



Semi-Annual Progress Report (SAPR) for Award Recipients

A quick reference for SAPR in the HRSA Electronic Handbooks (EHBs)

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1 Introduction

You must be a HRSA EHBs account holder to access the Semi-Annual Progress Reports (SAPR) Module.

The SAPR module is used to provide semi-annual reports to HRSA concerning project(s) awarded with capital grant funding.

The SAPR must be submitted electronically to HRSA through the EHBs until all project(s) have been completed and the report is finalized.

2 Accessing the SAPR

Completing and submitting your SAPR is a task in the HRSA Electronic Handbooks. To access the task and begin completing your SAPR, perform the following steps:

1. Point your web browser to <https://grants.hrsa.gov/webexternal/login.asp> and log in.
2. The Welcome page opens. In the Items We Are Tracking for You box, click **Tasks with a Deadline**.

3. The Pending Tasks – List page opens, displaying your tasks. Find the entry for your SAPR, and then click **Start** (or **Edit**, if you are returning to a report in progress).

3 Progress Report Overview

The SAPR opens to the Progress Reports – Status Overview page.

3.1 Page Header and Resources

The page header and resources appear at the top of every page in the report. The header displays top-level information about the grant and the due date for the report. You can expand the header to display additional information.

You can expand the resources section to display two tabs: View and References. Under each tab, find links to related resources that you may want to refer to as you complete your report.

Note: If you have questions about SAPR requirements, refer to the Report Manual available under the References tab in the resources section. The link will open in a new window.

3.2 Status Overview

The **Status Overview** page shows the status of each of the forms in the SAPR. All forms must show a status of *Complete* before the report can be submitted to HRSA.

- Under the Option column, click **Update** to edit that page of the progress report.
- The report pages are also accessible from the menu in the Left Navigation panel.

4 SAPR Cover Page

Under the Cover Page heading in the menu in the Left Navigation panel, there are links for Contact Information and Page 1 of the SAPR.

4.1 Contact Information

On the Contact Information page, enter the **Point of Contact** for the SAPR.

Click the **Save and Continue** button to move to the next page.

4.2 SF-PPR - Page 1 Summary

On the Page 1 Summary page, the question "Is this report your final report" must be answered by selecting "Yes" or "No."

1. If you answer question #8, "No" you may move to the next form.
2. If you answer question #8, "Yes" please answer questions #10, #10a, and attach any related documents by clicking the "Attach File" button (limit of 5 documents).
3. When completed, click the **Save and Continue** button.

5 Progress Data

In the Progress Data section, there may be up to 3 forms to complete, depending on the project status and the total project cost. If you have multiple projects, you will need to complete the applicable forms for each project.

There may be one or more projects listed on the Project(s) List page. Each project will be on a separate tab.

The system is designed to take you through the pages you need to complete based on the answers you enter.

If you have only one project, enter your answers on the current page, and then click the **Save and Continue** button at the bottom of the screen. The system will take you to the next applicable page. Repeat until you have completed all applicable pages.

If you have multiple projects, you may complete them one at a time or in parallel.

- To complete your projects one at a time, enter your answers on the current page, and then click the **Save and Continue to Next Page** button at the bottom of the screen. The system will take you to the next applicable page for the current project.
- To complete your projects in parallel, enter your answers on the current page, and then click the **Save and Continue to Next Project** button. The system will take you to the same page for the next project.

Either way, you will eventually arrive at the Review page. If you have multiple projects, and you have not updated them all, go to the Left Navigation panel and click **Status Overview** to return to the Status Overview page (or click the page name if you know you need to update a specific page). Complete any pages for any projects you have not completed yet. Repeat as many times as may be necessary until you have updated all applicable pages for all projects.

5.1 SF-PPR - Page 3 Project Data

1. On the Project Data page, in the *Project Status* section, select a *Status* from the list.
2. If the project status is identified as Not Started; Less than or equal to 50% Complete; or Greater than 50% and Less than 100% Complete, complete the Project Narrative and attach supporting documentation by clicking the "Attach" button (maximum of five files).
3. If the project status is identified as Completed, answer questions #1a; #1b; #1c; complete the Project Narrative; attach supporting documentation by clicking the "Attach" button (maximum of five files).

5.2 SF-PPR - Page 3A Project EVM Data (If Applicable)

If a project type is either Construction or Alteration/Renovation, and the total project cost exceeds \$1,000,000, an additional button will appear in the **Action** menu for the project to provide Earned Value Management (EVM) data.

1. For the project that exceeds \$1,000,000 in total project costs, click the "SF-PPR Page 3A - Project EVM Data" button.
2. On the SF-PPR Page 3A - Project EVM Data page, in the EVM Data section, choose the appropriate answer for the *Project Schedule* and *Project Budget* sections.

5.2.1 EVM Data - Project Schedule

1. If you select "On Time," nothing further is required.
2. If you select "Behind Schedule," answer the displayed question #1a.
3. If you select "Ahead of Schedule," answer the displayed question #1b.

5.2.2 EVM Data - Project Budget

1. If you select “On Time,” nothing further is required.
2. If you select “Under Budget,” answer the displayed question #2a.
3. If you select “Over Budget,” answer the displayed questions #2b.

5.3 SF-PPR Page 4 Project Closeout Data

If the SAPR was marked as complete in step 4 of the SF-PPR - Page 3 Project Data section, there will be a “SF-PPR Page 4 - Project Closeout Data” button for that project on the Projects Lists page.

1. To close out the completed project, click the “SF-PPR Page 4 - Project Closeout Data” button associated with the completed project.
2. Complete or edit the appropriate fields

6 Review Page

1. Under Review and Submit in the menu in the Left Navigation panel, click **Review**. The Table of Contents page will open displaying a read only version of the SAPR.
2. Click the **Print** button to print the Table of Contents.
3. Click the **Print All HTML Forms** to print all of the forms.
4. Click the **View** links for each form to view a read-only version of that form.
5. Click the **Continue** button to move to the next page.

7 Submit Page

1. Under Review and Submit in the menu in the Left Navigation panel, click **Submit**.
 - A Status Overview page will open, showing the status of each form in the SAPR.
 - All forms must show a status of *Complete* before the SAPR can be submitted successfully.
2. To edit any of the forms, click the **Update** link associated with the form.
3. When all forms are *Complete*, click the **Submit** button.
4. The Submit Report – Confirm page opens.
 - A View Report button is provided on this page, in case you want to review your report one last time.
5. On the Submit Report – Confirm page, check the box to certify the report, and then click the **Confirm** button.
6. The Submit Report - Result page opens, stating “Report was successfully submitted and received by HRSA.”
 - Take note of the tracking number for this transaction.

Note: Use this tracking number for all correspondence with the BPHC Help Line concerning questions or issues related to the submission.

8 Change Requested By Project Officer (PO)

After submitting a SAPR, it may be returned for changes by the Project Officer (PO). It will be listed on your Pending Tasks – List page with a Schedule Status of *Change Requested*. Open the *Change Requested* progress report, make the necessary changes, and then resubmit the report following the steps for a standard progress report.

9 Report Accepted By Project Officer (PO)

After submitting the SAPR, the Project Officer (PO) will accept a report if the report satisfies all the requirements. This would reflect a change in your Submission Status as *Accepted*.

10 For Help and Support

Call the BPHC Help Line: 877-974-BPHC (2742); Weekdays from 8:30 AM to 5:30 PM EDT or by clicking the following link <https://www.hrsa.gov/about/contact/bphc.aspx> and submitting your inquiry.