



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/qprm anual.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

HRSA Electronic Handbooks

Support Logout

Tasks Organizations Grants FQHC-LALs

Welcome Recently Accessed What's New Guide Me

Getting Started with the Handbooks

- Recommended Settings
- What Would You Like To Do Today?
- Handbook Screen Elements
- Tour the Handbooks

Items We Are Tracking For You

Task with a deadline	10
Due within 30 days Tasks	1
Late	5
Tasks without a deadline	1
Unread News	0

My Recently Accessed

Display 7 | 15 | 20

- Grant Progress Report - Capital Development BC Quarterly Progress Report
Tracking # C8ACS-1113, (Grant # C8ACS)
- Organization Folder
(DUNS#)
- Grant Folder | C8ACS
C8ACS

View All + View More

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Product: EPS

Last Login: 05/14/13 4:22:00 PM ET

- 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

Home | **Tasks** | Organizations | Grants | FQHC-LALS

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

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	C8AC523000	UNIVERSITY OF MD.	Edit
▶ 746 Days	05/30/2015	Grant Submissions	00128137	Other Submissions	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ 746 Days	05/30/2015	Grant Submissions	00128138	Other Submissions	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ 231 Days	12/31/2013	FTCA Application	4544	New/Existing FTCA	Grant	H80CS00013	COMMERCIAL BANK	Edit
▶ 16 Days	05/30/2013	Grant Submissions	C8AC523000-Q113	Progress Report	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ Late by 70 Days	03/07/2013	Grant Submissions	00128141	Other Submissions	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ Late by 109 Days	01/27/2013	Grant Submissions	00128139	Other Submissions	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ Late by 109 Days	01/27/2013	Grant Submissions	00128136	Other Submissions	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ Late by 109 Days	01/27/2013	Grant Submissions	00128140	Other Submissions	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ Late by 259 Days	08/30/2012	Grant Submissions	00126442	Other Submissions	Grant	C8AC523000	UNIVERSITY OF MD.	Edit
▶ No Deadline		Access Request		Access Grant Request	Grant	C8AC523000	UNIVERSITY OF MD.	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

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

Pending Tasks - List

Not Completed | Recently Completed

Detailed View | Search | Saved Searches

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	C8ACS23000	UNIVERSITY OF MD	Edit
▶ 746 Days	05/30/2015	Grant Submissions	00128137	Other Submissions	Grant	C8ACS23000	UNIVERSITY OF MD	Edit
▶ 746 Days	05/30/2015	Grant Submissions	00128138	Other Submissions	Grant	C8ACS23000	UNIVERSITY OF MD	Edit
▶ 231 Days	12/31/2013	FTCA Application	4544	New/Existing FTCA	Grant	H80CS00013	Community Health	Edit
▶ 16 Days	05/30/2013	Grant Submissions	C8ACS23000-Q113	Progress Report	Grant	C8ACS23000	UNIVERSITY OF MD	Edit
▶ Late by 70 Days	03/07/2013	Grant Submissions	00128141	Other Submissions	Grant	C8ACS23000	UNIVERSITY OF MD	Edit
▶ 6/10/2014 (36 Days)		Grant Submissions	C8ACS23000-Q214	Progress Report	C8ACS23000 (Grant)		Community Health Care	Edit
▶ Late by 159 Days	01/27/2013	Grant Submissions	00128136	Other Submissions	Grant	C8ACS23000	UNIVERSITY OF MD	Edit
▶ Late by 109 Days	01/27/2013	Grant Submissions	00128140	Other Submissions	Grant	C8ACS23000	UNIVERSITY OF MD	Edit
▶ Late by 259 Days	08/30/2012	Grant Submissions	00126442	Other Submissions	Grant	C8ACS23000	UNIVERSITY OF MD	Edit
▶ No Deadline		Access Request		Access Grant Request	Grant	C8ACS23000	UNIVERSITY OF MD	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

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Home', 'Tasks', 'Organizations', 'Grants', 'Free Clinics', and 'FQHC-LALs'. The main content area is titled 'Progress Reports - Status Overview' for report 'C8AC5: COMMUNITY HEALTH CARE, INC., Springfield, MA'. A table lists various sections of the report with their completion status and an 'Update' option.

