



Overview of Final Report and No-Cost Extensions

Community Project Funding/Congressionally Directed Spending (CPF/CDS)
Construction and Non-Construction Projects

May 7, 2025

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Office of Federal Assistance and Acquisition Management (OFAAM)

Vision: Healthy Communities, Healthy People



Objectives

- Final Report Submission
- No-Cost Extension
- Frequently Asked Questions
- Technical Assistance and Resources



Final Report Submission

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Final Report Submission

- Final Report – provides a project overview and description of the objectives and accomplishments.
 - Required for all recipients detailing project outcomes and expenditures.
 - Project activities must be consistent with those reviewed and approved for funding by HRSA.
 - Use Final Report Template.
 - Upload the template and attachments into EHB.
 - Failure to submit timely, accurate, and complete reports will delay HRSA's review.



Non-Construction Final Report Submission

- **Non-Construction (GE1) Projects:**
 - Answer each question fully with details, examples, and time frames.
 - The Final Report should include a project overview and a description of project objectives and accomplishments.
 - No more than five pages.

HRSA COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING
NON-CONSTRUCTION PROJECTS

FINAL REPORT

<DELETE this page before submission. Include your org name and HRSA grant # in the file name>

The Final Report provides us with a complete description of your project. It offers information on project progress and the use of funds. Final Reports are due 90 days after the project period ends.

Please follow these instructions and note:

- Project activities must be consistent with the ones approved.
- Answer each question fully with details, examples, and time frames, where appropriate. **No more than five pages.**
- Failure to submit timely, accurate, and complete reports will delay review and grant closeout.
- Upload the template and attachments into EHBs to the corresponding **Final Report** submission.

**We reserve the right to request additional information as necessary.*

**HRSA COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING
NON-CONSTRUCTION PROJECTS
FINAL REPORT**

Project Completion Certification

Award Number: GE1HS00000
Recipient Name: Northwest Hospitals
Project Title: MRI Equipment Replacement

I certify the following for this project:

- ☒ The project is complete per the requirements, regulations, and laws in the Program Guidance and Notice of Award(s).
- ☒ The final project costs match the most recent approved budget and equipment list (if applicable).
- ☒ The project supports services consistent with the objectives of the HRSA grant.
- ☒ This certification includes a Final Report with project details and results (see next pages).

Signature of award recipient's authorized representative

John Doe

Printed name of award recipient's authorized representative

5/7/2025

Date

**HRSA COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING
NON-CONSTRUCTION PROJECTS
FINAL REPORT TEMPLATE**

Organization Name: Northwest Hospitals

HRSA Award #: GE1HS00000

Grant Award Amount: \$500,000

Project Start Date: 8/1/2024

Project End Date: 7/31/2025

Project Name(s): MRI Equipment Replacement

Are there any unexpended funds remaining? Yes ☐ No ☒ **Amount:** \$

Contact Person: John Doe

Contact Number: (555) 555-0000

Contact Email: j.doe@NWH.org

Program Project Description: *(at least 1-3 sentences)*

HRSA CDS funds were used to remove an outdated, non-functional MRI machine and purchase a new, modern unit. The project also supported necessary upgrades to the imaging space to ensure proper installation and functionality of the new MRI system. These improvements have strengthened our diagnostic capabilities and will help us better serve the needs of our patients and community.

Major Outcomes Narrative: *(Use the questions below as a guide for this section)*

1. List each objective or outcome. For each, explain the result and briefly describe how much it was or wasn't achieved.
2. Explain how you spent CDS grant funds.
3. Summarize what you accomplished and any challenges you faced.



HRSA COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING

NON-CONSTRUCTION PROJECTS

CDS Grant Funds (CDS) were part of our overall budget. Our project grant made it possible to complete the following key components of the project:

Objective 1: Remove the Non-Functional MRI Machine

This objective was fully completed. The outdated MRI machine was safely removed, making space for the new system. All removal and disposal activities followed the necessary safety and environmental guidelines.

Objective 2: Procure a Replacement MRI System

This goal was also fully met. A modern, high-performing MRI system was purchased through the appropriate procurement channels, in full alignment with institutional policies and federal requirements. The selected machine is well-suited to meet both current and future clinical needs.

