



Congressionally Directed Spending (CDS) Construction Project Overview CE1 Non-Construction Project Overview GE1

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Vision: Healthy Communities, Healthy People



Agenda

- Webinar Overview
- About HRSA/OFAAM
- The Federal Grant Application Process
- Non-construction Project Overview
- Facilities and/or Equipment "Construction" Project Overview
- Frequently Asked Questions



Non-Construction Required Budget Documents

Standard Form (SF) 424 A

- **Section A – Budget Summary**
 - Include Fed + Non-Fed totals
- **Section B Budget Categories**
 - **Object Class Categories** – include total amount requested for each cost line item
- **Budget Narrative**
 - Clearly stated for **each year** of project period
 - Describes complexity of activities and results
- **Personnel Justification ***
- **Equipment List ***
- **Indirect Cost Rate Agreement***

* If applicable



Standard Form (SF-424 A)

- **Section A – Budget Summary**
 - Include Fed + Non-Fed totals
- **Section B Budget Categories**
 - **Object Class Categories –** include total amount requested for each cost line item

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs						
SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Name of Grant		\$	\$	\$ 565,940.00	\$	\$ 565,940.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 565,940.00	\$ 0.00	\$ 565,940.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1) Cares Supplemental	(2)	(3)			
a. Personnel	\$ 342,050.29	\$	\$	\$	\$	\$ 342,050.29
b. Fringe Benefits	97,997.41					97,997.41
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual	16,355.53					16,355.53
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	456,403.23	0.00	0.00	0.00		456,403.23
j. Indirect Charges	109,536.77					109,536.77
k. TOTALS (sum of 6i and 6j)	\$ 565,940.00	\$ 0.00	\$ 0.00	\$ 0.00	\$	\$ 565,940.00
7. Program Income	\$	\$	\$	\$	\$	0.00

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102



Definitions: Allowable, Reasonable, & Allocable

Allowable – Code of Federal Regulations (CFR) §75.403

Program legislation, grant or other regulations, and the specific terms and conditions of the award determine whether federal funds can be used to cover a particular cost

- Based on the items noted, can Federal funds be used to cover a particular cost?*

Reasonable – CFR §75.404

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- Would you, as a reasonable person, be willing to spend the amount of money requested on the item requested?*

Allocable – CFR §75.405

A cost is allocable to Federal award if the goods or services are chargeable or assignable to that Federal award.

- Is this cost necessary and directly connected to carrying out the goals and objectives of the grant?*



Budget Justification

Budget Narrative/Justification

- Include details for each item of cost under the budget category

Additional Documents (if applicable)

- Personnel Justification Table (*discussed later*)
- Equipment List

SUPPLIES	Federal Grant Year 1	Federal Grant Year 2	Non-Federal Resources (if applicable)	Total
4 laptop computers for staff @ \$X each				-
Office Supplies (\$X per month x 12 months)				-
Printing Costs (\$X.XX per brochure x 4 brochures x X,000 copies)				-
Medical Supplies (\$X.XX per visit x X,XXX visits)				-
Dental Supplies (\$X.XX per visit x X,XXX visits)				-
TOTAL SUPPLIES				-
Contractual - Include sufficient detail to justify costs.	Federal Grant Year 1	Federal Grant Year 2	Non-Federal Resources (if applicable)	Total
Pharmacy Services (\$X per contract)				-
Laboratory Services (\$X per sample x X,XXX samples)				-
Housekeeping Services (\$X per month x 12 months)				-
Ophthalmology Services (\$X per patient x XXX patients)				-
Waste Removal (\$X per month x 12 months)				-
TOTAL CONTRACTUAL				-



Personnel Justification

William Atlas and Ebony Jones has an annual base salary of \$250,000 and \$245,000 respectively, which is above the federal maximum rate of \$221,900.

