2012 Quarterly Progress Report - Technical Assistance Call

Moderator: Ericka Ligon
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12:00 pm CT

Operator: Welcome, and thank you all for standing by. At this time, I would like to remind parties that your lines are in a listen only mode until the question and answer session at which time you may press *1 to ask a question. Today's call is being recording. If you have any objections, you may disconnect at this time. I will now turn the meeting over to Ericka Ligon. Thank you. You may begin.

Ericka Ligon: Hello, and welcome to the quarterly progress report (QPR) and other post reward requirements for the Bureau of Primary Health Care's Office of Policy and Program Development. As the operator has said, my name is Ericka Ligon, and I am a (public health) analyst in the Office of Training and Technical Assistance Coordination.

Right now, I'd like to direct your attention to the left hand side of the screen. For your convenience we have uploaded the presentation, the quarterly report manual, and the quick reference guide. This will be an interactive call. So we will be maneuvering through various screens. There will be a question and answer pot below. So during the presentation, as you have questions, please fill free to type your questions in, and we will be - get to all comments and questions as much as possible throughout the call.

Lastly, please do not forget to take the training evaluation after the call - the survey. That's going to help us improve our technical system. Your input is deeply appreciated. So without further ado, I'd like to turn the call over to (Ann Piesen), Senior Analyst in the Office of Policy and Program Development. (Ann).

(Ann Piesen): Thank you, Ericka. Thank you for joining us today for HRSA's Quarterly Progress Report, or QPRTA call. Most of you are coming to the end of the first quarter in your CD-BC and CB-IFI grants and are about to start preparing for your first QPR report. As you are aware, submission of progress reports on a quarterly basis is - it's a requirement identified in your notice of award.

A QPR will enable you to provide a detailed status update on your awarded projects, and while this may sound new, the QPR module should actual be very familiar to most of you as we based it on the ARRA - Health Center Quarterly HCQR Report.

We look forward to hearing about how your organizations have progressed in both terms of successes and challenges towards implementing these projects, and once you're completed, will expand the capacity to provide more preventative and primary to our populations.

With this, I turn the call over to Ryan Buckalew who will walk you through the actual details of the QPR process and the latest resources.

Ryan Buckalew: Hi. As (Ann) said, the data HRSA requires grantees to report performance elements consistent with application guidance in the grant award. The data includes the number of patients that will receive service as a result of the award and your progress towards the completion of the funded projects.

The quarterly reporting module consists of a few different forms. The forms are filled out in a workflow methodology that is tied to the status of your particular project. So each time we enter in your Quarterly Progress Report, you'll be asked to fill out a status update for your specific project. Depending on that status, whether it's complete or not, you will be asked to provide additional information. The system will drive you to provide appropriate information based on your indicated status. Later in the presentation, we'll give you highlights of the forms.

Here's some reminders to the reporting. The certified operating official must separately certify the accuracy of the QPR, and this is the final step in the submission process. It is critical to know your operating official and are they available at the time of submission.

The final report box on the Standard Form SFPPR Cover Page should only be checked only when all projects that make up the total grant have been completed. The quarterly report is required until all your projects are listed as being complete. You're not exempt from reporting if only one of your projects is complete. You have to continue the - to report until all of your projects are complete, and when all projects are complete the system has you fill out a final progress report.

Finally, the QPR should not be used to update the project officer on changes that were required versus prior approval. This includes major changes to budget, scope, and construction timeline that need to be communicated to the project officer as soon as possible.

Next I have some information on starting projects. The grantees must carefully review the charging condition of the notice award. Grantees must respond to this condition, and HRSA must issues a revised notice of award that clearly approves the project and lists the conditions before ground can be broken on the project, meaning before construction can continue, including demolition and other site activities.

Prior to receiving final HRSA approval, grantees may only incur costs related to preparatory work such as site plans, architectural and engineering schematics, or environmental and historic preservation requirements.

Lastly, I'd like to mention that there are some resources available to you. And they're indicated on the file share. We have the Quarterly Progress Report manual. That's a very detailed breakdown of the forms that are in the Quarterly Progress Report and the expectations of the data that you will provide in this report. And second, we have the quick reference sheet which is an overview of how you will navigate through this system. This also gives you some highlights of the specific forms. However, it's only meant to be a helpful reminder of the QPR system and documentation.

Again, as you could see, you could find both of these resources in the capital development website which is the top link on this page - on slide five of the presentation.

