



Capital Grant Semi-Annual Progress Reports (SAPR)

PRESENTATION TO AWARD RECIPIENTS

Purpose

- Provide a quick introduction to the online Capital Grant Semi-Annual Progress Report (SAPR) system.
- Assist award recipients in accessing, completing, and submitting their SAPRs.
- Award recipients are required to submit SAPRs to document programmatic progress on projects supported under HRSA's construction-related grants.
- Note: For detailed programmatic help, award recipients should consult the Bureau of Primary Health Care's *semi-annual Progress Report (SAPR) Reporting Manual*, available at <http://www.bphc.hrsa.gov/about/pdf/saprmanual.pdf>

Prerequisites

- To work on your organization's SAPR:
 - Must have a user account in the HRSA Electronic Handbooks (EHBs).
 - User account must be associated to your organization.
 - Must have the grant in your portfolio.
 - Must have the "Edit" and/or "Submit" access permission (as appropriate) for Progress Reports from the Project Director/Authorizing Official 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>.

General Requirements

- A SAPR must be submitted each six months, even in the cases where only planning work has occurred or where only minimal work has occurred during that reporting period.
- For the purpose of reporting, the term 'project' refers to the entirety of the work including planning, construction and close out.
- Each SAPR must provide the current status of the project. Do not use data from a previous report or reporting period.
- Provide only the capital project status detail for the SAPR.
- Please check the SAPR manual for detailed reporting requirements prior to submitting.
<http://www.bphc.hrsa.gov/about/pdf/saprmanual.pdf>

Step 1: Navigate to Semi-Annual Progress Report Welcome Page

HRSA | Electronic Handbooks

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?

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

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

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

- Click **Tasks with a deadline** or click **Due within 30 days Tasks**, if applicable.

Step 2: Navigate to Semi-Annual Progress Report - Pending Tasks List Page

Detailed View | Search | Saved Searches

Go 11 items in 1 page(s)

Task Category	Tracking #	Task	Entity	Entity #	Organization	Options
All			All		All	
Grant Submissions	00128135	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Grant Submissions	00128137	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Grant Submissions	00128138	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
FTCA Application	4544	New/Existing FTCA	Grant	H00CS80013	COMMERCE DEPARTMENT	Edit
Grant Submissions	CBACS23068-Q113	Progress Report	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Grant Submissions	00128141	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Grant Submissions	00128139	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Grant Submissions	00128136	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Grant Submissions	00128140	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Grant Submissions	00128442	Other Submissions	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit
Access Request		Access Grant Request	Grant	CBACS23068	UNIVERSITY OF CALIFORNIA	Edit

Go 11 items in 1 page(s)

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

Step 3: Start Progress Report

HRSA Electronic Handbooks

Tasks Organizations Grants FQHC-LALs

Browse

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	C8ACS20000	AMERICAN PT. INC.	Edit
746 Days	05/30/2015	Grant Submissions	00128137	Other Submissions	Grant	C8ACS20000	AMERICAN PT. INC.	Edit
746 Days	05/30/2015	Grant Submissions	00128138	Other Submissions	Grant	C8ACS20000	AMERICAN PT. INC.	Edit
6/10/2014 (36 Days)		Grant Submissions	C8ACS...-Q214	Progress Report	C8ACS... (Grant)		Community Health Care	Edit
Late by 70 Days	03/07/2015	Grant Submissions	00128141	Other Submissions	Grant	C8ACS20000	AMERICAN PT. INC.	Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128139	Other Submissions	Grant	C8ACS20000	AMERICAN PT. INC.	Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128136	Other Submissions	Grant	C8ACS20000	AMERICAN PT. INC.	Edit
Late by 109 Days	01/27/2013	Grant Submissions	00128140	Other Submissions	Grant	C8ACS20000	AMERICAN PT. INC.	Edit
Late by 259 Days	08/30/2012	Grant Submissions	00126442	Other Submissions	Grant	C8ACS20000	AMERICAN PT. INC.	Edit

- Click **Start** or **Edit** in the Options column.

Step 4: Update Forms on Status Overview 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 '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		
Resources		
C8AC5: COMMUNITY HEALTH CARE, INC., Springfield, MA - 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

- SAPR 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.

