Community Project Funding/Congressionally Directed Spending (CPF/CDS) Projects

FY2023 CDS Office Hours: Semi-Annual Progress Reports
April 23, 2024 (1:30-2:30 PM EDT)

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Health Resources & Services Administration (HRSA)

Vision: Healthy Communities, Healthy People

Agenda—Semi-Annual Progress Report (SAPR)

- General Information
- Grant Access and Information
- New SAPR Module Highlights
- Important Notes

General Information

SAPR is used to collect information about your CPF/CDS Project

Each progress report typically covers activities in the last **6 months.** The upcoming progress report covers activities for the **November 30, 2023 to April 30, 2024** reporting period.

The report's narrative should document progress on CPF/CDS project(s) and activities approved by HRSA. Please provide a detailed description of the milestones accomplished and/or challenges encountered during the reporting period.

- The submission in the EHBs will be available for approximately four (4) weeks, starting **May 1, 2024**.

All Award Recipients must complete and submit a report by 11:59 PM ET on **May 30, 2024**. HRSA may place restrictions on your funding if you do not submit a progress report.

After submission, your HRSA assigned Project Officer (PO) will review the report and may reach out or return the report for additional information.

Note: FY23 CDS Award Progress Report submission deadline cannot be requested in EHBs.

SAPR – Project Status

Project Status:
- Not Started
  No planning
  No implementation of activities have been initiated
  No funding has been withdrawn
- Less than or equal to 50% Complete
- Greater than 50% and Less than 100% Complete
- Completed
  Completed all the equipment purchases and/or construction-related project(s)
  100% of costs have been incurred
  Upload documents for closeout submissions

Who Submits the Report?

Only the **Project Director/Authorizing Official** associated with the grant award can certify and submit the report in EHBs.

Topic	Issue	Helpful Tip
Grant Access	**I can't find the grant listed when I log into EHBs.**	Make sure the CDS grant award is added to your account. You can use [this guide](#) or watch [this video](#) about how to add a grant to your portfolio. For more guidance, contact your PO or the EHB Help Desk at 1-877-464-4772.
Role Access	**I am the Project Director, but I am unable to access or submit the report.**	Make sure the Project Director role is added to your account. Although listed on the Notice of Award, the EHBs role is not automatically added. You can use [this guide](#) or watch [this video](#) about how to add the PD role. For more guidance, contact your PO or the EHB Help Desk at 1-877-464-4772.
Project Director Change	**Our Project Director changed and I need help adding a new one.**	Submit a Prior Approval request to change the Project Director. Please also reach out to your Project Officer (PO) to notify them of this matter and obtain instructions on submitting a request. [This video](#) is also helpful for the process.

SAPR – Project Changes

Examples of Project Changes [**NOTE**: Prior Approval may be required].

- Different site address
- Budgetary
- Scope of activities

Describe Project Changes in the report, but also reach out to your PO.

Project changes are *communicated* via SAPRs, but cannot be requested and approved via SAPR.

A Prior Approval may be required.

SAPR – Project Narrative

The Progress Report is your opportunity to:

- Summarize the actions you have taken over the previous six months to implement your project(s), even when minimal work has occurred during the reporting period.

- Provide an informative report that may also describe unforeseen changes. HRSA is available to assist and provide guidance as needed.

Optional: Attach documents or photos that demonstrate progress. The Progress Report allows for attachment of documents (on Page 1) to document milestones in the project(s) and, once constructions begins, to attach photos of the work in progress.

SAPR – Getting Started

Under 'Tasks', Find Submission: "CDS CE1 Semi-Annual Progress Report"

Click 'Update' to enter your Contact Information, and to start the Progress Report

SAPR – User Guide

SAPR – Add Project

Answer Question 1 and click "Add Project".

SAPR – Project Name

Enter Project Name

SAPR – Project Information

Fields with * are required

* 2. Project Name

Project 6 Name

* 2a. Project Status for Project

- ○ Not Started
- ○ Less than or equal to 50% Complete (this is in reference to % of grant funds expenditures)
- ○ Greater than 50% and Less than 100% Complete (this is in reference to % of grant funds expenditures)
- ○ Completed

* 2b. Have there been any changes to the project budget, project location, or scope of project?

- ○ Yes
- ○ No

* 2c. Does the scope of work of the project reflect the scope of work as proposed by the recipient and approved by HRSA?

- ○ Yes
- ○ No

* 2d. Project Specific Narrative: Provide information on activities undertaken during reporting period, including whether the project is ahead of or behind schedule and the status of planning, procurement, and construction activities, as applicable.

Maximum 1500 characters (with spaces)

* 3. Are there or do you anticipate any issues or barriers in the use of the funding and/or implementing the planned activities consistent with your approved project plan submission?

- ○ Yes

Save | Save and Continue

Complete report for this project

SAPR – Add Additional Projects

Return to the Progress Report as needed to add additional projects.

SAPR – Highlights

Mode of communicating to your PO about your project status.

Award Recipients cannot use the SAPR to make changes to budgets and/or the physical scope of the project.

For project changes, a Prior Approval may be required. Reach out to your PO/GMS.

Summarize the actions you have taken since the award release, even if minimal work has occurred during the reporting period.

Provide an informative report.

Optional: attach photos to the submission to document milestones.

HRSA Review

- **ACCEPT**
- **CHANGE REQUEST**, possible reasons:
  - Discrepancy in project status; for example, all funds have been drawn down but the project is less than 50% complete
  - Minimal information described in the project narrative
  - Revise and resubmit before the new deadline.

CPF/CDS Resources

Contact your assigned **HRSA Assigned Project Officer** if you have any specific questions

Resource	More Information
Project Officer or Grant Management Specialist	HRSA Electronic Handbooks (EHBs) > Contacts > HRSA Contacts
CDS Website	The CDS Webpage includes the funding specific information, including FAQs and post-award forms.
Reporting Requirements	Find the sample template form included with the SAPR submission in your grant folder.
EHBs Support	For technical issues related to accessing or logging into the Electronic Handbooks, please call 877-464-4772, Monday through Friday from 7 a.m. - 8 p.m. ET (except federal holidays).
Progress Report User Guide	This user guide provides step-by-step guidance on how to complete the Progress Report.

Thank You!

Office of Special Activities (OSA)

Office of Federal Assistance & Acquisition Management (OFAAM)

Health Resources and Services Administration (HRSA)

Resources:

- [Community Project Funding/Congressionally Directed Spending | HRSA](#)
- [Community Project Funding/Congressionally Directed Spending Frequently Asked Questions | HRSA](#)

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