And now I'm going to turn it over to my associate, Bill Hemmingson, architect, with an overview of the forms for the Quarterly Progress Report.

Bill Hemmingson: Thank you, Ryan. This is Bill.

So, I just wanted to - as Ryan was saying, there's some forms on there, some helpful links, and there's a manual for the quarterly reporting. But I just wanted to kind of quickly go through the highlights of those - how the quarterly reporting is actually done and what types of information we're looking for. So, I'm just going to quickly run through that.

One is - the first thing you would need to do is go into your grant, and you would look under - on the left hand side there would be a progress report. I think we're going to - just one second, we're going to call up that page.

Just one second.

Man: (unintelligible)

Bill Hemmingson: Yeah.

So, Ryan is - we're just loading that from the page. So this is the page that sort of gives you a quick overview. So, this first - down there the first topic - I'm just going to get the highlights of these. So, under the accessing the QPR, you'll go into your - into the individual grant, and on the left hand side you will click on the progress report. And that will open up the progress report - the quarterly reporting link.

Once you're in there, you'll start with the QPR cover page, which is the place where you can basically include some basic information about the project. If a point of contact is not correct or you want to configure that, you'll be able to configure a point of contact - make sure that's current for you project. You also - and then - and you'll also be able to see some of the other information about the project. This is sort of a general information on the project.

So then more specifically when you go down to the progress - page one summary, there we are, at the QPR page one summary, this is where you'll indicate for each of the projects under this grant, you'll see whether the project as started, whether it's less than 50% completed, more than 50% completed, or whether the project is fully completed. This will help us to give a kind of a quick look at your grant, and it also will activate what other pages you need complete at this time.

Now under progress data, there's a couple things in there under - there's under page three is the project data. And this is where you would report more specific information about the project, and in particular I just wanted to call your attention that there is a place - a text box where you can add in project specific narratives. And it - that's the part of the report where we would like for you to report where - what progress has been made since the last quarterly report, where you are in the overall progress of the project, if you've purchased - started purchasing equipment, if you've signed contracts with an architect, if you - the contractor is making progress. This is also the place where you can report more specifically how far along you are in the project rather than saying just that you're less than or equal to 50%, you can say the project is 33% done, we've gone down this multiple of grant funds this quarter, and those types of details are important to include in there.

As Ryan said earlier, this is not a place where you would report major rebudgeting, changes to the plans, any changes to the completion date beyond the end date of the grant. This is just a place for you to report on what the information is currently in the application.

Now for projects over a million dollars - for grants over a million dollars, you also will complete page 3A which is the project EVM data. And this page will include more specific information about whether your project is on time and whether it's on budget. So you'll see in that page what we have recorded as the project budget, what we have as the completion, what you have as completion for the completion date of the project. Again, here is a place where you could report whether you're ahead of schedule, behind schedule, and you'll be able to include details about that information. It's better for us to know that you're a little over budget or if you're a little beyond schedule in the quarterly reports so that we can have that information available and we are aware of the progress at the inset - the challenges that your project is facing.

Now, as I said, the page 3A is only if your project exceed one million dollars. So none of the immediate utility improvement projects will have to fill in this page at all. You'll just fill in the first page. So that's - what that also says though is that page three, the earlier page - the only place you can report to us if you're on time and on budget is in that - in the box on the project specific narrative. So if you are - that is an excellent place to tell us that you're on budget, that you're on schedule, and you can include dates and milestones along the way. So that's - on the IFI grants in particular, that is a very important textbox for us and for you to see where you are, what challenges you're having, and so on and so forth.

Finally, there is a page four that's completed if you do check that your project is completed. It will skip page three and go right to page four, and that will give the project close out data. And that's where you would report the final cost of the project, the final completion date of your project. So and again as Ryan said, you'll have to complete these pages for each project. So if you have three projects on an IFI grant for example, you'll have to fill in these for each of the projects along the way.

So, like I said, that's sort of the highlights of the program, and we just want to encourage you to report to us any success you're having as well as any challenges so that we can serve you as best - in the best manner possible.

So with - and then at that point, and once you've competed all that, there will be a place to click on the submit link, and that is where you'll submit. And you should get a confirmation, and also the project officer will receive a notice that you submitted through the EHB. And again, that is something that you would need your authorizing official to be a part of that submission process.

So with that being said, I wanted to go back to our slide. I think we're on slide five. I took us off track a few minutes, but if we'll go back to slide five. Again we have someone the link - the second link we have on there is a link to our environmental and historic preservation forms and frequently asked questions. So (Ann P) is in here with us today, and I wanted her to give us a little more information about the importance of the environmental reviews.