Section	Status	Option
C8AC5: COMMUNITY HEALTH CARE, INC., Springfield, MA		
C8AC5 - 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 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 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

HRSA Electronic Handbooks

Environment: UTL14

Support Logout

Tasks Organizations Grants Free Clinics FQHC-LALs

Browse Thursday 1st May 2014 11:16:34 AM ET

You are here: Home » Tasks » Browse » Progress Report [C8ACS21298-Q214]

Contact Information

▶ C8ACS21298: COMMUNITY HEALTH CARE, Tacoma, WA Due Date: 6/10/2014 11:59:59 AM

▶ Resources

Fields marked with an asterisk (*) are required

Title	* Name	* Phone	Fax	* Email
Point of Contact	Point of Contact	206.222.1100		info@hrsa.gov

Go to Previous Page Save Save and Continue

- 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.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#) [] » C8AC[REDACTED]-Q214

SF-PPR Page 1 Summary

Note(s):
The SF-PPR Page 1 fields not shown here are system populated and will be displayed on the printable version of the form. Grantee the BPHC Helpline at 877-974-BPHC(2742).

▶ C8AC[REDACTED]: COMMUNITY HEALTH CARE, [REDACTED], WA

▶ Resources [↗](#)

Fields marked with an asterisk (*) are required

* 8. Is this your final report? (Answer questions 10a and 10 if question 8 is answered YES) [?](#)

Yes

No

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#) [] » C8AC[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](#)

SF-PPR Page 1 Summary

Note(s):
The SF-PPR Page 1 fields not shown here are system populated and will be displayed on the printable data in these fields, please call the BPHC Helpline at 877-974-BPHC(2742).

▶ C8AC[REDACTED]: COMMUNITY HEALTH CARE, INC., [REDACTED], WA

▶ Resources [↗](#)

Fields marked with an asterisk (*) are required

* 8. Is this your final report? (Answer questions 10a and 10 if question 8 is answered YES) [?](#)

Yes

No

* 10. Performance Narrative [?](#)

Approximately 2 pages [?](#) (Max 4000 Characters): 4000 Characters left.

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.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report \[\]](#) » [C8AC1701-Q214](#)

SF-PPR Page 1 Summary

Note(s):
The SF-PPR Page 1 fields not shown here are system populated and will be displayed on the printable version of the form. Contact the BPHC Helpline at 877-974-BPHC(2742).

► **C8AC1701: COMMUNITY HEALTH CARE, Tacoma, WA**

► [Resources](#)

Fields marked with an asterisk (*) are required

*** 8. Is this your final report? (Answer questions 10a and 10 if question 8 is answered YES)**

Yes

No

*** 10. Performance Narrative**

Approximately 2 pages (Max 4000 Characters): 4000 Characters left.

*** 10a. Additional Patient Capacity**

11. Upload Attachments (Maximum 5)

No documents

[Go to Previous Page](#)

SF-PPR Page 3 Project Data – Updating Projects

You are here: [Home](#) » [Tasks](#) » [Browse](#) » C8ACSCS-Q214

SF-PPR Page 3 Project Data

Note(s):
Page 3 has been completed for all projects. Use the left navigation menu to continue to Page 3A.

▶ **C8ACSCS: COMMUNITY HEALTH CARE, ~~Tulsa, OK~~** Due Date: 6/10/2014 11:59:59 AM

▶ Resources [↗](#)

✕ 21319-1 ✓ 21319-2 ✓ 21319-3

▶ **21298-1: Building a new Downtown Clinic** Status: Complete

▶ Resources [↗](#)

The awarded amount may differ from the requested amount for the project.

Upload Attachments (Maximum 5) Attach File

No documents attached

[Go To Previous Page](#) [Save](#) [Save and Continue to Next Page](#) [Save and Continue to Next Project](#)

- 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.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [C8ACS21319-Q214](#)

SF-PPR Page 3 Project Data

Note(s):
Page 3 has been completed for all projects. Use the left navigation menu to continue to Page 3A.

▶ **C8ACS21319: COMMUNITY HEALTH CARE, Tallahassee, FL**

▶ **Resources** [↗](#)

✔ 21319-1 ✔ 21319-2 ✔ 21319-3

▶ **21298-1: Building a new Downtown Clinic**

▶ **Resources** [↗](#)

*The awarded amount may be different from the requested amount for the project.
Fields marked with an asterisk (*) are required

*** 1. Project Status** [+](#)

Not Started

Less than or equal to 50% Complete

Greater than 50% and Less than 100% Complete

Completed

*** 2. Project Specific Narrative** [+](#)

Approximately 2 pages [+](#) (Max 4000 Characters): **3648** Characters left.

Construction is 100% complete for the East Moore clinic. The building is constructed, the landscaping is complete and final items have been received and invoiced all prior to the project deadline of September 30, 2012. Currently Community Health Care, Inc. is obtaining Medicare and Medicaid licensing for the new clinic and personnel are being hired.

