



# Post-Award Technical Assistance Webinar

## Community Project Funding/Congressionally-Directed Spending (CPF/CDS): Facilities/Equipment (CE1) and Non-Construction (GE1) Projects

*October 17, 2024*

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**Office of Special Activities (OSA) and Division of Grants Management Operations (DGMO)**  
**Office of Federal Assistance and Acquisition Management (OFAAM)**

**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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- **How to access the webinar recording and today's slides:**
  - A recording of today's webinar and a copy of today's slides will be available on the [CPF/CDS website](#) within two weeks (by 10/31/24)
  - Our office will e-mail CE1 and GE1 recipients with links to these resources once they are available online
  
- **Questions?**

Contact your Project Officer and/or Grants Management Specialist



# CPF/CDS Program Overview

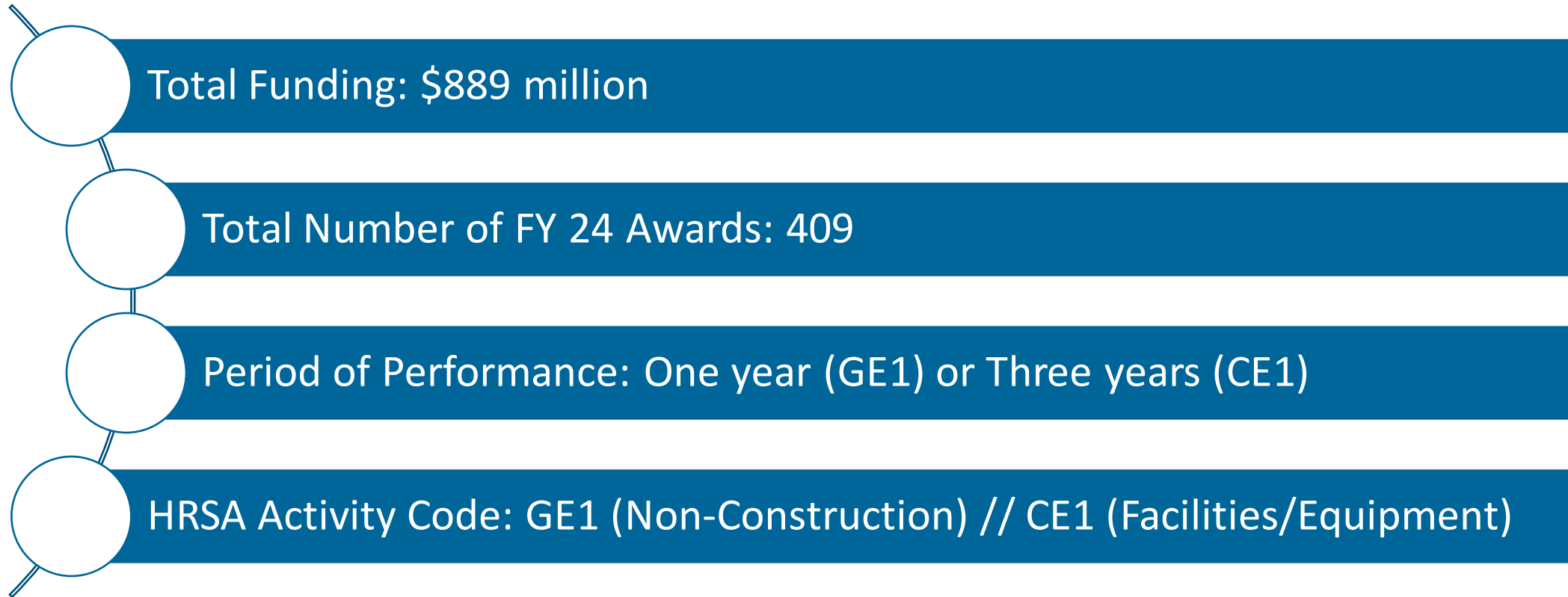


# CPF/CDS Program Overview (Cont.)

- Community Project Funding/ Congressionally Directed Spending (CPF/CDS) projects encompass both the construction of, renovation of, and/or purchase of equipment for health care and other facilities (CE1), as well as non-construction projects (GE1)
- Awards were made in the FY 2024 Further Consolidated Appropriations Act (P.L. 118-47)



# Award Information



# Award Information (Cont.)

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- **Total Funding: \$889 million**
- **Total Number of FY 24 Awards: 409**
- **Period of Performance:**
  - One year (GE1)
  - Three years (CE1)
- **HRSA Activity Code:**
  - GE1 = Non-Construction
  - CE1 = Facilities/Equipment





# Facilities/Equipment (CE1) Project Types

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## Construction and Modernization projects with or w/o equipment

- New construction of 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; etc.