(Ann Piesen): Thanks. I was going to bring up the webpage for additional resources for environmental and historic preservation. These actually go into quite a bit of detail to one why there are environmental and historic preservation conditions on your award as well as - if you could scroll through that please - as well as specific FAQs for issues such as National Historic Preservation Act

106 compliances processes as well as how to contact your 106 State Historic Preservation Officer, how to actually perform the environmental assessment, as well as a sample EA along with that FAQs, as well as other subjects which might seem unfamiliar such as Coastal Zone Management, Farmland Protection Act, and so forth.

There is also the environmental and information documentation checklist, the EID checklist so that if you're needing to fill that out again, that is available through this link. I just wanted to provide a quick reminder that you must meet - and I know you've heard this before - you must meet all environmental and historic preservation conditions for the full scope of work for your project regardless of where federal funds are allocated, before you start grating, demolition, or construction work.

Approved conditions means that you've received a notice of award that lists those conditions, and please understand that if you change the scope of your project, such as site scale, footprint, and so forth, you may be required to have a new environmental and historic preservation review. And as part of this QPR call, if you are having challenges that are related to unique environmental and historic preservation conditions that are delaying your project, such as national register eligible buildings, brown fields, flood plane management, please do identify them on your QPR. That does help us in assessing those conditions.

With that, I'm going to turn this back to Bill.

Bill Hemmingson: Thank you, (Ann).

And (Ann) while we're on the - on your topic, I did want to mention too, one frequently asked question that comes up quite a bit in the frequent - the area - frequently asked questions is concerning the Davis-Bacon Act, and how it applies to these grants. So I just wanted to reiterate that, we did talk about that on an technical earlier call, but the (Ann) did you want to drop that one…

(Ann Piesen): Yes. Sure. And we get these question probably on a weekly basis. There is no Davis-Bacon or Copeland Anti-Kickback Act requirements for renovation or construction projects funded with grants appropriated under the Affordable Care Act.

Davis-Bacon was required by the Recovery Act. It could be listed in the appropriated language for contracts in excess of two thousand dollars. And that Davis-Bacon / Copeland Act language was actually a term in your notice of award. The Affordable Care Act did not have any specific - did not have any requirements for Davis-Bacon or Copeland Act, and it is clearly not a term on your notice of award. Please note that equal employment opportunities, labor standards, and other contract requirements may still apply whether they're federal, state, or local. And if you need more information about this, I strongly encourage you to take a look at the HHS Grants Policy Statement which is also a term in your notice of awards for understanding Davis-Bacon as well as the universal requirements for which you're supposed to be complying with with your grant and that you'll probably be evaluated under in a future audit. So it's a really great document, and it's in plain language - as plain as the federal government. And that's about all I have to say.

Bill Hemmingson: Okay. Thank you again, (Ann).

And the other thing on - now as we go back to slide five one more time here is that on this page we also include just information about your project officer. That's your main point of contact on your grant, and hopefully you've already begun, established a relationship or have had correspondence back and forth with your officer. The phone and the email contact is on the current - can be found in the Electronic Handbook under the grant portfolio under contacts.

So and then in addition to the project officer grants, there's the - your grant management specialist who will assist with grant issues, and they also deal with the issues that refer to the notice of federal interest and some of the lease language. And they work together with the project officer to help to review some specific - review conditions for that, so.

And I think we kind of had a little bit of movement here where we had some reassignments. We appreciate you - your flexibility and your patience with us as we get the right project officer that can assist you with your project. So thank you for your patience on that.

Okay, yes (Ann), why don't you mention some more of the…

((Crosstalk))

(Ann Piesen): Sorry. So just to kind of give - there has been some reassignment of project officer portfolios. So just a general overview, (Beth Levitz) will be taking over some of the IFI portfolios for (Rod Dunlap). (Kayvan Madani-Nejad), (Ryan Buckalew), and (Cametrick Nesmith) will be taking over - will be handling the Building Capacity grants that were assigned for (Rod Dunlap), and we will be sending you emails regarding the reassignment of portfolios. But as Bill mentioned, do check the contact list within your grant portfolio to see who the current project officer is.

Bill Hemmingson: All right. Then moving on to slide six, we just have some helpful - conditional, helpful links. We have a link to this EHB - Electronic Handbook website, and then we have information on the HRSA Call Center and the BPHC Help Line.

