.

Please refer to [Appendix B](#): Allowable and Unallowable Costs for Construction Projects for more examples.

Use the following section headers for the construction project narrative:

- PROJECT DESCRIPTION – Provide a detailed description for the project:
 - *For construction projects (with or without equipment):*
 - Physical address of the project location. Indicate if the property is leased or owned.
 - Describe the specific scope of activities and how it aligns with what the CPF/CDS funding was provided for, as applicable, such as:
 - Creation of a new stand-alone structure or expansion of an existing structure to increase the total square footage.
 - Improvement and/or reconfiguration of the interior arrangements of an existing facility.
 - Purchases of moveable and/or affixed equipment items.
 - Installation of permanently affixed equipment.
 - Modifications and/or repairs to the building exterior (including windows).
 - HVAC modifications (including the installation of climate control and duct work).
 - Electrical upgrades and/or plumbing work.
 - Identify the project activities in terms of dimensions, square footage, total ground disturbance (if applicable to be impacted).
 - Describe the proposed method of construction, such as design/build, construction management at risk, by the applicant's own forces, or whether a third-party construction manager will be used.

Note: Final reports for construction projects must include “before” photos

as well as photos of the completed project.

- *For design-only projects:*
 - Physical address of the project location
 - Describe the specific scope of activities and how it aligns with what the CPF/CDS funding was provided for, as applicable, such as:
 - Creation of a new stand-alone structure
 - Expansion of an existing structure to increase the total square footage;
 - Improvement and/or reconfiguration of the interior arrangements of an existing facility
- *For moveable equipment-only projects:*
 - Physical address of the moveable equipment.
 - Make and model of equipment, including picture/diagram
 - Confirm whether equipment is attached to any items (e.g., wall, floor, plumbing, ceiling, electrical, etc.)
 - Describe the specific scope of activities and how it aligns with what the CPF/CDS funding was provided.

• **TIMELINE**

Describe the activities or steps, including a start and finish date for each activity in the timeline (2-digit MONTH/4-digit YEAR format, e.g., 05/2024), required to complete the project. Use a timeline that includes each of the following activities and identifies responsible staff:

a) *For construction projects (with or without equipment):*

- Planning
- Design
- Obtaining required permits and/or variances
- Meeting federal environmental and historic preservation requirements
- Solicitation of bids and awarding of contracts
- Alteration/renovation or construction period
- Expected project completion date

Task	Start Date	Finish Date	Responsible Staff

NOTE: *In accordance with the National Environmental Policy Act of 1969 (NEPA), 42 U.S.C 4321 (P.L. 91-190, Sec. 2, Jan. 1, 1970, 83 Stat., 852), including Public Disclosure, Section 102 of NEPA, and EO 11514 as well as section 106 of the National Historic Preservation Act (NHPA), CPF/CDS recipients must adhere to NEPA as well as the National Historic Preservation Act (NHPA) requirements. Applicants need to submit required documentation to HRSA for review and approval as a condition of the Notice of Grant Award (NOA).*

Until the condition is approved and lifted by way of NOA, funds may only be used for pre-construction activities, such as the purchase of moveable equipment, completion of architectural and engineering plans, licensing and permitting requirements, State Historic Preservation Office/Tribal Historic Preservation Office consultation, and preparation of the Environmental Assessment (EA) or related testing and surveys.

This condition must be approved and lifted by way of NOA prior to using funds and initiating any physical site preparation, demolition, alteration and renovation, or construction related to the project. Construction-related costs that are incurred prior to the approval and lifting of the award condition(s) from the NOA are at the organization's risk.

b) For Design-only projects:

- Planning
- Design
- Obtaining required permits and/or variances
- Meeting federal environmental and historic preservation requirements
- Solicitation of bids and awarding of contracts
- Receipt of 100 percent completed drawing set

c) For Moveable Equipment only project:

- Planning
- Purchase
- Deployed for use

MOVEABLE EQUIPMENT LIST (AS APPLICABLE)

If you propose to use CPF/CDS funds for moveable equipment, complete a Moveable Equipment List. The list must be consistent with your Budget Narrative. For an explanation of moveable equipment, please reference the following [definition](#). Please review the CPF/CDS website for examples of moveable equipment. Any moveable equipment purchased with CPF/CDS funds must be procured, maintained, tracked, and disposed of in accordance with [45 CFR part 75](#).

Include the following fields for each item:

- **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.

Item	Unit Price	Quantity	Total Price
1. Medical scanner (example)	\$5,000	1	\$5,000
TOTAL			\$5,000

The selection of moveable equipment should be based on a preference for recycled content, non-hazardous substances, non-ozone depleting substances, energy and water efficiency, HRSA-24-110 CPF/CDS: Construction Projects

and consideration of final disposal (disposed of 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 moveable 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 <http://www.energystar.gov>.

iii. Budget

The *Application Guide* directions may differ from those on Grants.gov.

Follow the instructions in Section 4.1.iv Budget of the *Application Guide* and any specific instructions listed in this section. Your budget should show a well-organized plan.

Please include this information in both the Budget Narrative and SF-424C. Please refer to the [CPF/CDS website](#) for budget samples, additional instructions on how to complete the SF-424C and/or templates.

iv. Budget Narrative (suggested page range 1 - 3 pages)

See Section 4.1.v. of the *Application Guide*.