## Design-Only (planning portion of a construction project)

- Funds limited to allowable design/planning-related costs for overall construction project

## Moveable Equipment Only

- Loose, moveable equipment **only** that is not affixed to the physical building structure, and with a useful life of more than one year





# Non-Construction (GE1) Projects

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## Moveable Equipment

- Can be readily shifted from place to place
- Has a useful life of more than one year
- Not affixed to building or permanently installed
- Includes Information Technology (IT) systems, including Health IT

## Health-Related Activities

- Programmatic
- Training
- Health promotion



# Notice of Award (NoA)



# Notice of Award (Cont.)

## Your NoA Includes the following:

- Unique Award Number
- Award amount
- Approved project budget and period of performance
- Award recipient Project Director and Authorized Official
- HRSA Points of Contact
  - Program Official (aka Project Officer)
  - Grants Management Specialist
- Terms, Conditions, and Reporting Requirements



# Role: HRSA Program Official (PO)

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- The NoA identifies the HRSA Program Officer aka Project Officer (PO) assigned to your grant
- The PO provides guidance to recipients on overall programmatic objectives:
  - Reviews and processes certain grantee submissions, including schematic drawings, concept/site plans, and timelines
  - Reviews and processes prior approval requests (i.e., changes to project scope, project period extensions, Project Director changes, etc.)
  - Provides ongoing program/project monitoring and technical assistance



# Role: Grants Management Specialist (GMS)

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- The NoA also identifies the HRSA Grants Management Specialist (GMS) for your award. The GMS is responsible for the business management and other non-programmatic aspects of an award:
  - Subject matter expert on project budgets; reviews and approves recipient budget submissions
  - 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 grant administration issues
  - Issues NoAs
  - Reviews and monitors receipt of Federal Financial Reports (FFRs)
  - Administers the closeout of grants



# NoA Terms and Conditions

- Review **ALL** NoA terms/conditions **before** drawing down any funds
- Award **cannot be transferred** to another entity
- All grant conditions for the project must be addressed and lifted in a revised NoA **before** drawing down funds
- CE1: Only incur costs or draw down funds to pay for related activities as shown in your approved budget and to meet certain conditions:
  - ✓ Completing architectural and engineering plans
  - ✓ Meeting licensing and permitting requirements
  - ✓ Historic preservation consultation with the State Historic Preservation Office/Tribal Historic Preservation Office
  - ✓ Preparing the Environmental Assessment (EA)



# Common NoA Conditions

Project Timeline –  
60 days of the NoA

Budget Revisions –  
60 days of the NoA

Property Documentation  
– 60 days of the NoA

Schematic Drawings –  
60 days of the NoA

Landlord Letter of consent  
– 60 days of the NoA

Property Information –  
60 days of the NoA

Notice of Federal Interest  
– 120 days of the NoA

Environmental/Historical  
Preservation – 120 days  
of the NoA





# Condition (CE1): Environmental and Historic Preservation

- Recipients must provide additional information to demonstrate compliance with all Federal environmental and historic preservation laws, as they apply to CDS projects
- HRSA environmental reviewers will contact awardees to inform them of the environmental/historic preservation documentation needed for their project:
  - Environmental Assessment (EA)
  - Consultation under Section 106 of the National Historic Preservation Act (NHPA)
  - Hazardous materials survey
  - Coastal Zone Consistency Determination
  - Floodplain Management
- **NOTE:** Your award's environmental condition must be **approved** and **lifted** by way of NoA prior to using funds and initiating any physical site preparation, demolition, alteration and renovation, or construction. Construction-related costs incurred prior to the approval and lifting of the award condition(s) are at the organization's risk.
  - Questions? Please contact your assigned HRSA Project Officer



