Capital Grant Quarterly Progress Reports (QPR)

PRESENTATION TO GRANTEES

Purpose

- To provide a quick introduction to the online Capital Grant Quarterly Progress Report (QPR) system.
- To assist grantees in accessing, completing, and submitting their QPRs.

Caveat

- This presentation is not intended to provide programmatic help; for programmatic help, grantees should consult the Bureau of Primary Health Care's Quarterly Progress Report (QPR) Reporting Manual, available at http://bphc.hrsa.gov/policiesregulations/capital/qprmanual.pdf.

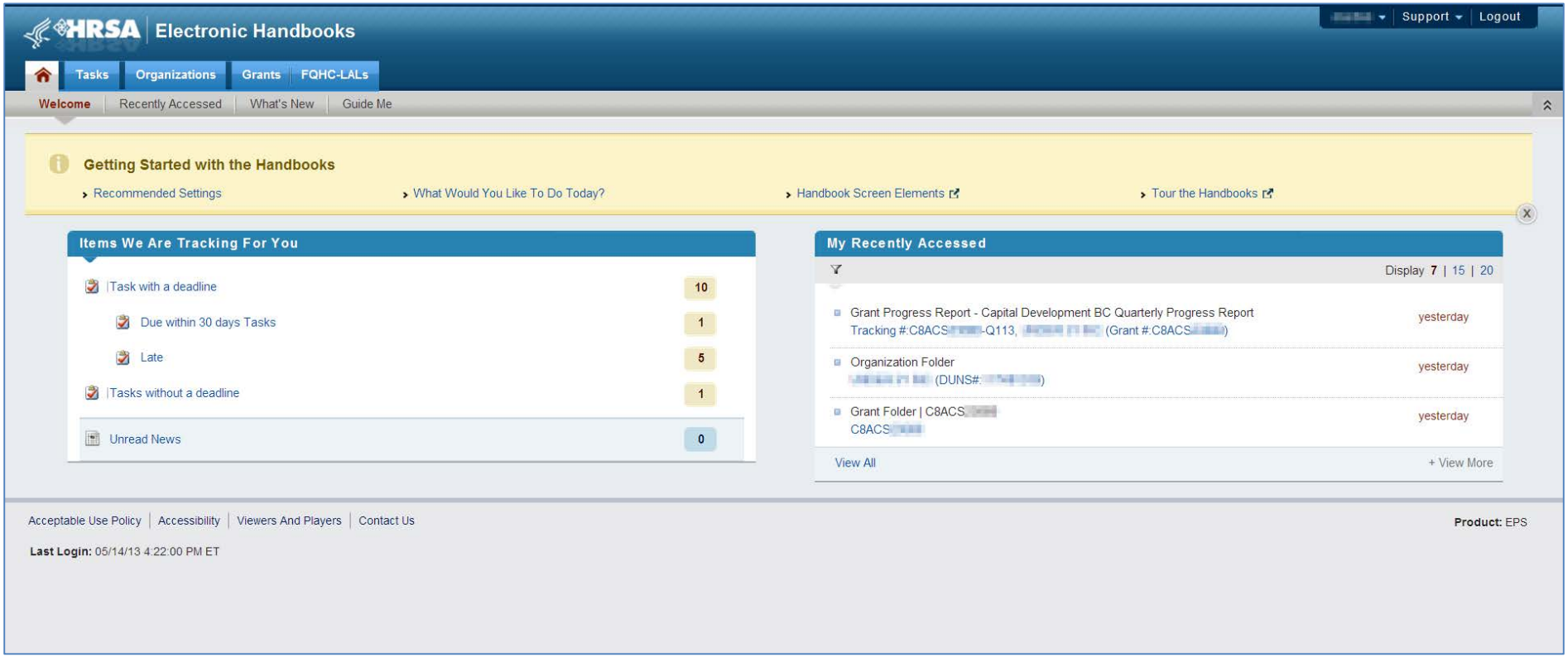
Prerequisites

- To work on your organization's QPR:
  - You must have a user account in the HRSA EHBs.
  - Your user account must be associated to your organization.
  - You must have the grant in your portfolio.
  - You must have the "Edit" or "Submit" access permission (as appropriate) for Progress Reports from the project director for the grant.

- For help with user accounts, see Registration and User Accounts FAQs at: https://help.hrsa.gov/display/public/EHBSKBFG/Registration+and+User+Accounts+FAQs.

- For help with grant registration and access permissions, see Grants Access and Registration FAQs at: https://help.hrsa.gov/display/public/EHBSKBFG/Grants+Access+and+Registration+FAQs.

Navigation to Quarterly Progress Report: Welcome Page



- On the Welcome page in the HRSA EHBs, click **Tasks with a deadline** in the "Items We Are Tracking For You" box …
- … or click **Due within 30 days Tasks**, if applicable.

Navigation to Quarterly Progress Report: Pending Tasks – List Page

HRSA Electronic Handbooks

Support | Logout

Tasks | Organizations | Grants | FQHC-LALs

Browse

You are here: Home » Tasks » Browse » All Entities [ ]

ALL ENTITIES

All Entities

Tasks

Pending Tasks

Grants

Requests

Grant Applications

Prior Approvals

Submissions

Submissions

User Access Requests

Review Requests

Pending Tasks - List

Not Completed | Recently Completed

Detailed View | Search | Saved Searches

Page size: 15 Go

11 items in 1 page(s)

Due	Deadline	Task Category	Tracking #	Task	Entity	Entity #	Organization	Options
All		All			All		All	
806 Days	07/29/2015	Grant Submissions	00128135	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
746 Days	05/30/2015	Grant Submissions	00128137	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
746 Days	05/30/2015	Grant Submissions	00128138	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
231 Days	12/31/2013	FTCA Application	4544	New/Existing FTCA	Grant	H80CS[illegible]	[illegible]	Edit
16 Days	05/30/2013	Grant Submissions	C8ACS[illegible]-Q113	Progress Report	Grant	C8ACS[illegible]	[illegible]	Edit
Late by 70 Days	03/07/2013	Grant Submissions	00128141	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128139	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128136	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128140	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
Late by 259 Days	08/30/2012	Grant Submissions	00126442	Other Submissions	Grant	C8ACS[illegible]	[illegible]	Edit
No Deadline		Access Request		Access Grant Request	Grant	C8ACS[illegible]	[illegible]	Edit

Page size: 15 Go

11 items in 1 page(s)

- The Pending Tasks – List page opens.
- Find the entry for your report on the Pending Tasks – List page.

Start Progress Report

HRSA | Electronic Handbooks

Support | Logout

Tasks | Organizations | Grants | FQHC-LALs

Browse

You are here: Home » Tasks » Browse » All Entities [ ]

ALL ENTITIES

All Entities

Tasks

Pending Tasks

Grants

Requests

Grant Applications

Prior Approvals

Submissions

Submissions

User Access Requests

Review Requests

Pending Tasks - List

Not Completed | Recently Completed

Detailed View | Search | Saved Searches

Page size: 15 Go

11 items in 1 page(s)

Due	Deadline	Task Category	Tracking #	Task	Entity	Entity #	Organization	Options
806 Days	07/29/2015	Grant Submissions	00128135	Other Submissions	Grant	C8ACS[redacted]	[redacted]	Edit
746 Days	05/30/2015	Grant Submissions	00128137	Other Submissions	Grant	C8ACS[redacted]	[redacted]	Edit
746 Days	05/30/2015	Grant Submissions	00128138	Other Submissions	Grant	C8ACS[redacted]	[redacted]	Edit
231 Days	12/31/2013	FTCA Application	4544	New/Existing FTCA	Grant	H80CS[redacted]	[redacted]	Edit
16 Days	05/30/2013	Grant Submissions	C8ACS[redacted]-Q113	Progress Report	Grant	C8ACS[redacted]	[redacted]	Edit
Late by 70 Days	03/07/2013	Grant Submissions	00128141	Other Submissions	Grant	C8ACS[redacted]	[redacted]	Edit
6/10/2014 (36 Days)		Grant Submissions	C8ACS[redacted]-Q214	Progress Report	C8ACS[redacted] (Grant)	Community Health Care		Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128136	Other Submissions	Grant	C8ACS[redacted]	[redacted]	Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128140	Other Submissions	Grant	C8ACS[redacted]	[redacted]	Edit
Late by 259 Days	08/30/2012	Grant Submissions	00126442	Other Submissions	Grant	C8ACS[redacted]	[redacted]	Edit
No Deadline		Access Request		Access Grant Request	Grant	C8ACS[redacted]	[redacted]	Edit

Page size: 15 Go

11 items in 1 page(s)

- For your Capital Grant QPR, click **Start** (**Edit**, if returning to a report in progress) in the Options column.