The budget narrative must justify each expenditure, adequately describing all line items on budget form SF-424C, including subawards, proposed for this project for the three-year period of performance.

If there are multiple projects within a single award, a budget narrative is required for each project. Please note that each single award is limited to no more than 5 projects.

If CPF/CDS funding is being used for a portion of an overall project, please include for each line item:

- the full project costs, which includes all connected construction activities, and
- a delineation of which project costs that the CPF/CDS funds will be used for.

Unallowable costs are outlined in [Appendix B](#): Allowable and Unallowable Costs for Construction Projects.

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

Format the budget narrative to have all columns fit on an 8.5 x 11" page when printed.

v. Attachments (suggested page range: 12 – 20 pages)

Provide the following attachments in the order we list them.

Attachment 1: Environmental Information Document (EID Checklist) – *Required* for all projects except those for purchase of moveable equipment only (in which no building / site manipulations are being performed for said equipment.)

Provide a completed [EID Checklist](#) for the project, which includes attaching a Flood Insurance Rate Map to the checklist. In the case that the CPF/CDS funding is being used for a portion of an overall construction project, please include information depicting the full project scope of work which includes all connected construction activities.

NOTE: Fixed equipment (see [definition](#)) requires the completion of the EID checklist.

Attachment 2: Floor Plans/Schematic Drawings/Site Plan – *Required* for all projects except those for purchase of moveable equipment only (in which no building / site manipulations are being performed for said equipment.)

- Provide a floor plan drawn to scale for the proposed project. Documents must include rough dimensions and room labels for major project components. Drawings should clearly identify the proposed project components, as well as distinguishing improved space from unaffected space.
- Where the project or a related component of the work will require activities outside of a building, provide a site plan for the proposed project showing the general layout and location of the existing site conditions. The plan should clearly diagram the location of the project and indicate the uses and structures proposed for the parcel of land. As applicable, include locations and details on any proposed work or connected activity. Where a project includes only interior renovation of an existing facility, provide a site plan or key plan showing the space(s) to be renovated and the functional relationship within the building. Documents should label major project components and include rough dimensions.
- In the case that the CPF/CDS funding is being used for a portion of an overall construction project, please include schematics depicting 1) the full project scope of work which includes all connected construction activities and 2) a delineation of which part of the scope of work that for which the CPF/CDS funds will be used.

Attachment 3: Property Information – *Required* for all projects except those for purchase of moveable equipment only (in which no building / site manipulations are being performed for said equipment.) Please refer to the [CPF/CDS website](#) for a sample Landlord Letter of Consent.

Provide a copy of the title, deed, or lease for the project.

Applicants proposing a project on a leased property must provide a Landlord Letter of Consent (see the Leasehold Improvements section in [Appendix A](#) for additional information on the expectations associated with lease agreements).

Attachment 4: Other Relevant Documents

HRSA-24-110 CPF/CDS: Construction Projects

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

A UEI is required to apply for this funding. You must register in the SAM.gov to receive your UEI.

You cannot use a DUNS number to apply. For more details, visit the following webpage: [General Service Administration's UEI Update](#)

After you register with SAM, maintain your registration. Keep your information updated when you have: an active federal award, application, or plan that an agency is considering.³

When you register, you must submit a notarized letter naming the authorized Entity Administrator.

If you already registered on Grants.gov, confirm that the registration is active and that the Authorized Organization Representative (AOR) has been approved.

To register in Grants.gov, submit information in two systems:

- [System for Award Management \(SAM\) \(SAM Knowledge Base\)](#)
- [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 the [BUY.GSA.gov](#) blog to know what to expect.

For more details, see Section 3.1 of the *Application Guide*.

Note: Allow enough time to register with SAM and Grants.gov. We do not grant application extensions or waivers if you fail to register in time.

³ Unless [2 CFR § 25.110\(b\)](#) or (c) exempts you from those requirements or the agency approved an exemption for you under [2 CFR § 25.110\(d\)](#).

4. Submission Dates and Times

Application Due Date

Your application is due on *June 12, 2024 at 4:59 p.m. ET*. We suggest you submit your application to Grants.gov at least 3 calendar days before the deadline to allow for any unexpected events. See the *Application Guide's* Section 8.2.5 – Summary of emails from Grants.gov.

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 CDSProgram2024@hrsa.gov

5. Intergovernmental Review

The CPF/CDS Program does not need to follow the terms of [Executive Order 12372](#) in 45 CFR part 100.

See Section 4.1 ii of the *Application Guide* for more information.

6. 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 that reference the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47) apply to this program. See Section 4.1 of the *Application Guide* for information. Note that these and other restrictions will apply in fiscal years that follow, as the law requires.

Program-specific Restrictions

You must have policies, procedures, and financial controls in place. Anyone who receives federal funding must comply with legal requirements and restrictions, including those that limit specific uses of funding.

- Follow the list of statutory restrictions on the use of funds in Section 4.1 (**Funding Restrictions**) of the *Application Guide*. We may audit the effectiveness of these policies, procedures, and controls.
- 2 CFR § 200.216 prohibits certain telecommunications and video surveillance services or equipment. For details, see the [HRSA Grants Policy Bulletin Number: 2021-01E](#).

