



# Community Project Funding/Congressionally Directed Spending (CPF/CDS) Non-Construction Projects Post Award Technical Assistance Webinar

*September 22, 2022*

Office of Special Activities (OSA)  
Office of Federal Assistance Management (OFAM)

**Vision: Healthy Communities, Healthy People**



# Agenda

- Program Overview
- Notice of Award (NOA)
  - Terms and Conditions
  - HRSA Points of Contact
- Reporting Requirements
- Other Considerations
- Frequently Asked Questions
- Reminders and Resources



# Webinar Details

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Documents available for download:

- CPF/CDS Post Award Technical Assistance Webinar for Non-Construction Projects Slides

Access the webinar recording:

- HRSA will send a copy of today's webinar recording and slides via email
- Webinar and slides will also be available on the [CPF/CDS website](#)

Questions:

- Contact your Program Official and/or Grants Management Specialist



# Program Overview



# CPF/CDS: Non-Construction Project Overview

- Community Project Funding/ Congressionally Directed Spending (CPF/CDS) that relate to supporting health related activities, including training and information technology
- Based on FY 2022 Consolidated Appropriations Act (P.L. 117-103)



# Award Information

- **Total Funding: approx. \$59M**
- **Total Number of Awards: 89**
- **Period of Performance: 1 year**
- **HRSA Activity Code: GE1**





# Notice of Award (NOA)

- NOA Includes the following:
  - Unique Award Number
  - Award amount
  - Approved budget
  - Recipient Project Director
  - HRSA Points of Contact
    - ✓ Program Official
    - ✓ Grants Management Specialist
  - Terms, Conditions and Reporting Requirements



# Role: HRSA Program Official (PO)

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- The NOA identifies the HRSA PO for your grant
- The PO provides guidance on overall programmatic objectives.
  - Reviews and processes revised budgets, work plans, staffing and timelines
  - Reviews and processes prior approval requests (i.e., changes to project scope, project period extensions)
  - Provides ongoing program/project monitoring and technical assistance
  - Closeout





# Role: Grants Management Specialist (GMS)

- The NOA for the grant also identifies the HRSA GMS for your award. The GMS is responsible for the business management and other non-programmatic aspects of an award.
  - Provides ongoing consultation and technical assistance to recipients on grants administration policies and procedures
  - Serves as the primary point of contact for the recipient when dealing with grants administration issues
  - Issues Notices of Award
  - Reviews and monitors receipt of the Federal Financial Reports (FFR)
  - Administers the closeout of grants



# NOA Terms and Conditions



- Review all NOA terms/conditions before drawing funds
- Award cannot be transferred to another entity
- All grant conditions for the project must be approved and lifted in a revised NOA before drawing down funds

# Common NOA Conditions

Budget Revisions-  
60 days of the NOA

Staffing Plan-  
60 days of the NOA

Work Plan-  
60 days of the NOA

Letters of  
Agreement/Memoranda of  
Understanding  
60 days of the NOA

# Condition: Budget Revision

- Within 60 days of the NOA, submit budget information
- Components of the submission may include:
  - SF 424A
  - Budget Justification
  - Personnel Justification Table



# Condition: Staffing Plan

- Within 60 days of the NOA, submit a staffing plan
- Components of the submission may include:
  - Key staff, roles and responsibilities, qualifications and level of effort
  - Each job description should be kept to one page in length if possible



# Condition: Work Plan

- Within 60 days of the NOA, submit a revised work plan
- Plan must include the following:
  - Describe the activities or steps required to complete the project
  - Provide a timeline that includes each activity and
  - Identify responsible staff



# Condition: Letter of Agreement/Memoranda of Understanding

- Within 60 days of NOA, submit the following:
  - a Letter(s) of Agreement, Memoranda of Understanding and/or Description(s) of Proposed/Existing Contracts describing working relationships between your organization and other entities and programs cited in your application
  - Clearly describe roles of the contractors and any deliverables
  - Ensure that any letters of agreement are signed and dated