Status Overview Page: Updating Forms

HRSA Electronic Handbooks

Environment: UTL14 | Support | Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse

Thursday 1st May 2014 09:57:05 A.M. ET

You are here: Home » Tasks » Browse » Progress Report [ ] » C8ACS-Q214

ALL FUNCTIONS

Progress Report

Overview

Status

Cover Page

Contact Information

SF-PPR Page 1

Progress Data

SF-PPR Page 3

SF-PPR Page 3a

SF-PPR Page 4

Review and Submit

Review

Submit

Progress Reports – Status Overview

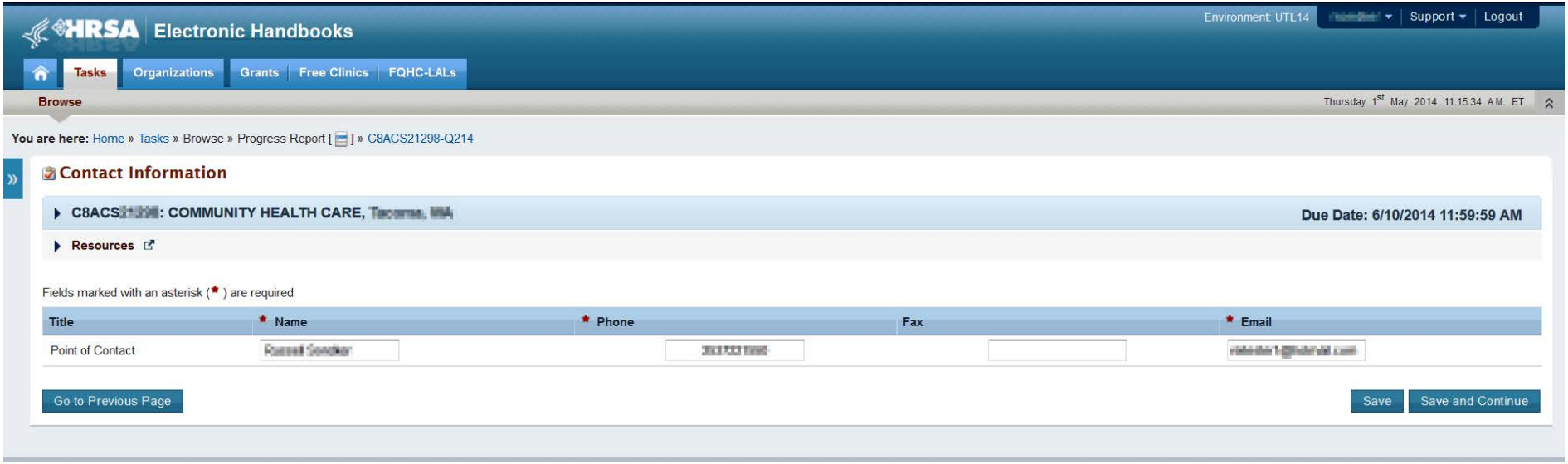
C8ACS: COMMUNITY HEALTH CARE, INC., Davenport, IA — Due Date: 6/10/2014 11:59:59 AM

Resources

Section	Status	Option
C8ACS - Capital Development 2011		
Contact Information	Not Started	Update
SF-PPR - Page 1	Not Started	Update
SF-PPR - Page 3 Project Data		
21319-01: Clinton, Iowa New Clinic Expansion	Not Started	Update
21319-02: Rock Island, New Clinic	Complete	Update
21319-03: East Moline, IL Expansion	Complete	Update
SF-PPR - Page 3A EVM Data		
21319-01: Clinton, Iowa New Clinic Expansion	Not Started	Update
21319-02: Rock Island, New Clinic		Not Applicable
21319-03: East Moline, IL Expansion		Not Applicable

- The Quarterly Progress Report opens to the Status Overview page, which shows the completion status of each section of the report.
- All sections must be Complete before the report can be submitted.
- Click **Update** under Option (or use the Left Side menu) to open a section of the report for editing.

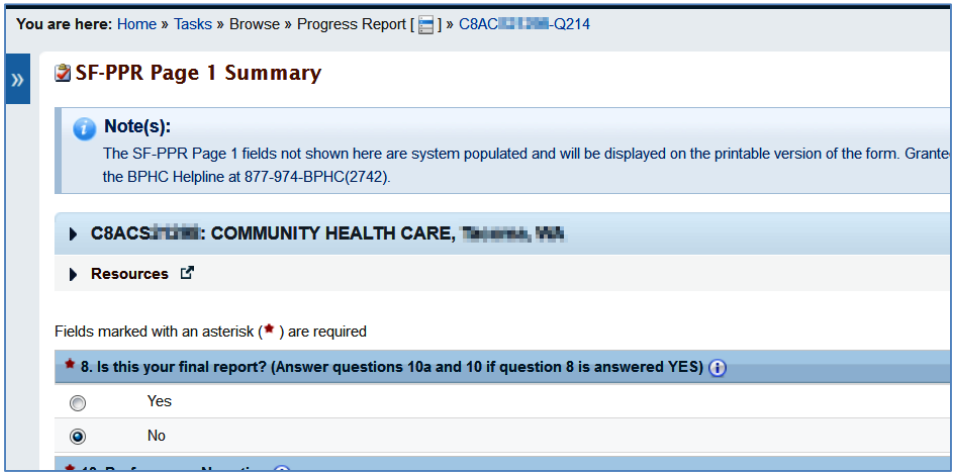
Contact Information Page



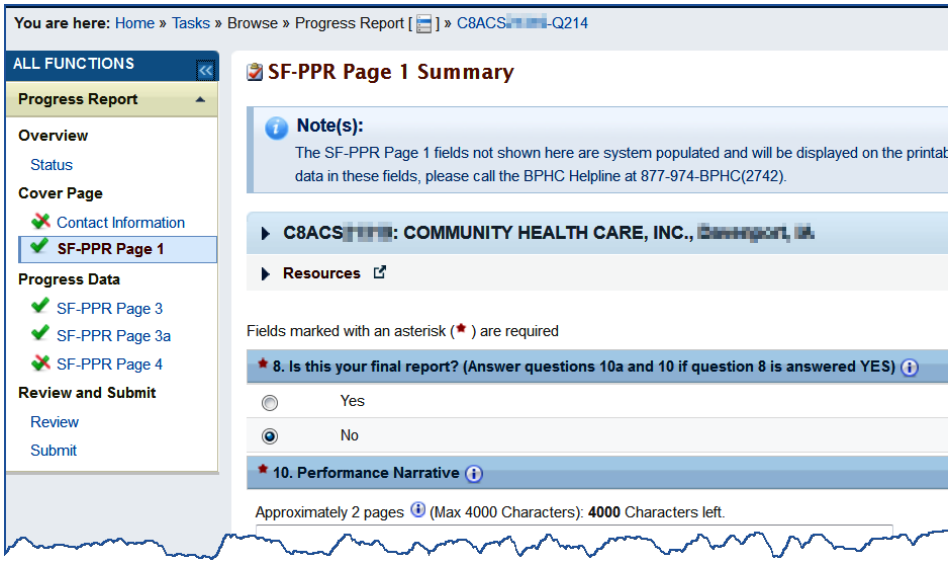
- From the Status Overview page, click **Update** for Contact Information to open the Contact Information section.
- Enter a Point of Contact, and then click the **Save and Continue** button.

Report Navigation

- Clicking the **Save and Continue** button for a report section saves the data and takes you to the next section (in this case, SF-PPR Page 1 Summary).