The HRSA Call Center is for assistance in accessing the Electronic Handbook with usernames and passwords. I know we had a few grants that there's been some changes with the program director, and that - they can assist you with applying for that or filing that to the electronic handbook. If you're having any difficulty seeing your grant or your conditions or whatever, they can also assist you with that.

So they're a little - they're for technical support and they'll kind of walk you through the process and your - at times your project officer may refer you to the help lines for the technical parts of the mission.

And the BPHC Help Line is used for program specific help and with other issues. So you can call them or email them with questions.

With that point, I think we're going to - I'm going to turn it back over to (Ann) for questions. I think we have some. (Ann) and Ryan will start looking at some of the questions. I know we have been having somewhere you can type in, and I think we're also going to take some calls. Is that correct?

(Ann Piesen): Yes.

Bill Hemmingson: Okay.

(Ann Piesen): Operator, we're ready for questions, please.

Operator: Thank you. At this time, if you'd like to ask a question, please press *1 on your touchtone phone. Please record your name clearly when you're prompted, and I will announce you when we're ready for your question.

Again, press *1, and record your name.

One moment please for our first question.

Our first question is from (Eileen McKeen). Your line is open.

(Eileen McKeen): Thank you. I just wanted to see that what we need to do when we've received a request to revise our initial budget and it has not ever been corrected in the Electronic Handbook even though I've done several quarters of reports, and I put it in each quarter that it doesn't match what we send in. I've heard now - I've heard nothing back, and it's still not changed. I just need to find out what I need to do.

(Max Ozark): Okay. Some of that specific - this is (Max Ozark) - can you send a specific email with your issue to your assigned project officer. We will trigger the - deal with that issue outside of the system. It's one of those situations where, as you mentions, that before when you have updates such as rebudgeting and changes in overall scope, that those should be communicated to your project officer so that way they can work through that issue with you.

(Eileen McKeen): Okay. So I'll have to look on the electronic handbook to the new project officer before it (was Miss Jin Hee) who had sent the request for a change.

(Max Ozark): Yes. You should check your portfolio for that particular grant to determine who your new project officer is.

(Eileen McKeen): Thank you.

Operator: Thank you. The next question is from (Robin). Your line is open.

(Robin): Hi. I'm not sure if this is a question related directly to the QPRs, but you had mentioned that you are - you cannot proceed with groundbreaking until you've fulfilled all the preliminary requirements but you could start on design services. For the case of our project, we're using a design build team through the architect who's actually a subcontractor of the general contractor. So in that case can we start design work if the designer is part of the general contractor contract?

(Ann Piesen): Yes. I mean, yes, but you're going to have to make sure that you're billing and you're only doing design work. So if you read the term - sorry, the condition that's on there, it actually lists what types of activities you can proceed with. So while yes it's a design billed contract, we totally understand that in that type of situation you will have allowable non-construction, non-direct construction costs. Okay?

(Robin): Right. Thanks.

Operator: Thank you. The next is from (Melanie Taylor). Your line is open.

(Melanie Taylor): Yes. This question has to do with the timing of tiling the notice of federal interest when we're in a position where we have to abate some asbestos. Does it matter where that - so does it need to be filed - does it matter whether it's filed before the abatement or after the abatement is done?

(Ann Piesen): Both the environmental and historic preservation conditions as well as the NFI say that they must be approved before abatement, you know, that type of work occurs. So you're going to have to file it as well as meet the, like, I don't know where you are in review of your lead and asbestos testing for this site, but…

(Melanie Taylor): It's completed, and we've moved towards contracting with an abatement group.

(Ann Piesen): Okay. So you've submitted the documentation for your lead and asbestos report.

(Melanie Taylor): Yes.

(Ann Piesen): Okay. So you should file your notice of federal interest, and then you would be able to proceed once those conditions are listed.

(Melanie Taylor): Okay. It's irrespective of whether the asbestos is out. So I - yes.

(Ann Piesen): By the way - sorry repeat what you just said.

(Melanie Taylor): It's not a liability issue for the federal government to have the notice of federal interest filed before the abatement is done.

(Ann Piesen): No, but that brings me to what I was just about to say which is you're not allowed to use the federal funds for the abatement portion.

(Melanie Taylor): Okay.

(Ann Piesen): So you'll have to use other funds for that. That's the liability aspect.

(Melanie Taylor): Thank you.

(Ann Piesen): Okay.

(Melanie Taylor): Thanks.

