



Health Center Capital Awards 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

- Important Reminders
 - Upcoming Capital Award Progress Reports
 - Follow up from first ARP-Capital Progress Reports
 - Considerations when addressing Project Changes
 - Prior Approval Requests
 - Close out of Capital Projects / Awards
 - Deadline Extensions
- Q&A Session



Capital Award Progress Report

<p>Programs</p>	<p>FY15 – FY16 Health Infrastructure Investment (HIIP) (Activity Code: C8D) FY18 Capital Assistance for Hurricane Response and Recovery Efforts (CARE)(C13) FY19 School-Based Health Center Capital (SBHCC)(C12) FY20 Capital Assistance for Disaster Response and Recovery Efforts (CADRE)(C14)</p>
<p>Progress Report</p>	<p>Next Report (SAPR1-22) for the above programs is due 07/15/2022</p> <ul style="list-style-type: none"> • Report covers the period from 01/01/2022 – 06/30/2022; • Report is available in EHB on 07/01/2022
<p>Key Items for next report</p>	<ul style="list-style-type: none"> • Only the award’s Project Director must submit the report; Prior approval is needed to change the project director; Recommend verifying the listed PD as soon as possible. • Progress Reports continue until the project(s) is completed • REMINDER: Progress reports cannot be used to re-budget the project or to make changes to the approved project • Once the project is completed, mark that this is your final progress report and submit the close out reporting requirements.



ARP-Capital - Capital Award Progress Report

Program	American Rescue Plan- Health Center Construction and Capital Improvements (ARP-Capital); Activity Code: C8E
Progress Report	Next Report (SAPR2-22) for ARP-Capital award is due 11/15/2022 ; <ul style="list-style-type: none">• Report will cover the period from 05/01/2022 – 10/31/2022;• Report will be available in EHB on 11/1/2022
Follow Up from first Report (SAPR1-22)	Investment Oversight Advisor (IOA) may follow up during HRSA's review <ul style="list-style-type: none">• IOAs may return progress reports to ask for corrections, clarifications, or request more information. Please respond promptly to these requests.• IOA may reach out further in specific cases, such as:<ul style="list-style-type: none">○ Project changes on one or more projects○ Draw down amount is inconsistent with the progress described○ Project started prior to meeting all conditions.• Once a project is completed, submit the close out reporting requirements to complete grant requirements.



Examples of Close Out Reporting Requirements

Reporting Requirement	Required Information
Final Progress Report	<ul style="list-style-type: none"> • Within the Progress Report, mark the project ‘Completed’ • When all projects are complete, mark this is your final report.
Project Completion Certification	<ul style="list-style-type: none"> • Completed letter using HRSA template on letterhead • Letter from A/E firm or Contractor with a completion date • Final building permit inspection or occupancy certificate.
Photographs (not applicable to equipment-only projects)	<ul style="list-style-type: none"> • Photos prior to beginning the project • Photos of the project under construction • Final photos (interior and exterior, as applicable)
Final Budget	<ul style="list-style-type: none"> • Completed HRSA SF-424C budget form • Final budget justification • Final equipment list (may be included w/ budget justification)
Tangible Personal Property Report (SF-428)	<ul style="list-style-type: none"> • Separate reporting for items purchased of \$5,000 and above • Use the standard HRSA SF-428 form



Prior Approval Requests

Project changes may require Prior Approvals

Award recipient should consult with IOA prior to submitting a Prior Approval Request to determine what documents are required and avoid unnecessary back and forth.

Once HRSA review and approve the Prior Approval request, a revised Notice of Award (NoA) will be issued.

Refer to the Grant Specific Terms in the initial Notice of Award for additional information on when prior approval is needed and forth. The video at <https://www.youtube.com/watch?v=tH8YkFXObdU> may also be helpful.

Examples of Project Changes that require Prior Approval

- Change of project site location
- Change of project type (Construction, Alterations/Renovations, Equipment)
- Change in project budget (exceeding 25% or \$250,000, whichever is greater)
- Changes to the Project Director
- Extensions to the project period (submit request 60 days before the project period end date)
- Changes that expand the building's footprint or the area of renovation
- New costs (must be reviewed to determine if allowable)
- Use of Force Account Labor
- All Pre-award Costs



Why does HRSA review project changes?

Project changes must follow federal rules and the intent of the original funding. HRSA must review and approve project changes, which may result in additional conditions such as:

- National Environmental Policy (NEPA) Act and National Historic Preservation (HP) Act
- Notice of Federal Interest
- Property Documentation
- Revised Budget Documentation
- Revised Schematic Drawings/Site Plan

Typical Prior Approval request processing timeframe:

- Once HRSA receives a fully complete prior approval request, Prior approval/Capital Updates or Rebudgeting requests typically take 30 days for HRSA approval
- PA-Capital Updates that request a new site (not currently in scope) will require a Change-in-Scope on the H80 award, which may take longer than 30 days



Submission Deadline Extensions

- It is important to keep all submission deadlines up to date (that is, due at a future date). Please refer to the grant folder to see the due dates for each submission.
- If additional time is needed to provide the required information, your Investment Office Advisor (IOA) can provide an additional 90-day extension with appropriate justification. Consult with your assigned IOA if longer extensions are needed. Use the EHB function within the submission to request a deadline extension for HRSA review and approval.
- NOTE: If you are working with your IOA on a change to one or more of your projects, please continue to request deadline extensions in EHB, indicating the reason for delaying the submission.
- Note: Capital Award Progress Report deadlines cannot be extended.



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!

OHCIO IOA-Capital Oversight Specialists Team

Office of Health Center Investment Oversight (OHCIO)

Bureau of Primary Health Care (BPHC)

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