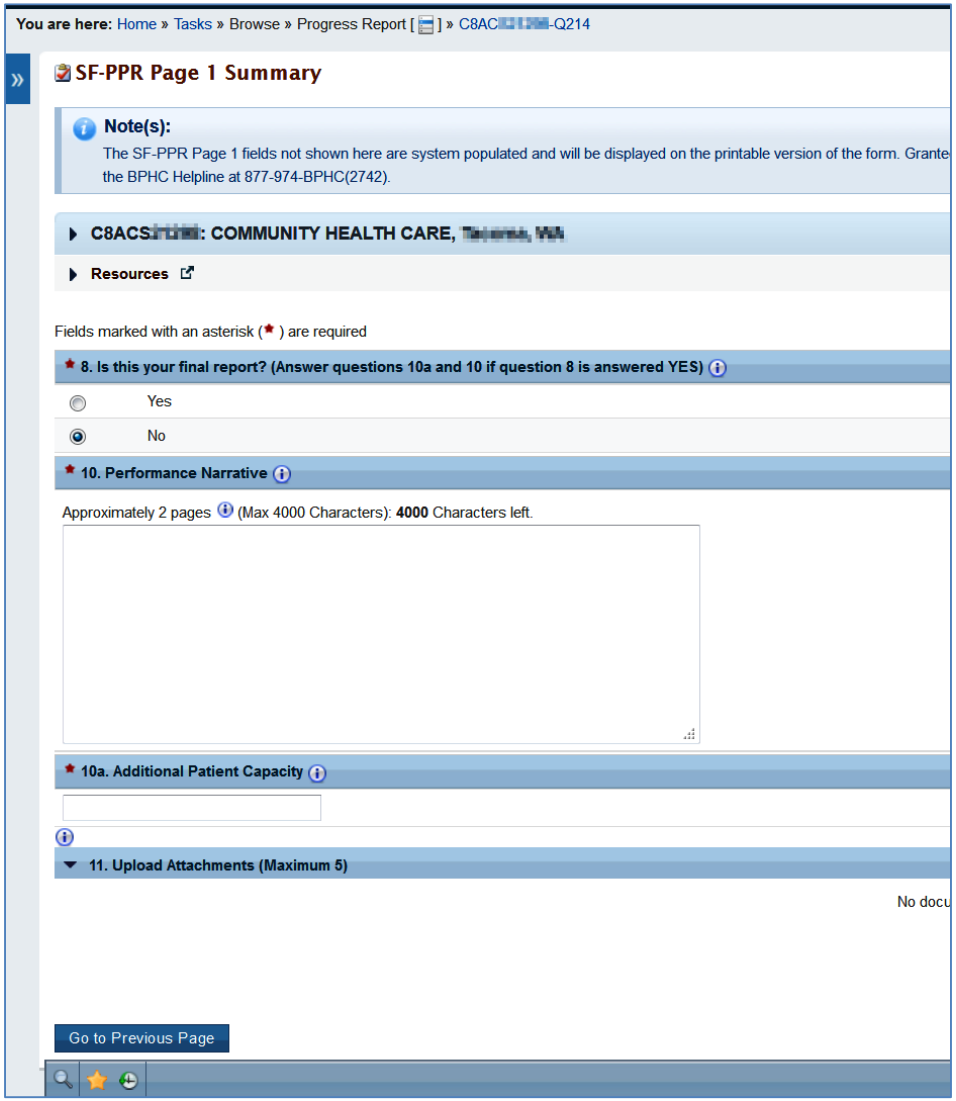


- You can also use the menu on the Left Navigation panel (if it is hidden, click the button to show it) to open any section of the report, or to return to the Status Overview page.

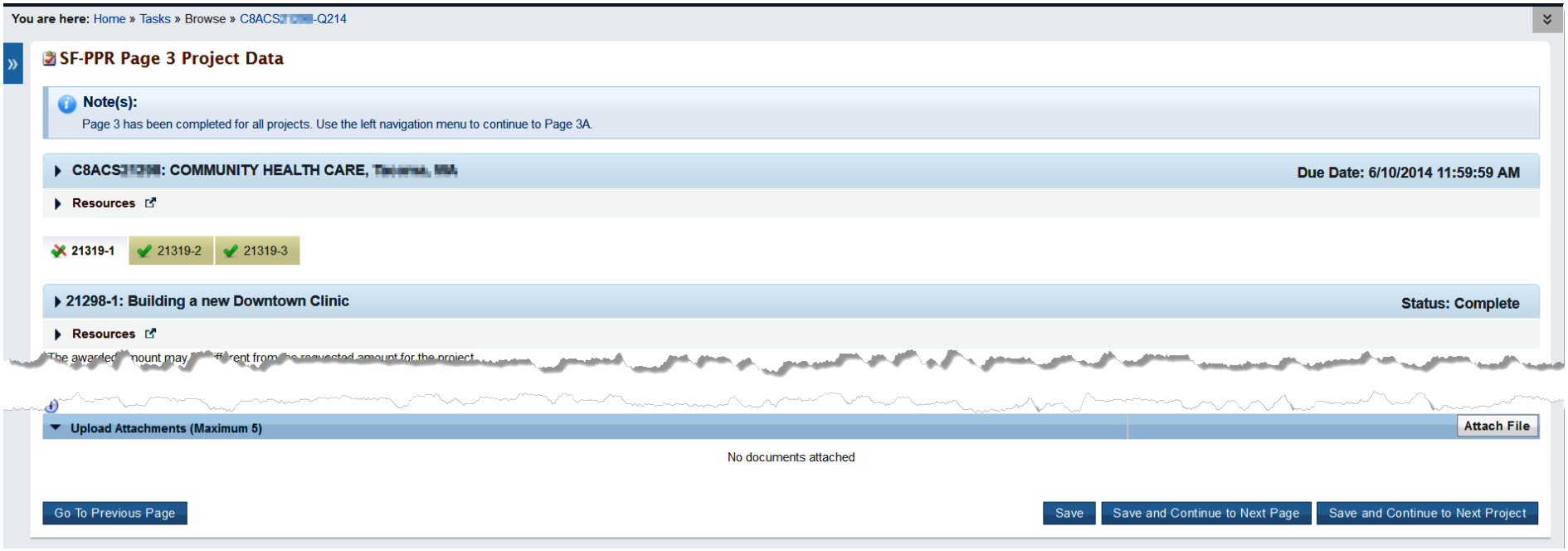


SF-PPR Page 1

- Complete SF-PPR Page 1.
- Questions 10a and 10 are required if this is your final report.
- Refer to the QPR Manual to determine the criteria for indicating whether this is your "final" report.
- Click the **Save and Continue** button (in the lower right corner of the screen) to continue.



