Capital Awards Progress Report

Technical Assistance Webinar
Question and Answer Session

January 18th, 2022

Office of Health Center Investment Oversight
Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People
Purpose

Guide health center grantees who received construction-related grant award and are preparing to submit a progress report in the Electronic Handbooks (EHB).

Provide background on report questions and timelines for submission.

Share helpful tips to successfully submit a comprehensive progress report.
What is a Capital Award Progress Report?

<table>
<thead>
<tr>
<th>Reporting Requirement</th>
<th>Submission due</th>
<th>Capital Grant Award</th>
</tr>
</thead>
</table>
| Progress Report       | Quarterly      | • American Rescue Plan- Health Center Construction and Capital Improvements *(ARP-Capital)(C8E)*  
|                       |                | • Initial report due 2/15/2022; covers period 9/15/2021 – 12/31/2021;  
|                       |                | • Balance of 2022 reports: due by 5/15/2022; 8/15/2022; 11/15/2022; 2/15/2023, etc. |
| Progress Report       | Semi-Annual    | • Due TODAY 1/18/2022;  
|                       |                | • School-Based Health Center Capital *(SBHCC)(C12)*  
|                       |                | • Capital Assistance for Hurricane Response and Recovery Efforts *(CARE)(C13)*  
|                       |                | • Capital Assistance for Disaster Response and Recovery Efforts *(CADRE)(C14)*  
|                       |                | • Health Infrastructure Investment *(HIIP)(C8D)* |
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 calendar quarter. 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 February, May, August and November of every year up until project completion.

The submission in EHB will be available for approximately two weeks.

The report must be submitted by 11:59 PM ET on February 15th, 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 to December 31st, 2021.
Who Submits the Report?

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Issue</th>
<th>Helpful Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Access</td>
<td>I can’t find the grant listed when I log into EHB.</td>
<td>Make sure the Capital grant is added to your account. You can use <a href="#">this guide</a> or watch <a href="#">this video</a> about how to add a grant to your portfolio. For more guidance, submit your question to the <a href="#">BPHC Contact Form</a> or call 877-464-4772.</td>
</tr>
<tr>
<td>Role Access</td>
<td>I am the Project Director, but I am unable to access or submit the report.</td>
<td>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 <a href="#">this guide</a> or watch <a href="#">this video</a> about how to add the PD role. For more guidance, submit your question to the <a href="#">BPHC Contact Form</a> or call 877-464-4772.</td>
</tr>
<tr>
<td>Project Director Change</td>
<td>Our Project Director changed and I need help adding a new one.</td>
<td>Submit a Prior Approval request to change the Project Director. Please also reach out to HRSA (your assigned Project Officer or Grants Management Specialist) to notify them of this matter and obtain instructions on submitting a request. <a href="#">This video</a> is also helpful for the process.</td>
</tr>
</tbody>
</table>
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.
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, project location, or scope.

The draw down of grant funds should be consistent with the progress identified.
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.
Due to COVID, we are experiencing major project delays.

Summarize the unexpected issues and any changes to the construction schedule or project budget. The more information provided to HRSA, the better equipped they will be to assist you.

We still have award conditions and are having problems finalizing the lease. We don’t know if we can implement the project as proposed.

In the narrative, describe the issues that delayed the start of the project and provide a revised project schedule. Describe your status of submitting information to address active conditions to better inform HRSA on how to provide guidance.
Helpful Tips for Project Status and Project Specific Narrative

We addressed award conditions, started planning and securing contracts, but have not started any renovation, what is the status of our project?

Planning activities should be included in your progress report. You can describe the status of contracts that have been procured, any issues related to the schedule or budget, and the status of submitting your Project Implementation Certification.

The work is done, but we are still waiting on final payment of invoices, is our project considered complete?

If the activities have concluded and you’ve incurred all your project(s) costs, your project is completed. You can discuss date services began, status of final payments, and status of submitting your closeout reporting requirements (Photographs and Project Completion Certification).
Section 3 (SF-PPR - Page 3a):
Earned Value Management (EVM) Data

C8E grant award recipients with total project costs of a $1 million or greater, are required to submit EVM data on Project Schedules and Project Budgets.

This is not applicable to grant awards with total project costs less than $1,000,000.
Completing Final Capital Award Progress Reports
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.
When the project is complete, verify you are prepared to complete the close out reporting requirements in the EHB (i.e. project completion, photographs, final budget).

- Documents uploaded in your progress report are separate from EHB submissions and will not get transferred into the corresponding required EHB submission.
For **Completed** projects, provide final project data as well, which includes the total area or square footage impacted, funding used, and the date of project completion.

For any of the final project close out data entered, additional explanation may be provided by attaching documents in the first section of the report or through the Project Narrative.
Progress Report Resources

- Contact your assigned **Project Officer** if you have any specific questions about the content of your progress report. The name of your project officer was included in an email from HRSA EHB Support dated 11/4/2021.

<table>
<thead>
<tr>
<th>Resource</th>
<th>More Information</th>
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<tr>
<td>ARP Capital Progress Report User Guide</td>
<td>This <a href="#">user guide</a> provides step-by-step guidance on how to complete the Capital Award Progress Report and will also be located on the <a href="#">ARP-Capital Website</a>.</td>
</tr>
<tr>
<td>Capital Grant Progress Report Video</td>
<td>This is a brief <a href="#">video</a> summarizing the helpful tips and important information on completing the Capital Award Progress Report.</td>
</tr>
<tr>
<td>EHBs Support</td>
<td>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).</td>
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C8E Resources

- Below are additional resource for managing your C8E Award.

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<td>C8E FAQs</td>
<td><a href="https://bphc.hrsa.gov/program-opportunities/american-rescue-plan/arp-capital-improvements/faq">https://bphc.hrsa.gov/program-opportunities/american-rescue-plan/arp-capital-improvements/faq</a></td>
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<td>Health Center Program Support Contact Form</td>
<td><a href="https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Start_Compact">https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Start_Compact</a> Form</td>
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<td>Capital Development Website</td>
<td><a href="https://bphc.hrsa.gov/program-opportunities/capital-development">https://bphc.hrsa.gov/program-opportunities/capital-development</a></td>
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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
(301) 594-4300
bphc.hrsa.gov

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