



# 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

- Key Reminders for Capital Awards
  - Meeting Terms and Conditions before beginning work
  - Federal Percentage Share
  - Procurement of Contracts for Goods and Services
  - Considerations for Project Changes
    - Prior Approval Requests
- Late Submissions / Deadline Extensions
- Q&A Session



# Meeting Terms and Conditions

- Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.
- This applies to **All Conditions** but, in particular note a few examples below:
  - (191xxx-01) **Determination of environmental and historic preservation compliance is required** - This condition must be approved and lifted from the Notice of Award prior to initiating any physical site preparation, demolition, alteration and renovation, or construction related to the project.
  - (191xxx-01) **Notice of Federal Interest** - BEFORE WORK BEGINS on the project, the award recipient must record a Notice of Federal Interest (NFI) in the appropriate official records of the jurisdiction in which the property is located.



# Federal Percentage Share

## Grant Specific Term 5:

Each budget has a Federal Percentage Share based upon the award amount and the total allowable costs. Grant funds can only be drawn down from the Payment Management System (PMS) as allowable costs are incurred. Unless otherwise authorized, draw down should be done in the same proportion as the grant is to total project costs in the approved budget. **For example, for a project with a total allowable cost of \$100,000, and a federal contribution of \$75,000, the federal share is 75 percent. If \$100 in allowable costs are incurred, then \$75 of grant funds would be drawn down from PMS to pay this incurred cost, while the other \$25 will be paid by other sources of funds.** The draw down percentage may be re-evaluated based on any modifications to the project that have been received from the grantee and approved by HRSA.



# Procurement of Contracts for Goods and Services

## Grant Specific Term 13:

An award recipient may acquire a variety of commercially available goods or services in connection with a grant-supported project or program. Award recipients may use their own procurement procedures that reflect applicable state and local laws and regulations, as long as those procedures conform to the following applicable U.S. Department of Health and Human Services (HHS) regulations: HHS regulations at **45 Code of Federal Regulations (CFR) 75 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS**. States must follow the requirements at Title 45 CFR 75. Generally, States must follow the same policies and procedures they use for procurements from non-Federal funds. Local and Tribal governments must follow the requirements at 45 CFR 75.



# Considerations for Project Changes (1 of 2)

## Modifications to the approved purchases and activities often require prior approval

The ARP-Capital funds are restricted in that they can only be used for purchases and activities that have been evaluated by HRSA and approved. This restriction applies to the entire project and all related activities supported entirely or partially by the award.

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.

### Examples of Project Changes that require Prior Approval

- Change of project site location
- Change of project type (Construction, Alterations/Renovations, Equipment-only)
- 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
- Adding new work not previous shown
- Additions to the equipment purchases
- New costs (must be reviewed to determine if allowable)
- Use of Force Account Labor (that is, using health center staff to perform construction related work or oversight)
- All Pre-award Costs

# Considerations for Project Changes (2 of 2)

- **Project changes may require further review and approval from HRSA to determine what additional conditions of award or additional documentation may be needed related to the project including but not limited to:**
  - Notice of Federal Interest
  - Property Documentation
  - National Environmental Policy (NEPA) Act and National Historic Preservation (HP) Act
  - Revised Budget Documentation
  - Revised Schematic Drawings/Site Plan
- **Typical Prior Approval request processing timeframe:**
  - PA- Capital Update: 30 days (Note: PA-Capital Updates that require a change in physical location may require a Change-in-Scope on the H80 grant and will typically take longer than 30 days to process.)
  - PA- Re-budgeting: 30 days





# Submission Deadline Extensions

- An important part of compliance is meeting the deadlines shown in the Electronic Handbook. The ARP-Capital program allows for a great degree of flexibility in extending submission due dates.
- If a reasonable (30-90 days) extension is needed for a required task or submission, the award recipient can request a submission deadline extension through EHB for HRSA review and approval. A helpful video can be found at: <https://www.youtube.com/watch?v=ftV0p60qjx8>.
- 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 request date). Please include the reason for the delay and provide information on any challenges you may have in submitting the required information.
- Consult with your assigned IOA if more than four 90-day extensions have been requested or if there are any questions regarding the justification for the request.
- **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 <a href="#">ARP-Capital website</a> includes the funding specific information, including the original NOFO and FAQs.
Reporting Requirements	Find sample forms and templates at <a href="#">Capital Developmental Website</a> .
BPHC Contact Form	Use the <a href="#">BPHC Contact Form</a> to contact the Infrastructure Improvements Team.
EHBs Support	For technical issues related to accessing or logging into the Electronic Handbooks, please submit your question via <a href="#">BPHC Contact Form</a> or call 877-464-4772, Monday through Friday from 8 a.m. - 8 p.m. ET (except federal holidays).
How to Submit a Prior Approval Video	This <a href="#">video</a> provides an overview of the prior approval process for grantees and walks through how to request a prior approval in the EHBs.
How to Request a Submission Deadline Extension Video	This <a href="#">video</a> provides a step by step walk-through on how to request a submission deadline extension in the EHBs.
Capital Grant Progress Report Video	This <a href="#">video</a> summarizes the helpful tips and important information on completing the Capital Award Progress Report.

# Questions?

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# Thank You!

## **OHCIO IOA-Capital Oversight Specialists Team**

### **Office of Health Center Investment Oversight (OHCIO)**

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)



[BPHC Contact Form](#)



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