# Condition (CE1): Notice of Federal Interest (NFI)

- A Notice of Federal Interest (NFI) is a legally binding document that protects the federal government's interest in real property. An NFI is required when federal funds are used to construct, renovate, or improve a property.
- The federal government always retains interest in property constructed, acquired, or improved with federal funds, and the NFI submission remains enforced during both active and inactive award status.
- Some applicants are not required to file a NFI, such alteration/renovation projects with total federal and non-federal costs less than \$500,000). However:
  - Federal Interest still exists
  - Maintain documentation regarding protection of all federal interest
- Equipment-only projects are not required to file an NFI
- An [NFI template](#) can be found on the [CPF/CDS website](#); **please adhere to this template when preparing your NFI**
- If you have questions about the NFI condition, please contact your assigned HRSA Grants Management Specialist (GMS)



# Reporting Requirements

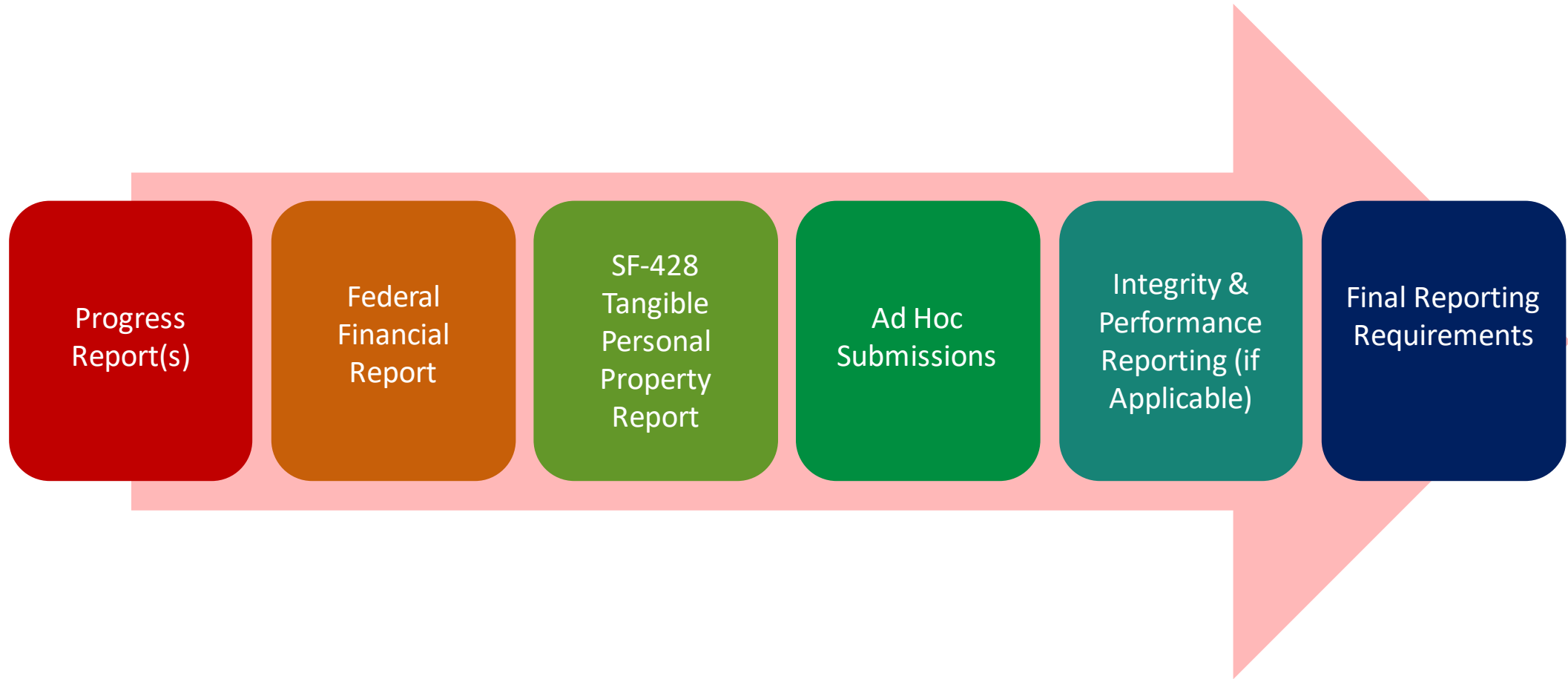


# Semi-Annual Progress Reports (SAPR)

- CE1 and GE1 recipients will be prompted to submit a Semi-Annual Progress Report (SAPR) every 6 months, until the project is completed
- The SAPR gives HRSA a snapshot of the current project status and presents HRSA with the opportunity to offer additional guidance, as needed
- Progress report instructions and submission guidelines will be delivered via the Electronic Handbooks (EHBs) system
- Questions on the SAPR will ask about:
  - Project status: % completed and 1-3 sentences of narrative
  - Remaining award conditions
  - Any changes to project budget, location, or scope



# Construction (CE1) Reporting and Review Activities



# 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 days after the budget period end date; refer to your NoA to determine that date



# SF-428 Tangible Personal Property Report

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## SF-428 Tangible Personal Property Report

- Reviewed by Grants Management Specialist
- Due within 90 days of the period of performance end date
- Tangible personal property means property of any kind, except real property, that has physical existence
  - Includes equipment and supplies
  - Does not include copyrights, patents, or securities





# Division of Financial Integrity (DFI)

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DFI, within HRSA's Office of Federal Assistance & Acquisition Management, is responsible for ensuring grant recipients adequately administer their federal awards through their financial management systems. DFI accomplishes this via multiple post-award oversight and monitoring activities:

- Financial Management Reviews
- Fiscal Technical Assistance
- Grant Reviews
- Single Audit Resolution



