



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.

Helpful
Tips

Share helpful tips to successfully submit a comprehensive progress report.

What is a Capital Award Progress Report?

Reporting Requirement	Submission due	Capital Grant Award
Progress Report	Quarterly	<ul style="list-style-type: none"> American Rescue Plan- Health Center Construction and Capital Improvements (ARP-Capital)(C8E) <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

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 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.



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*

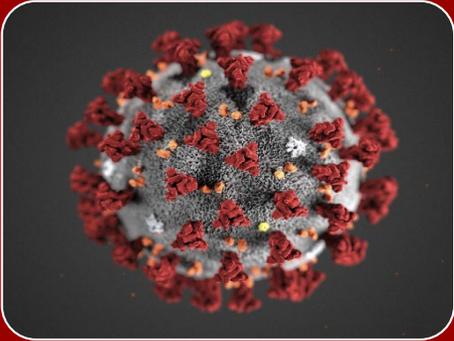
The draw down of grant funds should be consistent with the progress identified

★ 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)

Helpful Tips for Project Status and Project Specific Narrative



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.

1. Project Schedule

<input checked="" type="checkbox"/>	On Time
<input type="checkbox"/>	Behind Schedule
<input type="checkbox"/>	Ahead of Schedule

2. Project Budget

<input checked="" type="checkbox"/>	On Budget
<input type="checkbox"/>	Under Budget
<input type="checkbox"/>	Over Budget

Completing Final Capital Award Progress Reports



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

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 report? (Answer questions 10a and 10 if question 8 is answered YES) ⓘ

Yes

No

★ 10. Performance Narrative ⓘ

Maximum 4000 characters (with spaces)

Enter performance narrative

★ 10a. Additional Patient Capacity ⓘ

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▼ 11. Upload Attachments ⓘ (Maximum 5)

No documents attached

Section 2 (SF-PPR - Page 3): Project Status is Completed

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.

* 1b. Does the scope of work of the project reflect the scope of work as proposed by the grantee and approved by HRSA?

- Yes
 No

If 'No', please explain:

Maximum 2000 characters (with spaces)

* 1c. Are you prepared to complete and submit the following forms and documents to HRSA (which will be requested through your Electronic Hand Book Grant Portfolio)? [?](#)

- Yes
 No

If 'No', please explain:

Maximum 2000 characters (with spaces)



Section 4 (SF-PPR - Page 4): Project Closeout Data

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.

★ 2. Square Footage Impacted ⓘ

2. Square Footage Impacted

Project Costs

4a. Projected amount of HRSA funds proposed for this project

★ ⓘ 4b. Actual amount of HRSA funds expended on the project

4c. Projected amount of non-HRSA funds i.e., state, local, and other funds - including other federal funds - proposed for this project

★ ⓘ 4d. Actual amount of non-HRSA funds expended on the project

★ **Project Completion Dates**

5a. Proposed project completion date

5b. Actual project completion date

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▼ 11. Upload Attachments ⓘ (Maximum 5) [Attach File](#)

No documents attached



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.

Resource	More Information
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.
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).



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



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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