Upload Attachments (Maximum 5)

No documents attached

[Go To Previous Page](#)

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

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#) [] » C8ACS7001-Q214

SF-PPR Page 3a Project EVM Data

Note(s):
You are required to provide Earned Value Management data for this project as the total estimated project cost for the project is greater than or equal to \$1 million.

C8ACS7001: Christian Community Health Center, [REDACTED] Due Date: 6/10/2014 11:59:59 AM

Resources []

21293-1 [] 21293-2 []

21293-1: CCHC Cultural City FIP Status: Not Started

Resources []

*The awarded amount may be different from the requested amount for the project.
Fields marked with an asterisk (*) are required

* 1. Project Schedule	* 2. Project Budget
<input type="radio"/> On Time	<input type="radio"/> On Budget
<input type="radio"/> Behind Schedule	<input type="radio"/> Under Budget
<input type="radio"/> Ahead of Schedule	<input type="radio"/> Over Budget

[Go To Previous Page](#) [Save](#) [Save and Continue to Next Page](#) [Save and Continue to Next Project](#)

- 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

SF-PPR Page 3a Project EVM Data

Note(s):
You are required to provide Earned Value Management data for this project as the total estimated project cost for the project is greater than or equal to \$1 million.

C8ACS21293: Christian Community Health Center, CMCASD, IL Due Date: 6/10/2014 11:59:59 AM

Resources

21293-1 21293-2

21293-1: CCHC Cabaret City FIP Status: Not Started

Resources

The awarded amount may differ from the committed amount for the project.

Upload Attachments (Maximum 5) Attach File

No documents attached

Go To Previous Page Save Save and Continue to Next Page Save and Continue to Next Project

- 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.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#) [] » [C8ACSH293-Q214](#)

SF-PPR Page 3a Project EVM Data

Note(s):
You are required to provide Earned Value Management data for this project as the total estimated project cost for the project is greater than \$100,000.

C8ACSH293: Christian Community Health Center, Chicago, IL

Resources

21293-1 21293-2

21293-1: CCHC - Federal City FIP

Resources

*The awarded amount may be different from the requested amount for the project.
Fields marked with an asterisk (*) are required

*** 1. Project Schedule**

On Time

Behind Schedule

Ahead of Schedule

If Behind Schedule, please answer the questions below:

*** 1a. Is the project expected to remain behind schedule?**

Yes, I will provide a revised completion date and identify how the total estimated project cost will be affected in the text box provided.

No, I will indicate how the schedule will get back on track and whether or not the total estimated project cost will be affected.

1. Original total estimated project costs: _____

2. Total estimated project cost (if revised): _____

3. Original project completion date: _____

4. Revised project completion date: _____

Approximately 1 page (Max 2000 Characters): **2000** Characters left.

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.

▶ 21298-1: Building a new Downtown Clinic

▶ Resources [↗](#)

*The awarded amount may be different from the requested amount for the project.
Fields marked with an asterisk (*) are required

*** 1. Project Status** ⓘ

Not Started

Less than or equal to 50% Complete

Greater than 50% and Less than 100% Complete

Completed

*** 1a. Do the total project costs incurred reflect the approved budget for this project, and have all of the funds for the course of the project period. Any changes to the project budget should have been discussed with and approved by the sponsor?**

Yes

No

If 'No', please explain:

Approximately 1 page ⓘ (Max 2000 Characters): **2000** Characters left.

*** 1b. Does the scope of work of the project reflect the scope of work as proposed by the grantee and approved by the sponsor?**

Yes

No

If 'No', please explain:

Approximately 1 page ⓘ (Max 2000 Characters): **2000** Characters left.

SF-PPR Page 4 Project Closeout Data – Updating Projects

SF-PPR Page 4 Project Closeout Data

C8ACS21293: Christian Community Health Center, SMCASH, IL Due Date: 6/10/2014 11:59:59 AM

Resources

21293-1 21293-2

21293-1: CCHC Calumet City FIP Status: Not Started

Resources

The awarded amount may differ from the requested amount for the project.

Upload Attachments (Maximum 5) Attach File

No documents attached

Go To Previous Page Save Save and Continue to Next Page Save and Continue to Next Project

- 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..

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [C8ACS21298-Q214](#)

SF-PPR Page 4 Project Closeout Data

Note(s):
The SF-PPR Page 4 fields not shown here are system populated and will be displayed on the printable version of the form. Grant the BPHC Helpline at 877-974-BPHC(2742).