Applicants may not request more or less than the designated amount of one-time funding identified in the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47).

None of the funds made available in this Act may be used in violation of the applicable Build America, Buy America provisions of the [Infrastructure Investment and Jobs Act](#).

This grant is not intended to reimburse recipients for all costs incurred prior to award. Recipients may request pre-award costs, whether included in the application budget or by way of prior approval request in the Electronic Handbooks after the award is received, of any costs incurred up to 90 days prior to the enactment of the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47) (enacted March 23, 2024). Approval is not guaranteed, and recipients incur pre-award costs at their own risk.

Grant transfers, replacement grants or serving as successors-in-interest to other non-specified entities in the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47) are not permitted.

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 Program Guidance.

2. Assessment of Risk

As part of this review, we use SAM.gov Entity Information [Responsibility / Qualification](#) (formerly named FAPIIS) to check your history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

VI. Award Administration Information

1. Award Notices

The NOA is issued on or around the [start date](#) listed in the Project Guidance. See Section 5.4 of the *Application Guide* for more information.

2. Administrative and National Policy Requirements

See Section 2.1 of the *Application Guide*.

If you receive an NOA and accept the award, you agree to conduct the award activities in compliance/accordance with:

- All provisions of [45 CFR part 75](#), currently in effect.
- The termination provisions in [45 CFR 75.372](#). No other specific termination provisions apply.
- Other federal regulations and HHS policies in effect at the time of the award or started during the award period. In particular, the following provision of 2 CFR part 200, which became effective on or after August 13, 2020, is incorporated into this Project Guidance: [2 CFR § 200.301 Performance measurement](#).

- Any statutory provisions that apply.
- The [Assurances](#) (standard certification and representations) included in the annual SAM registration.

Accessibility Provisions and Non-Discrimination Requirements

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights \(OCR\)](#).

Contact the [HHS Office for Civil Rights](#) for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance. Visit [OCRDI's website](#) to learn more about how federal civil rights laws and accessibility requirements apply to your programs, or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Executive Order on Worker Organizing and Empowerment

[Executive Order on Worker Organizing and Empowerment \(E.O. 14025\)](#) encourages you to support worker organizing and collective bargaining. Bargaining power should be equal between employers and employees.

This may include developing policies and practices that you could use to promote worker power. Describe your plans and activities to promote this in the application narrative.

Subaward Requirements

If you receive an award, you must follow the terms and conditions in the NOA. You'll also be responsible for how the project, program, or activity performs; how you and others spend award funds; and all other duties.

In general, subrecipients must comply with the award requirements (including public policy requirements) that apply to you. You must make sure your subrecipients comply with these requirements. [45 CFR § 75.101 Applicability](#) gives details.

Health Information Technology (IT) Interoperability Requirements

Successful applicants under this Project Guidance agree that:

Where award funding involves:	Recipients and subrecipients are required to:
Implementing, acquiring, or upgrading health IT for activities by any funded entity	Use health IT that meets standards and implementation specifications adopted in 45 CFR part 170, Subpart B, if such standards and

	implementation specifications can support the activity. Visit https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-D/part-170/subpart-B to learn more.
Implementing, acquiring, or upgrading health IT for activities by eligible clinicians in ambulatory settings, or hospitals, eligible under Sections 4101, 4102, and 4201 of the HITECH Act	Use health IT certified under the Office of the National Coordinator for Health IT (ONC HIT) Certification Program, if certified technology can support the activity. Visit https://www.healthit.gov/topic/certification-ehrs/certification-health-it to learn more.

If standards and implementation specifications adopted in [45 CFR part 170, Subpart B](#) cannot support the activity, recipients, and subrecipients are encouraged to utilize health IT that meets non-proprietary standards and implementation specifications developed by consensus-based standards development organizations. This may include standards identified in the ONC Interoperability Standards Advisory, available at <https://www.healthit.gov/isa/>.

3. Reporting

Award recipients must comply with Section 6 of the *Application Guide* and the following reporting and review activities:

- 1) **Federal Financial Report.** The Federal Financial Report (SF-425) is required. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically. Visit [Reporting Requirements | HRSA](#). More specific information will be included in the NOA.
- 2) **Progress Report(s).** You must submit a progress report to HRSA on a semi-annual basis. The progress report will include the following, as applicable:
 - a. Project title for each project under your CDS award
 - b. Project completion status (percent complete)
 - c. Narrative of 1-3 sentences on project's progress (separately for each project)
 - d. Whether there was any change to the budget
 - e. Whether there was any change to project's scope
- 3) **Final Reporting Requirements.** You must submit a final report for the awarded project within 90 days of the completion of the period of performance.
 - **For construction projects,** the report will include the following items as applicable:
 - a. Photos of the completed project, including "before" photos
 - b. Certificate of substantial completion