Name	Role	Total FTE	Annual Base Salary	Federal Maximum Salary	Is the Base Salary within the Federal Limit (\$221,900)	Adjusted Base Salary	Amount of Federal Request
Jane Doe	RN	1	\$75,000	\$221,900	No Change Required	\$75,000	\$75,000
John Doe	LPN	0.75	\$45,000	\$221,900	No Change Required	\$45,000	\$33,750
William Atlas	CFO	0.5	\$250,000	\$221,900	Exceeds Maximum Federal Salary Rate-Adjustment Needed	\$221,900	E\$110,950
Ebony Jones	MD	0.6	\$245,000	\$221,900	Exceeds Maximum Federal Salary Rate-Adjustment Needed	\$221,900	\$133,140
				\$221,900	No Change Required	\$---	\$---
						Total Personnel Costs	\$352,840



Equipment List

Equipment List Form (as applicable)

OMB No.: 0915-0285. Expiration Date: 3/31/2023

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Equipment List (as applicable)		FOR HRSA USE ONLY		
		Grant Number	Application Tracking Number	
Instructions				
<ul style="list-style-type: none"> The total equipment costs entered here must equal those requested in the federal equipment line of the Federal Object Class Category Form, and the federal equipment costs provided in the Budget Narrative. Equipment means tangible personal property (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 entity for financial statement purposes, or \$5,000. Equipment that does not meet the \$5,000 threshold should be considered supplies and should not be entered on this form. 				
Type	Description	Unit Price	Quantity	Total Price
<input type="checkbox"/> Clinical				
<input type="checkbox"/> Non Clinical				
<input type="checkbox"/> Clinical				
<input type="checkbox"/> Non Clinical				
<input type="checkbox"/> Clinical				
<input type="checkbox"/> Non Clinical				
<input type="checkbox"/> Clinical				
<input type="checkbox"/> Non Clinical				
		TOTAL		



Indirect Costs Overview

Indirect Costs Rate Agreements (IDCRAs) Uniform Guidance §75.414

Grantees may claim indirect costs with:

- Federally negotiated indirect cost rate agreement (IDCRA)
- De Minimis Cost Rate
(10% of Total Direct Cost)
- Cost Allocation Plan

Indirect costs must be applied uniformly across all HRSA awards.



Congressionally Directed Spending (CDS) for Construction Projects



Construction Project Types

Construction and Modernization projects with or w/o equipment

- **New building structure or facility**
- **Modernization – alteration, repair, remodeling and/or renovation of a building**
- Examples – construction of a new standalone service delivery site; modernizing facility interior

“Design-Only” (planning portion of a construction project)

- Funds limited to allowable design/planning related costs for an overall construction project
- Example – Proposed site plan

Equipment Only

- **Loose, moveable equipment not affixed to the physical building structure, and with a useful life of more than one year (NOTE: Any equipment that requires installation is classified as construction, not equipment)**
- Examples – purchase of new clinical equipment; purchase of a mobile van

Purpose 1

- This is a non-competitive announcement for Congressionally Directed Spending (CDS): Construction Projects that will be funded through the Health Resources and Services Administration's Office of Federal Assistance and Acquisition Management (OFAAM).
- 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 FY 2024 Consolidated Appropriations Act (P.L. 118-42) for congressionally directed spending projects that relate to the construction and renovation (including equipment) of health care and other facilities.



Purpose 2

- Applications may be submitted for:
- Construction and Modernization projects with or without equipment
- “Design-Only” (planning portion of a construction project)
- Equipment only



SF-424 C

SF-424 C Additional Categories

- Land, Structural, Right-of-way, Appraisal
- Relocation Expenses
- Architectural and Engineering Fees
- Project Inspection Fees
- Site Work
- Demolition and Removal
- Construction
- Equipment
- Contingencies

OMB Number: 4040-0008
Expiration Date: 02/28/2022

[View Burden Statement](#)

BUDGET INFORMATION - Construction Programs			
<small>NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.</small>			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



SF-424 C (2)

- A maximum of 10% of total federal project costs is allowable for Admin costs to manage the project
- Equipment is considered for items with a useful life of at least one year (doesn't have to be over \$5K per unit)
- A maximum of 5% of lines 7,8, and 9 is allowable for Contingencies
- Other Sources of Funding-do they have it?
- Drawdown Percentage is calculated based on the amount we funded the recipient vs. the Total Allowable Costs



SF-424C Budget

Notes:

This page is created by combining the budget pages from all projects and therefore cannot be edited. If edits to this form are desired, please go to individual budget forms to make those changes.