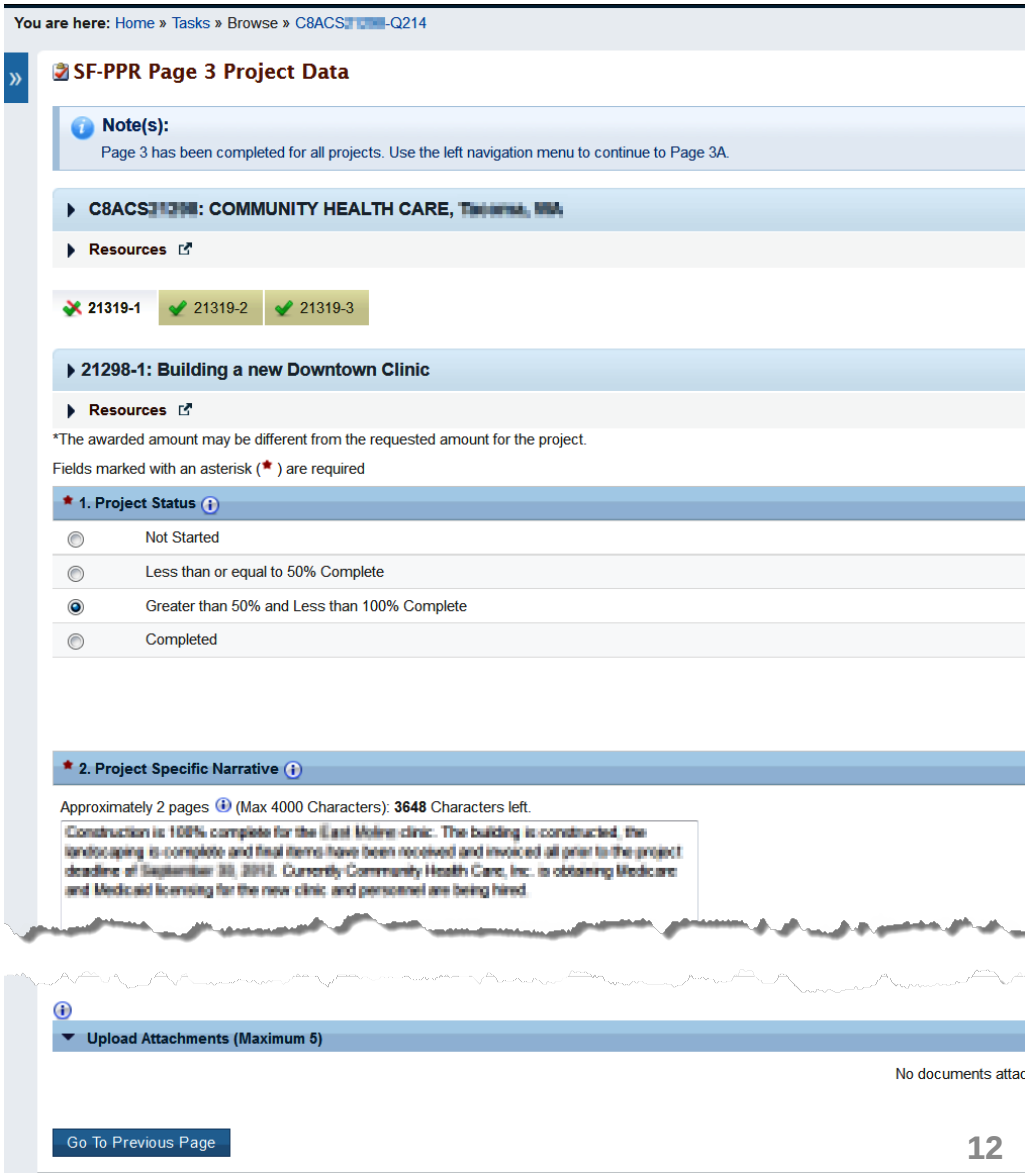
SF-PPR Page 3 Project Data – Updating Projects



- All projects will appear on SF-PPR Page 3 Project Data. Each project will appear on a separate tab.
- For each project, you will need to enter data on several pages. The system is designed to take you to the pages you need to complete, based on the answers you enter.
- You may update your projects one by one, by clicking the **Save and Continue to Next Page** button (in the lower right corner of the screen) as you complete each page.
- Or you may update your projects in parallel, by clicking the **Save and Continue to Next Project** button as you complete each page.
- Note that if you only have one project, there will be no **Save and Continue to Next Project** button. The **Save and Continue to Next Page** button will say simply **Save and Continue**.

SF-PPR Page 3 Project Data

- Complete SF-PPR Page 3, indicating project status and entering a project narrative.
- Click the **Attach** button (not shown here) to attach supporting documentation as necessary.
- Refer to the next four slides for suggested topics for project narratives and attachments.
- For this walkthrough, we have three projects, so our choices are to save and continue to the next page in the current project or to update this same page in the next one. For this walkthrough, we will update our projects one at a time, so we click the **Save and Continue to Next Page** button (in the lower right corner of the screen) to continue.



Suggestions for Project Specific Narratives 1

Project Status: **Not Started**

Suggestions for topics to include:

- Issues that have delayed the start of the project or issues that may impact the implementation of the awarded project.
- Information on when the planning for the project will begin with an overall estimated project schedule attached. The schedule should show the number of months for each of the following: design period, obtain permits, obtain any required easements, solicitation of bids, awarding contracts, and construction period.
- Status of submitting information related to the restrictive conditions of award.
- Issues related to site control.

Suggestions for Project Specific Narratives 2

Project Status: **Less than or equal to 50% Complete**

Suggestions for topics to include:

- Unexpected issues in beginning or during implementation of the project, including local permitting requirements, funding, or issues related to meeting the terms and conditions of award.
- Issues related to the construction schedule or the project budget.
- If project is still in the preliminary stages: Information on the planning of the project, include procurement of contract for architectural services; Status of Project Implementation Certification reporting requirement.
- If not all Grant Conditions have been met/lifted: Status of submitting information related to the conditions of award, including those conditions that have been lifted by a revised Notice of Award in this quarter.
- If all Grant Conditions have been met/lifted: Status of submission of reporting requirements to HRSA (Final Design Letter, Bonding Certification, and Construction Contract). Status of Construction and percentage of completion. Status of Equipment purchase and percentage of completion.
- Progress photos of the project or “before” photos (if the project has not yet begun.)

Suggestions for Project Specific Narratives 3

Project Status: **Greater than 50% and Less than 100% Complete**

Suggestions for topics to include:

- Issues related to the project budget.
- Current estimated date of completion, including issues related to delays in the construction schedule with a revised construction schedule attached.
- Status of submissions due to HRSA (such as prior approval requests).
- Status of Construction and percentage of completion. Status of Equipment purchase and percentage of completion.
- Current progress photos of the project.

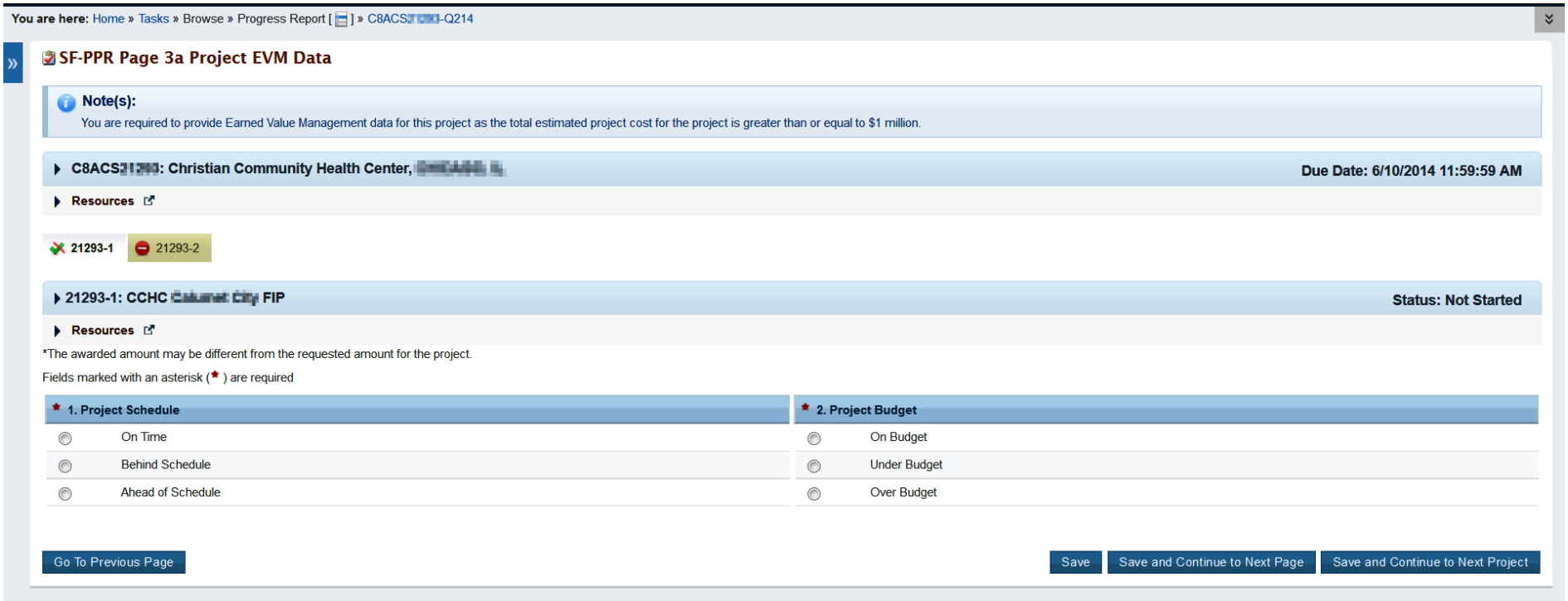
Suggestions for Project Specific Narratives 4

