



# **FY21 American Rescue Plan – Health Center Construction and Capital Improvements ARP – Capital / C8E Office Hours April 26, 2023 (2:00-3:00 PM EST)**

**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

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- Meet the Panelists
- Post-Award FAQs
- May 2023 Semi-Annual Progress Report Reminders
- “When Can We Start Construction?”
- Project Changes (Budget and/or Physical Scope)
- Important Reminders
- We Shall Meet Again
- Q&A Session



# Panelists



CDR Sarah Trinidad

**Director**



CDR Vesnier Lugo

**Deputy Director**



Amy Harbaugh

**Team Lead**



Ilene Lish

**IOA/Engineer**



David Colwander

**GMS**

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

# Post-Award FAQs

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- Found here on our Capital Website:

<https://bphc.hrsa.gov/funding/coronavirus-related-funding/fy-2021-american-rescue-plan-construction-capital-improvements/faq>

- FAQs categories:
  - General Award Questions
  - Project Conditions
  - Allowed Uses of Funds
  - Project Changes
  - Equipment



# Next Capital Award Progress Report

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The next Semi-Annual Capital Progress Report will be available on **May 1, 2023**.

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The progress report covers activities in the current **reporting period of November 1, 2022 to April 30, 2023**.

The report must be submitted by **11:59 PM ET** on Monday **May 15<sup>th</sup>, 2022**. **HRSA may place restrictions on your funding if you do not submit a progress report.**

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

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The report collects information about your health center's progress on capital activities on an individual site basis. If a Capital Update has been approved, the changes should be reflected in the progress report.

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Please provide information on the milestones met and/or challenges with the project. You can also attach information to the report (such as Board minutes, Architect's field reports, photographs of projects under construction, etc.).

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# Progress Report Reminders

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Only the **Project Director/Authorizing Official** associated with the grant award can certify and submit the report in EHB. If there have been any organizational changes since your last progress report, please contact your program contact / Investment Oversight Advisor.

The Progress Report is your opportunity to:

- Summarize the actions you have taken over the previous six months to implement your project(s), even when minimal work has occurred during the reporting period.
- Provide an informative report that will allow HRSA to provide assistance or guidance where needed.
- Attach documents or photos that demonstrate progress. The Progress Report allows for attachment of documents (on Page 1) to document milestones in the project(s) and, once construction begins, to attach photos of the work in progress.



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

## Question 8:

Select **Yes**, only if you have completed all the equipment purchases and/or construction-related activities and 100% of costs have been incurred. By checking **Yes**, HRSA can assist you on the close out of the award.

Select **No** if the work of the project is not fully completed

Questions 10 and 10A are only completed when all work and equipment purchases have been completed

★ 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

**Question 1.:** You will select one of the indicated status options that best describes the progress made for EACH approved project by the end of the reporting period.

**Note:** The draw down of grant funds should be consistent with the progress identified and the Federal Percentage Share of the Project.

**Question 1a.:** Indicate whether there have been any changes to project budget, location or scope since your last report. Provide written information in order that HRSA can provide assistance. Please note that award recipients cannot make changes to their budgets or the physical scope of the project in a Progress Report. As noted in your Notice of Award, changes often require additional review and prior approval.

## \* 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

**Question 2.:** 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.

A few examples of narratives:

## **Not Started**

- *Due to increase construction costs in our area, we have temporality placed a hold on this project and a considering some options. In January 2022, we...*
- *After some delays and many discussions, we have contacted our IOA in March 2023 to discuss some changes to our funded project by.....*

## **Less than or equal to 50% Complete**

- *Our planning process is progressing and we will be able to meet our grant conditions in the next few months. Construction will occur beginning in September 2023. In December 2022, we began the process...*
- *We have met all our grant conditions in December 2022, and procured a construction contract. Work began in February 2023. In March and April, the contractor....*

## **Greater than 50% and Less than 100% Complete**

- *We received approval of our revised project (Capital Update) in December 2022 and have now met all our grant conditions.. The renovation work began in February 2023 and is progressing well (see the attached photo). We will be ordering equipment in the next few months. We received some answers from HRSA in March 2022 concerning....*
- *We have met all our grant conditions in August 2022, and construction began in October 2022. Work is progressing and should be completed in the summary. See the attached photo. In November 2022 – January 2023, the contractor was able to....*

## **Completed**

- *The construction work was completed in February 2023 and all the furnishings arrived in March. We opened the renovated areas on 3/20/2023. The response from the staff has been....*
- *All the equipment was ordered and most was delivered in January 2023. A few items were delayed but our equipment-only project is now complete. These much needed items have a great benefit to ....*

## 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)



# 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?	<b>Have all grant conditions related to the project been approved by HRSA and lifted in an NoA?</b>	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, <b>you can begin work on a project if all the conditions specific to that project have been lifted in a revised notice of award.</b>
How can I change the funded project?	<b>HRSA has reviewed and approved the specific projects funded by C8E.</b>	<b>If you are considering changing any project</b> that HRSA has reviewed and approved or approved with conditions, <b>please contact your IOA for assistance.</b> Changes to the funded project often requires Prior Approval.