Objective 3: Modernize the Facility and Install the New MRI System

We successfully completed the required infrastructure upgrades to support the new equipment. This included electrical improvements, IT integration, and structural updates. The new MRI unit has been installed, tested, and is now fully operational and in use.

Summary of Accomplishments and Challenges

Overall, the project successfully achieved all its goals. The new MRI system has greatly expanded our imaging capabilities and improved access to advanced diagnostic services for our patients.

The primary challenge we faced was a delay in equipment delivery which required us to adjust our project timeline. However, thanks to strong coordination with vendors and internal teams, we were able to keep the project on track and complete it within the grant period.

HRSA COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING
NON-CONSTRUCTION PROJECTS



Construction Final Report Submission

- **Construction (CE1) Projects:**
 - Include photos (before, during, and after) with a brief description.
 - Include a Project Completion Certification (for multiple projects, one certification is required for each project).
 - If applicable, include the Certificate of Occupancy and Certificate of Substantial Completion.

COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING
CONSTRUCTION PROJECTS

FINAL REPORT

The Final Report provides HRSA with a complete description of the project objectives and accomplishments. This report offers HRSA program officials and administrative offices information regarding the satisfactory progress of supported projects and how these funds are used. Final Reports are due within 90 days of the project period end date.

Please follow these instructions carefully and note the following:

- Project activities must be consistent with those reviewed and approved for funding by HRSA.
- Upload the completed template and all applicable attachments into the EHBs to the corresponding **Final Report** submission.
 - Include photos (before, during, and after) with brief descriptions of the project prior to initiating work, during renovation/construction, and of the completed project. Include exterior shots (front, rear of building), major rooms, and examples of grant-funded major equipment items.
 - Include the project completion certification. **For multiple projects included in your grant award, a Project Completion Certification is required for each project.** If applicable, please also include the Certificate of Occupancy and Certificate of Substantial Completion.
- Failure to submit timely, accurate, and complete reports will delay HRSA's review and final closeout of the award.

HRSA reserves the right to request subsequent information as necessary.

COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING

CONSTRUCTION PROJECTS

FINAL REPORT

Project Completion Certification

Organization Name: Crossroads Treatment Center

HRSA Award #: CE1HS00000

Grant Award Amount: \$1,500,000

Project Start Date: 07/01/2022

Project End Date: 06/30/2025

Project Name(s): Crossroads Treatment Center Roof Replacement

Are there any unexpended funds remaining? Yes ☐ No ☒ Amount: \$

Contact Person: Jane Doe

Contact Number: (555) 555-0000

Contact Email: j.doe@CTR.org

I hereby certify the following for this project:

1. The project has been completed in accordance with requirements, regulations, and laws stated in the Program Guidance and Notice of Award(s) associated with the above project.
2. The funded project has been completed in accordance with the previously certified documents. The final scope of the funded project consists of:
The project included removing the existing roofing materials, repairing any structural or surface damage uncovered during the process, and installing a new roofing system.
3. The final project costs are consistent with the most recent HRSA-approved Budget and Budget Justification, including the most recently approved equipment list (if applicable).
4. Any equipment purchased with CDS funds has been procured, maintained, tracked, and disposed of in accordance with 45 CFR part 75 (if applicable).
5. Check the following items and ensure the inclusion of attachments to this Project Completion Certification:

Attachment A: Certification of Occupancy

☒ A certification is attached, issued by the local authority having jurisdiction
OR

☐ A final inspection report from the local building permit department or Fire Marshal
OR

COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING

CONSTRUCTION PROJECTS

- ☐ Not applicable because local municipality with inspection/permit authority does not require a permit (building, electrical, mechanical, or plumbing) or inspections for this type of work.

Attachment B: Certificate of Substantial Completion

- ☒ A certificate of substantial completion or similar letter from the architect, engineer or contractor of record is attached, indicating the completion date.
OR
☐ Not applicable because project did not require services of an architect, engineer, or contractor. Select this option only for cosmetic improvements or repairs where the local jurisdiction does not require a commercial building permit or inspections.