- c. Certificate of occupancy
 - d. Letter stating that the project was completed in accordance with previously certified contract documents and in accordance with all applicable federal statutes and regulations.
- **For design-only projects**, the report will include the following items as applicable:
 - a. Photos of the completed project, including “before” photos
 - b. Letter stating that the project was completed in accordance with previously certified contract documents and in accordance with all applicable federal statutes and regulations.
 - **For moveable equipment-only projects**, the report will include the following items as applicable:
 - a. Letter stating that the project was completed in accordance with previously certified contract documents and in accordance with all applicable federal statutes and regulations.
- 4) **Submit the SF-428 Tangible Personal Property Report. Due** within 90 days of the period of performance end date. Tangible personal property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents, or securities.
- 5) **Ad Hoc Submissions:** Throughout the period of performance, HRSA may determine that a project requires additional information for each awarded project to be submitted beyond the standard deliverables. This information may include, but is not limited to, the following:
- a. Purchase orders
 - b. Contract documentation
 - c. Project implementation photos
- 6) **Integrity and Performance Reporting (if applicable).** The NOA will contain a provision for integrity and performance reporting in SAM.gov Entity Information [Responsibility / Qualification](#) (formerly named FAPIIS), as [45 CFR part 75 Appendix I, F.3](#) and [45 CFR part 75 Appendix XII](#) require.

VII. Agency Contacts

Business, administrative, or fiscal issues:

Hazel N. Booker
Grants Management Specialist, DGMO, OFAAM
Health Resources and Services Administration
Email: CDSProgram2024@hrsa.gov

Program issues or technical assistance:

Kimberly Smallwood-Madison
CDS Program, OFAAM
Health Resources and Services Administration
Email: CDSProgram2024@hrsa.gov

You may need help applying through Grants.gov. Always get a case number when you call.

Grants.gov Contact Center (24 hours a day, 7 days a week, excluding federal holidays)
Call: 1-800-518-4726 (International callers: 606-545-5035)
Email: support@grants.gov
[Search the Grants.gov Knowledge Base](#)

Once you apply or become an award recipient, you may need help submitting information and reports through [HRSA's Electronic Handbooks \(EHBs\)](#). Always get a case number when you call.

HRSA Contact Center (Monday – Friday, 7 a.m. – 8 p.m. ET, excluding federal holidays)
Call: 877-464-4772 / 877-Go4-HRSA
TTY: 877-897-9910
[Electronic Handbooks Contact Center](#)

The EHBs login process changed on May 26, 2023, for applicants, recipients, service providers, consultants, and technical analysts. To enhance EHBs' security, the EHBs now uses **Login.gov** and **two-factor authentication**. Applicants, recipients, service providers, consultants, and technical analysts must have a Login.gov account for the new login process. For step-by-step instructions on creating a Login.gov account refer to the [EHBs Wiki Help page](#).

VIII. Other Information

Technical Assistance

See [TA details](#) in Summary.

Tips for Writing a Strong Application

See Section 4.7 of the *Application Guide*.

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Appendix A: National and Administrative Policy Requirements

See Section 2.1 of HRSA's [SF-424 Application Guide](#).

When you receive an NOA, 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, other regulations such as 2 CFR part 200 and agency policies in effect at the time of the award or implemented during the period of the award, and applicable statutory provisions.

Accessible Design Requirements

The Architectural Barriers Act of 1968, as amended, the Federal Property Management Regulations 101-19.6 (41 CFR 101-19.6), and the Uniform Federal Accessibility Standards issued by the General Services Administration (41 CFR 101- 19.6, Appendix C) set forth minimum design standards for making facilities designed, built, altered, or leased with federal funds accessible to, and usable by, the physically handicapped. In addition, the Americans with Disabilities Act (ADA), included accessibility standards, called the 2010 Standards for Accessible Design (2010 Standards), which establish minimum criteria for accessibility in design and construction. More information about the ADA and Architectural Barriers Act Accessibility Requirements are available online at <https://www.access-board.gov/buildings.html>.

Procurement

You may acquire a variety of commercially available goods or services in connection with an award-supported project. You can use your own procurement procedures that reflect applicable state and local laws and regulations, as long as those procedures conform to the applicable U.S. Department of Health and Human Services (HHS) regulations and the HHS Grants Policy Statement. For further information please refer to 45 CFR Part 75 / 2 CFR Part 200 reference and link to procurement standards: [How to Manage Your Grant | HRSA](#).

Force Account Labor

Federal Interest

Real Property

The Federal Government retains a reversionary interest in real property constructed, acquired, or improved with federal funds. The federal interest is based on the total allowable project costs (federal), excluding movable equipment, as a percent of the value of the property after completion of the project. In addition:

- For Modernization (alteration/renovation) projects, federal interest exists for the useful life attributable to the alteration/renovation funded under this award. Alteration/renovation projects totaling an allowable project cost (federal and nonfederal) of \$1,000,000 or greater (excluding moveable equipment) are required to file a Notice of Federal Interest (NFI) against the property title. The

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level of federal interest may decline with physical depreciation or replacement of the alteration/renovation made to the asset. The level of federal interest is calculated by a certified appraisal of the property at the time of project completion.

- For all construction projects, regardless of award amount, you are required to file an NFI.
- For moveable equipment only projects, you are not required to file an NFI.

The NFI requires prior written approval in order for the property owner to mortgage, sell, transfer, or use the property for a purpose inconsistent with the award. A notarized NFI must be filed against the property deed prior to construction in the appropriate public records office of the jurisdiction in which the property is located and once filed, a copy must be provided to the appropriate HRSA Grants Management Specialist.

