



# **FY21 American Rescue Plan – Health Center Construction and Capital Improvements ARP – Capital / C8E Office Hours January 23, 2024 (1:30-3:00 PM 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

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- Meet the Panelists
- Data from November 2023 Reports
- Important Reminders
- Extension Without Funds Information
- Capital Projects Close-out Requirements
- We Shall Meet Again
- Q&A Session



# Panelists



CPT Sarah Trinidad

**Director**



CDR Vesnier Lugo

**Deputy Director**



Amy Harbaugh

**Team Lead**



Ilene Lish

**IOA/Engineer**



Bill Hemmingson

**Team Lead**



David Colwander

**Grants Management Specialist**

**Infrastructure Improvement Investment Management  
Office of Health Center Investment and Oversight**

**Division of Grants  
Management  
Operations**

# November 2023 Capital Award Progress Report Data\*

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Based upon the information provided by ARP-Capital award recipients in November 2023, as of October 31, 2023, this program has accomplished:

Of the 1,291 ARP-Capital Awards (representing 1,830 distinct projects):

- **Award Level:** 230 Awards have been fully completed and are in the process of closing out;
- **Project Level:**
  - 426 Projects have been fully completed;
  - 600 Projects are Greater than 50% and Less than 100% completed;
  - 534 Projects are started but less than or equal to 50% completed; and
  - 270 Projects have not started.

\* Data not finalized



# REMINDER: "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 -04 if all conditions are met but cannot begin Project -01 if that project still has unmet conditions.





# REMINDER: Project Changes (Budget and/or Scope)

- Summary of Grant Specific Term # 12 in your NoA, a Prior Approval is required for:
  - Rebudgeting of project costs exceeding 25% of the total approved budget
  - Changes in project scope, i.e., change project site location, change of approved design/construction activities, adding a project at a different site, etc.
- If considering scope changes to any of your approved projects, reach out to your Investment Oversight Advisor, IOA (also known as Project Officer).
- Once a Prior Approval is approved, a revised NoA is issued and there may be new terms and conditions applied that must be met and lifted prior to implementing work.

**PRIOR  
APPROVAL  
REQUIRED**



# Extension Without Funds Information

The three-year project period for the ARP Capital awards will end on **September 14, 2024**.

As of that date, the expectation is that all construction related activities will be complete and all equipment would have been ordered. The Payment Management System account will remain open to allow funds to be drawn down funds to pay for obligated costs.

Award recipients can request an extension to the project period using the **‘Prior Approval—Extension Without Funds’** request type. These are also sometimes called a ‘No Cost Extension’

- **Do not submit** a Carry Over request type (these are not applicable to these awards)
- **Do not submit** an Extension With Funds (additional funding cannot be requested).

**DEADLINE EXTENDED**



# Extension Without Funds Information (1/3)

Include the following information in the cover page and in attachments as needed.

NOTE: A sample page to attach has been added to submission forms on the Capital webpage at <https://bphc.hrsa.gov/funding/funding-opportunities/capital-development-grants>

For each funded project, attach:

- Project Number, name and physical address:
- Estimated current % completion of construction-related work and/or equipment purchases:
- Reason(s) for project delay or description of challenges encountered
- Revised project completion date (or attach an updated timeline).
- Impact if additional time cannot be provided
- Photos showing the current project status (optional)





# Extension Without Funds Information (2/3)

NOTE: Award Recipients may not change the project's budget and/or scope of the project(s) using this Prior Approval—Extension Without Funds request. That is, this request does not allow Award Recipients to propose additional activities, and/or propose different equipment purchases and/or revise the project budget; only to request more time to complete the last approved scope of work.

Approximately 45-90 days before the end of the current project period, HRSA will consider extending the project period end date of Capital awards, up to one year.

- Login to EHBs, Go to the Tasks tab and hover over it to select Prior Approvals or go to the menu on the left side of the screen and click on Prior Approvals.
- Near top of screen click 'Create New Prior Approval'
- From the list, locate the applicable grant and on the right side of the line click where it says 'Request Prior Approval'.
- Click the Acknowledgment boxes and hit Continue.
- Under the Request Type list, select Extension Without Funds and hit the button Create.
- Enter New Project Period End Date requested (12 month maximum)



# Extension Without Funds Information (3/3)

## NOTES CONCERNING SUBMISSION DUE DATES:

Approval of an Extension Without Funds does not automatically reset the due dates for all submissions in the grant folder.