Step 5: Confirm Contact Information

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Home', 'Tasks', 'Organizations', 'Grants', 'Free Clinics', and 'FQHC-LALs'. The 'Tasks' tab is active. The breadcrumb trail reads: 'You are here: Home » Tasks » Browse » Progress Report [C8ACS21298-Q214] ». The main content area is titled 'Contact Information' and displays details for 'C8ACS21298: COMMUNITY HEALTH CARE, Tacoma, WA' with a 'Due Date: 6/10/2014 11:59:59 AM'. Below this, there is a 'Resources' section and a form for contact information. A note states: 'Fields marked with an asterisk (*) are required'. The form has the following fields: 'Title' (empty), 'Name' (with an asterisk, containing 'Point of Contact'), 'Phone' (with an asterisk, containing '206.222.1100'), 'Fax' (empty), and 'Email' (with an asterisk, containing 'info@communityhealthcare.com'). At the bottom of the form are two buttons: 'Go to Previous Page' and 'Save and Continue'.

- Make sure contact information is correct and change only if necessary.
- From the Status Overview page, click **Update** for Contact Information to open the Contact Information section.
- Click the **Save and Continue** button.

Step 6: Start Report Navigation

- Left Navigation panel (if it is hidden, click the double arrow >> to expand it) to open any section of the report, or to return to the Status Overview page.
- **Save and Continue** to the next section.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report \[\]](#) » [C8AC\[\]-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. Grant the BPHC Helpline at 877-974-BPHC(2742).

▶ **C8AC[]: COMMUNITY HEALTH CARE, []**

▶ **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\[\]-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[]: COMMUNITY HEALTH CARE, INC., []**

▶ **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.

Step 7: SF-PPR Page 1 Summary

- Click the **Save and Continue** button (in the lower right corner of the screen) to continue.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report \[\]](#) » [C8AC17178-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. Grant the BPHC Helpline at 877-974-BPHC(2742).

► **C8AC17178: COMMUNITY HEALTH CARE, Tarrant, TX**

► **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) [i](#)**

Yes

No

*** 10. Performance Narrative [i](#)**




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

*** 10a. Additional Patient Capacity [i](#)**

11. Upload Attachments (Maximum 5)

No docu

[Go to Previous Page](#)

Step 8: SF-PPR Page 3 Project Data

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [C8AC51278-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.

▶ **C8AC51278: COMMUNITY HEALTH CARE, Taunton, MA** 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 be different 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](#)

- HIIP Awards have one project.
- **Save and Continue** button in the lower right corner of the screen.

Step 9: Attach Documents on SF-PPR

Page 3 Project Data

- 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.

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 Moline 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](#)

Step 10a: Project Status is “Not Started”

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.

Step 10a: Project Status is “Not Started”

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 various milestones needed to complete the project.
- Status of procuring contracts for architectural/engineering services and construction contract, including design period, obtaining permits, obtaining any required easements, solicitation of bids, evaluation of bids, awarding contracts, securing bonding, and construction period etc.
- Status of submitting information related to the restrictive conditions of award.
- Issues related to site control, e.g. status of purchasing the property or finalizing the lease for the site.

Step 10b: Project Status is “Less than or equal to 50% Complete”

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.
- **Contracts:** Confirmation that contracts have been procured in compliance with federal procurement requirements (in accordance with 45 CFR 75) and the required bonding has been secured.
- **Status of submission** of the Project Implementation Certification reporting requirement and the status of completing the construction drawings and specifications.
- **Issues** related to the construction schedule or the project budget.
- **Progress photos** of the project (if work on the site has begun) or “before” photos (if the project has not yet begun.)

Step 10b: Project Status is “Less than or equal to 50% Complete” (continued)

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

Additional Suggestions for topics to include:

- **If project is still in the preliminary stages:** Information on the planning of the project, and actions taken during the reporting period.
- **If not all Grant Conditions have been met/lifted:** Status of submitting information related to the conditions of award and status of conditions being lifted by a revised Notice of Award in this reporting period.
- **If all Grant Conditions have been met/lifted:** Status of the construction related activities on the site and percentage of completion. Status of Equipment purchase and percentage of completion.

Step 10c: Project Status is "Greater than 50% and Less than 100% Complete"

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

Suggestions for topics to include:

- Provide the requested reporting information listed above under "Less Than or Equal to 50% Complete" if not previously reported.
- **Issues** related to the project budget, the scope of work and/or project schedule.
- **Expected 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.