▶ **C8ACS21298: COMMUNITY HEALTH CARE, Tacoma, WA**

▶ Resources [↗](#)

✖ 21298-1

▶ **21298-1: Building a new Downtown Clinic**

▶ Resources [↗](#)

*The awarded amount may be different from the requested amount for the project.
Fields marked with an asterisk (*) are required

*** 2. Square Footage Impacted** [?](#)

2. Square Footage Impacted

Project Costs

4a. Projected amount of HRSA funds proposed or this project

***** 4b. Actual amount of HRSA funds expended on the project [?](#)

4c. Projected amount of non-HRSA funds i.e., state, local, and other funds - including other federal funds - proposed for this project

***** 4d. Actual amount of non-HRSA funds expended on the project [?](#)

*** Project Completion Dates**

5a. Proposed project completion date

5b. Actual project completion date

[Go To Previous Page](#)

Submitting the Report: Review Page

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Home', 'Tasks', 'Organizations', 'Grants', 'Free Clinics', and 'FQHC-LALs'. The main content area is titled 'Review' and displays details for project 'C8ACSHW: Christian Community Health Center, CHICAGO, IL' with a due date of 6/10/2014 11:59:59 AM. A left navigation panel lists 'Progress Report' with sub-items: Overview, Status, Cover Page, Progress Data, and Review and Submit. The 'Review' sub-item is selected. The main content area includes a 'Resources' section with tabs for 'View' and 'References', and a 'Print All Forms' button. A table with columns 'Section', 'Type', and 'Options' is visible, showing 'View: Progress Report' and 'Contact Information'.

- 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.

This close-up shows the bottom right corner of the Review page. It features a 'View' dropdown menu, a status indicator '12 items in 1 page(s)', and a prominent blue 'Continue' button. Below this, the footer displays '0.8 | Build #: 2.0.0.11 | Environment: Production' and a set of utility icons including a printer, a magnifying glass, and a star.

Submitting the Report: Submit Page

The screenshot displays the 'Submit Report' page in the HRSA Electronic Handbooks system. The page title is 'Submit Report' and it shows the due date as 6/10/2014 11:59:59 AM. The main content is a table with columns for Section, Status, and Option. The table lists several sections, including 'C8ACS - Capital Development 2011', 'SF-PPR - Page 3 Project Data', and 'SF-PPR - Page 3A EVM Data'. The status of most sections is 'Complete', while one is 'Not Started'. Each row has an 'Update' button. A 'Submit' button is located at the bottom right of the page.

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 Capital Dev FIP	Complete	Update
21293-02: CCHC Capital Dev FIP Expansion	Complete	Update
SF-PPR - Page 3A EVM Data		
21293-01: CCHC Capital Dev FIP	Not Started	Update
21293-02: CCHC Capital Dev FIP Expansion	Not Started	Not Applicable

- 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 screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Home', 'Tasks', 'Organizations', 'Grants', 'Free Clinics', and 'FQHC-LALs'. The user is logged in as 'Environment: UTL14'. The breadcrumb trail is 'Home » Tasks » Browse » Progress Report [] » C8ACST » Q214'. The main content area is titled 'Submit Report - Confirm' and contains the following text: 'You have chosen to submit this report to HRSA. Please check the box to electronically sign the Report. Click the 'Confirm' button below to submit the report. If you do (+ View More)'. A yellow confirmation box states: 'Confirmation: This is a confirmation page! You MUST Click on the appropriate button to complete your action.' Below this, a blue 'Certification' section contains the text: 'I, [redacted], certify to the best of my knowledge and belief that this Health Center O/E Quarterly Progress Report (QPR) is true and correct.' There is an unchecked checkbox for 'Please check the box to electronically sign the Report.' A 'View Report' button is visible on the right. At the bottom, there are 'Cancel' and 'Confirm' buttons.