Use this column for the funding allocations on the NoA.

Serial Number	Cost Classification	Total Cost (a)	Costs Not Allowable for Participation (b)	Total Allowable Costs (c = a - b)
1	Administrative and legal expenses	\$20,000	\$0	\$20,000
2	Land, structures, rights-of-way, appraisals, etc.	\$1,600,000	\$0	\$1,600,000
3	Relocation expenses and payments	\$69,000	\$0	\$69,000
4	Architectural and engineering fees	\$312,000	\$0	\$312,000
5	Other architectural and engineering fees	\$0	\$0	\$0
6	Project inspection fees	\$0	\$0	\$0
7	Site work	\$0	\$0	\$0
8	Demolition and removal	\$128,000	\$0	\$128,000
9	Construction	\$5,832,800	\$0	\$5,832,800
10	Equipment	\$0	\$0	\$0
11	Miscellaneous	\$0	\$0	\$0
12	SUBTOTAL (sum of lines 1-11)	\$7,961,800	\$0	\$7,961,800
13	Contingencies	\$0	\$0	\$0
14	SUBTOTAL (sum of lines 12 and 13)	\$7,961,800	\$0	\$7,961,800
15	Project (program) income	\$0	\$0	\$0
16	TOTAL PROJECT COSTS	\$7,961,800	\$0	\$7,961,800
17	Federal assistance requested			
	Federal Percentage Share : 14.07 %			
			Total project costs, 16c	\$7,961,800
				\$1,120,565
				TotalAllowableCost



Budget Reminders 1

There are three (3) portions to budget submission.

- **SF-424 C Budget Page** – This form is where the line-by-line costs per categories relating to the administration, construction activities and equipment costs are indicated. Allowable costs and unallowable costs are separated out to give us a Total Allowable Project Cost. Also shown is the Federal Share Percentage. This is the rate at which funds may be drawn down and the Federal Percentage in the project as it relates to the Federal Interest.
- **Budget Justification** – This is a narrative detailing the costs, allowable or unallowable, in each category on the SF-424 C. The costs for site work, demolition and construction must be broken out so the PO can determine if they are appropriate.
- **Equipment Lists** – If applicable, this will list each item, unit costs, quantity and total costs.



Budget Reminders 2

Budget Justification Verify format with PO

These are the only costs to be listed in Column "b" on the SF-424 C



LINE NUMBER	ALLOWABLE COSTS—HIIP	OTHER ALLOWABLE COSTS	UNALLOWABLE COSTS
Line 1— Administrative and legal expenses	No administrative and legal expenses <u>will be allocated</u> to this project.		
Line 9— continued	<p>General Requirements total \$104,569: General (Requirements that cover the full scope of the project work). – Field Supervision \$82,000 • Safety • Overhead and Profit – Use of Utilities \$3,000 – Environmental controls, safety- \$19,569</p> <p>Facility Construction total \$275,775: for material and labor – Rough Carpentry - \$35,000 – Finish Carpentry - \$33,000 – Dry Wall -\$22,000 – Insulation - \$15,500 – Tile – \$30,700 – Doors/Hardware - \$30,700 – Glass -\$2,100 – Acoustical Ceilings - \$17,750 – Resilient Flooring - \$17,400 – Carpets - \$13,625 – Painting - \$18,000 – Cabinets – \$30,000 – Blinds/Drapes - \$4,800 – Masonry - \$5,200</p>		<p>Non allowable construction costs for \$416,289 This includes costs for: <u>Gypcrete</u> for sound reduction, fire ratings, radiant heating and floor leveling @ \$59,800). H/VAC system@\$95,500), new electrical wiring @\$95,600) and IT wiring@\$48,580. Builder's profit, permits, use of utilities @\$116,809</p> <p>Grand Total Construction = \$416,289 (unallowable costs)</p>