Step 10d: Project Status is “Completed”

Project Status: **Completed**

Suggestions for topics to include:

- Provide the requested reporting information listed above not previously reported.
- **Date** that 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 other 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).

Step 11: Page 3a – Project Earned Value Management (EVM) Data

- Page 3a shall be completed if all the total project cost exceeds \$1,000,000


Project Schedule Status

- **On Time** – project progress is on schedule
- **Behind Schedule** – project progress is late than planned or expected
- **Ahead of schedule** – project progress is in advance than planned or expected

Project Budget Status

- **On Budget** –project activities consumed the planned expenditures
- **Under Budget** –project activities consumed less than the planned expenditures
- **Over Budget** –project activities consumed more than the planned expenditures

Step 11: SF-PPR Page 3a EVM Data example page

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#) [] » [C8ACST001-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.

▶ **C8ACST001: Christian Community Health Center, [REDACTED]**


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

▶ Resources 

 21293-1  21293-2

▶ **21293-1: CCHC Cabinet 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

- On Time
- Behind Schedule
- Ahead of Schedule

* 2. Project Budget

- On Budget
- Under Budget
- Over Budget

[Go To Previous Page](#)

[Save](#)

[Save and Continue to Next Page](#)

[Save and Continue to Next Project](#)

Step 11: SF-PPR Page 3a Project EVM Data

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, C8ACS21293** Due Date: 6/10/2014 11:59:59 AM

▶ Resources

▶ 21293-1 ⊘ 21293-2

▶ **21293-1: CCHC Cabinet 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](#)

- Note that you only have one project for HIIP and there will be no **Save and Continue to Next Project** button. Click **Save and Continue** once the project is updated.

Step 12: SF-PPR Page 3a Additional Questions

- Answer Question 1 on Page 3a.
- Additional questions will appear if you indicate that your project is either behind/ahead of schedule or over/under budget.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#) [[📄](#)] » [C8ACSH290-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.

C8ACSH290: Christian Community Health Center, Chicago, IL

Resources [↗](#)

21293-1 **21293-2**

21293-1: CCHC Regional 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.

Step 13: SF-PPR Page 3 (Project Completed)

- If answer to Question 1 on Page 3 is “Completed,” additional questions will appear on the page.
- Answer all questions; for this walkthrough, click the **Save and Continue** button (in the lower right corner of the screen).
- 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.

Step 13: SF-PPR Page 4 Project Closeout Data

SF-PPR Page 4 Project Closeout Data

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

▶ Resources (5)

21293-1 21293-2

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

▶ Resources (5)

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

- Project will appear on Page 4 Project Closeout Data.
- Note: You only have one project for HIIP and there will be no **Save and Continue to Next Project** button. Click **Save and Continue** once the project is updated.

Step 14: SF-PPR Page 4 – Project Closeout Data

- Page 4 – Project Closeout Data appears when Project Status for project is “Completed.”
- Complete Page 4 and click the **Save and Continue** button (in the lower right corner of the screen) to continue.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [C8AC21298-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).

▶ **C8AC21298: 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** [i](#)

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 [i](#)

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 [i](#)

★ **Project Completion Dates**

5a. Proposed project completion date

5b. Actual project completion date

[Go To Previous Page](#)

Step 15: Submit 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 current page is titled 'Review' and is for a Progress Report for 'C8ACSHW: Christian Community Health Center, CHICAGO, IL'. The due date is '6/10/2014 11:59:59 AM'. The left sidebar contains a navigation menu with 'Review' selected. The main content area shows a 'Resources' section with tabs for 'View' and 'References'. Below this is a 'Print All Forms' button and a table with columns for 'Section', 'Type', and 'Options'. The table lists 'Contact Information' as a section type 'HTML'. At the bottom right, there is a 'Continue' button.

- Review page opens.
- If need to update a separate portion of the report, use the menu on the left navigation panel to return to the Status page.
- From the Review page, 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 interface. It features a 'View' dropdown menu, a status bar indicating '12 items in 1 page(s)', and a prominent blue 'Continue' button. Below the button, the footer text reads '0.8 | Build #: 2.0.0.11 | Environment: Production'. At the very bottom, there is a standard browser toolbar with icons for back, forward, search, and other functions.

