

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 Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People





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





Panelists







What is a Capital Award Progress Report?

The report collects information about your health center's progress on site-based capital activities supported through your capital grant award on an individual site basis.

Each progress report covers activities in the last **reporting period**. The information reported on the milestones met and/or challenges will allow HRSA to provide assistance where needed.

The ARP-Capital report is available for submission in EHB every May and November of every year up until project completion or when all funded projects are completed (if more than one project is supported. The first Semi-Annual Capital Progress Report will be available on May 1, 2022.

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 Wednesday <u>May 18th, 2022</u>. HRSA may place restrictions on your funding if you do not submit a progress report.

When completing this first progress report, be sure to provide information for the **reporting period** of September 15th 2021 to April 30th, 2022.





Who Submits the Report?

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

Торіс	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 <u>this guide</u> or watch <u>this video</u> about how to add a grant to your portfolio. For more guidance, submit your question to the <u>BPHC Contact Form</u> 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 <u>this</u> <u>guide</u> or watch <u>this video</u> about how to add the PD role. For more guidance, submit your question to the <u>BPHC Contact Form</u> 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. <u>This video</u> is also helpful for the process.





Progress Report Resources

Contact your assigned **ARP- Capital Investment Office Advisor (IOA)** if you have any specific questions about the content of your progress report.

Resource	More Information
Progress Report Webinar (01-18-2022)	HRSA provided additional guidance in a webinar on January 18, 2022. The recording can be found at <u>January 18, 2022, Recording</u> .
ARP Capital Progress Report User Guide	This <u>user guide</u> provides step-by-step guidance on how to complete the Capital Award Progress Report and will also be located on the <u>ARP-Capital Website</u> .
Capital Grant Progress Report Video	This is a brief <u>video</u> summarizing the helpful tips and important information on completing the Capital Award Progress Report.



You can find the name of your IOA in a revised Notice of Award that was issued in March 2022.



Section 1 (SF-PPR - Page 1): Report Status

After confirming your Contact Information, Page 1 of the report will ask if this progress report is your **final report.**

• Select Yes, only if you have completed all the equipment purchases and/or construction-related project(s) and 100% of costs have been incurred.

Once reviewed and approved as the final report, you will no longer need to submit future progress reports for the Capital award.

Select	yes if every funded construction / alteration / renovation / equipment project is 100% complete 🕃
0	Yes
0	No

 10. Performance Narrative The performance narrative describes the overall accomplishments of the entire grant for all funded capital projects () 					
Maximum 4000 characters (with spaces)					
* 10a. Additional Patie	nt Capacity 🕕				
bits: Consult all errors on the page leafone uphatolog an allocatment		L.z			
▼ 11. Upload Attachments () (Maximum 5)		Attach File			
	No documents attached				





Section 2 (SF-PPR - Page 3): Project Status and Changes

You will select one of the following status options to best describe the progress made for EACH approved project by the end of the reporting period:

•Not Started

- •Less than or equal to 50% Complete
- •Greater than 50% and Less than 100% Complete

•Completed

Confirm whether there have been any changes to project budget, location or scope

The draw down of grant funds should be consistent with the progress identified

0	Not Started		
•	Less than or equal to 50% Complete		
0	Greater than 50% and Less than 100% Complete		
0	Completed		
0	Yes		
0	No		
f 'Yes',	please explain:		
	please explaín:		





Section 2 (SF-PPR - Page 3): Project Specific Narrative

The project specific narrative should summarize the progress made working on the project activities during the reporting period, any milestones reached, as well as key factors contributing to or restricting the performance and success of the project.

It is important to include information as applicable to the project status category reported, even when minimal work has occurred during the reporting period.

•Not Started

•Less than or equal to 50% Complete

•Greater than 50% and Less than 100% Complete

Completed

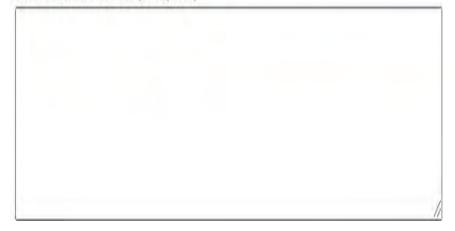
The draw down of grant funds should be consistent with the progress identified

A LINE AND A LINE AND

* 2. Project Specific Narrative (i)

Provide information on activities undertaken during reporting period, including whether the project is ahead of or behind schedule and the status of p

Maximum 4000 characters (with spaces)





C8E Resources

• Below are additional resource for managing your C8E Award.

Resource	More Information
ARP-Capital Website	ARP-Capital Website
C8E FAQs	<u>https://bphc.hrsa.gov/program-opportunities/american-rescue-plan/arp-</u> <u>capital-improvements/faq</u>
Health Center Program Support Contact Form	https://bphccommunications.secure.force.com/ContactBPHC/BPHC Contact Form
Capital Development Website	https://bphc.hrsa.gov/program-opportunities/capital-development













Thank You!

ARP- Capital Team

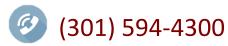
Office of Health Center Investment Oversight (OHCIO)

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)



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



bphc.hrsa.gov



Sign up for the Primary Health Care Digest





Connect with HRSA

Learn more about our agency at: <u>www.HRSA.gov</u>



FOLLOW US:



