



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



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

David Colwander

**Grants Management
Specialist**

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

**Division of Grants
Management Operations**

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 **May 18th, 2022**. **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.

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.



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 January 18, 2022, Recording .
ARP Capital Progress Report User Guide	This user guide provides step-by-step guidance on how to complete the Capital Award Progress Report and will also be located on the ARP-Capital 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.



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.

★ 8. Is this your final CAPR?
Select yes if every funded construction / alteration / renovation / equipment project is 100% complete ⓘ

Yes

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 Patient Capacity ⓘ

Note: Correct all errors on the page before uploading an attachment.

▼ 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

1. Project Status ⓘ

Not Started

Less than or equal to 50% Complete

Greater than 50% and Less than 100% Complete

Completed

1a. Have there been any changes to the project budget, project location, or scope of project?

Yes

No

If 'Yes', please explain:

Maximum 2000 characters (with spaces)

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

★ 2. Project Specific Narrative ⓘ

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	https://bphc.hrsa.gov/program-opportunities/american-rescue-plan/arp-capital-improvements/faq
Health Center Program Support Contact Form	<a bphc.hrsa.gov="" capital-development"="" href="https://bphccommunications.secure.force.com/ContactBPHC/BPHC>Contact Form</td></tr><tr><td>Capital Development Website</td><td>https://bphc.hrsa.gov/program-opportunities/capital-development



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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