



# 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)**

**Andrea Meyers, Public Health Analyst/ Project Officer**  
Office of Special Activities (OSA)  
Office of Federal Assistance & Acquisition Management (OFAAM)  
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

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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  - No funding has been withdrawn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            | <b>I can't find the grant listed when I log into EHBs.</b>                        | Make sure the CDS grant award is added to your account. You can use <a href="#">this guide</a> or watch <a href="#">this video</a> 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             | <b>I am the Project Director, but I am unable to access or submit the report.</b> | 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 <a href="#">this guide</a> or watch <a href="#">this video</a> 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 | <b>Our Project Director changed and I need help adding a new one.</b>             | 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. <a href="#">This video</a> 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 construction begins, to attach photos of the work in progress.





# SAPR – Getting Started

The screenshot displays the HRSA Electronic Handbooks interface. The top navigation bar includes 'Tasks', 'Organization', 'Grants', 'Free Clinics', 'FQHC-LALs', 'Dashboards', and 'Resources'. The breadcrumb trail indicates the current location: 'Home > Tasks > Browse > Progress Report [ ] > CE2CS000'. The main content area is titled 'Progress Report - Status Overview' and shows a 'Due In: 51 Days' indicator. A table titled 'Submission Report Status' lists the following items:

| Section                 | Status      | Option |
|-------------------------|-------------|--------|
| Progress Report         |             |        |
| Contact Information     | Not Started | Update |
| CDS CE2 Progress Report | Not Started | Update |

Blue arrows in the image point to the 'Status' menu item in the left sidebar, the 'Resources' link in the main content area, and the 'Update' button for the 'Contact Information' row.

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

The screenshot displays the SAPR user interface with several key components and annotations:

- Contact Section:** A search bar is at the top. Below it, a navigation menu includes 'CE2C' and 'Resources'. Under 'Resources', a 'View' section lists 'Last NoA' and 'CDS CE2 Progress Report User Guide', with a blue arrow pointing to the latter.
- Form Fields:** A section titled 'Fields with \* are required' contains:
  - '1. Title' with a red asterisk and 'Name'.
  - 'Point of Contact' with the value 'Joe Smith'.
  - A 'Go to Previous Page' button.
- Task List:** A 'Pending Tasks - List' table shows a task for 'Progress Report' with a red box around the 'Start' link in the 'Options' column.
- Progress Report Section:** A 'Progress Report - Status Overview' section shows a table with columns for 'Section', 'Status', and 'Options'. The 'Contact Information' row has a red box around the 'Update' link.
- Watermark:** A large red 'EXAMPLE' watermark is overlaid diagonally across the center of the page.



# SAPR – Add Project

**ALL FUNCTIONS** <<

Search

Progress Report

Overview

Status

Progress Data

Contact Information

**CDS CE2 Progress Report**

Review and Submit

Review

Submit

### CDS CE2 Semi-Annual Progress Report (SAPR)

**Note(s):**

- The draw down amount field reflects information from the Payment Management System. The data is refreshed every few days and there might be delays in the actual amounts reflected in this report.
- Please note that open or pending conditions of award does not prohibit your organization from completing the semi-annual progress report.

**CE2C!** Due In: 51 Days | Section Status: In Progress

Resources

Fields with \* are required

\* 1. Does your organization's grant have open Condition of Awards? (For reference, these are listed on your organization's Notice of Award. In addition, "open" refers to if your organization has not yet submitted a response to 1 or more conditions and/or you are waiting to receive a revised Notice of Award removing your condition(s).)

Yes

No

**Add Project**

\* Project(s) (Min 1) (Max 10)

| Project Name           | Status | Edit | Delete |
|------------------------|--------|------|--------|
| No records to display. |        |      |        |

Go to Previous Page

Save Save and Continue

Answer Question 1 and click “Add Project”.



# SAPR – Project Name

CDS CE2 Project Form

Note(s):  
Use a unique project name for each project

CE2CS Due In: 51 Days | Section Status: Complete

Resources [↗](#)

Fields with \* are required

\* 2. Project Name

Go to Previous Page Save Save and Continue

Enter Project Name



# SAPR – Project Information

Fields with \* are required

**\* 2. Project 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



Complete report for this project



Save Save and Continue



# SAPR – Add Additional Projects

The screenshot shows the SAPR (Semi-Annual Progress Report) interface. On the left is a navigation menu with 'CDS CE2 Progress Report' highlighted. The main content area includes a 'Note(s)' section, a 'Success' message, and a section for 'CE2C' with a due date of 46 days. Below this is a question about 'open' conditions of awards with radio buttons for 'Yes' and 'No'. An 'Add Project' button is highlighted with a blue arrow. Below the button is a table of projects:

| Project Name   | Status   | Edit | Delete |
|----------------|----------|------|--------|
| Build a clinic | Complete | Edit | Delete |
| Mobile Van     | Complete | Edit | Delete |

At the bottom of the page are buttons for 'Go to Previous Page', 'Save', and 'Save and Continue'.

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





# SAPR – Highlights

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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 <a href="#">CDS Webpage</a> 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 <a href="#">user guide</a> provides step-by-step guidance on how to complete the Progress Report.   |



# Thank You!

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## 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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