Project Status: **Completed**

Suggestions for topics to include:

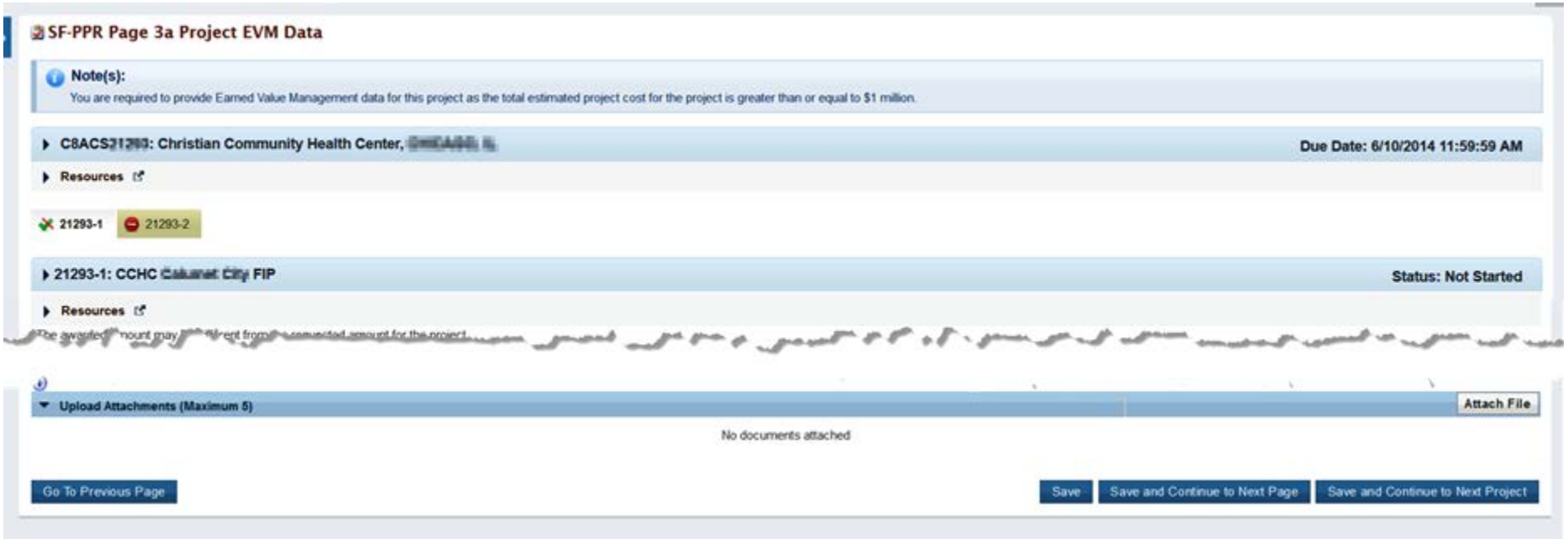
- Date of, including the date services began/resumed.
- Status of final payment of invoices for the project, including any issues that may delay some of the final project payments.
- Status of submitting close out reporting requirements to HRSA (Project Completion Certification, Photographs, Final Budget Submission)
- Status of submissions due to HRSA (such as prior approval requests).
- Final photos of the project or project dedication photos (Note: include a few here, the reporting requirement submission in the EHBs for photographs should contain the additional photos).

SF-PPR Page 3A – Project EVM Data



- SF-PPR Page 3A (Project EVM Data) opens if all the following are true:
  - You have a Capital Development 2011 (CD 2011) or Building Capacity Grant Program (CD BC) grant
  - Your project type is “Construction” or “Alteration/Renovation”
  - The total project cost exceeds $1,000,000 and
  - The project is not completed.

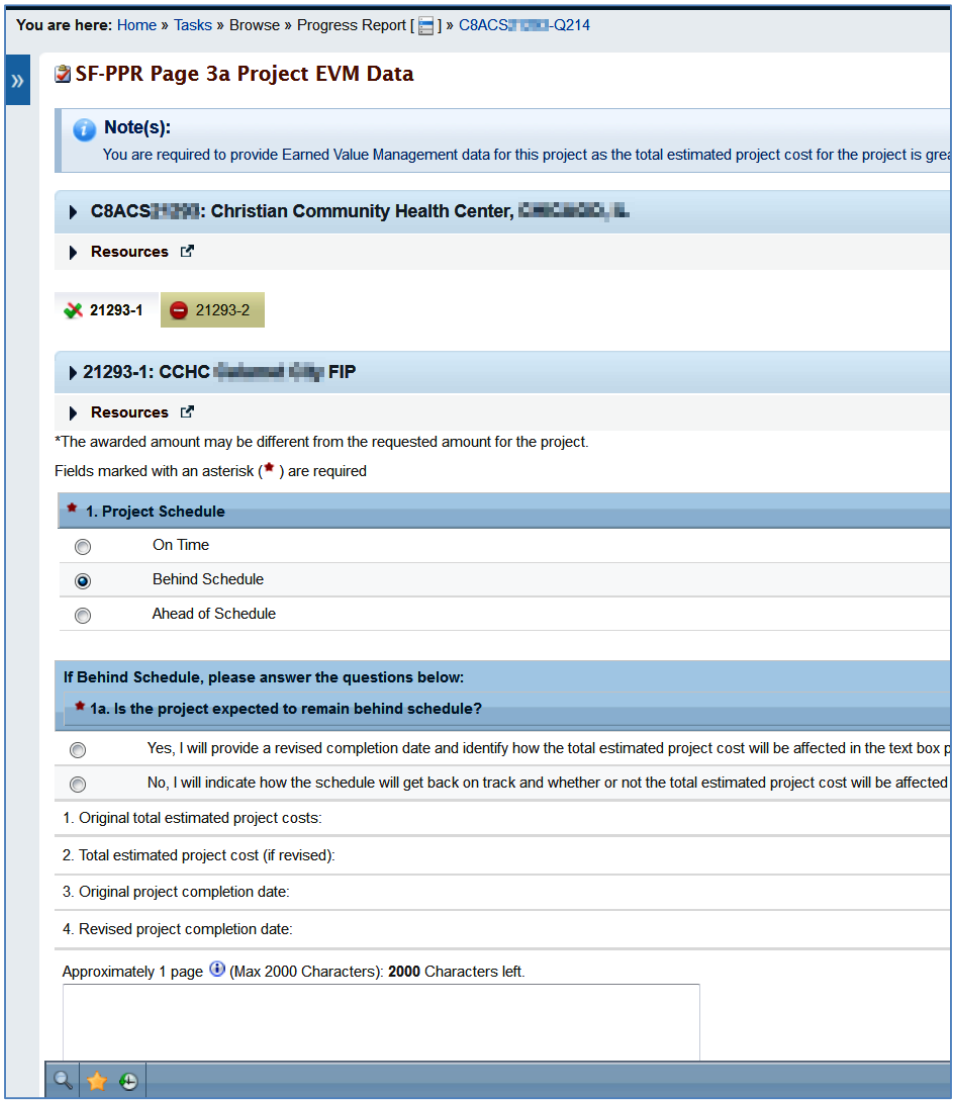
SF-PPR Page 3a Project EVM Data – Updating Projects



- All projects will appear on SF-PPR Page 3a Project EVM Data. Each project will appear on a separate tab.
- The tab will be disabled for projects where Page 3a is not required. If a tab is disabled, hover your mouse over the tab to see a tooltip explaining why Page 3a is not required for the project.
- You may update your projects one by one, by clicking the **Save and Continue to Next Page** button (in the lower right corner of the screen) as you complete each page.
- Or you may update your projects in parallel, by clicking the **Save and Continue to Next Project** button as you complete each page.