Leasehold Improvements

While leasehold improvements are allowed under this funding, please note:

- a) Lessors/Property Owners must provide a Landlord Letter of Consent in Attachment 6, and agree in writing to the following:
 - Permit the recipient to undertake the proposed alteration/renovation project,
 - Length of the lease must be appropriate to the scope of project, e.g., the length of the lease extends for a minimum of 5 years from the period of performance end date,
 - Acknowledge federal interest in the project, and file a NFI against the property title in the local jurisdiction before the project begins (as applicable), and
 - Agree to modify the lease with additional terms that indicate the continued rights of the recipient/Federal Government in the event that the lessor of record changes.
- b) 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.
- c) Lease agreement must provide the applicant reasonable control.¹
- d) Funds may not be used to pay lease costs.
- e) 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).
- f) If funds address improvements that impact terms of the lease (e.g., double paned windows), you must have written evidence of negotiated offset in the rent.

All other improvements that comply with the requirements of this Project Guidance are allowable.

For alteration/renovation projects proposed in leased facilities, you must provide evidence that the lease includes the following language, whether as a provision of a new lease or an

amendment to an existing lease, agreed to by both the recipient (occupant) and lessor (owner):

- a) Recipient agrees not to sublease, assign, or otherwise transfer the leased property, or use the property for a non-award-related purpose(s) without the prior written approval from HRSA (at any time during the term of the lease, whether or not award support has ended);
- b) Lessor will inform HRSA of any default by the recipient under the lease;
- c) HRSA shall have 60 days from the date of receipt of the lessor's notice of default in which to attempt to eliminate the default, and that the lessor will delay exercising remedies until the end of the 60-day period;
- d) HRSA may intervene to ensure that the default is eliminated by the recipient or another recipient named by HRSA;
- e) Lessor shall accept payment of money or performance of any other obligation by the HRSA's designee, for the recipient, as if such payment of money or performance had been made by the recipient; and
- f) In the event that the recipient defaults, HRSA will terminate the award, or the recipient will vacate the leasehold before the end of the lease term. HRSA shall have the right to designate a replacement for the recipient for the balance of the lease term, subject to approval by the lessor, which will not be withheld except for good reason.
- g) In addition, the lessor/property owner must agree to file a NFI against the property title in the local jurisdiction before the project begins (if the proposed net project cost, less moveable equipment, is \$1,000,000 or greater).

¹ "Reasonable control" is defined as the ability to implement the project and realize the benefits of the project without unnecessary demands, such as unreasonably restrictive access and limited control, at the site.

Environmental Review

The National Environmental Policy Act of 1969 (NEPA), 42 U.S.C 4321 (P.L. 91-190, Sec. 2, Jan. 1, 1970, 83 Stat., 852), including Public Disclosure, Section 102 of NEPA, and EO 11514, requires federal agencies to assess the environmental impacts of major federal actions, including construction projects supported in whole or in part through federal contracts, grants, subsidies, loans, or other forms of funding assistance.

After reviewing the project description and EID Checklist, HRSA will determine what environmental documentation is necessary for each project. HRSA will then request the required documentation from the awardee. Once all environmental documents have been provided to HRSA, HRSA will determine the level of environmental impact. Based on the level of impact, HRSA will either lift the environmental condition or ask that an EA be prepared. Most EAs can reasonably be expected to complete within one year, while projects which do not require an EA will be processed by HRSA within six months of receipt of a complete environmental documentation package.

NEPA related reviews must be completed and conditions of award must be released prior to commencing work outside of purchasing moveable equipment, engaging architectural and engineering services, or acquiring necessary licenses, permits, and other approvals for the project.

Cultural Resource and Historic Preservation (HP) Section 106 Reviews

The project will be reviewed under the terms of section 106 of the National Historic Preservation Act (NHPA). Under section 106, prior to the expenditure of funds, an assessment must be made of the potential effects of undertakings on historic properties (which include any prehistoric or historic district, site, building, structure, or object), that are eligible for listing or are listed on the National Register of Historic Places (NRHP).

For the purpose of this funding, the following activities constitute an undertaking under the NHPA:

- 1) All new construction and modernization projects (including demolition of existing buildings);
- 2) Alteration/renovation/repair projects where exterior changes to the building facade or surroundings (such as grading, fencing, or additional parking) may be made (including roof, windows, and parking lots); and
- 3) Where interior renovations may be made to a building that is over 50 years old, or is historically, architecturally, or culturally significant.

Under section 106, prior commencing work outside of purchasing equipment, engaging architectural and engineering services, or acquiring necessary licenses, permits and other approvals for the project, an assessment must be made of the potential effects of undertakings on historic properties, and a notification/consultation must take place with all interested parties. Pursuant to the regulations at 36 CFR part 800, HRSA determines the project's effect on historic properties in consultation with the State Historic Preservation

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Officer (SHPO), Tribal Historic Preservation Officers (THPO), representatives of the local government, and other affected Indian tribes and interested parties.

For projects that require section 106 review, funds may not be drawn down until HRSA receives documentation from the SHPO/THPO concurring whether the property:

As a condition of award, CPF/CDS recipients that require section 106 review under NHPA must submit required SHPO/THPO documentation to HRSA concurring whether the property:

- Is not historic, or
- Is historic, with the project causing no potential adverse effects, or
- Is historic and the project may cause adverse effects and provide a resolution to the adverse effects through a fully executed MOA finalized by all parties.