# Closeout and Property Records

- **Closeout documentation is required within 90 days of the completion of the project**
- **Closeout documentation includes the following:**
  - Project Completion Certification
  - A certificate of occupancy or evidence of acceptance by the permitting authority
  - A certificate of substantial completion
  - Photos of the completed project (including before, during, and after photographs)
  - Final Federal Financial Report (FFR)
  - Tangible Personal Property Report (SF-428)



# Additional Guidance



# Prior Approval Requests

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Award recipients may be required to request **prior approval** from HRSA for **changes** that occur during the grant period.

- Prior Approval (PA) review and approval by HRSA will result in the issuance of a new NoA
- Should additional information be needed, the recipient will be notified, and the PA request will be change requested back to the recipient via EHBs to allow for the recipient to make revisions
- If you are not sure that your project change requires you to submit a Prior Approval, please reach out to your HRSA PO and/or GMS



# Examples of Prior Approval Requests

- Change of project site location or project type (Construction, Alterations/Renovations, Equipment, etc.)
- Changes to project scope
- Changes to project budget that exceed 25% of total project budget
- Changes to the Project Director and/or Authorizing Official
- Extensions to the project period
- Changes that expand a building's footprint or the area of renovation
- New costs (must be reviewed by HRSA to determine if allowable)
- Use of Force Account Labor
- All pre-award costs



# Prior Approval Scenarios (CE1)

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## Example #1

**PA Request:** CDS recipient wishes to change the scope of their project from a new building/structure (i.e., brick and mortar) to a mobile unit to provide the same services indicated in the approved award application

This requires a basic Prior Approval review and processing by HRSA

## Example #1

**PA Request:** CDS recipient wishes to change the location of their project and add 3,000 square feet of additional construction

This requires a more complex Prior Approval review, as this scenario may require additional environmental assessments and significant revisions to the project budget



# HRSA Electronic Handbooks (EHBs) Registration

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- The Project Director (PD) and Authorizing Official (AO) listed on NoA are required to register with HRSA's EHBs. Registration with HRSA EHBs is required only once for each user for each organization they represent.
- Visit [HRSA Electronic Handbooks](#)
- **Additional help** is available [online](#) and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.