Step 16: Submit Report Page

The screenshot displays the 'Submit Report' page in the HRSA Electronic Handbooks system. The page header includes the HRSA logo, 'Electronic Handbooks', and navigation links for 'Tasks', 'Organizations', 'Grants', 'Free Clinics', and 'FQHC-LALs'. The breadcrumb trail indicates the user is in 'Progress Report' for grant 'C8ACS1001-Q214'. The left sidebar lists navigation options: 'ALL FUNCTIONS', 'Progress Report', 'Overview', 'Status', 'Cover Page', 'Progress Data', and 'Review and Submit'. The main content area shows a table of report sections with their status and update options.

Section	Status	Option
C8ACS1001 - 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 Applicable

At the bottom right of the page, there is a 'Submit' button. The footer of the page includes the text: 'HCMS-PRS | Platform #: 2.35.0.8 | Build #: 2.0.0.11 | Environment: Production'.

- Submit Report page opens.
- Status of every report section should be "Complete".
- Must have the "Submit" access permission from the Project Director/Authoring Official for the grant to advance beyond this point.
- Click the **Submit** button.

Step 17: Submit Report 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 indicates the user is in 'Progress Report' for 'C8ACST-14-Q214'. The main content area is titled 'Submit Report - Confirm' and contains a confirmation message: '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: 'This is a confirmation page! You MUST Click on the appropriate button to complete your action.' Below this is a 'Certification' section with a red asterisk indicating required fields. It contains a text input field with a red asterisk, a 'View Report' button, and a checkbox labeled 'Please check the box to electronically sign the Report.' At the bottom, there are 'Cancel' and 'Confirm' buttons.

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

Step 18: Submit 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

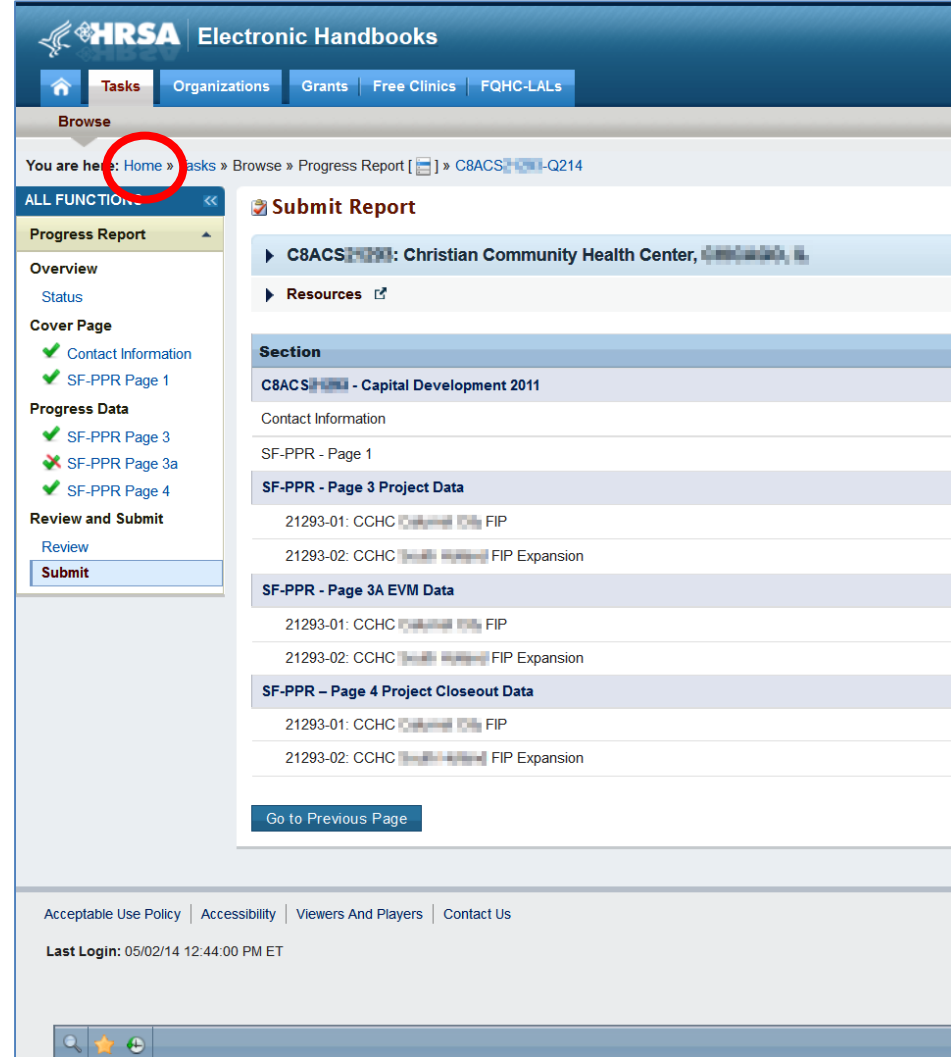
Report Type	Quaterly Progress Report
Grant Number	C12CS-████
Submission Tracking Number	C12CS-████-Q214