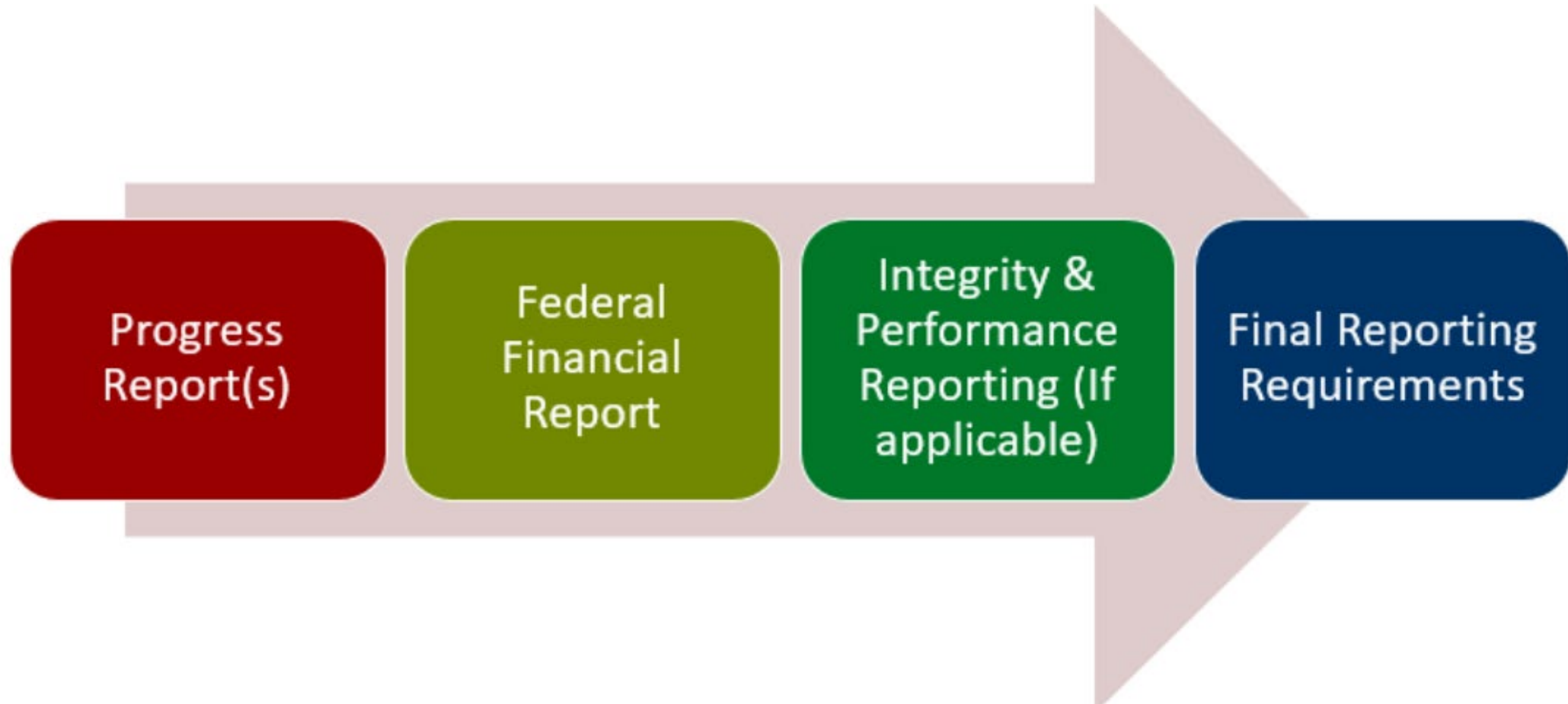




# Reporting Requirements



# Construction Reporting and Review Activities



# Semi-Annual Progress Reports

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- Submission Timeframe
  - Early December (1<sup>st</sup> progress report)
  - Early May (2<sup>nd</sup> progress report)
- Progress report instructions and submission guidelines: late October
- Progress report will include:
  - a. Project status
  - b. Actual versus projected budget information



# Federal Financial Report

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- Federal Financial Report (FFR) – SF-425
  - Reviewed by Grants Management Specialist
  - Submitted in the Payment Management System (PMS)
  - Due 90, 120, or 150 days after the budget/project period end date. Refer to your NOA to determine that date and use the chart below:
    - ✓ Budget Period ends May – July: FFR due October 30
    - ✓ Budget Period ends August – October: FFR due January 30



# Final Report

- Final report is required within 90 days of the completion of the project
- The report consists of the following items:
  - Project overview, objectives and accomplishments



# Other Considerations



# Prior Approval Requests

- Award recipients may be required to request prior approval from HRSA for changes that occur during the grant period
  - Prior Approval (PA) will result in a new NOA
  - Review by HRSA of a PA will take a maximum of 30 days. Should additional information or revisions be needed; the recipient will be notified and the PA request will be returned in the EHBs to allow for the revision
  - Examples of Project Changes that require PA on following slide





# Examples of Prior Approval Requests

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- Change of Project Site location
- Change of Project Scope
- Revisions in Project Budget (exceeding 25% of total award)
- Changes to the Project Director
- Extensions to the project period
- New costs (must be reviewed to determine if allowable)
- All equipment purchases not in approved budget
- All Pre-award Costs



# HRSA Electronic Handbook (EHBs) Registration

- The Project Director and Authorizing Official listed on NOA are required to register within HRSA's EHB. Registration within HRSA EHBs is required only once for each user for each organization they represent.
- Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system.
- Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.