Signature of award recipient's authorized representative

Jane Doe

Printed name of award recipient's authorized representative

5/7/2025

Date

Examples of Photographs



Location of site



Construction underway



Completed Facility



Completed Entry



Completed MRI Suite



Completed Exam Room

Federal Financial Report

- Federal Financial Report (FFR)
 - Deadline: No later than 120 days after the project end date.
 - The FFR will be available for recipients to prepare, certify, and submit in the Payment Management System (PMS).
 - Additional information, including specifics on form completion, are available at: [FFR Information | HHS PSC FMP Payment Management Services](#).



Closeout Requirements for Final Report

- Grant recipients should submit the Final Report within 90 days of the project completion:
 - The award recipient must scan and upload photographs, with brief descriptions, of the project site prior to initiating work, pictures taken during the renovation/construction, and pictures of the completed project. Please including exterior shots (front, rear of building).
 - The award recipient must submit into HRSA's Electronic Handbook a final SF-424C budget page, budget justification, and equipment list (if applicable), for the completed project.
 - SF-428 with the SF-428B (Tangible Personal Property Report) Final Report Attachment and if applicable the SF-428S (Supplemental Sheet).
 - If the project period of a grant is extended, the recipient will submit an annual FFR at the end of the original period, and an additional FFR at the end of the extended period. Please contact your Grants Management Specialist if you have questions about the creation of FFRs, or the FFR requirements.
 - The Final Report and the Federal Financial Report are two separate requirements!





No-Cost Extension

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No-Cost Extension (NCE) Process

- This option allows recipients to request an extension to complete their projects after the end of the project period.
 - Submit into Electronic Handbooks (EHBs) as a Prior Approval Request.
 - The No-Cost Extension request period is limited up to 12 months post-award.
 - Include all required documents in the box to the right.
- Deadline: 60-90 days prior to the end of the award/project period.
- If the project period of a grant is extended, the recipient will submit an annual FFR at the end of the original period, and an additional FFR at the end of the extended period. Please contact your Grants Management Specialist if you have questions about the creation of FFRs, or the FFR requirements.

Required documents for NCE:

- ✓ Signed cover letter with details about balance, new budget period and an explanation of why the request.
- ✓ Budget Justification
- ✓ SF-424

Frequently Asked Questions

Why do I have to submit a Final Report and a Federal Financial Report (FFR)?

The Final Report provides HRSA with a complete description of the project objectives and accomplishments. The Federal Financial Report (FFR) provides HRSA with a final description of project expenditures during the budget period. Both reports are requirements established in the Terms and Conditions section of the Notice of Award.

What happens after I submit the Final Report?

The Final Report submission allows HRSA to complete the closeout process of the grant in the HRSA system.



Frequently Asked Questions

Are all FY2022 CDS Awards eligible for a No Cost-Extension (NCE) and what are the requirements?

Award recipients are permitted to request a NCE if a recipient is unable to complete all planned activities during their performance period. Recipients should submit a Prior Approval request 60-90 days **before** the project period end date.

Documents to submit with the Prior Approval request:

- Signed cover letter with justification.
- Budget Justification.
- SF-424A (non-construction projects) or SF424C (construction) form.



Technical Assistance

- Best Practice: For Technical Assistance, please visit the CPF/CDS web page to review the recorded webinars and FAQs.
 - [Community Project Funding/Congressionally Directed Spending | HRSA](#)
 - [Community Project Funding/Congressionally Directed Spending Frequently Asked Questions | HRSA](#)
- If you require assistance regarding Electronic Handbooks (EHBs), please consult the HRSA Call Center at 877-Go4-HRSA/877-464-4772.
- We also encourage you to reference the FAQ webpage for answers to common questions. Additionally, your HRSA Project Officer/Program Official and Grants Management Specialist are available to assist with any project specific inquiries. Their contact information can be found by logging in to EHBs > Contacts > HRSA Contacts> Project Officer and Grants Management Specialist.



Resources

- Non-Construction Final Report Template
 - [Non Construction Final Report Template.pdf](#)
- Construction Final Report Template
 - [Construction Final Report Template.pdf](#)
- HRSA Manage Your Grant Website:
 - <https://www.hrsa.gov/grants/manage-your-grant>
- Community Project Funding/Congressionally Directed Spending:
 - <https://www.hrsa.gov/grants/manage-your-grant/training/community-project-funding-congressionally-directed>



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