Break out of construction costs



Equipment List

Equipment List

Health Resources and Services Administration		Grant Number	Application Tracking #		
EQUIPMENT LIST		Project #	Project Type	A/R	
		Project Title	Health Infrastructure Investment Project		
Type	Description	Unit Price	Quantity	Total Price	
Clinical	X-Ray Unit	21337	1	21337	
Clinical	Hand Piece Sets with couplers – dental	2995	4	11980	
Non-Clinical	Computer workstations (incl. keyboard, mouse, monitor, mounts)	2980	5	14900	
Clinical	Dental Vacuum System	3838	1	3838	
Clinical	Medical Exam Tables	1500	2	3000	
Non-Clinical	Waiting Room and Patient Room Chairs (including oversized and family-sized bench seats)	369	20	7380	
Non-Clinical	Wayfinding Signage Package (ADA Compliant), Indoor (37ea) and Outdoor (3ea)	12429	1	12429	
Non-Clinical	Barrier-free electric water cooler	1384	1	1384	
Non-Clinical	Workstation tables with filing cabinet base	1500	30	45000	
			TOTAL	\$231,400	



Equipment List (as applicable)

- If you propose to use CDS funds for equipment, complete an Equipment List (consistent with your Budget Narrative). Include all moveable equipment that has a useful life of more than one year, 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 CDS funds must be procured, maintained, tracked, and disposed of in accordance with [45 CFR part 75](#).
- **A Notice of Federal Interest (NFI) is not required for equipment only projects**



Unconventional Equipment 1

- Allowable
- Mobile Medical Vans (Unit)
- Modular casework
- Computer servers and IT cabling
- Portable generators (must be specified as portable)
- Sales Tax
- Shipping costs



Unconventional Equipment 2

- Unallowable
- Passenger vans and vehicles (other than Mobile Medical Van)
- HER initiation, ongoing operations and maintenance
- Plumbing fixtures (toilets, sinks, tubs, which are considered construction)
- HVAC units (which are considered construction)
- Transfer switch (this is an electrical service components and should be construction)
- Generators should not be included on an equipment list (unless they are completely portable) and on Line 10 Equipment, they need to be on Line 9-Construction



Other Sources of Funding

- When the amount of the federal funds being used for a given project is less than the total allowable costs, other sources of funding will be required to complete the project.
- The proposed source of these funds can be found in the narrative portion of the budget justification.
- These funds are to be secured, not pending or forthcoming.

Examples of Secured Funds:

- Cash on hand, reserve funds
- Commitment letters from banks
- Commitment letters from donors



Federal Interest

- The Federal Government retains a reversionary interest in real property constructed, acquired, or improved with Federal funds.
- For alteration/renovation (A/R) projects, Federal interest exists for the useful life attributable to the alteration/renovation funded under this award.
- For all construction/expansion (C/E) projects, regardless of award amount, you are required to file a Notice of Federal Interest (NFI).
- Lessors/Property Owners must acknowledge Federal interest in the project, and file a Notice of Federal Interest (NFI) against the property title in the local jurisdiction before the project begins.
- The NFI is required for all projects categorized as new construction/or expansion, and for any major renovation with project costs totaling at least \$1 million (minus movable equipment).



Notice of Award (NoA)

- The NoA contains the following information: Terms of award;
- Conditions of award;
- Reporting requirements; and
- Amount of federal funds awarded.
- Conditions may require the submission of revised application documents.
- Project(s) cannot begin until all conditions have been lifted.



Notice of Award 2

- The NoA will include instructions on registering in the Payment Management System (PMS), the system you will access to receive your CDS funds.
 - Effective February 10, 2024, PMS enhanced its user registration process and requires registration with ID.me to access your PMS Account.
 - You will learn more about registering with ID.me and PMS during our post-award webinars scheduled for late summer/early fall 2024.