- 1. Grant conditions:** As needed, separate submissions extension requests can be submitted for active conditions in the grant folder.
- 2. Close Out Reporting Requirements:** Separate submissions extension requests for close out submissions can be submitted at the same time the request is submitted or at any time afterwards. You may request up to the amount of time as the Extension Without Funds request (for example, if you request an additional six months in the project period, you can request six months extension to all submissions in the grant folder.
- 3. Active Scope Verifications:** Scope verifications are handled differently in the Electronic Handbook. Please contact your Investment Oversight Advisor if additional time will be needed to verify the site as operational. If the site was added through the ARP-Capital application, the scope verification is most often in the ARP-Capital folder but, in some cases, may be in the H80 Grant folder. If a new site has been added as part of project revisions (request type: Capital Update), then the scope verification will be in the H80 Grant folder.



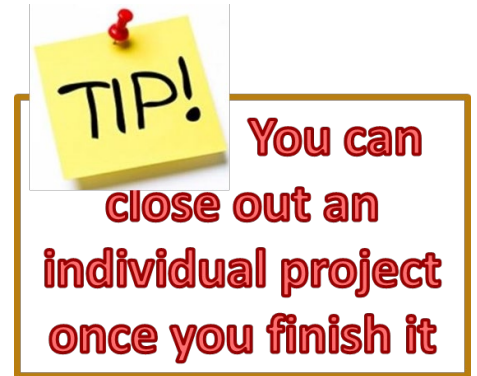
# Capital Projects Close-out Requirements (1/2)

Sample Submission Forms Found here on our website:

<https://bphc.hrsa.gov/funding/funding-opportunities/capital-development-grants>

## 1) Final Budget Information—submit:

1. SF-424C Budget form
2. Budget Justification Form (with final project description and site address)
  - ✓ Include a description of all costs;
  - ✓ Include reasons for larger increases and decreases since last approved budget
  - ✓ Line 13 —Contingencies costs = \$0, show costs on lines where this funding was used)
3. Provide itemized equipment List (if applicable); this can be included in the budget justification).



# Capital Projects Close-out Requirements (2/2)

Sample Submission Forms Found here on our website:

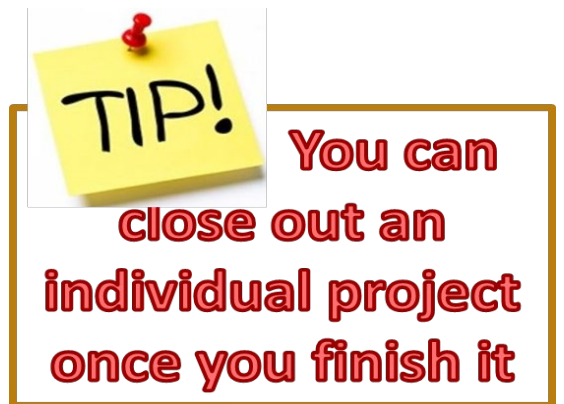
<https://bphc.hrsa.gov/funding/funding-opportunities/capital-development-grants>

## 2) Project Completion Certification—2 versions of letters:

- ✓ Construction-related (A/R, C/E, new facility); two required attachments:
  - Letter from A-E or Contractor certifying the work as complete and acceptable
  - Evidence from the building permit office of final inspection (or, for new buildings, a certificate of occupancy)
- ✓ Equipment-only (no required attachments)

## 3) Photographs (before, during and after construction photos) :

- ✓ Show the impact of the project;
- ✓ Not required for equipment-only projects



# We Shall Meet Again...

- Future C8E Office Hours Dates\*:
  - Wednesday, 4/24/2024 at 2 PM ET
  - Wednesday, 8/21/2024 at 2 PM ET
  
- \*Tentative





# Capital Award Resources

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

Resource	More Information
ARP-Capital Website	The <a href="#">ARP-Capital website</a> includes the funding specific information, including the original NOFO and FAQs, including the recently added Close out FAQs.
Reporting Requirements	Find sample forms and templates at <a href="#">Capital Developmental Website</a> .
BPHC Contact Form	Use the <a href="#">BPHC Contact Form</a> to contact the Infrastructure Improvements Team.
EHBs Support	For technical issues related to accessing or logging into the Electronic Handbooks, please <a href="#">submit your question</a> or call 877-464-4772, Monday through Friday from 7 a.m. - 8 p.m. ET (except federal holidays).
Progress Report User Guide	This <a href="#">user guide</a> provides step-by-step guidance on how to complete the Progress Report and is located at the <a href="#">Capital Developmental Website</a> .
Capital Grant Progress Report Video	This is a brief <a href="#">video</a> summarizing the helpful tips and important information on completing the Capital Award Progress Report.



# Questions?

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# 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>



(301) 594-4300

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[bphc.hrsa.gov](https://bphc.hrsa.gov)



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