NOTE: *CPF/CDS recipients must adhere to NEPA as well as NHPA requirements. Applicants need to submit required documentation to HRSA for review and approval as a condition of the NOA.*

Until the condition is approved and lifted by way of NOA, funds may only be used for pre-construction activities, such as the purchase of moveable equipment, completion of architectural and engineering plans, licensing and permitting requirements, State Historic Preservation Office/Tribal Historic Preservation Office consultation, and preparation of the EA or related testing and surveys.

This condition must be approved and lifted by way of NOA prior to using funds and initiating any physical site preparation, demolition, alteration and renovation, or construction related to the project. Construction-related costs that are incurred prior to the approval and lifting of the award condition(s) from the NOA are at the organization's risk.

Moveable Equipment

You must provide, when applicable, a detailed moveable equipment list for the proposed project that includes non-expendable items with a useful life of more than 1 year. Please review the [CPF/CDS website](#) for examples of moveable equipment.

Following these standards below regarding moveable equipment purchases will mitigate many of the negative effects on human health and the environment from the proliferation, rapid obsolescence, low recycling rate, high energy consumption, and potential to contain hazardous materials and increased liability from improper disposal are strongly encouraged, where practicable, to EPEAT - Silver Rated products: <http://www.epeat.net>.

When EPEAT-registered products are not available, the following environmental features should be given priority:

- Energy Star features, (<https://www.energystar.gov/>)
- Computer Power Management – Enable CPU's to go into power save mode after an appropriate time period (e.g., 15–60 minutes),

- Monitor Power Management – Enable monitors to go into power save mode after an appropriate time period (e.g., 15–60 minutes),
- Establishment of a 4-year or higher replacement cycle (refresh rate) for desktop computers and laptops,
- Establishment of default setting to double-sided printing for printers and print driver software,
- Recycled content, reduced packaging,
- Reduced toxic constituents in the product and in the manufacturing process,
- Designed for recycle/reuse including upgradeability considerations,
- Vendor provided take-back service, and
- Vendor demonstration of corporate environmental responsibility.

Davis Bacon labor standards do not apply.

Appendix B: Allowable and Unallowable Costs for Construction Projects

The chart below lists the allowable and unallowable project costs according to the cost classifications in the SF-424C. This chart also indicates the line items within in the SF- 424C where you will enter the appropriate cost.

Costs associated with moveable equipment-only project types would only have costs associated with line item 1 (Administrative and legal expenses) and/or line item 10 (Equipment) only.

NOTE: In addition to those items indicated in the chart below, the following uses of award funds are *generally unallowable* and must be discussed with PO and GMS staff:

- 1) Operating costs (e.g., funding direct services, clinical full-time equivalents, costs for staff not directly related to the implementation of the proposed project within the project scope of work), rent, mortgage payments, and refinanced credit facilities.
- 2) Costs related to Electronic Health Records (EHRs), ongoing operations, and maintenance.
- 3) Due to the complex issues involved with construction projects, recipients may request reimbursement of eligible pre-award costs. Incurred costs include expenditures (services rendered/received), as well as obligations. Costs incurred more than 90-days prior to the enactment of the [Further Consolidated Appropriations Act, 2024](#) (P.L. 118-47) (enacted March 23, 2024, are **not** eligible for reimbursement.

Method to request HRSA prior approval for pre-award costs:

- **Submit pre-award costs to HRSA after receiving the award:** An organization may submit a pre-award prior approval request in the HRSA Electronic Handbooks, once the award has been made.

NOTE: To ensure compliance with NEPA/NHPA requirements, physical construction activities cannot start before HRSA approval is granted. Pre-construction activities, such as the purchase of moveable equipment, completion of architectural and engineering plans, licensing and permitting requirements, State Historic Preservation Office/Tribal Historic Preservation Office consultation, and preparation of the EA or related testing and surveys, are typically allowed for pre-award cost requests. HRSA approval is not guaranteed, and recipients incur pre-award costs at their own risk.

Requests for pre-award costs must include the following information:

- Cover letter explaining the nature of the request. The letter needs to be signed by an authorized official of the recipient institution.
- Short Budget Narrative for pre-award costs. Please ensure the budget shows:
 - Date the pre-award cost(s) were incurred.
 - Each cost is described well enough to determine whether reasonable, allocable, and allowable.

- SF 424C (reflecting the pre-award costs)
- 4) Creation of shell space for future use.
 - 5) Costs for staff not directly related to the implementation of the proposed project.

The following chart lists sample allowable and unallowable project costs.² This list is not all-inclusive and supplements the applicable cost principles.

