Community Project Funding/Congressionally Directed Spending (CPF/CDS) Construction and Non-Construction Projects
December 2022 Semi-Annual Progress Reports Webinar

November 16, 2022

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

Vision: Healthy Communities, Healthy People

Objectives

- **Overview of Semi-Annual Progress Report Process**
  - Instructions Overview
  - Questions in the Progress Report
  - Non-Construction vs. Construction Projects
- **Technical Assistance**
- **Frequently Asked Questions (FAQs)**
- **REMINDER:** Due Date: December 8, 2022

Overview of Semi-Annual Progress Report Process

- This report allows grant recipients to provide updates to HRSA
- **Terms and Conditions**
- **List of Projects: Construction Awards**
- **Project Status**
  - Changes in Budget, Location, and Scope
- **DEADLINE:** December 8, 2022

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 for your program/project, you may email the CDS mailbox at CDSProgram@hrsa.gov.

How to Access Progress Reports

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

How to Access Progress Reports (Continued)

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

Frequently Asked Questions (FAQs)

Question:	Response:
Why do I have to submit a Semi-Annual Progress Report?	The purpose of the semi-annual progress reports 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 December progress report timeframe is the project award start date through 11/30/2022.
Should we use the sample template provided to submit the report? If yes, should we include the Grant number, Trust Name, etc.?	We strongly encourage you to use the sample template format for your submission. At the top of the form, please include the following: recipient organization name and 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 "Tasks" tab < then "Submissions". Once in this section, look for the title "Semi-Annual Progress Report" to access the instructions and template.
If I need assistance, how can I ask a HRSA Program Official?	For any specific questions about your program/ project, please email your questions to: CDSProgram@hrsa.gov

Resources

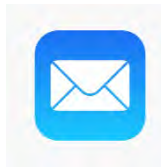| Website Name:	Link:
HRSA Manage your Grant	https://www.hrsa.gov/grants/manage-your-grant
Community Project Funding/Congressionally Directed Spending	https://www.hrsa.gov/grants/manage-your-grant/training/community-project-funding-congressionally-directed

Thank you!

Office of Special Activities

Office of Federal Assistance Management (OFAM)

Health Resources and Services Administration (HRSA)

CDSProgram@hrsa.gov

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www.HRSA.gov

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