



# 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

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- **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](mailto:CDSProgram@hrsa.gov).



# How to Access Progress Reports

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

The screenshot displays the HRSA Electronic Handbooks interface. The top navigation bar includes a home icon, a search bar, and a menu with options: Home, **Tasks** (circled in red with a '1'), Grants, Free Clinics, FQHC-LALs, Dashboards, and Resources. Below the navigation bar, the breadcrumb trail reads: You are here: Home » Tasks » Browse » Grants [ ] » Submissions. On the left sidebar, under the 'ALL TASKS' section, the 'Submissions' link is circled in red with a '2'. The main content area is titled 'Submissions - Incomplete List' and features tabs for 'Not Completed', 'Recently Completed', and 'All'. An 'Export To Excel' button is visible. Below the tabs is a table with columns: Due In, Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Status, and Options. The table lists two submissions. The first submission, 'Semi-Annual Progress Report', is due in 29 days and has a 'Start' button circled in red with a '3'. The second submission, 'Final Budget Information', is due in 1054 days and also has a 'Start' button. The table includes filters for each column and pagination controls at the bottom.

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
29 Days	Semi-Annual Progress Report	Other Submissions		CE1H	00341272	07/01/2022 - 06/30/2025	12/08/2022	Not Started	Start
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			
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	<a href="#">View</a>

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

No documents attached

Close Window **5** [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: <a href="mailto:CDSProgram@hrsa.gov">CDSProgram@hrsa.gov</a>



# Resources

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



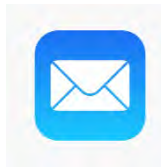


# Thank you!

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## Office of Special Activities

Office of Federal Assistance Management (OFAM)  
Health Resources and Services Administration (HRSA)



[CDSProgram@hrsa.gov](mailto:CDSProgram@hrsa.gov)

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