



**Community Project Funding/Congressionally Directed Spending (CPF/CDS)
Construction and Non-Construction Projects**

**May 2023 Semi-Annual Progress Report Overview and
Final Reports & No-Cost Extension Overview for Non-Construction Recipients
Webinar**

April 25, 2023

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

Vision: Healthy Communities, Healthy People



Objectives

1) Semi-Annual Progress Report Process

- *For both Construction and Non-Construction Recipients*
- Progress Report Instructions
- Frequently Asked Questions (FAQs)
- Technical Assistance and Resources

2) Final Reports/No-Cost Extension Process

- *For Non-Construction Recipients only*
- Final Reports Overview
- No-Cost Extension (NCE) instructions
- Frequently Asked Questions (FAQs)
- Technical Assistance and Resources

NOTE:

Semi-Annual Progress
Report Due Date:

May 22, 2023



May 2023 Semi-Annual Progress Report Process



Overview of Semi-Annual Progress Report Process

- **Instructions:** This report allows grant recipients to provide updates to HRSA.
- **Questions:**
 - **List of Projects:** If organization has more than one project within the award, **list each**
 - **Project Status:** Changes in Budget, Location, and Scope
- **DEADLINE: Monday, May 22, 2023, by 4:59 p.m. ET**



Semi-Annual Progress Report Instructions

1. Download the template, which contains the instructions, from the HRSA Electronic Handbooks (EHBs) for review.
2. Use the downloaded template to complete the report.
3. At the top of your report, include the name of your organization, HRSA award number, and reporting period.
4. Respond to each question and provide a brief update (1-3 sentences) regarding the status of your project.
5. Once complete, upload and submit in the HRSA EHBs.



NOTE:

Respond to each question fully with detailed, specific examples, and time frames, where appropriate.

How to Access Progress Reports

GUIDANCE: Login > Task tab > Submissions > Semi-Annual Progress Report > Start.

The screenshot displays the HRSA Electronic Handbooks interface. The navigation menu at the top includes 'Tasks', 'Grants', 'Free Clinics', 'FQHC-LALs', 'Dashboards', and 'Resources'. The 'Tasks' tab is highlighted with a red circle and the number '1'. The breadcrumb trail shows 'Home > Tasks > Browse > Grants > Submissions'. The left sidebar contains a tree view with 'Submissions' highlighted by a red circle and the number '2'. The main content area shows a 'Submissions - Incomplete List' with tabs for 'Not Completed', 'Recently Completed', and 'All'. An 'Export To Excel' button is visible. A table lists submissions with columns: Due In, Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Status, and Options. The first row, 'Semi-Annual Progress Report', has a 'Start' button in the 'Options' column, which is circled in red with the number '3'. The second row, 'Final Budget Information', also has a 'Start' button. The table includes filters for 'All' and 'Y' in several columns.

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
All		All	All					All	
Due: Within 30 Days (1)									
29 Days	Semi-Annual Progress Report	Other Submissions		CE1H	00341272	07/01/2022 - 06/30/2025	12/08/2022	Not Started	Start
Due: In more than 30 Days (1)									
1054 Days	Final Budget Information	Other Submissions		CE1H	00330798	07/01/2022 - 06/30/2025	09/28/2025	Not Started	Start



How to Access Progress Reports (Continued)

GUIDANCE: View > Read instructions and complete Progress Report > Attach File > Submit to HRSA.

Related Condition/Reporting Requirement			
Name	Semi-Annual Progress Report		
Type	Reporting Requirements		
Recurring	No		
Due Date	12/08/2022		
Added in NoA	<input type="text"/>		
Condition	You are required to submit a Semi-Annual Progress Report for your approved project into the HRSA Electronic Handbooks (EHBs) approximately every six months until the project is completed. The purpose of the progress report is to report on the progress made on your approved project for the reporting period.		

Guidance			
Document Name	Purpose	Size	Options
CPF_CDS Construction_December Progress Report Instructions.docx	Instructions	24.48 KB	View 4

▼ **Electronic Deliverable Attachment (Minimum 1) (Maximum 100)** Attach File

No documents attached

Close Window **5** [Submit To HRSA](#)



Technical Assistance (TA)

- **BEST PRACTICE:** For Technical Assistance, please review the CPF/CDS web page to review the recorded webinars and FAQs.
 - [Community Project Funding/Congressionally Directed Spending | HRSA](#)
 - [Community Project Funding/Congressionally Directed Spending Frequently Asked Questions | HRSA](#)
- If you require assistance regarding the Electronic Handbooks (EHBs), please consult the **HRSA Call Center at 877-Go4-HRSA/877-464-4772.**
- If you have specific questions regarding the May Semi-Annual Progress Report, you may email the CPF/CDS mailbox at CDSProgram@hrsa.gov.



