Capital Grant Semi-Annual Progress Reports (SAPR)

JUNE 25, 2019

KEVIN TILFORD AND CINDY KWAN

PROGRAM HEALTH ANALYST, OFFICE OF POLICY AND PROGRAM DEVELOPMENT

Agenda

- Webinar Purpose

- General Information

- Reporting Period and Timeline

- Prerequisites for working on the SAPR

- Project Status

- Earned Value Management (Page 3a) within SAPR
  - (for HIIP [C8D] awardees only)

- Project Closeout

- Post-Submission Process

- Resources

Webinar Purpose

- Provide a overview to completing the Semi-Annual Progress Report (SAPR) for award recipients.

- Assist award recipients in accessing, completing, and submitting SAPRs.

Note: Step-by-step instructions to complete the SAPR can be found in the [SAPR manual](#) or contact [Health Center Program Support](#).

General Information

- SAPRs document programmatic progress on projects supported under HRSA's construction-related grants.

- A SAPR must be submitted every six months (semi-annually), even in circumstances where only planning or minimal work has occurred during the reporting period.

- Each SAPR must provide only the capital project status detail for the SAPR. Do not use data from a previous report or reporting period.

- The term 'project' refers to the entirety of the work including planning, construction or alteration/renovation and close out.

- Reference the SAPR manual for detailed reporting requirements prior to submitting.
  https://bphc.hrsa.gov/programopportunities/fundingopportunities/pdf/qprmanual.pdf

Reporting Period and Timeline

- Awardees will provide data on the organization's project activities for the reporting period <u>January 1 – June 30, 2019.</u>

- Timeline for submitting all SAPRs is <u>July 1 – 16.</u>

- Awardees <u>must submit by 11:59pm EST</u> on the date the SAPR is due.

- Assigned Capital Project Officer will review the submitted SAPR and may return it for changes.

Prerequisites for Working on a SAPR

- To work on the SAPR, the following is required:
  - User account in the HRSA Electronic Handbooks (EHBs) associated with your organization.
  - Grant in your portfolio.
  - "Edit" and/or "Submit" access permission (as appropriate) for Progress Reports from the Project Director/Authorizing Official for the grant.

- For user account help, see *Registration and User Accounts FAQs*: https://help.hrsa.gov/display/public/EHBSKBFG/Registration+and+User+Accounts+FAQs.

- For help with grant registration and access permissions, see *Grants Access and Registration FAQs* at: https://help.hrsa.gov/display/public/EHBSKBFG/Grants+Access+and+Registration+FAQs.

Project Status

- Review the SAPR manual, prior to completing and submitting the progress report, to be familiar with the information the organization should report on regarding project status.

- After completing the basic information on page 1 of the SAPR in the Electronic Handbook (EHB), select **1 of 4 categories (page 3) best describing the project status** at reporting period end date.
    - 1. Not started
    - 2. Less than or equal to 50% complete
    - 3. Greater than 50% and less than 100% complete
    - 4. Completed

Project Status 1: Not Started

Common responses:

- Issues that have **delayed the start of the project** or may impact the implementation of the awarded project.

- Information on **when the planning for the project will begin with an overall estimated project schedule attached**. The schedule should show the number of months for various milestones needed to complete the project.

- **Status of procuring contracts** for architectural/engineering services and construction contract, including design period, obtaining permits, obtaining any required easements, solicitation of bids, evaluation of bids, awarding contracts, securing bonding, and construction period etc.

- Status of **submitting information related to the restrictive conditions** of award.

- **Issues related to site control**, e.g. status of purchasing the property or finalizing the lease for the site.

Project Status 2: Less than or equal to 50% Complete

Common responses:

- **Unexpected issues** in beginning or during implementation of the project, including local permitting requirements, funding, or issues related to meeting the terms and conditions of award.

- **Contracts**: Confirmation that contracts have been procured in compliance with federal procurement requirements (in accordance with 45 CFR 75) and the required bonding has been secured.

- **Status of submission** of the Project Implementation Certification reporting requirement and the status of completing the construction drawings and specifications.

- **Issues** related to the construction schedule or the project budget.

- **Progress photos** of the project (if work on the site has begun) or "before" photos (if the project has not yet begun.)

Project Status 2: Less than or equal to 50% Complete (continued)

Additional Suggestions to include:

- **If project is still in the preliminary stages:** Information on the planning of the project, and actions taken during the reporting period.