	ALLOWABLE	UNALLOWABLE
Line 1 - Administrative and legal expenses	<ul style="list-style-type: none"> • Salary of your staff and consultant fees that are directly related to the administration of the technical aspects of the proposed project. Administrative and legal expenses cannot exceed 10 percent of line 16c (total costs) • Costs associated with the evaluation of the environmental and historic preservation effects of the proposed project, obtaining public input, producing the necessary studies, analysis, and resultant reports, as well as compliance with other environmental and historic preservation laws • Costs of title insurance, physical destruction insurance, builder’s risk insurance, and liability insurance [as applicable, this insurance may be required as a condition of award] • Bid advertising 	<ul style="list-style-type: none"> • Salary of your staff and consultant fees that are not related to the administration of the technical aspects of the proposed project • Bonus payments to construction contractors • Costs of groundbreaking and dedication ceremonies and items such as plaques • Fund-raising expenses • Damage judgment suit • Consultant fees not related to actual construction • Costs related to other sources of project financing • General operations and maintenance
Line 2 - Land, structures, right-of-way, appraisals, etc.	<ul style="list-style-type: none"> • Filing fees for recording the NFI 	<ul style="list-style-type: none"> ▪ Land or the cost of purchasing a building (including title search, closing costs, etc.)

² Refer to the cost principles embedded in 45 CFR part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpart-E> for details on allowable costs.

	ALLOWABLE	UNALLOWABLE
Line 3 - Relocation expenses and payments	<ul style="list-style-type: none"> • Relocation payments to be made to displaced persons, business concerns, and nonprofit organizations for moving expenses and replacement housing • Relocation advisory assistance and the net amounts for replacement (last resort) housing. This line is limited to approved applicants whose project involves the displacement of persons and businesses that must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ((42 U.S.C. 4601 et seq.) 84 Stat.1894) and 49 CFR part 24 • Costs to lease a temporary space while the main space is being constructed or altered/renovated/repared 	<ul style="list-style-type: none"> • The cost of permanently relocating the building • The cost of moving existing furniture back into renovated or newly constructed spaces
Line 4 - Architectural and engineering fees	<ul style="list-style-type: none"> • Fees associated with architectural and engineering professional services including, but not limited to, preparation of bid documents and inspections during the project • Associated expenses for preparation of specifications and reproduction of design documents 	<ul style="list-style-type: none"> • Architectural and engineering fees for work that is not within the scope of the approved project • Elaborate or extravagant designs or projects that are above the known local costs for comparable buildings • Costs of abandoned designs (designs that will not be used for the project)

	ALLOWABLE	UNALLOWABLE
Line 5 - Other architectural and engineering fees	<ul style="list-style-type: none"> • Other architectural and engineering services, such as surveys, tests, and borings • Preliminary expenses associated with the approved award • Sustainable design services, such as LEED, including commissioning • Costs associated with the preparation of the EA and SHPO consultation • Project/Construction management Fees 	<ul style="list-style-type: none"> • Costs of abandoned designs or (costs associated with a design that will not be used in the project) • Costs for work not directly related to the project • Costs for preparing grant applications.
Line 6 - Project inspection fees	<ul style="list-style-type: none"> • Clerk-of-the-works, inspection fees, structural certification, etc., to be provided by architectural engineering firm or your staff 	<ul style="list-style-type: none"> • Fees not directly related with the requested project.
Line 7 - Site work	<ul style="list-style-type: none"> • Site clearance, grading, land improvement costs, including reasonable costs for landscaping to stabilize the site, sidewalks, drives, and parking areas which are located on the site and are essential for the use and operation of the approved project • Sanitary sewer, storm sewer, and portable water connections, providing that existing municipal utilities are located in streets, roads, and alleys contiguous to the site • Sidewalks, drives, and parking areas which are located on the site and are essential for the use and operation of the approved project 	<ul style="list-style-type: none"> • Fees not directly related with the requested project • Landscaping outside of vegetation needed for site stabilization and/or building permit requirements

	ALLOWABLE	UNALLOWABLE
	<ul style="list-style-type: none"> • Reasonable landscaping costs for seeding and sodding required for soil/slope stabilization and/or landscaping required by the building permit • Alterations at entrances and adjacent sidewalks as required for ADA compliance • Resurfacing of existing parking areas located onsite and deemed essential for the use and operation of an approved project 	
Line 8 - Demolition and removal	<ul style="list-style-type: none"> • Costs of demolition or removal of structures or improvements. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage 	<ul style="list-style-type: none"> • Costs not directly related with the requested award • Funds may not be used for demolition and removal of debris that will not result in a usable structure • Hazardous materials remediation/abatement
Line 9 - Construction	<ul style="list-style-type: none"> • Costs of acquisition of fixed equipment necessary for the functioning of the facility • Costs of installation of fixed equipment³ necessary for the functioning of the facility • Costs of constructing new building(s) to be used for the program. This includes costs of materials and labor within the local range of comparable buildings • Construction costs for modernization remodeling, and alteration of existing buildings, which will be used for the program • Costs of connecting to existing central utility distribution systems contiguous to the site, such as steam and chilled water that service a campus from centrally located 	<ul style="list-style-type: none"> • Abandoned projects • Relocation of utilities that are off site and off-site improvements • Prorated cost of existing central utility plant and distribution systems, which serve the proposed facility • Interior and exterior decorating fees (e.g., purchase of artwork, sculpture, etc.) • Elaborate or extravagant materials that are above the known local costs for comparable buildings

