



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

*August 29, 2023*

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 or Grants Management Specialist



# Program Overview



# CPF/CDS: Non-Construction Project Overview

- Community Project Funding/ Congressionally Directed Spending (CPF/CDS) grants that relate to supporting health related activities, including training and information technology
- Based on FY 2023 Consolidated Appropriations Act (P.L. 117-328)



# Award Information

- **Total Funding: approx. \$34.5M**
- **Total Number of Awards: 33**
- **Period of Performance: 1 year**
- **HRSA Activity Code: GE1**



# Notice of Award (NoA)

- NoA Includes the following:
  - Unique Award Number
  - Award amount and award period
  - Approved budget
  - Recipient Project Director
  - HRSA Points of Contact
    - ✓ Program Official (aka Project Officer)
    - ✓ Grants Management Specialist
  - Terms, Conditions, and Reporting Requirements
- See [Understanding the NoA](#) for more information



# 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, budget, and project period extensions)
  - Provides ongoing program/project monitoring and technical assistance
  - Closeout





# Role: Grants Management Specialist (GMS)

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- 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 grant administration issues
  - Issues NoA
  - Reviews and monitors receipt of the Federal Financial Reports (FFR)
  - Administers the closeout of grants



# NoA Terms and Conditions

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- Review all NoA terms/conditions before drawing funds
- Award **cannot be transferred** to another entity or organization
- 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

Work Plan -  
60 days of the NoA

Staffing Plan -  
60 days of the NoA

Biosketch -  
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
  - **Moveable** Equipment List (if applicable)
    - See also next slide



# Condition: Budget Revision (Cont.)

**Moveable Equipment**—is non-expendable equipment items, with a useful life of more than one year, that can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the facility.

- **EXAMPLES:**

- Ultrasound Machine
- Exam Table
- Vehicle
- Furniture
- Computers

- **ADDITIONAL INFO:**

- **Moveable Equipment is NOT:** Anything that requires installation and/or is affixed to wall, floor, ceiling, etc.
- Excerpt from page 4 of the Program Guide: In addition, this award **cannot** be used for the installation of trailers/pre-fabricated modular units, major A/R, **or non-moveable or fixed equipment.**



# Condition: Work Plan

- Within 60 days of the NoA, submit a **Revised Work Plan**
  - See example at [HRSA Workplan Template](#)
- Plan must include the following:
  - Describe the activities or steps required to complete the project
  - Provide a timeline that includes each activity
  - Identify responsible staff



# 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: Biosketch

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**BIOSKETCH: Document that contains information showing qualifications for the role, such as the following, on senior/key personnel.**

- Name
- Position Title
- Education/Training
- Personal Statement
- Positions and Honors
- Is generally less than 5 pages
- RESOURCE: [HRSA Biosketch Template](#)





# Condition: Letter of Agreement/Memoranda of Understanding

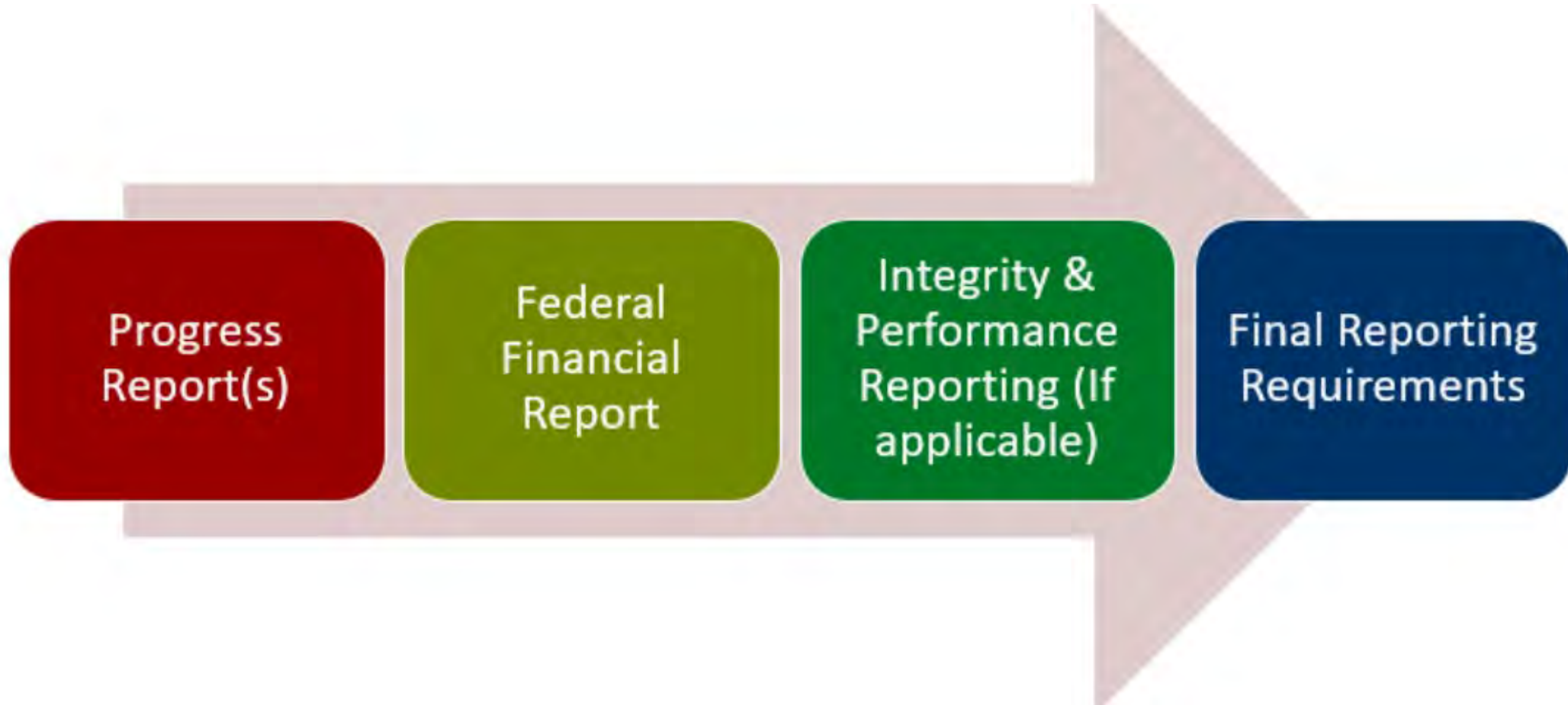
- Within 60 days of NoA, submit the following:
  - **Letter(s) of Agreement (LOA), Memoranda of Understanding (MOU),** and/or Description(s) of Proposed/Existing Contracts describing working relationships between your organization and other entities and programs cited in your application
  - Clearly 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
  - Every 6 months until the project is completed
- Progress report instructions and submission guidelines: late October
- Progress report will include:
  - Project status: **% completed and 1-3 sentences of narrative**