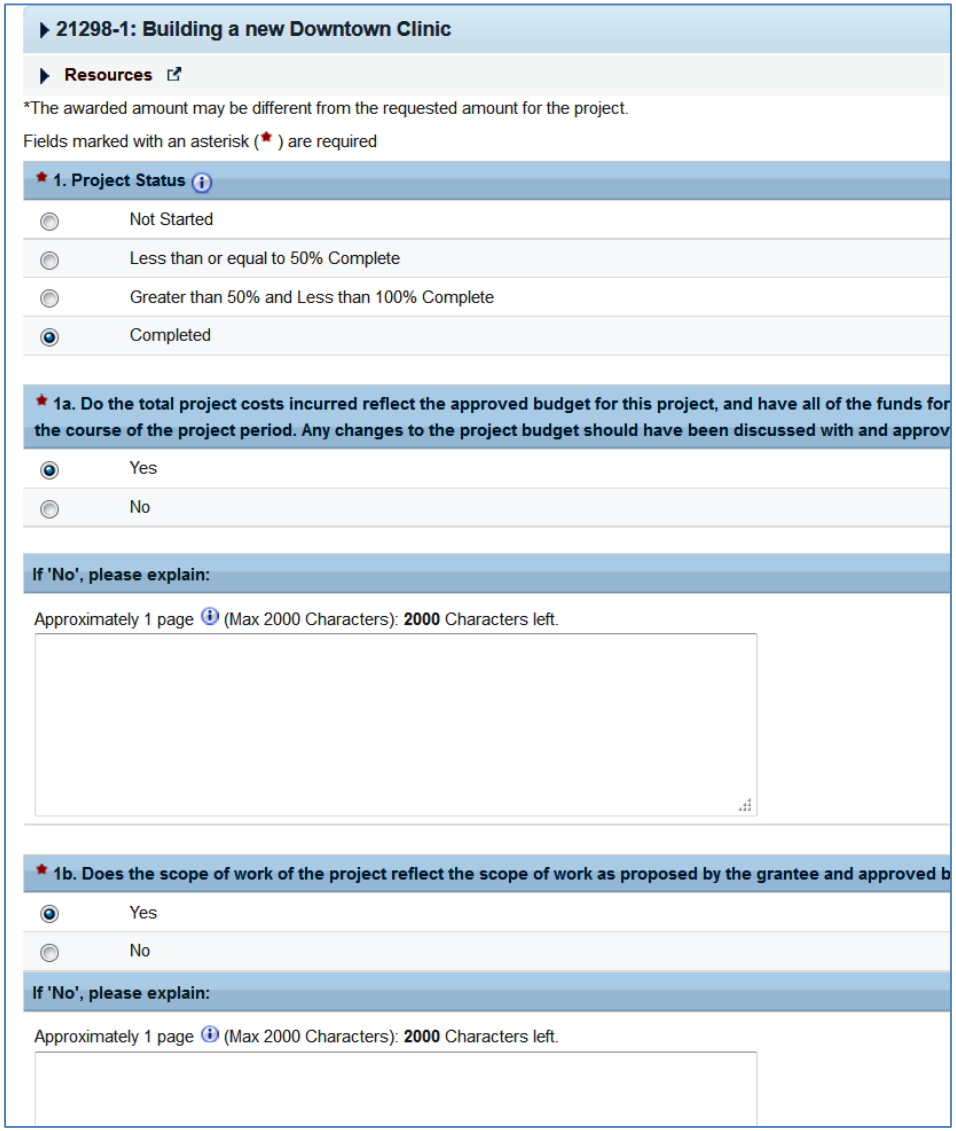
SF-PPR Page 3A Additional Questions

- Answer Question 1 on SF-PPR Page 3A.
- Additional questions will appear if you indicate that your project is behind or ahead of schedule or over or under budget.
- For this walkthrough, we have multiple projects, but we will update them one at a time, so we will click the **Save and Continue to Next Page** button (in the lower right corner of the screen) to continue.

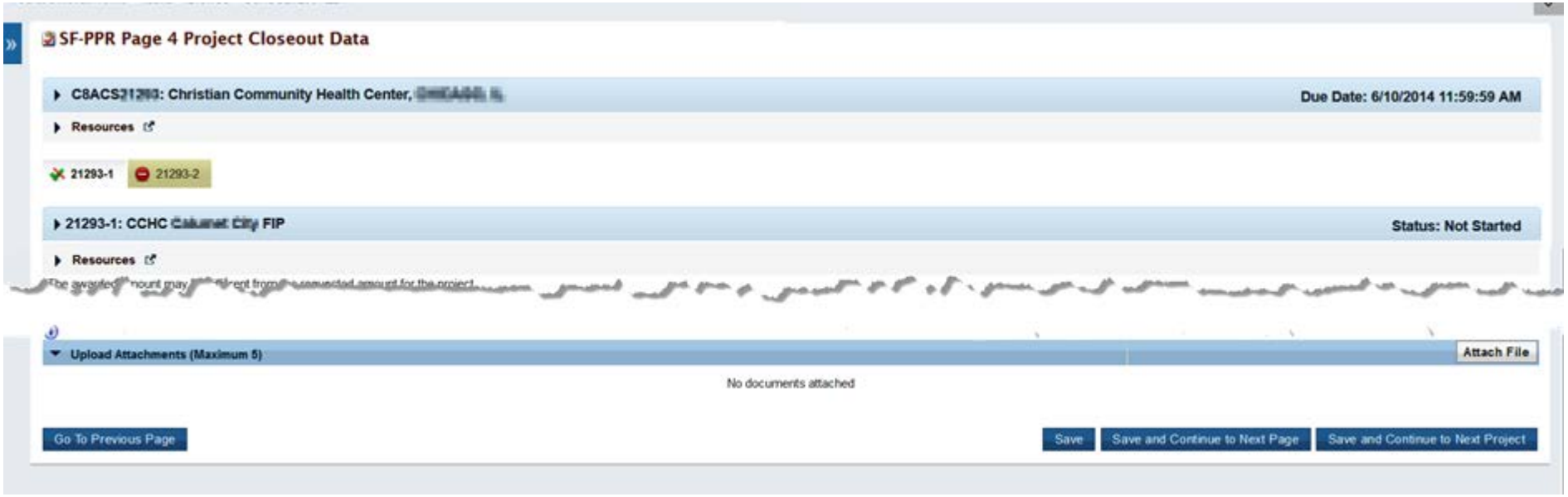


SF-PPR Page 3 (Project Completed)

- If your answer to Question 1 on SF-PPR Page 3 is "Completed," additional questions will appear on the page.
- Answer all questions; for this walkthrough, we will click the **Save and Continue to Next Page** button (in the lower right corner of the screen) to continue.
- There will be no SF-PPR Page 3A; SF-PPR Page 4 (Project Closeout Data) will open instead.



