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

- 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

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

Step 3: Start Progress Report

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

Step 4: Update Forms on Status Overview Page

- 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

- 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.

Step 7: SF-PPR Page 1 Summary

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

Step 8: SF-PPR Page 3 Project Data

- 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.

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.

▶ C8ACS■■■: COMMUNITY HEALTH CARE, ■■■■■, ■■

▶ 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 attac

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

📄 SF-PPR Page 3a Project EVM Data

ℹ **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.

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

▶ **Resources** ↗

❌ **21293-1**   ⛔ **21293-2**

▶ **21293-1: CCHC ▮▮▮▮ ▮▮▮ 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
⚪ On Time	⚪ On Budget
⚪ Behind Schedule	⚪ Under Budget
⚪ Ahead of Schedule	⚪ 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 – Updating Projects

- 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.

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.

Step 13: SF-PPR Page 4 Project Closeout Data

- 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.

Step 15: Submit Report Review Page

- 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.

Step 16: Submit Report Page

- 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

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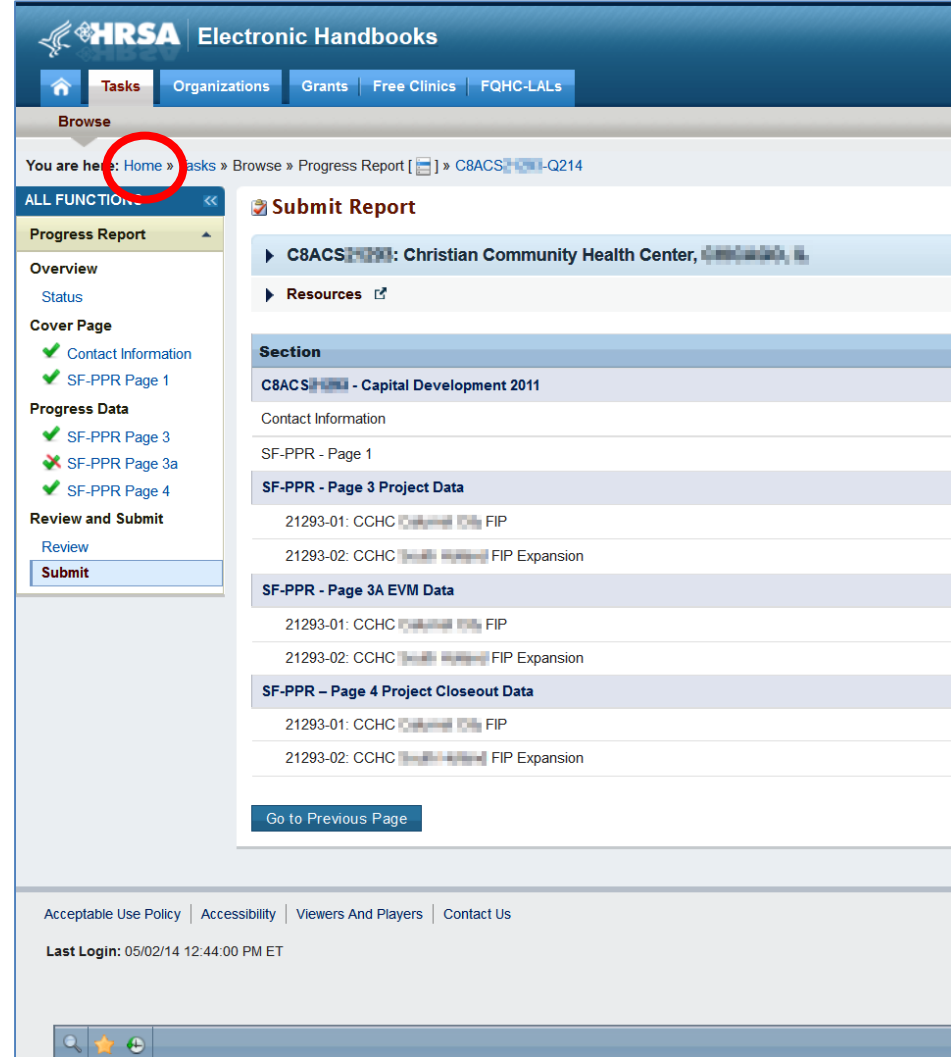
Report Type	Quaterly Progress Report
Grant Number	C12CS░░░░░
Submission Tracking Number	C12CS░░░░░-Q214

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.

Return to Report in Progress

- 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

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

- ## BPHC Helpline
  - o Call directly to 1-877-974-2742
  - o 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?