Operator: Thank you. The next is from (Sherrie Trammel). Your line is open.

(Sherrie Trammel): Hi. I was on the first call that we had back around June, and there was a discussion about bidding - the requirements of bidding if the cost is below a certain percent you are not held as a federal building guide - bidding guideline. Can you tell me where I can find that information again?

(Ann Piesen): Actually, procurement guide is on the website that we just brought up - capital development programs. There is a procurement fact I think we're going to go and bring that up for you right now, and it's actually in the federal regulations 45 CFR, section 74.40 through 74.48 and the FAQ will reference that and kind of give you more clearer explanation of it. Yes. Please bring that up.

So are you seeing the FAQ for procurement of bids and services?

(Sherrie Trammel): Yes I am.

(Ann Piesen): Great. That really will help walk you through the process.

(Sherrie Trammel): And can you tell me again. Was it ten percent?

(Ann Piesen): No. Now, it's actually by contract. And it's whether it's 105,000…

Man: 100.

(Ann Piesen): Sorry. 100,000 - sorry there's a couple…

(Sherrie Trammel): Okay. I knew there was a threshold, but I couldn't remember what it was.

(Ann Piesen): So over 100,000 by contract, not by grant, by a particular contract you'll have to do competitive bidding. And then under 100,000, it's simplified acquisition. And that means you still need to get quotes from about three different sources.

(Sherrie Trammel): Yes.

(Ann Piesen): Because you still want to guarantee that you've gone - explored all potential opportunities and found the best price.

(Sherrie Trammel): Okay. Great.

(Ann Piesen): Thank you.

(Sherrie Trammel): Thank you.

Bill Hemmingson: So all the contracts really fall under the federal procurement regulations that says there's a threshold of where you need to go for a couple of bids.

(Ann Piesen): Right.

Bill Hemmingson: Okay. Thank you.

Operator: Thank you. We have a few more. The next is from (Rose Swift). Your line is open.

(Rose Swift): Hello. Thank you. I'm curious to know beyond the October 16 QPR what are the future due dates for reports.

Bill Hemmingson: Normally the QPR is due the mid-month of each quarter. So, you know, that could be around January 15 and then around April 15. But generally it fluctuated depending on, you know, whether the middle of the month falls on the weekend or not. So, you know, it's generally around the middle of the month. Each quarter we update the Quarterly Progress Report manual, and that outlines the specific due dates for that specific quarter.

(Rose Swift): Thank you.

Operator: Thank you. The next is from (Angelica Hernandez). Your line is open.

(Angelica Hernandez): Hi. Yes. Our quarterly report - progress report is not showing on the Electronic Handbook. Do you know when that's going to show?

Bill Hemmingson: The (QPR) - this current quarter or the upcoming quarters for quarterly progress reporting will be available starting October 1. So you won't see anything in the EHB until October 1.

(Angelica Hernandez): Thank you.

Operator: Thank you. Again, if you have a question over the phone, please press *1 and record your name. The next is from (Kyle Perkins). Your line is open.

(Kyle Perkins): Hi. Good afternoon. Question regarding the historic preservation requirements. We had submitted the environmental review, and within that review there was a disclosure about the historic preservation requirements, and we're still showing that as being late. I wonder does that have to be - we did submit the report twice, both under the environmental review and then under the historic preservation requirements. Is there some other qualification we need to meet on the historic preservation?

(Ann Piesen): This is (Ann Piesen). If you're showing in the system that the submission is late, it may have not been fully submitted.

(Kyle Perkins): Okay.

(Ann Piesen): So check and see that your authorized official has actually submitted that.

(Kyle Perkins): Okay. And what I wanted to also verify is that this disclosure about the historic preservation was actually a disclosure made within the environmental review. Does that suffice as far as meeting the requirement, or does there need to be a separate report done on historic preservation.

(Ann Piesen): Well I don't know what you mean by disclosure but it should be a letter from the state historic preservation office that says no adverse effect.

(Kyle Perkins): Okay.

(Ann Piesen): So I'm assuming that's what it is. If it's something else like you've made that determination whether, you know, it's not significant or not going to hold up, but if you submit the same documentation twice under both, they'll still be reviewed by the same person, but that's okay.

(Kyle Perkins): Okay. All right. Very good. Thank you.

Bill Hemmingson: One thing that we maybe should have mentioned is that often times you may have multiple conditions referring to historic and environmental. They're all reviewed and relayed at the same time because we check sort of how they interrelate to each other and all that in order to make sure that you're fully compliant and we'll release those all usually at the same time.

