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): Non-Construction Projects

Project Guidance Number: HRSA-24-111

Assistance Listing Number: 93.493

Application Due Date: June 10, 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

CDR Ali Danner
CDS Program, Office of Federal Assistance and Acquisition Management
Email: CDSProgram2024@hrsa.gov

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): Non-Construction Projects
Funding Opportunity Number:	HRSA-24-111
Assistance Listing Number:	93.493
Due Date for Applications:	June 10, 2024
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 and Acquisition Management (OFAAM). Congress appropriated funding in the Further Consolidated Appropriations Act, 2024 (P.L. 118-47) for CPF/CDS projects that support health-related activities, including training and information technology.
Program Objective(s):	N/A
Eligible Applicants:	Eligible entities are those organizations identified by Congress to receive specific amounts of funding for specific 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):	The number of entities and purpose of funding are identified in the Further Consolidated Appropriations Act, 2024 (P.L. 118-47). 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:	August 1, 2024 through July 31, 2025 (1 year)
Agency Contacts:	**Business, administrative, or fiscal issues:** Brian Feldman Senior Grants Management Specialist Division of Grants Management Operations, OFAAM Email: CDSProgram2024@hrsa.gov **Program issues or technical assistance:** CDR Ali Danner CDS Program, OFAAM Email: CDSProgram2024@hrsa.gov

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 p.m. ET
Weblink: https://hrsa-gov.zoomgov.com/j/1614818728?pwd=Uk9KUWpCSTVqdFRRQU9mOFlGdGlKQT09

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 Budget Overview Technical Assistance Webinar:

Wednesday, May 1, 2024
2:00-3:00 pm ET
Weblink: https://hrsa-gov.zoomgov.com/j/1612577686?pwd=QTlxQTFtTDVFZjA4ZnNwenNRSEZQdz09

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

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

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

Table of Contents

I. Project Description

1. Purpose

This notice announces the opportunity to apply for funding under the Community Project Funding/Congressionally Directed Spending (CPF/CDS): Non-Construction Projects.

This is a non-competitive announcement that will be funded through the 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 entities 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.

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 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, OFAAM 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 alteration/renovation (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

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 are 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 [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 August 1, 2024 through July 31, 2025 (1 year).

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 [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](#).

Note: Grants.gov calls the Project Guidance "Instructions."

Select "Subscribe" and enter your email address for HRSA-24-111 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 7-15 pages.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- When you submit your application, you certify that you and your principals[1] (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 6: 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-24-111) 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.

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.*

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[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.

ii. *Project Narrative (suggested page range: 2 – 4 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.

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 *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.

Reminder: The total project or program costs are all allowable (direct and indirect) costs used for the HRSA activity or project. This includes costs charged to the award and non-federal funds used to satisfy a matching or cost-sharing requirement (which may include MOE, if applicable).

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, nonhazardous 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/prefabricated 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.

Program Income

You must use any program income you generate from awarded funds for approved project-related activities. Use program income under the addition alternative (45 CFR § 75.307(e)(2)). Find post-award requirements for program income at 45 CFR § 75.307.

Executive Salary Level

As required by the Further Consolidated Appropriations Act, 2024 (P.L. 118-47), Division D, § 202, "None of the funds appropriated in this title 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." Effective January 2024, the salary rate limitation is $221,900. As required by law, salary rate limitations may apply in future years and will be updated.

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

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

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 *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.

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

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

v. Attachments (*suggested page range: 4 – 6 pages*)

Provide the following attachments in the order we list them.

Clearly label each attachment. Upload attachments into the application.

Attachment 1: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of the Application Guide)

> Keep each job description to one page as much as possible. Include the role, responsibilities, and qualifications of proposed project staff. Describe your organization's timekeeping process. This ensures that you'll comply with federal standards related to recording personnel costs.

Attachment 2: Biographical Sketches of Key Personnel

> Include biographical sketches for people who will hold the key positions you describe in *Attachment 1*. Keep it to two pages or less per person. Do **not** include personally identifiable information (PII). If you include someone you have not hired yet, include a letter of commitment from that person with the biographical sketch. Please refer to the [CPF/CDS website](#) for a [bio sketch template](#).

Attachment 3: Letters of Agreement, Memoranda of Understanding (project-specific)

> Provide any documents that describe working relationships between your organization and other entities and programs you cite in the proposal. Documents that confirm actual or pending contracts or agreements should clearly describe the roles of the contractors and any deliverable. Make sure you sign and date any letters of agreement.

Attachment 4: Project Organizational Chart

> Provide a one-page figure that shows the project's organizational structure.

Attachment 5: Equipment List, if applicable

Attachment 6: Other Relevant Documents

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.

We will not make an award until you comply with all relevant SAM requirements. If you have not met the requirements by the time we're ready to make an award, we will deem you unqualified and award another applicant.

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.

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[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))**.**

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.

4. Submission Dates and Times

Application Due Date

Your application is due on *June 10, 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

Community Project Funding/Congressionally Directed Spending (CPF/CDS): Non-Construction Projects do 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.

HRSA-24-111 CPF/CDS Non-Construction Projects

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.

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 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**.**

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 Project 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 Notice of Award (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. 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). The recipient must submit a progress report to HRSA on a semi-annual basis. The NOA will provide details.

3) **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.

4) **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:

Brian Feldman, Senior Grants Management Specialist
DGMO, OFAAM
Health Resources and Services Administration
Email: CDSProgram2024@hrsa.gov

Program issues or technical assistance:

CDR Ali Danner
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*.

Appendix: 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.)	*My attachment = ___ pages*
Application for Federal Assistance (SF-424 - Box 16)	Additional Congressional District	*My attachment = ___ pages*
Application for Federal Assistance (SF-424 - Box 20)	Is the Applicant Delinquent On Any Federal Debt?	*My attachment = ___ pages*
Attachments Form	Attachment 1: Staffing Plan and Job Descriptions (As applicable)	*My attachment = ___ pages*
Attachments Form	Attachment 2 Biographical Sketches (As applicable)	*My attachment = ___ pages*

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
Attachments Form	Attachment 3: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (As applicable)	*My attachment = ___ pages*
Attachments Form	Attachment 4: Project Organizational Chart	*My attachment = ___ pages*
Attachments Form	Attachments 5: Equipment List, if applicable	*My attachment = ___ pages*
Attachments Form	Attachment 6: Other Relevant Documents	*My attachment = ___ pages*
Project Narrative Attachment Form	Project Narrative	*My attachment = ___ pages*
Budget Narrative Attachment Form	Budget Narrative	*My attachment = ___ pages*
# of Pages Attached to Standard Forms		*Applicant Instruction* Total the number of pages in the boxes above.
Page Limit for HRSA-24-111 is 15 pages		**My total = ____ pages**