



FY21 American Rescue Plan – Health Center Construction and Capital Improvements (C8E/ARP – Capital) Office Hours

**Infrastructure Improvement Investment Management
Office of Health Center Investment Oversight**

Health Resources & Services Administration (HRSA)/Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Agenda

- Meet the Panelists
- Semi-Annual Progress Report
- Q&A Session



Panelists



CDR Sarah Trinidad
Director



CDR Vesnier Lugo
Deputy Director



Bill Hemmingson
Team Lead



Amy Harbaugh
Team Lead

LaShawna Smith
Grants Management
Specialist

**Infrastructure Improvement Investment Management
Office of Health Center Investment and Oversight**

**Division of Grants
Management Operations**

Second Capital Award Progress Report

The next Semi-Annual Capital Progress Report will be available on **November 1, 2022**.

The progress report covers activities in the current **reporting period of May 1, 2022 to October 31, 2022**.

The report collects information about your health center's progress on capital activities on an individual site basis. Please provide information on the milestones met and/or challenges with the project.

ALL C8E award recipients MUST submit a report whether work has begun or not.

The report must be submitted by **11:59 PM ET** on Tuesday **November 15th, 2022**. **HRSA may place restrictions on your funding if you do not submit a progress report.**



Who Submits the Report?

Only the **Project Director/Authorizing Official** associated with the grant award can certify and submit the report in EHB.

Topic	Issue	Helpful Tip
Grant Access	I can't find the grant listed when I log into EHB.	Make sure the Capital grant is added to your account. You can use this guide or watch this video about how to add a grant to your portfolio. For more guidance, submit your question to the BPHC Contact Form or call 877-464-4772.
Role Access	I am the Project Director, but I am unable to access or submit the report.	Make sure the Project Director role is added to your account. Although listed on the Notice of Award, the EHB role is not automatically added. You can use this guide or watch this video about how to add the PD role. For more guidance, submit your question to the BPHC Contact Form or call 877-464-4772.
Project Director Change	Our Project Director changed and I need help adding a new one.	Submit a Prior Approval request to change the Project Director. Please also reach out to HRSA (your assigned ARP- Capital Project Officer or Grants Management Specialist) to notify them of this matter and obtain instructions on submitting a request. This video is also helpful for the process.



Submission Deadline Extensions

- Please review your ARP-Capital grant folder to determine if you have any submissions that are past the due date.
- If additional extensions are needed, you can submit up to an additional 90-day extension (from the submission due date).
- Please include the reason for the delay and provide information on any challenges you may have in submitting the required information.
- A helpful video can be found at: <https://www.youtube.com/watch?v=ftV0p60qjx8>.
- Consult with your assigned IOA if there are any questions regarding the request.
- **Note: Capital Award Progress Report deadlines cannot be extended.**



Important Compliance Reminders

To insure HRSA can continue to support the use of ARP-Capital funding, it is important to comply with all the terms and conditions included in the Notice of Award and the Funding Opportunity Announcement.

Topic	Issue	Helpful Tip
When can we begin the construction?	Have all grant conditions related to the project been approved by HRSA and lifted in an NoA?	Refer to the information in the Grant folder. Conditions are numbered according to the project number in your application. If you have more than one project, you can begin work on a project if all the conditions specific to the project have been lifted in a revised notice of award. However, you CANNOT begin construction related begin (clearing, demolition, etc.)
How can I change the funded project?	HRSA has reviewed and approved the specific projects funded by C8E.	If you are considering changing any project that HRSA has reviewed and approved or approved with conditions, please contact your IOA for assistance. Changes to the funded project often requires Prior Approval.



Capital Award Resources

Contact your assigned **Investment Oversight Advisor (IOA)** if you have any specific questions.

Resource	More Information
ARP-Capital Website	The ARP-Capital website includes the funding specific information, including the original NOFO and FAQs.
Reporting Requirements	Find sample forms and templates at Capital Developmental Website .
BPHC Contact Form	Use the BPHC Contact Form to contact the Infrastructure Improvements Team.
EHBs Support	For technical issues related to accessing or logging into the Electronic Handbooks, please submit your question or call 877-464-4772, Monday through Friday from 7 a.m. - 8 p.m. ET (except federal holidays).
Progress Report User Guide	This user guide provides step-by-step guidance on how to complete the Progress Report and is located at the Capital Developmental Website .
Capital Grant Progress Report Video	This is a brief video summarizing the helpful tips and important information on completing the Capital Award Progress Report.



Questions?



Thank You!

ARP- Capital Team

Office of Health Center Investment Oversight (OHCIO)

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)



<https://www.hrsa.gov/about/contact/bphc.aspx>



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