(Kyle Perkins): Okay. Very good. Thank you.

(Ann Piesen): Thanks.

Operator: Thank you. The next is from (David Ready). Your line is open.

(David Ready): Thank you. My question is regarding the issue I believe of new NGA. After the grant's specific conditions have been resolved - the program specific conditions have been resolved, which I think we're at, is a new NGA issued eliminating those?

(Ann Piesen): Yeah. There will be a new NGA that says, you know, the following conditions have been lifted.

(David Ready): Okay. So that's something that we would be receiving by email if notification occurs?

(Ann Piesen): Yeah.

(David Ready): Okay.

(Ann Piesen): That should be what's happening, but if you have any issues like not getting it or you're not sure where it is, then I would definitely contact your project officer that's assigned to that.

(David Ready): Okay. I will do that.

I have one other question, and it might be premature. It's regarding the federal funding in the Common Billing and Transparency Act.

(Ann Piesen): The status of that is actually a question that should be addressed to your grants management specialist.

(David Ready): All right. Thank you. I'll do that directly.

(Ann Piesen): Thank you.

(David Ready): Okay.

Operator: Thank you. Again, if you'd like to ask a question, please press *1 and record your name. The next is from (Stephanie Pavlo). Your line is open.

(Stephanie Pavlo): Hello. This might go with the gentleman's question right ahead of me, but we submitted out SHPO by the deadline of June 30 and our EA by July 31. And we haven't heard back on either one - neither one has been released. So I'm just wondering when we can expect that.

(Ann Piesen): Well I believe that in the initially contractor information that, yeah, you've got the environmental assessment submitted, but it does take a while for HRSA to review it. It can take up to 60 days.

(Stephanie Pavlo): Okay.

(Ann Piesen): And we also will be issuing a finding of no significant impact if there are no issues with your environmental assessment which you will have to go through a public notice process.

(Stephanie Pavlo): Okay. Right on that one. And then the other one was the historical preservation which was due June 30.

(Ann Piesen): Right. The same. They're connected.

(Stephanie Pavlo): Oh.

(Ann Piesen): So one doesn't get released without the other.

(Stephanie Pavlo): Oh. I see. Okay. Okay good. Thank you.

(Ann Piesen): And if you are concerned, I do encourage you to contact in this case your project officer and the environmental reviewer assigned to your project.

(Stephanie Pavlo): Okay great.

(Ann Piesen): Thanks.

(Stephanie Pavlo): Thank you.

Operator: Thank you. The next is from (John Reed). Your line is open.

(John Reed): Okay. Good morning everyone. Calling from Colorado. So do we - until we get the revised NoA, are we not to move forward in the activities on the project? Because sometimes getting the revised NoA can take a considerable amount of time which sets the whole project in and of itself back.

(Ann Piesen): We understand that. The activities that you can proceed with for those conditions that are restricting activities are pretty clearly listed. So I recommend going back and review. If you have an NFI condition, read what you're allowed to do. If you have an environmental condition, read what you can do without having the condition met. And generally, that's everything that - but grading, demolition, abatement, or construction.

So you can go forward with getting the services of an architect, starting (taking) getting construction companies, getting permits, developing schematics, all of that you could proceed with, but you can't break ground. You can't do demo. You can't do abatement. You can't do construction until those conditions are lifted.

(John Reed): Okay. Do that have to, like, say for example, for the environmental abatement that we had to do where we found small amounts of asbestos in some of the paint.

(Ann Piesen): Yes.

(John Reed): We did receive an email from a HRSA official that we had met those conditions around the assessment.

(Ann Piesen): All right.

(John Reed): So I'm saying, given that email, is that an authority for us to move forward with the appropriate abatement that's required in this state.

(Ann Piesen): So what needs to happen is - and I think for questions like this from this point out are kind of really perhaps not the focus of this call, so - but I'm going to finish this question out. But if anybody else has a question like that, I really encourage you to engage your project officer so we can have these questions offline. But in your case, take the email to, perhaps, (Duncan), (Nancy), (Collin), (Liz), (Jacqueline), I don't know who it is…

(John Reed): Yes. It's (unintelligible).

(Ann Piesen): And you will take that email and put that in the submission. Okay? That is the clearest thing you need to put into the condition submission itself for the record. And - email - and what will happen is the condition would be lifted, but you really do have to wait for the NoA.