[Return to List](#)

- Submit Report - Result page opens.
- Make note of Tracking Number.

Return to Welcome Page

- At any time, 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 the HRSA logo and the text "Electronic Handbooks". Below this, there are several tabs: "Home", "Tasks", "Organizations", "Grants", "Free Clinics", and "FQHC-LALs". The "Home" tab is circled in red. Below the navigation bar, there is a breadcrumb trail: "You are here: Home » Tasks » Browse » Progress Report [] » C8ACS [] » Q214". The main content area is divided into two columns. The left column contains a sidebar with the following sections: "ALL FUNCTIONS", "Progress Report", "Overview", "Status", "Cover Page", "Progress Data", and "Review and Submit". The right column contains the main content, which includes a "Submit Report" section, a "Section" section, and a "Go to Previous Page" button. The footer of the page 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 Report in Progress

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes the HRSA logo, the text 'Electronic Handbooks', and links for 'Support' and 'Logout'. Below this is a secondary navigation bar with 'Tasks', 'Organizations', 'Grants', and 'FQHC-LALs'. A 'Welcome' banner contains links for 'Recently Accessed', 'What's New', and 'Guide Me'. A yellow 'Getting Started with the Handbooks' section offers links for '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, '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, '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-1113-1113 (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 the report closes prior to completing it, return to it via Welcome page by clicking the **Tracking Number** link in the “My Recently Accessed” box.

Pre & Post-Submission Processes

- After the submission of the SAPR, the Capital Grant Project Officer will review and determine if the report is complete or if additional information is needed.
- It is important that award recipients review the SAPR manual to become familiar with what should be provided, depending on the status the organization is reporting (i.e., Not Started, Less Than 50 Percent Complete, More Than 50% Complete and Completed).

When reporting the overall project status through the SAPR, award recipients are reminded that Project Officers may decide to place the award recipient on draw-down restriction if one or more of the situations presented below is encountered:

1. Beginning construction-related activities prior to meeting all of the conditions of award;
2. Implementing a project that has not been approved by HRSA;
3. Drawing down funds inconsistent with the project status;
4. Not submitting semi-annual Progress Report (SAPR) submissions for consecutive periods; and
5. Not implementing the approved project(s) in a timely manner.

Pre & Post-Submission Processes continued

Draw Down of Grant Funds

- Draw down of grant funds should be consistent with the grant progress identified in the SAPR submission.
- Award recipients are reminded that funds associated with the construction or alteration/renovation project are restricted and may not be drawn down until all program and grant-specific conditions of this award have been met and lifted from the Notice of Award.
 - The only exceptions to this restriction on drawdown are limited pre-construction activities related to meeting one of these conditions, such as expenses for completing architectural and engineering plans, meeting licensing and permitting requirements, historic preservation consultation with the State Historic Preservation Office/Tribal Historic Preservation Office, and preparing the Environmental Assessment.

Resources

- Capital Development Website

<https://bphc.hrsa.gov/programopportunities/fundingopportunities/capdev.html>

- Semi-Annual Progress Report Manual
- Semi-Annual Progress Report Quick Guide
- FAQs
- Reporting Requirement submission forms

- BPHC Helpline

- Call directly to 1-877-974-2742
- Or contact the Bureau of Primary Health Care (BPHC) Helpline, by clicking the following link
<http://www.hrsa.gov/about/contact/bphc.aspx> and submitting your inquiry

Feedback and Questions

Questions?