- 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

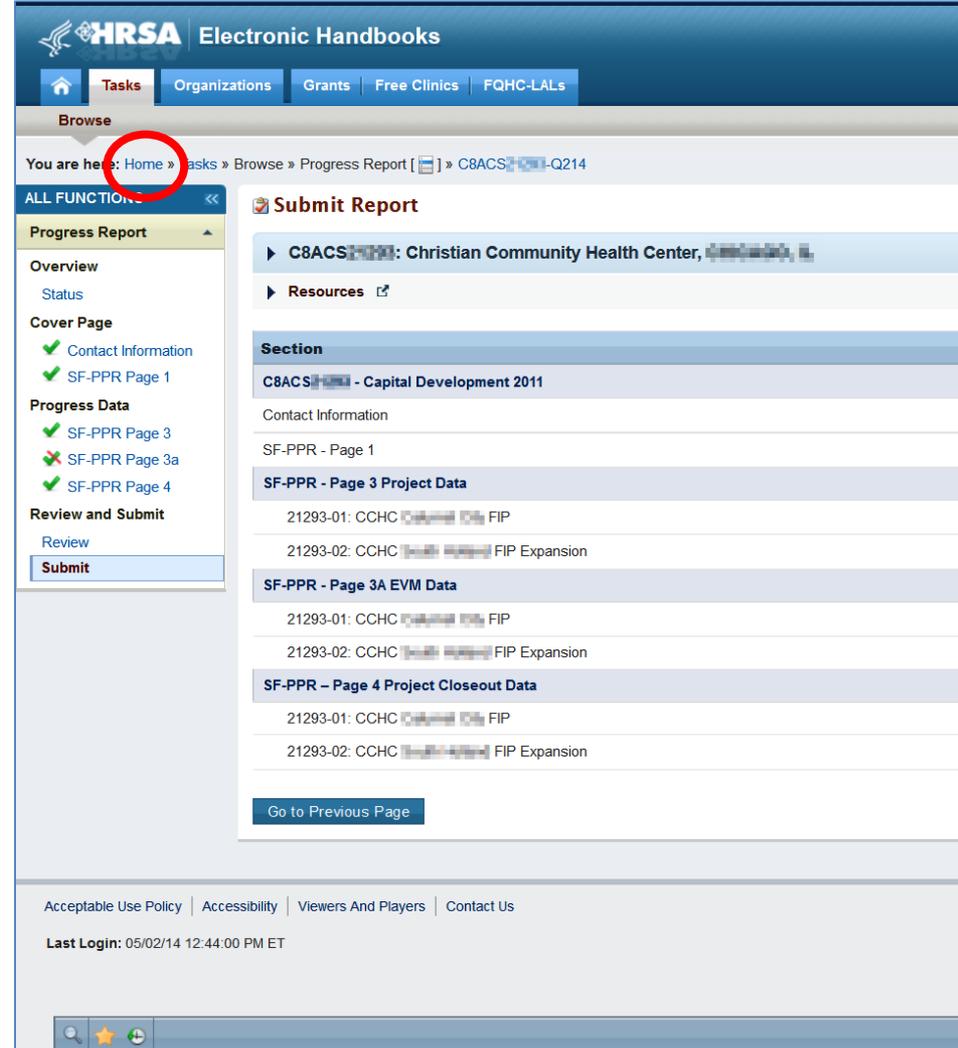
Report Type	Quaterly Progress Report
Grant Number	C12CS[REDACTED]
Submission Tracking Number	C12CS[REDACTED]-Q214

[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.



The screenshot displays the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with tabs for 'Tasks', 'Organizations', 'Grants', 'Free Clinics', and 'FQHC-LALs'. Below this, a breadcrumb trail reads 'You are here: Home » tasks » Browse » Progress Report [] » C8ACS [] - Q214'. The 'HOME' link in this trail is circled in red. The main content area is titled 'Submit Report' and shows details for 'C8ACS []: Christian Community Health Center, []'. It includes sections for 'Section' (C8ACS [] - Capital Development 2011), 'SF-PPR - Page 3 Project Data', and 'SF-PPR - Page 4 Project Closeout Data'. A 'Go to Previous Page' button is visible at the bottom of the main content area. The footer contains links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with the text 'Last Login: 05/02/14 12:44:00 PM ET'.

Return to a Report in Progress

The screenshot displays the HRSA Electronic Handbooks user interface. At the top, there is a navigation bar with the HRSA logo and the text 'Electronic Handbooks'. Below this, there are tabs for 'Tasks', 'Organizations', 'Grants', and 'FQHC-LALs'. A secondary navigation bar includes 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. A yellow banner contains the heading 'Getting Started with the Handbooks' and several links: 'Recommended Settings', 'What Would You Like To Do Today?', 'Handbook Screen Elements', and 'Tour the Handbooks'. The main content area is divided into two columns. The left column, titled 'Items We Are Tracking For You', lists: 'Task with a deadline' (10), 'Due within 30 days Tasks' (1), 'Late' (5), 'Tasks without a deadline' (1), and 'Unread News' (0). The right column, titled 'My Recently Accessed', shows a list of items with a 'Display 7 | 15 | 20' dropdown. The first item, 'Grant Progress Report - Capital Development BC Quarterly Progress Report Tracking # C8ACS-1113, (Grant # C8ACS-1113)', is circled in red. Other items include 'Organization Folder' and 'Grant Folder | C8ACS-1113'. At the bottom, there are links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with 'Last Login: 05/14/13 4:22:00 PM ET' and 'Product: EPS'.

- 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.