I think as a general rule, please be aware that just because somebody says something here, because grants do follow the same principles of contracts, the NoA is the authorizing documentation, and the grants management officer who issued those notices of award is actually the authorizing official for what you can and cannot do with federal funds.

So…

(John Reed): (unintelligible)

(Ann Piesen): So we only make things happen, but they're the ones who push the button and to take out.

Does that make sense?

(John Reed): It makes a lot of sense.

(Ann Piesen): Okay.

(John Reed): And thank you for answering that.

(Ann Piesen): Thank you. And if you're still having confusion, let's talk offline with your project officer.

(John Reed): Got it.

Operator: Thank you. Again, if you have a question, you may press *1 and record your name.

And I'm showing no questions over the phone at this time.

Man: All right. Now we're going to take some questions on the web link.

First question is what's the due date of the report and when it will become available on the EHP. As we stated earlier, it will become available on October 1, and the due date is October 16.

Number two, the definition of project started. I guess the question is it related to a needs assessment, etc. Yes. The project started - we typically refer to as maybe just working on the needs, the engineering, the environmental assessment, any contractual obligations that you may have. But then construction, you need to have all those grant conditions lifted, and then you could start the construction.

Man: But an important thing to remember based on this question is that in terms of the report or the reporting, if you have or intend to drawn down funds for architectural services or paid through your environmental assessment, you would indicated on your quarterly report that you started the project. Even though the construction hasn't started, but the quote unquote project has started. You've got a more (chance) to start that portion of the assessment. That's how you would report it in that quarterly report. In the dialog - in the textbox, please include the details of what actually has started on the project though. So we can be clear that you're only talking about planning.

(Ann Piesen): Yes. Preconstruction and construction.

Man: All right. The next question was will the grantees receive notification via email on the QPR due dates. And the answer is yes. In addition, the QPR manual that was provided on our capital developments link and on this file share website, they both have an updated timeline. We try to update that on a quarterly basis as well.

Next question, are there some additional specifics available for the submission of the project implementation certification perhaps? The specifics of - on that one are back to our capital developments website. There's templates available where you can browse in all the forms and documents you need for submissions are found on that link. So that would be helpful to review the capital developments website.

Next, what's the time frame for filing the QPRs. I think we've answered that. Like I said, October 1 and then it closes on the 16th of October.

That's the same thing.

Where do we find specific forms for the project implementation? We've got that as well. That's back to the main capital developments website.

(unintelligible) we've addressed.

(Ann Piesen): (unintelligible)

Man: Hold on a second.

Okay.

(Ann Piesen): I would recommend that…

Man: I don't know if they can see this.

((Cross talk))

(Ann Piesen): Okay. Sorry.

Man: The question is we understand that HRSA's funds cannot be used for space that won't be rented. Does the same restriction apply to matching funds.

(Ann Piesen): That's actually a very specific question which should be addressed directly to your project officer because there's just not enough information or time here to respond to that.

Man: The next question it seems that the QPR is totally separate from the quarterly FFR for these capital grants. Is that correct?

Man: Yes.

Man: The answer is yes.

Would changes of project officers be communicated in any other way than the one who is listed on the NoA? Specifically, (Rod) in our AP project would not have been notified otherwise of receiving a change in the project officer.

Man: Typically what happens is your initial notice of award goes out with the project officer. Subsequent to that, whenever there are modifications made to your assigned project officer, those are made within the EHB. However, he may not necessarily have a notice of award to reflect that to your project officer. So the new project officers will reach out to you and then the project themselves through the email to let you know that they have been signed. We anticipate that occurring for (Rod's) projects within the next week or two. So we can be patient, but we will make sure that everyone who is experiencing a transition from (Rod) as their PO to their new PO, they will be informed.

Man: And the next question is for projects that only deal…

(Unintelligible)

Hold on a second.

For projects that only deal with interior renovation, do we still have to do phase one, phase two around the outside of the building, or do we have to do just one in the area of renovations.

(Ann Piesen): I…

Man: This is an environmental question.

(Ann Piesen): Yea. I really can't answer that question without additional information. It's a little - there's information it looks like it's missing. So again, bring that up through your project officer and your environmental reviewer.

Man: Next question, is there a summary on how to make draw downs for this grant. The answer is contact your grants management specialist. Also, they could point you to some HRSA websites that kind of simplify the grant process and how it relates to draw downs and getting into the accounting system.

(Unintelligible)

One second.