	ALLOWABLE	UNALLOWABLE
	<p>boiler and refrigeration plants. Prorated costs for new boilers and chillers to serve the proposed facility are acceptable</p> <ul style="list-style-type: none"> • Special features for seismic code requirements. Use nationally recognized codes adopted by authorities having jurisdiction • Costs of eliminating architectural barriers to the handicapped • Bid guarantees and performance and payment bonds • Costs of pollution-control equipment for the facility's boilers, incinerators, wastewater treatment, etc., which may be required by local, state, or federal regulations. The facility must meet requirements of both current and future pollution abatement regulations as described in currently approved pollution plans • Costs for remodeling and alteration of existing buildings which will be used for the program • Windows, HVAC, generators, and other building envelope items • Installation of equipment items 	<ul style="list-style-type: none"> • Bonus payments to contractors
Line 10 - Equipment	<ul style="list-style-type: none"> • Tangible personal property or moveable equipment are nonexpendable equipment items, with a useful life of more than one year that can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the facility. • Equipment that is pertinent to the project 	<ul style="list-style-type: none"> • Donated equipment • Luxury furniture • Fixed equipment that is permanently attached to the building (it should be listed under line item 9) • Equipment that does not meet the moveable equipment definition

	ALLOWABLE	UNALLOWABLE
	<ul style="list-style-type: none"> • The cost to train individuals to operate the equipment, if included in the purchase contract • Sales tax, federal excise taxes, and other taxes (unless the applicant is otherwise exempt or entitled to a state or Federal refund after payment) and shipping costs on equipment and other related expenses • Service contract costs if it is included in the purchase contract • Software and site licenses 	
Line 11 - Miscellaneous	<ul style="list-style-type: none"> • Provide an itemized list for items that does not easily fit into the cost classifications above and cannot be categorized as directly related to the project. Such costs should generally be no more than 10 percent of line 16c (total cost) • The cost of alternate bid work up to the amount of the original bid submitted 	<ul style="list-style-type: none"> • Additional expense resulting from the rejection of an alternate bid at the start of construction and later reinstating the bid at an increased cost due to escalation • Costs or charges associated with routine maintenance, or operation of the facility • Expendable office, medical, and laboratory supplies
Line 12 – SUBTOTAL	<ul style="list-style-type: none"> • Enter the sum of Lines 1 through 11 	
Line 13 - Contingencies	<ul style="list-style-type: none"> • The contingency of this program is limited to 5 percent of Lines 7c, 8c, and 9c. However, the contingency must be reduced to 2 percent of Lines 7c, 8c, and 9c after the contract is awarded. The contingency does not include moveable equipment costs 	<ul style="list-style-type: none"> • Contingency costs above the allowable percentage.
Line 14 – SUBTOTAL	<ul style="list-style-type: none"> • Enter the sum of Lines 12 and 13 	

	ALLOWABLE	UNALLOWABLE
Line 15 – Project (program) income	<ul style="list-style-type: none"> • Leave Blank / Not Applicable to this funding 	
Line 16 – TOTAL PROJECT COSTS	Enter the amount in line 14	
Line 17	Enter the portion of this award that is allocated to the project (Note: Round to the nearest whole dollar amount.)	

- ³ See [Definitions](#) for Fixed Equipment

Appendix C: Page Limit Worksheet

The purpose of this worksheet is to give you a tool to ensure the number of pages uploaded into your application is within the [specified page limit](#). (Do not submit this worksheet as part of your application.)

The Standard Forms listed in column 1 do not count against the page limit. Attachments to the Standard Forms listed in column 2 do count toward the page limit. For example, the Research & Related Budget Attachment Form does not count, however the Budget Justification attachment uploaded in that form does count against the page limit.

Standard Form Name (Forms themselves do not count against the page limit)	Attachment File Name (Unless otherwise noted, attachments count against the page limit)	# of Pages Applicant Instruction – enter the number of pages of the attachment to the Standard Form
Application for Federal Assistance (SF-424 - Box 14)	Areas Affected by Project (Cities, Counties, States, etc.)	<i>My attachment = ___ pages</i>
Application for Federal Assistance (SF-424 - Box 16)	Additional Congressional District	<i>My attachment = ___ pages</i>
Application for Federal Assistance (SF-424 - Box 20)	Is the Applicant Delinquent On Any Federal Debt?	<i>My attachment = ___ pages</i>
Attachments Form	Attachment 1: Environmental Information Document (EID Checklist)	<i>My attachment = ___ pages</i>
Attachments Form	Attachment 2: Floor Plans/Schematic Drawings/Site Plan	<i>My attachment = ___ pages</i>
Attachments Form	Attachment 3: Property Information	<i>My attachment = ___ pages</i>
Attachments Form	Attachment 4: Other Relevant Documents	<i>My attachment = ___ pages</i>
Project Narrative Attachment Form	Project Narrative	<i>My attachment = ___ pages</i>

Standard Form Name <i>(Forms themselves do not count against the page limit)</i>	Attachment File Name <i>(Unless otherwise noted, attachments count against the page limit)</i>	# of Pages <i>Applicant Instruction – enter the number of pages of the attachment to the Standard Form</i>
Budget Narrative Attachment Form	Budget Narrative	<i>My attachment = ___ pages</i>
# of Pages Attached to Standard Forms		<i>Applicant Instruction</i> Total the number of pages in the boxes above.
Page Limit for HRSA-24-110 is 30 pages		My total = ___ pages