SF-PPR Page 4 Project Closeout Data – Updating Projects

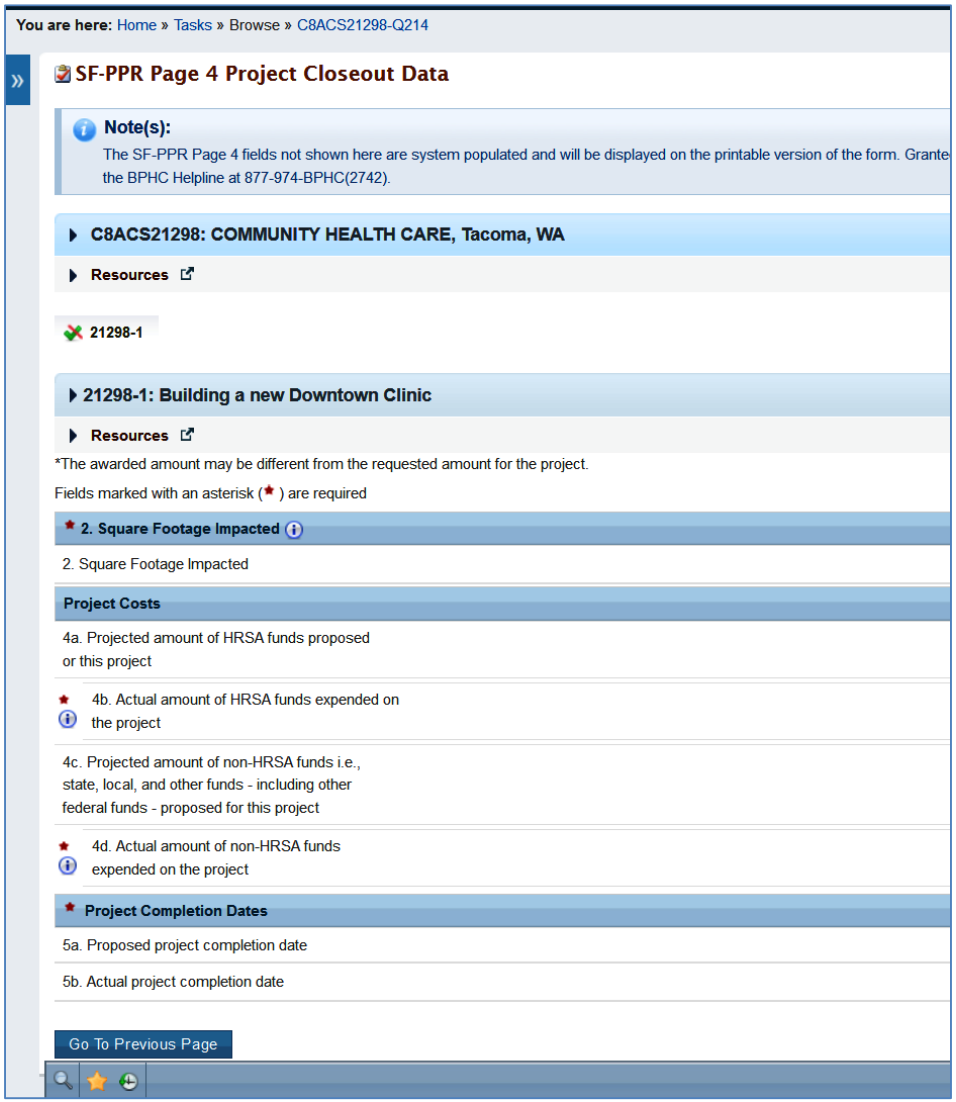


- All projects will appear on SF-PPR Page 4 Project Closeout Data. Each project will appear on a separate tab.
- The tab will be disabled for projects where Page 4 is not required. If a tab is disabled, hover your mouse over the tab to see a tooltip explaining why Page 4 is not required for the project.
- You may update your projects one by one, by clicking the **Save and Continue to Next Page** button (in the lower right corner of the screen) as you complete each page.
- Or you may update your projects in parallel, by clicking the **Save and Continue to Next Project** button as you complete each page.
- Note that if you only have one project, there will be no **Save and Continue to Next Project** button. The **Save and Continue to Next Page** button will say simply **Save and Continue**.

SF-PPR Page 4 – Project Closeout Data

- SF-PPR Page 4 – Project Closeout Data appears when Project Status for your project is “Completed.”

- Complete SF-PPR Page 4; for this walkthrough, we have multiple projects, but we will update them one at a time, so we will click the **Save and Continue to Next Page** button (in the lower right corner of the screen) to continue..



Submitting the Report: Review Page

HRSA Electronic Handbooks

Environment: UTL14 | Support | Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse

Friday 2nd May 2014 02:35:46 P.M. ET

You are here: Home » Tasks » Browse » Progress Report [ ] » C8ACS[redacted]-Q214

ALL FUNCTIONS

Progress Report

Overview
- Status

Cover Page
- Contact Information
- SF-PPR Page 1

Progress Data
- SF-PPR Page 3
- SF-PPR Page 3a
- SF-PPR Page 4

Review and Submit
- Review
- Submit

Review

C8ACS[redacted]: Christian Community Health Center, [redacted], IL

Due Date: 6/10/2014 11:59:59 AM

Resources

View | References

Application | Previous Quarter's Report | Related NoA | User(s) with Permission

Print All Forms

Table of Contents | Go

1 | Page size: 15 | Go

12 items in 1 page(s)

Section	Type	Options
View: Progess Report		
Contact Information	HTML	View

- The Review page opens.
- If you need to update another project, use the menu on the Left Navigation panel to return to the Status page or SF-PPR Page 3.
- From the Review page, you can view or print your report.
- Click the **Continue** button to go to the Submit page.

View

12 items in 1 page(s)

Continue

0.8 | Build #: 2.0.0.11 | Environment: Production

Submitting the Report: Submit Page

HRSA Electronic Handbooks

Environment: UTL14 | Support | Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse

Friday 2nd May 2014 02:42:27 P.M. ET

You are here: Home » Tasks » Browse » Progress Report [ ] » C8ACS-Q214

ALL FUNCTIONS

- Progress Report
  - Overview
    - Status
  - Cover Page
    - Contact Information
    - SF-PPR Page 1
  - Progress Data
    - SF-PPR Page 3
    - SF-PPR Page 3a
    - SF-PPR Page 4
  - Review and Submit
    - Review
    - Submit

Submit Report

C8ACS: Christian Community Health Center, Due Date: 6/10/2014 11:59:59 AM

Resources

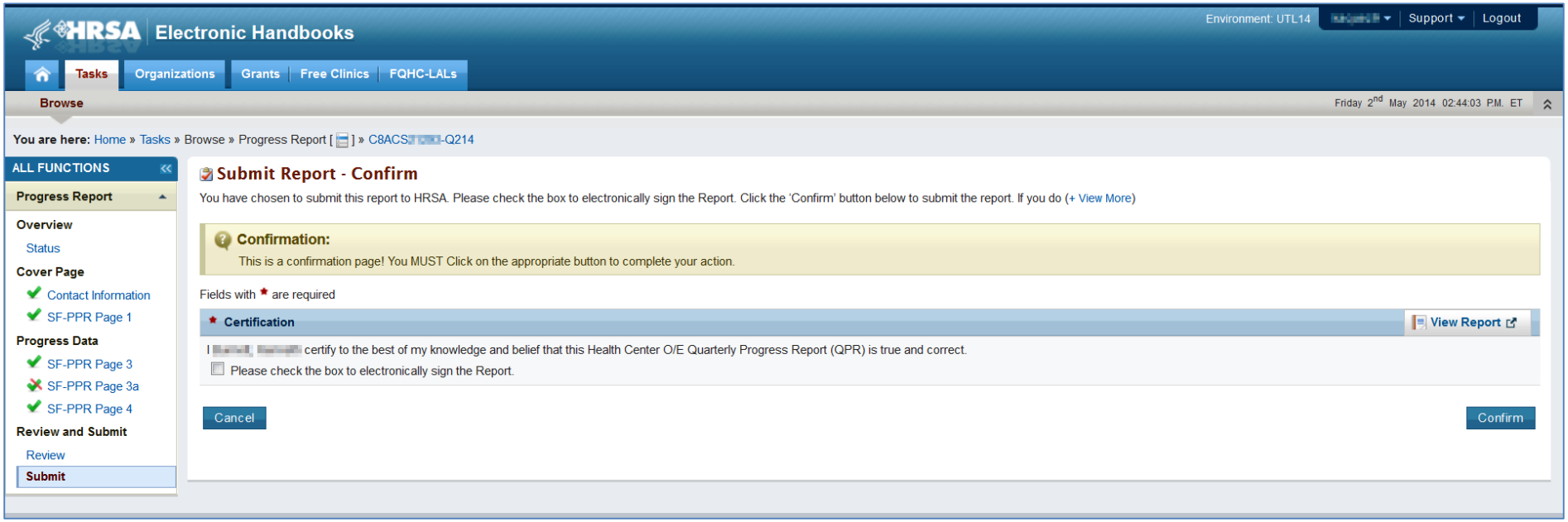
Section	Status	Option
C8ACS - Capital Development 2011		
Contact Information	Complete	Update
SF-PPR - Page 1	Complete	Update
SF-PPR - Page 3 Project Data		
21293-01: CCHC FIP	Complete	Update
21293-02: CCHC FIP Expansion	Complete	Update
SF-PPR - Page 3A EVM Data		
21293-01: CCHC FIP	Not Started	Update
21293-02: CCHC FIP Expansion		Not Applicable
		Not Applicable
		Update

Submit

HCMIS-PRS | Platform #: 2.35.0.8 | Build #: 2.0.0.11 | Environment: Production

- The Submit Report page opens.
- Status of every report section should be “Complete.”
- You must have the “Submit” access permission from the project director for the grant to proceed beyond this point.
- Click the **Submit** button.

