



Capital Grants Progress Report

Technical Assistance Webinar
Question and Answer Session

January 6th, 2021

Office of Policy and Program Development
Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Purpose



Guide health center grantees who received Capital Grants 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 Grant Progress Report?

The report collects information about your health center's progress on capital activities supported through your capital grant award.

Each progress report covers activities in the last **6 months**.

The report is available for submission in EHB every July and January 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 **January 15th, 2021**. **HRSA may place restrictions on your funding if you do not submit a progress report.**

After submission, your Capital Project Officer will review the report and may reach out or return the report for additional information.



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 your Capital Project to notify them of this matter and obtain instructions on submitting a request. This video is also helpful for the process.



Section 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 are completed with 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 grant.

The screenshot shows a web form with the following sections:

- 8. Is this your final report? (Answer questions 10a and 10 if question 8 is answered YES)** with radio buttons for "Yes" (selected) and "No".
- 10. Performance Narrative** with a text area labeled "Enter performance narrative" and a note "Maximum 4000 characters (with spaces)".
- 10a. Additional Patient Capacity** with an empty text input field.
- A note: "Correct all errors on the page before uploading an attachment."
- 11. Upload Attachments (Maximum 5)** with a status "No documents attached".

Section 2: Project Status

You will select one of the following status options noted below to describe the progress with the funded activities:

- *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

The screenshot shows a web form with two main sections. The first section, titled "1. Project Status" with an information icon, contains four radio button options: "Not Started", "Less than or equal to 50% Complete", "Greater than 50% and Less than 100% Complete" (which is selected), and "Completed". The second section, titled "2. Project Specific Narrative" with an information icon, includes a text area with a character limit of "Maximum 4000 characters (with spaces)". At the bottom of the form is a button labeled "Go To Previous Page".

Section 2: 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.

*** 1a. Do the total project costs incurred reflect the approved budget for this project, and have all of the funds for this project been drawn down from the PMS account? HRSA recognizes that project budgets may change during the course of the project period. Any changes to the project budget should have been discussed with and approved by the assigned Grants Management Specialist.**

Yes
 No

If 'No', please explain:

Maximum 2000 characters (with spaces)

*** 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

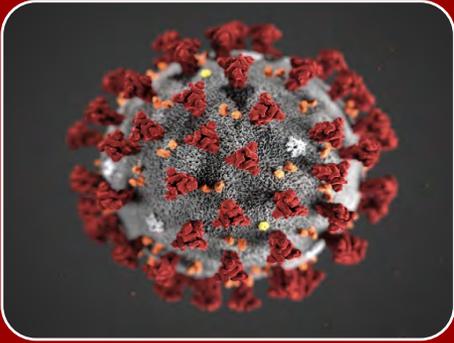
If 'No', please explain:

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)? [i](#)**

Yes
 No

Helpful Tips for Project Status



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 your project officer, 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 your project officer on how to provide guidance.

Helpful Tips for Project Status



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, you are 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: Earned Value Management (EVM) Data

For projects over **\$1 million**, award recipients must submit EVM data on Project Schedules and Project Budgets.

Health Infrastructure Investment Program (HIIP)

Capital Assistance for Disaster Response and Recovery (CADRE)

1. Project Schedule

On Time

Behind Schedule

Ahead of Schedule

2. Project Budget

On Budget

Under Budget

Over Budget

Section 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

[Go To Previous Page](#)

Note: Correct all errors on the page before uploading an attachment.

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

No documents attached

Resources

- Contact your **Capital Project Officer** listed on your Notice of Award if you have any specific questions about the content of your progress report.

Resource	More Information
Capital Progress Report Manual	The manual is a step-by-step guide in PDF format located on the Capital Development webpage at https://bphc.hrsa.gov/program-opportunities/capital-development .
Capital Grant Progress Report Video (Coming Soon)	This is a brief video summarizing the helpful tips and important information on completing the Capital Grant Semi-Annual 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).



Thank You!

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