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

May 2023 Semi-Annual Progress Report Overview and
Final Reports & No-Cost Extension Overview for Non-Construction Recipients
Webinar

April 25, 2023
Office of Special Activities (OSA)
Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People
Objectives

1) Semi-Annual Progress Report Process
   - For both Construction and Non-Construction Recipients
   - Progress Report Instructions
   - Frequently Asked Questions (FAQs)
   - Technical Assistance and Resources

2) Final Reports/No-Cost Extension Process
   - For Non-Construction Recipients only
   - Final Reports Overview
   - No-Cost Extension (NCE) instructions
   - Frequently Asked Questions (FAQs)
   - Technical Assistance and Resources

NOTE:
Semi-Annual Progress Report Due Date:
May 22, 2023
May 2023 Semi-Annual Progress Report Process
Overview of Semi-Annual Progress Report Process

• **Instructions:** This report allows grant recipients to provide updates to HRSA.

• **Questions:**
  - **List of Projects:** If organization has more than one project within the award, **list each**
  - **Project Status:** Changes in Budget, Location, and Scope

• **DEADLINE:** Monday, May 22, 2023, by 4:59 p.m. ET
Semi-Annual Progress Report Instructions

1. Download the template, which contains the instructions, from the HRSA Electronic Handbooks (EHBs) for review.

2. Use the downloaded template to complete the report.

3. At the top of your report, include the name of your organization, HRSA award number, and reporting period.

4. Respond to each question and provide a brief update (1-3 sentences) regarding the status of your project.

5. Once complete, upload and submit in the HRSA EHBs.

NOTE: Respond to each question fully with detailed, specific examples, and time frames, where appropriate.
How to Access Progress Reports

**GUIDANCE:** Login > Task tab > Submissions > Semi-Annual Progress Report > Start.
GUIDANCE: View > Read instructions and complete Progress Report > Attach File > Submit to HRSA.
Technical Assistance (TA)

• **BEST PRACTICE:** For Technical Assistance, please review the CPF/CDS webpage 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 the Electronic Handbooks (EHBs), please consult the **HRSA Call Center at 877-Go4-HRSA/877-464-4772.**

• If you have specific questions regarding the May Semi-Annual Progress Report, you may email the CPF/CDS mailbox at **CDSProgram@hrsa.gov.**
# Frequently Asked Questions (FAQs)

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<thead>
<tr>
<th>Question:</th>
<th>Response:</th>
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<tbody>
<tr>
<td>Why do I have to submit a Semi-Annual Progress Report?</td>
<td>The purpose of the semi-annual progress report is to assess the current status of your project. These reports provide HRSA program officials and administrative offices with information regarding the satisfactory progress of supported projects and the way these funds are used.</td>
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<tr>
<td>What timeframe is covered by this progress report?</td>
<td>The May progress report timeframe is the project award start date through March 31, 2023.</td>
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<tr>
<td>Should we use the sample template provided to submit the report? If yes, should we include the Grant number, organization name, etc.?</td>
<td>We strongly encourage recipients to use the sample template format for your submission. At the top of the form, please include the following: recipient organization name and HRSA grant number.</td>
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<tr>
<td>Where can I access the Semi-Annual Progress Report web link?</td>
<td>To find and submit the semi-annual progress report in the HRSA Electronic Handbooks (EHBs): When you log into the HRSA EHBs for this award, click on the “Tasks” tab, then “Submissions”. Once in this section, look for the title “Semi-Annual Progress Report” to access the instructions and template.</td>
</tr>
<tr>
<td>If I have questions related to the semi-annual progress report how can I ask a HRSA Program Official?</td>
<td>For any specific questions about your semi-annual progress report, please email your questions to <a href="mailto:CDSProgram@hrsa.gov">CDSProgram@hrsa.gov</a>.</td>
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Overview of Final Reports and No-Cost Extensions for Non-Construction (GE1) Recipients
CLOSEOUT Requirements: KEY Guidance

• MAIN REFERENCE: 45 CFR 75.381 in the Closeout Requirement section
• Final Report
  ▪ No more than 5 pages
  ▪ **DEADLINE:** Within 90 days of the project period end date
• Real and Personal Property
  ▪ Use SF-428 Tangible Personal Property Report
    ✓ [SF-428 Attachment B | Guidance Portal (hhs.gov)]
  ▪ Equipment; Tangible Personal Supplies
• Federal Financial Report (FFR)
  ▪ Use the SF-425 to report the expenditures of the year
  ▪ Submit into the Payment Management System (PMS)
  ▪ **DEADLINE:** Within 90-120 days of the project period end date
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 HRSA EHBs as a Prior Approval Request
  ▪ Extension request period is limited up to 12 months post-award
• DEADLINE: Submit 90-120 days prior to the end of the award/project period

Required NCE documents:
✓ Signed cover letter with details about balance, new budget period and explanation of why the request
✓ Budget Justification
✓ SF-424A
✓ Personal Justification (if applicable)
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<td>Why do I have to submit a Final Report and a Federal Financial Report (FFR)?</td>
<td>The Final Report provides HRSA with a complete description of the project objectives and accomplishments. The Federal Financial Report 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.</td>
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<td>Do I need to submit a Semi-Annual Progress Report and a Final Report?</td>
<td>Yes, the semi-annual progress report provides a general view of the current status of your project, while the Final Report offers details of all your project accomplishments during the entire period of performance.</td>
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<td>Are all Non-Construction recipients eligible for a No-Cost Extension (NCE) and what are the requirements?</td>
<td>Award recipients are permitted to request a NCE if a recipient is unable to complete all planned activities during their performance period. Recipients can submit their request as a Prior Approval 90-120 days before the project period end date. Documents to submit along with the Prior Approval include: signed cover letter with explanation, budget justification, SF-424A form, and personal justification (if applicable).</td>
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<td>What happens after I submit the Final Reports?</td>
<td>The Final Report submissions allow HRSA to complete the closeout process of the grant in the HRSA system.</td>
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Technical Assistance (TA) #2

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• If you require assistance regarding the Electronic Handbooks (EHBs), please consult the **HRSA Call Center at 877-Go4-HRSA/877-464-4772**.

• If you have specific questions regarding the Final Reports or no-cost extension (NCE) for your program/project, you may email the CPF/CDS mailbox at **CDSProgram@hrsa.gov**.
## Resources

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Office of Special Activities (OSA)
Office of Federal Assistance Management (OFAM)
Health Resources and Services Administration (HRSA)

Contact OSA (CDSProgram@hrsa.gov)