Submitting the Report: Submit Confirmation Page



- The Submit/Certification page opens.
- Click the **View Report** button to view your report one last time before submitting it.
- Check the confirmation box to sign your report.
- Click the **Confirm** button.

Submitting the Report: Tracking Number

Submit Report - Result

Your report is successfully submitted to HRSA. The details for this report is listed below. Please note them down for future reference. For any other questions please (+ View More)

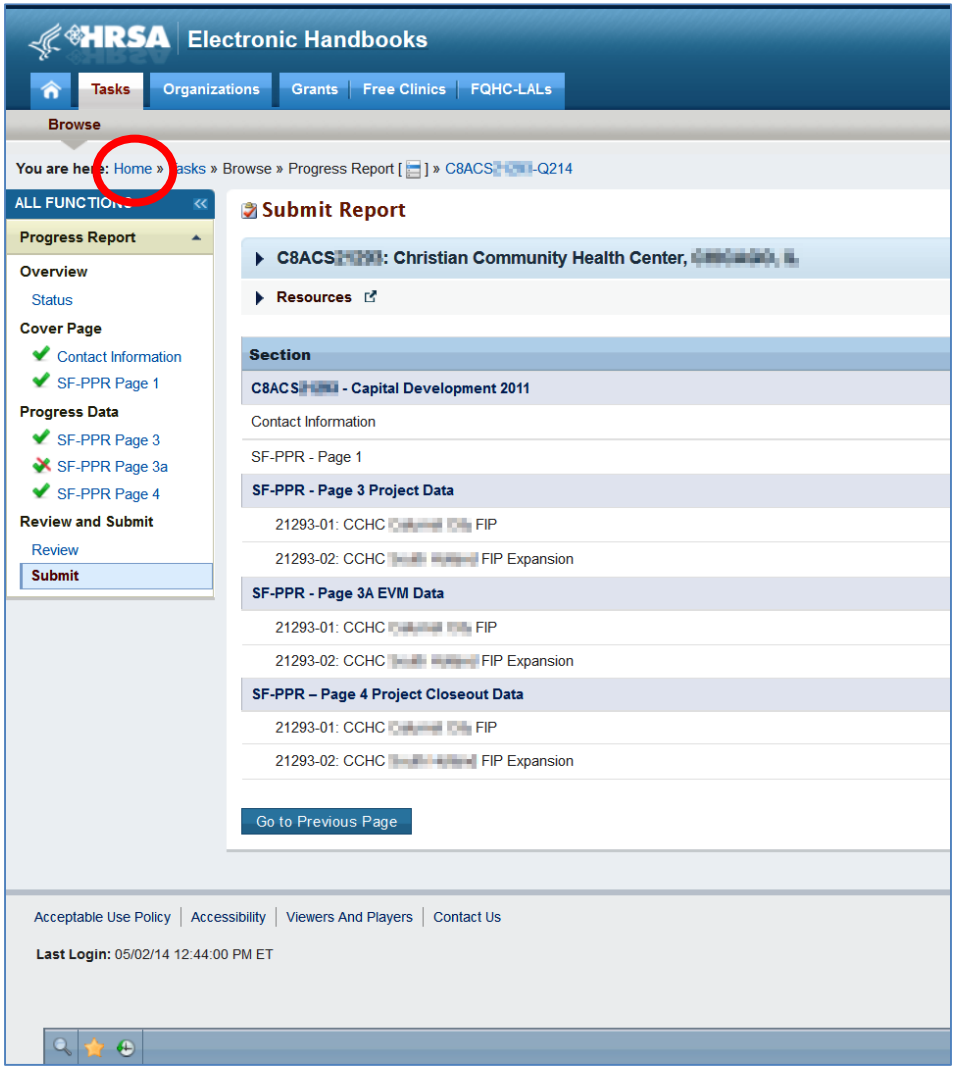
Report Details	
Report Type	Quaterly Progress Report
Grant Number	C12CS[illegible]
Submission Tracking Number	C12CS[illegible]-Q214

Return to List

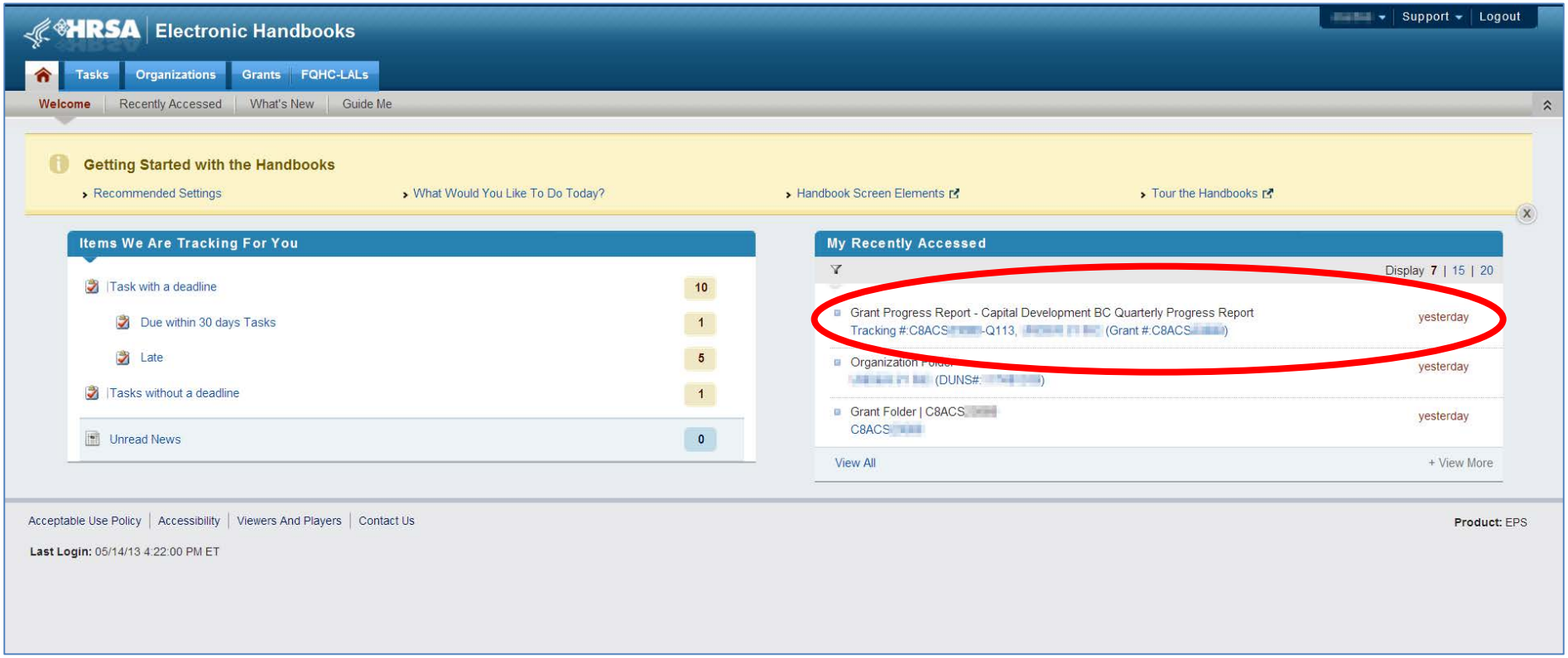
- The Submit Report - Result page opens.
- Take note of your Tracking Number.

Return to Welcome Page

- At any time, you can return to the Welcome page by clicking **HOME** in the upper left corner of the screen.



Return to a Report in Progress



- If you close your report before finishing it, you can return to it from the Welcome page by clicking the **Tracking Number** link in the “My Recently Accessed” box.