Next question is if you are purchasing equipment and a total deposit was required to secure the contract, is the deposit reimbursable?

(Ann Piesen): I'm not sure…

Man: That is a pretty specific question. You probably want to contact your project officer to go through the details of that…

(Ann Piesen): Yeah…

Man: Scenario.

(Ann Piesen): Yeah. I can't tell if you mean pre-award or post-award or - it's just a little - there's obviously more information that's needed.

Man: We had someone that was joining in late. They're asking when will the recording be available, and what's the website - what is the website that we'll be referring to. I believe it will be posted on our capital developments website, the top link on slide five, and the - that PowerPoint is already there at this time, but we'll have the audio and other information uploaded very soon.

We have a couple final questions. For a small scale CD-IFI renovation project which does not involve physical redesign, do you still have to hire an architect, or is a contractor good enough? And this is again a question for your project officer. You could talk to them about the specifics, and they can help guide you through the process.

And finally our last question. Okay. Someone can't find the link for the announcements to go to the health center capital developments program page. There is a file share pop up that is on this presentation, and the QPR slides PowerPoint is the PowerPoint. I believe also we provide links via the Adobe Announcement.

Man: Yep.

Man: There were some links there as well. If you're having trouble, you could always contact your project officer, and we could point you in the right direction.

Man: I want to add also you can Google it under BPHC Capital Development. That will take you to the site as well.

(Unintelligible)

(Ann Piesen): Operator, we'll take one more round of questions on the phone.

Operator: Thank you. We have a few more. The next is from (Gary Walker). Your line is open.

(Gary Walker): Yes. Hello. I just wanted to ask this quickly. We're trying to build out the overall project schedule. When you review the owner-contractor contract, do you need the contact yet prior to signing, and how long will the review process take?

Man: We only require you submit the signed contract. With these grants, the grantees determine the best form that contract would take. So you would be the one that would be - since your signing the contract, your entering into the contract. We only need for you to submit the final signed contract.

(Gary Walker): Okay. Thank you very much.

Man: And under frequently asked questions on our main page, there is one of the - one or two of the questions that refer to what language should be in construction contracts. You may want to also refer to that.

(Ann Piesen): And on permit types, that language is there as well.

Man: Yes.

(Gary Walker): Okay. Thank you.

Operator: Thank you. Again, if you have a question, press *1. And next is from (Roberta Sheinberg). Your line is open.

(Roberta Sheinberg): Thank you. I'm calling from the state of California, and we have something with our project officer. And we selected a contractor. And we have our - we're about to submit an AIA contract, and we were told that we have to also upload into the EHB an award letter that shows the contractor. Where is the language - is there a language for an award letter, or a special template, or should we just make up a letter and upload it?

Man: Again, there's not a template for that. So it's just a short one or two sentence letter just to fulfill that obligation. The other thing we can accept is a, you know, like minutes from the board meeting, a gratified account, or something like that. So usually it's just a - it's a simple note or an email that goes to the contractor from your organization.

(Roberta Sheinberg): Are we required to take the contract and our chosen contractor and all of that to our board of directors. Would you be looking for minutes?

Man: It's....

(Ann Piesen): You mean having the contractor appear before the board? No.

(Roberta Sheinberg): Okay.

Man: For you to determine how you handle that process. All we want to see is some indication from your organization that you're authorizing the contracts. Go ahead.

(Ann Piesen): It should be in accordance with your procedure in that.

Man: Yeah with your regular procedure that’s fine.

Woman: (unintelligible)

Operator: Thank you. The next question is from (Melanie Taylor)'s location. Your line is open.

(Melanie Taylor): Yes. You had made mention of multiple projects and saying that you had to continue to report on all projects until they were closed. Could you clarify what you mean by multiple projects?

(Ann Piesen): That's only in regards to those IFI grants when there were multiple projects…

Man: Right. IFI projects that have multiple projects, school based health care centers that have multiple projects, BPHC Building Capacity grants only have one project. So there will only be one in there for you to report.

(Melanie Taylor): Thank you.

Operator: Thank you. Again, if you have a question, you may press *1.

And I'm showing no questions at this time.

(Ann Piesen): All right. Well now we are concluding the training conference call. If you guys have any additional questions, please refer to your project officer. And lastly, please do not forget to take the training evaluation. It's five questions, a Survey Monkey link, and it just provides us with feedback on how to provide you with better training. Thank you, and have a great day.

Operator: Thank you. This concludes today's conference. Thank you for joining. You may disconnect at this time.