# "When Can We Start Construction?"

- A Revised NoA is issued when conditions are met/lifted.
- All conditions relating to a *project*, as opposed to the overall award, must be lifted before the health center can begin construction activities for that specific *project*. In other words, the health center does NOT need to wait until conditions are met on ALL projects before beginning construction. For example, they can start Project -04 if all conditions are met but cannot begin Project -01 if that project still has unmet conditions.



# Project Changes (Budget and/or Scope)

- Summary of Grant Specific Term # 12 in your NoA, a Prior Approval is required for:
  - Rebudgeting of project costs exceeding 25% of the total approved budget
  - Changes in project scope, i.e., change project site location, change of approved design/construction activities
- If considering scope changes to any of your approved projects, reach out to your Investment Oversight Advisor, IOA (also known as Project Officer).
- Once a Prior Approval is approved, a revised NoA is issued and there may be new terms and conditions applied that must be met and lifted prior to implementing work.

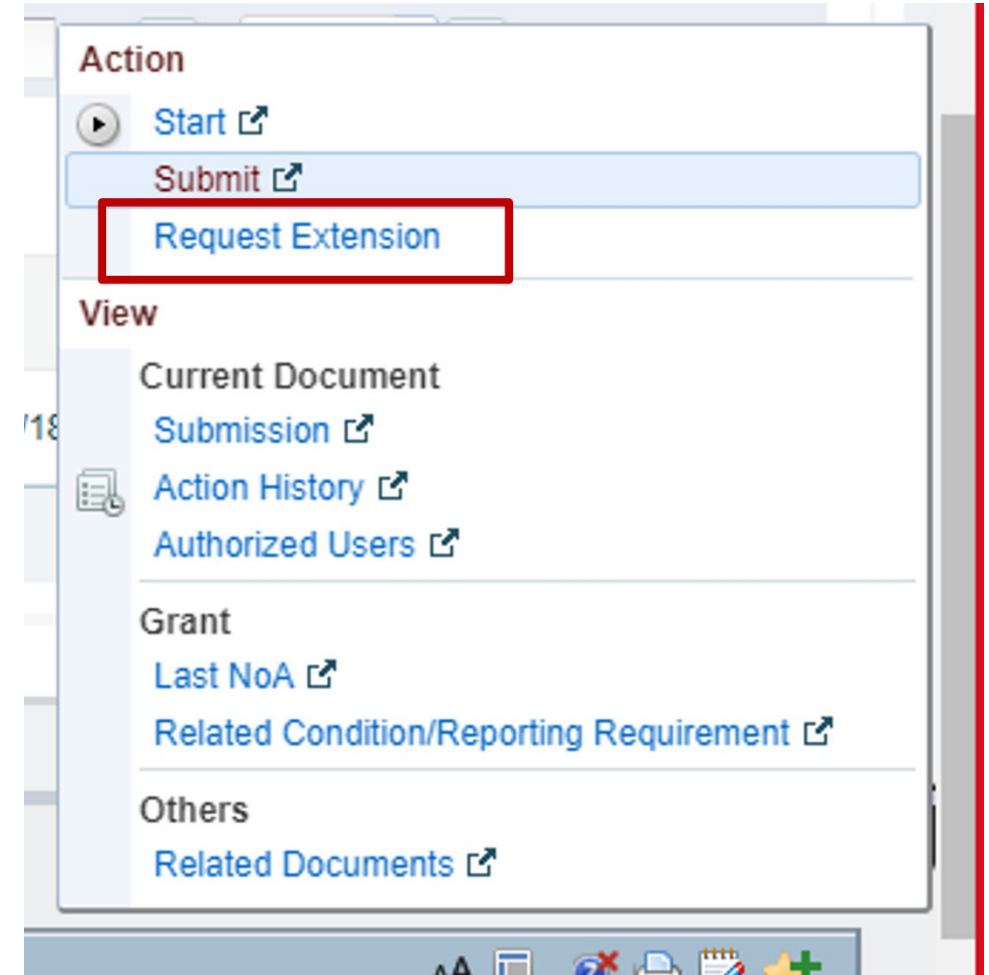
**PRIOR  
APPROVAL  
REQUIRED**



# Important Reminders—Submission Deadlines!

- Upload documents for submissions prior to Deadline
- If you can't meet the deadline, request a deadline extension for individual submissions if necessary
- HRSA can approve a submission deadline extension up to 90-days
- HRSA YouTube video link:

<https://www.youtube.com/watch?v=ftV0p60qjx8>



# We Shall Meet Again...

## Future C8E Office Hours Dates\*:

- Wednesday, 8/2 at 2 PM EST
- Wednesday, 10/25 at 2 PM EST

\*Tentative



# 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 <a href="#">submit your question</a> or call 877-464-4772, Monday through Friday from 7 a.m. - 8 p.m. ET (except federal holidays).
Progress Report User Guide	This <a href="#">user guide</a> provides step-by-step guidance on how to complete the Progress Report and is located at the <a href="#">Capital Developmental Website</a> .
Capital Grant Progress Report Video	This is a brief <a href="#">video</a> summarizing the helpful tips and important information on completing the Capital Award Progress Report.



# Questions?

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# 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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