# 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



# Division of Financial Integrity (DFI)

- DFI, within the HRSA's Office of Federal Assistance Management, is responsible for ensuring grant recipients adequately administer their federal awards through their financial management systems. DFI accomplishes this through the performance of the following post-award oversight and monitoring activities:
  - **Financial Management Reviews** – Post-award reviews for determining if grant recipients' 1) financial management systems are compliant with HHS regulations, and 2) policies and procedures address applicable legislative mandates limiting the use of HRSA grant funds. These are desk reviews.
  - **Fiscal Technical Assistance** – Training provided to grant recipients designed to expand their knowledge and understanding of federal financial and grants management requirements enabling them to strengthen their financial management systems. This training may be provided virtually and onsite.
  - **Grant Reviews** – Reviews are conducted in response to serious financial issues, allegations of fraud, waste, or abuse, or other concerns noted by HRSA employees and other stakeholders. These reviews ensure costs charged to HRSA awards during specific budget periods were allowable, allocable, reasonable and adequately documented per HHS federal regulations and grant terms and conditions. These reviews may be conducted as desk reviews or onsite.
  - **Single Audit Resolution** – Resolution of procedural and monetary findings, pertaining to HRSA programs, cited in Single Audit Reports. The resolutions are performed as desk reviews.



# Final Report

- Final report is required within 90 days after the period of performance—i.e., the completion of the project
- The report consists of the following items:
  - Project overview, objectives, and accomplishments using the funds
  - May include additional information such as issues and barriers experienced while implementing projects



# Other Considerations





# 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) will result in a new NoA
  - 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 (PA) 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 (PD)
- 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 Handbooks (EHBs) Registration

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- The Project Director (PD) and Authorizing Official (AO) listed on NoA are required to register within HRSA's EHBs. Registration within HRSA EHBs is required only once for each user for each organization they represent
- Visit [HRSA Electronic Handbooks](#) 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 EHBs

- 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 (EHBs) by the designated due date
- By default, the recipient's Project Director as shown on the NoA will have access to all EHBs 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 EHBs
- HRSA Program or Grants Management Personnel may also request other information through the EHBs by either requests for information or additional conditions of award

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



# Payment Management System (PMS)

- 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).
- If you have any questions about accessing PMS, [contact the PMS Liaison Accountant](#).
- Visit the [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 Notice of Award (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 the Payment Management System (PMS). If any changes are needed to your project, a Prior Approval (PA) request must be submitted into EHBs for review. Should additional information be needed, the recipient will be notified, and the submission and/or PA request will be returned in 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 moveable 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 moveable 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 HRSA Electronic Handbooks (EHBs). Recipients should contact their HRSA Project Officer (PO) and Grants Management Specialist (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 moveable equipment or can we request payment as reimbursement for the purchase of budgeted moveable equipment?</p>	<p>Payments for moveable equipment should be requested as a reimbursement so that the amount drawn 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 Payment Management System (PMS) would be helpful.</p>	<p>Recipients may make payment request as often as needed (e.g., 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 of award 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.



# Reminders and Resources 2

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- If significant changes to the project or revision to the budget are needed, recipients may submit a Prior Approval (PA) request through the EHBs.
  - **IMPORTANT:** Discuss changes with PO/GMS prior to submission.
- All requested changes (budget/scope) must be approved by HRSA before recipients proceed with their project.
- **Contact your Program Official (aka Project Officer, PO) or Grants Management Specialist with questions/concerns.**



# Reminders: **EXTRA EMPHASIS**

- **COMPLETE submissions only** (no partial submissions) when responding to a grant condition of award.
  - Do **NOT** re-submit what was in organization's application.
  - If you have questions, contact your PO/GMS (see latest NoA).
  - **KEY TIP:** Hold documents until you have a **COMPLETE SET** and then submit the grant condition into EHBs.
    - ✓ **EXAMPLE 1:** Project Director (PD) changes require both a resume/CV and memo on letterhead with Authorizing Official's signature.
    - ✓ **EXAMPLE 2:** Budget submissions require a cover letter, budget form 424A and budget narrative, etc.
- **Access to EHBs and familiarization with the system** is crucial to managing your award/grant requirements.
  - **RESOURCE:** [Knowledge Base - Knowledge Base - Electronic Handbooks Help and Knowledge Base \(hrsa.gov\)](#)



# Reminders and Resources 3

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- Visit the [HRSA Manage your Grant](#) webpage
- Visit [Community Project Funding/Congressionally Directed Spending](#) webpage



# Thank you!

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



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