# Electronic Document Submission into EHBs

- Award recipients are **required** to submit all documentation in response to the conditions of award and reporting requirements listed on the NoA via HRSA's Electronic Handbooks (EHBs) by the designated due date (extensions can be requested)
- By default, the award recipient's Project Director as shown on the NoA will have access to all EHBs submissions
- **All other users must be granted privileges** (to view, edit, or submit) by the Project Director or other user with the ability to Administer User Privileges in the Grant Handbook
- Your HRSA PO or GMS may also request additional information through the EHBs by either requests for information or by adding additional conditions to the award

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



# Payment Management Services

- The funds for your award are currently being held in a sub-account in the Payment Management Services (PMS) system
  - ✓ The PMS allows recipients to specifically identify the specific grant for which they are drawing down funds and will assist HRSA in monitoring the award
- You may use your existing PMS username and password to check your organization's 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, please contact the PMS Liaison Accountant as identified at:
- <http://pms.psc.gov/find-pms-liaison-accountant.html>
- Additional Help: Visit the PMS Help Desk [PMS Self-Service Web Portal](#) or call 877-614-5533



# Frequently Asked Questions



# Frequently Asked Questions #1

| Question:   | Response:   |
|---|---|
| We have completed our initial submission into the EHBs for a condition of award. What are the next steps we need to take?   | 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 begin drawing down funds from PMS. If any changes are needed to your project, a prior approval (PA) request must be submitted into the EHBs; HRSA may take up to 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. Approval of a PA request will result in the issuance of a new NoA. |
| 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? | 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 EHBs. Recipients should contact their PO and GMS regarding the use of remaining funds to ensure costs are allowable and within approved scope of project.  |
| Why has money been disbursed to my organization if I have conditions on my award?   | CDS grant funds are disbursed upfront and in full. However, conditions of award must be satisfied prior to drawdown, other than for select expenditures, as noted in the HRSA Program Guidance.   |



# Frequently Asked Questions #2

| Question:   | Response:  |
|---|--|
| Do we need to request payment prior to purchasing the equipment or can we request payment as reimbursement for the purchase of budgeted equipment?  | Payments for equipment should be requested as a reimbursement so that the amount drawn down from the Payment Management System (PMS) aligns with the exact amount billed and expensed.   |
| Any clarification you can offer on the process for drawing down funds within the PMS would be helpful.  | Recipients may make payment requests 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 for more than three (3) working days. For more information, please visit the Payment Management System User <a href="https://pms.psc.gov/pms-user-guide/requesting-payment.html">Guide at https://pms.psc.gov/pms-user-guide/requesting-payment.html</a> . |
| 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? | The timeframe for your post-award submission due dates begins with your award issue date, which is the date on which your NoA was released to your organization. Please contact your PO and GMS if you have questions about the documents needed to address an award condition.  |
| Who do I contact regarding a question on navigating in EHBs?  | Please contact the HRSA Help Desk at 877-Go4-HRSA/877-464-4772. In addition, there are short videos available for EHBs navigation assistance: <a href="#">Knowledge Base - Knowledge Base - Electronic Handbooks Help and Knowledge Base (hrsa.gov)</a> .  |



# Reminders and Resources



# Key Reminders

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- Review **ALL** the terms and conditions on your NoA.
- Respond to grant 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 approved budget are needed (>25% of the total project budget), recipients must submit a Prior Approval through the EHBs.
- All requested changes must be approved before recipients undergo project modifications.
- **Contact your Program Official and/or Grants Management Specialist with any questions or concerns.**



# Key Resources

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- Program Guidance:
  - [Facilities/Equipment \(CE1\) Program Guidance](#)
  - [Non-Construction \(GE1\) Program Guidance](#)
- [CDS homepage and FAQs](#)
- [Electronic Handbooks \(EHBs\)](#)
- [Payment Management Services \(PMS\)](#)
- [HRSA Manage Your Grant](#)





# Live Q&A

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- Please enter your **general** questions into the Q&A module. HRSA staff will work through submitted questions and respond back to your question in writing.
- If you have *project-specific questions*, especially those that are complex or that might require HRSA staff to review documents, we will likely be unable to answer those questions during the live Q&A.
  - Please send your project-specific questions to your assigned Project Officer and/or Grants Management Specialist. You can find their contact information on your NoA or when logged into the Electronic Handbooks (EHBs).



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