



FY 23 Capital Assistance for Hurricane Response and Recovery Efforts (C16 CARE Award Code)

Year 1-Q3 / Semi-Annual Progress Report

March 13, 2024 (11:00am-12:00pm 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

- Grant Access and Registration
- Deadline Extensions
- Progress Report and Timeline, Status, and Reminders
- CARE Award Resources
- Q&A Session



Grant Access and Registration

The **Project Director/Authorizing Official** associated with the grant is the only individual approved to certify and submit the report in EHBs.

Topic	FAQs	Helpful Tip
Grant Access	How can I add a grant to my portfolio?	Make sure the Capital grant is added to your account. You can use Grants Access and Registration FAQs - Grants Access and Registration FAQs - Electronic Handbooks Help and Knowledge Base (hrsa.gov) or watch this How to Add a Grant to Your Portfolio 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. How do I access or submit the report?	Make sure the Project Director role is added to your account. The Project Director role is not automatically uploaded in EHBs, although it is listed on the Notice of Award. You can use Grants Access and Registration FAQs - Grants Access and Registration FAQs - Electronic Handbooks Help and Knowledge Base (hrsa.gov) or watch this How to Change a Project Director 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 Registration	How do I register a new Project Director for the C16 award?	Submit a Prior Approval request to change the Project Director. Please also reach out to HRSA (your assigned CARE Investment Oversight Advisor or Grants Management Specialist) to notify them of this matter and obtain instructions on submitting a request. This How to Change a Project Director video is also helpful for the process.



Submissions and Deadline Extensions

- Please review your CARE grant folder to determine if you have any submissions that are past the due date.
- Awardees may submit a request for a 30-90-day extension (from the submission due date) in EHBs if additional time is needed to complete the submission by the due date.
- Please include the reason for the delay and provide information about any challenges you may have in submitting the required information.
- A helpful video can be found at: <https://www.youtube.com/watch?v=ftV0p60qjx8>.
- Consult with your assigned Investment Oversight Advisor (IOA) if you need additional guidance about the procedure for submitting a request for an extension.

Note: FY23 CARE Award Progress Report submission deadline cannot be requested in EHBs.



Progress Report and Timeline

- The first Semi-Annual CARE award Progress Report is available to awardees effective **March 1, 2024**.
- The progress report covers activities in the current reporting period of **September 1, 2023, to February 29, 2024**.
- The report's narrative should document progress on CARE project(s) and activities approved by HRSA. Please provide a detailed description of the milestones accomplished and/or challenges encountered during the reporting period.
- All C16 award recipients, including those that have not started the project(s) **MUST** complete and submit a report by the due date. If you have challenges meeting the submission deadline, please reach out to your IOA for support.
- The report must be submitted in EHB by **11:59 PM ET on March 18, 2024**. **HRSA may place conditions on your funding if you do not submit a progress report.**



Project Status and Changes

Question 1: You will select the option 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 the project budget, location or scope. 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 ⓘ	
<input checked="" type="radio"/>	Not Started
<input type="radio"/>	Less than or equal to 50% Complete
<input type="radio"/>	Greater than 50% and Less than 100% Complete
<input type="radio"/>	Completed
★ 1a. Have there been any changes to the project budget, project location, or scope of project?	
<input checked="" type="radio"/>	Yes
<input type="radio"/>	No
If 'Yes', please explain:	
Maximum 2000 characters (with spaces)	
<div style="border: 1px solid black; height: 100px;"></div>	



Progress Report Reminders

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 may also describe unforeseen changes. HRSA is available to assist and provide guidance as 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.



“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 -02 if all conditions are met but cannot begin Project -01 if that project still has unmet conditions.
- If the health center is currently documenting additional use of CARE funds via Capital Update, Budget Revision, or other Prior Approval, this must first be approved. A revised NoA will be issued upon approval and there may be new terms and conditions that must be met before construction may begin.
- If considering scope changes to any of your approved projects, reach out to your IOA.



CARE Award Resources

Contact your assigned **Investment Oversight Advisor (IOA)** if you have any specific questions.

Resource	More Information
CARE Website	The CARE technical assistance (TA) webpage includes the funding specific information, including the original NOFO and FAQs.
Reporting Requirements	Find sample forms and templates at CARE technical assistance (TA) webpage .
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, submit your question to the BPHC Contact Form 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 CARE Award Progress Report.



Questions?



Thank You!

CARE-Capital Award 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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