Department of Health and Human Services		Notice of Award
Recipient Information 1. Recipient Name Association of American Medical Colleges Address Line 1 Address Line 2 City, State, XXXX-XXXX 2. Congressional District of Recipient 07 3. Payment Account Number and Type XX-XXXXXXX 4. Employer Identification Number (EIN) XX-XXXXXX 5. Recipient's Unique Entity Identifier XXXXXXXXXXXXX 6. Project Director or Principal Investigator Jay Doe email@email.com XXX-XXX-XXXX 7. Authorized Official John Doe President email@email.com XXX-XXX-XXXX		Federal Award Information 10. Award Number XXXXXXXXXXXX 11. Federal Award Identification Number (FAIN) 50CA1759 12. Statutory Authority 42 USC 5101 ET SEQ. 13. Federal Award Project Title eConsults/Referrals: Controlling Costs and Improving Quality at the Interface of Primary Care and Specialty Care 14. Catalog of Federal Domestic Assistance (CFDA) Number 53.523 15. CFDA Name State Planning and Establishment Grants for the Affordable Care Act (ACA) Exchanges 16. Award Action Type Non-Competitive Continuation 17. Is the Award R&D? Yes
Federal Agency Information 8. Awarding Agency Contact Information Jane Doe Grants Officer Centers for Medicare & Medicaid Services email@email.com XXX-XXX-XXXX 9. Program Official Contact Information John Smith Program Officer Centers for Medicare & Medicaid Services Services@mail@email.com XXX-XXX-XXXX		Summary Federal Award Financial Information 18. Amount of Federal Funds Obligated by this Action \$ 100,000 19. Budget Period 10/01/2017 - 09/30/2018 19a. Authorized Carryover* \$ 20,000 19b. Total Amount of Federal Funds Obligated \$ 100,000 19c. Budget Approved by the Federal Awarding Agency** \$ 120,000 19d. Direct Cost Amount \$ 120,000 19e. Indirect Cost Amount \$ 0 20. Total Approved Cost Sharing or Matching, where applicable \$ 10,000 21. Total Federal and Non-Federal Approved \$ 130,000 22. Period of Performance 10/01/2015 - 09/30/2018 22a. Total Amount of the Federal Award \$ 300,000 23. Authorized Treatment of Program Income Additional Costs 24. Grants Management Officer - Signature Jane Smith 25. Federal Award Date 09/30/2017
26. Remarks On/Off Specific		

*Does not include automatic carryovers due to expanded authority
 **Includes only Federal Share



Leasehold Improvements 1

- Leasehold improvements are allowed under this funding opportunity.
- Lessors/Property Owners must provide a Landlord Letter of Consent.
- HRSA will determine if the term of the lease is long enough for the full value of the award-supported improvements (at least 5 years of control after project completion) to benefit the award activity. HRSA will consider the purpose and duration of the award, expected life of the facility, and use of the facility for award-supported purposes.
- Lease agreement must provide the applicant reasonable control of the property.
- Funds may not be used to pay lease costs.
- Funds for a leased property cannot address needs that are part of the terms of the lease (i.e., the responsibility of the lessor/property owner).



Leasehold Improvements 2

Property Documentation

- Does the applicant own the property or lease the property

Proof of Ownership is required for applicants that propose renovation/additions to property
(deed, title, tax documents, etc)

Leasehold Improvements 3

- Landlord Letter of Consent is required that shows that the landlord agrees to the proposed improvements to their property.
- Modifications of the lease may also be required to include clauses that protect our Federal Interest.



Landlord Letter of Consent

- Applicants proposing a project on a leased property must provide a Landlord Letter of Consent (LLOC) and agree in writing to the following:
 - Permit the grantee to undertake the proposed alteration/renovation project;
 - Acknowledge Federal interest in the project, but no Notice of Federal Interest will be filed against the property;
 - 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.

(There are two versions of the LLOC. A long version that includes six clauses to be included in the lease for C/E and Major A/R projects. The short version without the clauses may be used for Minor A/R, under \$1 million.)



Pre-Award Costs 1

- 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 Consolidated Appropriations Act, 2024 (P.L. 118-42) (enacted March 09, 2024), are not eligible for reimbursement.
- **Methods 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.



Pre-Award Costs 2

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

1. Cover letter explaining the nature of the request. The letter needs to be signed by an authorized official of the recipient institution.
2. 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.
3. SF 424C (reflecting the pre-award costs)



Questions and Answers



Thank You

**THANK
YOU**



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