Frequently Asked Questions (FAQs)

Question:	Response:
Why do I have to submit a Semi-Annual Progress Report?	The purpose of the semi-annual progress report is to assess the current status of your project. These reports provide HRSA program officials and administrative offices with information regarding the satisfactory progress of supported projects and the way these funds are used.
What timeframe is covered by this progress report?	The May progress report timeframe is the project award start date through March 31, 2023.
Should we use the sample template provided to submit the report? If yes, should we include the Grant number, organization name, etc.?	We strongly encourage recipients to use the sample template format for your submission. At the top of the form, please include the following: recipient organization name and HRSA grant number.
Where can I access the Semi-Annual Progress Report web link?	To find and submit the semi-annual progress report in the HRSA Electronic Handbooks (EHBs): When you log into the HRSA EHBs for this award, click on the “Tasks” tab, then “Submissions”. Once in this section, look for the title “Semi-Annual Progress Report” to access the instructions and template.
If I have questions related to the semi-annual progress report how can I ask a HRSA Program Official?	For any specific questions about your semi-annual progress report, please <u>email your questions to CDSProgram@hrsa.gov</u> .



Overview of Final Reports and No-Cost Extensions for Non-Construction (GE1) Recipients



CLOSEOUT Requirements: KEY Guidance

- MAIN REFERENCE: 45 CFR 75.381 in the [Closeout Requirement section](#)
- Final Report
 - No more than 5 pages
 - **DEADLINE**: Within 90 days of the project period end date
- Real and Personal Property
 - Use SF-428 Tangible Personal Property Report
 - ✓ [SF-428 Attachment B | Guidance Portal \(hhs.gov\)](#)
 - Equipment; Tangible Personal Supplies
- Federal Financial Report (FFR)
 - Use the SF-425 to report the expenditures of the year
 - Submit into the Payment Management System (PMS)
 - **DEADLINE**: Within 90-120 days of the project period end date



No-Cost Extension (NCE) Process

- This option allows recipients to request an extension to complete their projects after the end of the project period.
 - Submit into HRSA EHBs as a Prior Approval Request
 - Extension request period is limited up to 12 months post-award
- **DEADLINE:** Submit 90-120 days prior to the end of the award/project period

Required NCE documents:

- ✓ Signed cover letter with details about balance, new budget period and explanation of why the request
- ✓ Budget Justification
- ✓ SF-424A
- ✓ Personal Justification (*if applicable*)



Frequently Asked Questions (FAQs) #2

Question:	Response:
Why do I have to submit a Final Report and a Federal Financial Report (FFR)?	The Final Report provides HRSA with a complete description of the project objectives and accomplishments. The Federal Financial Report provides HRSA with a final description of project expenditures during the budget period. Both reports are requirements established in the Terms and Conditions section of the Notice of Award.
Do I need to submit a Semi-Annual Progress Report and a Final Report?	Yes, the semi-annual progress report provides a general view of the current status of your project, while the Final Report offers details of all your project accomplishments during the entire period of performance.
Are all Non-Construction recipients eligible for a No-Cost Extension (NCE) and what are the requirements?	Award recipients are permitted to request a NCE if a recipient is unable to complete all planned activities during their performance period. Recipients can submit their request as a Prior Approval 90-120 days before the project period end date. Documents to submit along with the Prior Approval include: signed cover letter with explanation, budget justification, SF-424A form, and personal justification (if applicable).
What happens after I submit the Final Reports?	The Final Report submissions allow HRSA to complete the closeout process of the grant in the HRSA system.



Technical Assistance (TA) #2

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 - [Community Project Funding/Congressionally Directed Spending Frequently Asked Questions | HRSA](#)
- If you require assistance regarding the Electronic Handbooks (EHBs), please consult the **HRSA Call Center at 877-Go4-HRSA/877-464-4772.**
- If you have specific questions regarding the Final Reports or no-cost extension (NCE) for your program/project, you may email the CPF/CDS mailbox at CDSProgram@hrsa.gov.



Resources

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



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[Contact OSA \(CDSProgram@hrsa.gov\)](mailto:CDSProgram@hrsa.gov)