- **If not all Grant Conditions have been met/lifted:** Status of submitting information related to the conditions of award and status of conditions being lifted by a revised Notice of Award in this reporting period.

- **If all Grant Conditions have been met/lifted:** Status of the construction related activities on the site and percentage of completion. Status of Equipment purchase and percentage of completion.

Project Status 3: Greater than 50% and Less than 100% Complete

Common responses:

- Provide the requested reporting information listed above under "Less Than or Equal to 50% Complete" if not previously reported.

- **Issues** related to the project budget, the scope of work and/or project schedule.

- **Expected date of completion**, including issues related to delays in the construction schedule with a revised construction schedule attached.

- **Status of submissions** due to HRSA (such as prior approval requests).

- **Status of Construction** and percentage of completion. Status of Equipment purchase and percentage of completion.

- Current progress photos of the project.

Project Status 4: Completed

Include:

- **Reporting information** listed above not previously reported.

- **Date** that services began/resumed.

- **Status of final payment** of invoices for the project, including any issues that may delay some of the final project payments.

- **Status of submitting** close out reporting requirements to HRSA (Project Completion Certification and Photographs submissions)

- **Status of other submissions** due to HRSA (i.e. prior approval requests).

- **Final project or dedication photos** (Note: include a few here, the reporting requirement submission in the EHBs for photographs should contain the additional photos).

- **If select "Completed", recommend selecting "Yes" for the Page 1 question (*Is this your final report?*)**

Project Earned Value Management (EVM) Data (Page 3a)

- Construction and alteration/renovation projects funded through CD (Capital Development) and Health Infrastructure Investment Program (HIIP) awards with a total project cost (Federal and non-Federal) of $1 million or greater are required to utilize and report on EVM within the SAPR.

- *Note: Not applicable to School-Based Health Center Capital (SBHCC) and Capital Assistance for Hurricane Response and Recovery Efforts (CARE) Awards*

Project Schedule Status	Project Budget Status
• **On Time** – project progress is on schedule • **Behind Schedule** – project progress is late than planned or expected • **Ahead of schedule** – project progress is in advance than planned or expected	• **On Budget** –project activities consumed the planned expenditures • **Under Budget** –project activities consumed less than the planned expenditures • **Over Budget** –project activities consumed more than the planned expenditures

Project Closeout Data

- Page 4 – Project Closeout Data appears when Project Status for the project is "Completed".

- Provide the final, actual data requested for the project:
  - Actual area/square footage impacted
  - Final funding needed for the project (from the grant and from other funding sources)
  - Actual project completion date

Post-Submission Process

- Capital Grant Project Officer will review and determine if the report is complete or if additional information is needed.

- When reviewing the overall project status through the SAPR, Project Officers may place the award recipient on draw-down restriction if one or more of the situations occur:

  1. Construction-related activities begin prior to meeting award conditions;
  2. A project not approved by HRSA is implemented;
  3. Funds drawn down are inconsistent with the project status;
  4. SAPRs for consecutive periods were not submitted; and
  5. Approved project(s) were not implemented in a timely manner.

Post-Submission Process continued

Draw Down of Grant Funds

- Draw down of grant funds should be consistent with the grant progress identified in the SAPR submission.

- Funds associated with construction or alteration/renovation and/or equipment projects are restricted and may not be drawn down until all program and grant-specific conditions of this award have been met and lifted from the Notice of Award.

  - Exceptions are limited to pre-construction activities related to meeting one of these conditions:
    - Expenses for completing architectural and engineering plans,
    - Meeting licensing and permitting requirements,
    - Historic preservation consultation with the State Historic Preservation Office/Tribal Historic Preservation Office, and
    - Preparing the Environmental Assessment.

Resources

- Capital Development Website

https://bphc.hrsa.gov/programopportunities/fundingopportunities/capdev.html
  - Semi-Annual Progress Report Manual
  - Semi-Annual Progress Report Quick Guide
  - FAQs
  - Reporting Requirement submission forms

- Health Center Program Support
  - Call directly to 1-877-464-4772
  - Or contact by clicking the following link and submit your inquiry: http://www.hrsa.gov/about/contact/bphc.aspx

- Semi-Annual Progress Report Manual
  https://bphc.hrsa.gov/programopportunities/fundingopportunities/pdf/qprmanual.pdf

HRSA
Health Resources & Services Administration

Feedback and Questions

Questions?