

**Health Resources and Services Administration
FY 2023 Congressionally Funded Community Projects Application Quick Guide**

The Health Resources and Services Administration (HRSA) has prepared this application quick guide to assist entities that have been identified as recipients of HRSA Community Project Funding/ Congressionally Directed Spending (CPF/CDS) projects in the Fiscal Year (FY) 2023 Consolidated Appropriations Act.

All funds will be administered in the form of a grant award, meaning all entities will need to submit a formal grant application through the [Grants.gov](https://www.grants.gov) system. This ensures that each application is consistent with the project purpose as described in the legislation enacted by Congress. HRSA will share the links for the Construction and Non-Construction application guidance packages directly with recipients.

- **Provide Current Point(s) of Contact Information**

HRSA will be reaching out to entities within the next few weeks to collect current contact information (email and phone number) for the person(s) responsible for applying for the grant award to ensure receipt of the application package, information on pre-application technical assistance, and other resources. Entities may also provide this information to their Congressional liaison to be shared with HRSA.

- **Register through Grants.gov and SAM.gov**

Entities must register and submit a grant application electronically to HRSA through [Grants.gov](https://www.grants.gov) in order to be awarded funds. To submit in Grants.gov, entities must also register their organization in [SAM.gov](https://www.sam.gov) and obtain and/or activate a Unique Entity Identifier (UEI). We encourage entities to complete this registration immediately. Assistance with Grants.gov is available by phone at 1-800-518-4726 or by email at support@grants.gov. Assistance with SAM.gov is available by phone at 1-866-606-8220.

- **Submit a Grant Application**

- **Submit Budget Narrative and Justification:** All entities must submit both a Budget Narrative and Budget Form (Form SF-424C for Construction Projects/SF-424A for Non-Construction projects) with the application. The Budget Justification Narrative should be a written description of all the line-items included on the Budget table and reflect (line-by-line), the project costs described in the Budget Narrative.
- **Submit Required Documentation for Construction Projects:** Recipients of Construction project awards must demonstrate compliance with Historic Preservation and Environmental requirements **prior** to initiating physical construction work. Prior to the conditions being met, Construction funds may only be used for certain pre-construction expenses (e.g., architectural and engineering plans, licensing and permitting requirements, preparing the Environmental Assessment).
- **Adhere to the Application Deadline:** HRSA will establish a deadline for submitting applications in [Grants.gov](https://www.grants.gov). After the deadline, HRSA will review applications and award grant funds by September 2023. It is important to adhere to the deadline to receive funds in a timely manner.

- **Establish a Payment Management System Account**

In order to access and make drawdowns on funds, award recipients must establish a [Payment Management System \(PMS\)](#) account as soon as the Notice of Award is received. HRSA will make CPF/CDS funds available in the Payment Management System when the Notice of Award is issued.

We look forward to working with you this year. More information, including Frequently Asked Questions, is available on the [HRSA CPF/CDS resource page](#).