# Electronic Document Submission into EHB

- Award recipients are required to submit all documentation in response to what is identified as a condition of award or reporting requirement on the NOA into HRSA's Electronic Handbook (EHB) by the designated due date
- By default, the recipient's Project Director as shown on the NOA will have access to all EHB submissions
- All other users must be given privileges to view, edit, or submit by the Project Director or other user with the ability to Administer User Privileges in the Grant Handbook
- HRSA Program or Grants Management Personnel may also request other information through the EHB by either requests for information or additional conditions

***\*Failure to respond to submission requirements  
in a timely manner may result in drawdown restriction\****



# Payment Management System

- The funds for this award are in a sub-account in the Payment Management System (PMS).
  - ✓ Allows recipients to specifically identify the individual grant for which they are drawing funds and will assist HRSA in monitoring the award.
- You may use your existing PMS username and password to check your organizations' account access. If you do not have access, complete a PMS Access Form (PMS/FFR Form) found at: <https://pmsapp.psc.gov/pms/app/userrequest>.
- If you have any questions about accessing PMS, contact the PMS Liaison Accountant as identified at:  
<http://pms.psc.gov/find-pms-liaison-accountant.html>
- PMS Help Desk [PMS Self-Service Web Portal](#) or call 877-614-5533



# Frequently Asked Questions



# Frequently Asked Questions #1

Question:	Response:
<p>We have completed our initial submission into the EHB for a condition of award, what are the next steps we need to take?</p>	<p>Once post award condition submissions are reviewed and approved by HRSA, you will receive a new NOA noting that condition(s) have been lifted. Once all conditions have been lifted, you may start your project activities and may draw down funds from PMS. If any changes are needed to your project, a prior approval request must be submitted into the EHB, and HRSA may take a maximum of 30 days to review. Should additional information be needed; the recipient will be notified, and the submission and/or PA request will be returned in the EHBs to allow for the revision. The final decision will result in a new NOA.</p>
<p>If our costs come in lower than anticipated in our submitted budget, can we use the remaining funds to purchase similar equipment that will be used for similar purposes to what was in our budget narrative?</p>	<p>These situations will be addressed on a case-by-case basis. All additional equipment purchases that were not included in the grant application will require HRSA approval. This approval is done through submission of a prior approval request for rebudgeting in the Electronic Handbooks. Recipients should contact their PO and GMS regarding the use of remaining funds to ensure costs are allowable and within approved scope of project..</p>



# Frequently Asked Questions #2

Question:	Response:
<p>Do we need to request payment prior to purchasing the equipment or can we request payment as reimbursement for the purchase of budgeted equipment?</p>	<p>Payments for equipment should be requested as a reimbursement so that the amount draw down from the Payment Management System aligns with the exact amount billed and expensed.</p>
<p>Any clarification you can offer on the process for drawing down funds within the PMS would be helpful.</p>	<p>Recipients may make payment request as often as needed (i.e., daily, weekly, monthly or bi-monthly). However, in accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs on an “as needed” basis only and must not be held in excess of three (3) working days. For more information, please visit the Payment Management System User Guide at <a href="https://pms.psc.gov/pms-user-guide/requesting-payment.html">https://pms.psc.gov/pms-user-guide/requesting-payment.html</a>.</p>
<p>Regarding the documents requiring submission 30-60 days from the award date – does that refer to the date on our attached NOA? Some of these documents were submitted previously in our application. Can you please confirm if we need to revise the documents since then or re-submit the original attachments?</p>	<p>The timeframe for your post award submission due dates begins with your award issue date which is the date your NOA was released to your organization. Please contact your PO and GMS for more information regarding the documents necessary for submission.</p>





# Reminders and Resources



# Reminders and Resources #1

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- Review all the terms and conditions on your NOA
- Respond to conditions as applicable
- Submit all reporting requirements within the applicable timeframe
- Grant funds can only be used for your approved CPF/CDS project. Costs drawn down for items that were not described in your approved budget are subject to audit disallowance.
- If significant revisions to the budget are needed, recipients may submit a Prior Approval through the EHB
- All requested changes must be approved before recipients undergo modifications
- **Contact your Program Official or Grants Management Specialist with questions/concerns**



# Reminders and Resources #2

Website Name:	Link:
HRSA Manage your Grant	<a href="https://www.hrsa.gov/grants/manage-your-grant">https://www.hrsa.gov/grants/manage-your-grant</a>
Community Project Funding/Congressionally Directed Spending	<a href="https://www.hrsa.gov/grants/manage-your-grant/training/community-project-funding-congressionally-directed">https://www.hrsa.gov/grants/manage-your-grant/training/community-project-funding-congressionally-directed</a>



# Thank you!

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Office of Special Activities  
and  
Division of Grants Management Operations

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



[CDSProgram@hrsa.gov](mailto:CDSProgram@hrsa.gov)

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