FY21 American Rescue Plan – Health Center Construction and Capital Improvements ARP – Capital / C8E Office Hours
November 8, 2023 (2:00-3:00 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

- Meet the Panelists

- Post-Award FAQs

- Data from May 2023 Reports

- November 2023 Semi-Annual Progress Report Reminders

- Capital Projects Close-out Requirements

- Important Reminders:

  - "When Can We Start Construction?"

  - Project Changes (Budget and/or Physical Scope)

- We Shall Meet Again

- Q&A Session

Panelists

CPT Sarah Trinidad

Director

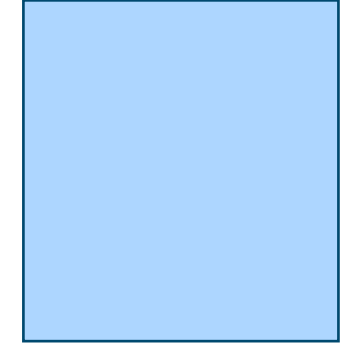CDR Vesnier Lugo

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

Post-Award FAQs

- Found here on our Capital Website:

https://bphc.hrsa.gov/funding/coronavirus-related-funding/fy-2021-american-rescue-plan-construction-capital-improvements/faq

- FAQs categories:
  - General Award Questions
  - Project Conditions
  - Allowed Uses of Funds
  - Project Changes
  - Equipment
  - New! Project and Award Close Out

May 2023 Capital Award Progress Report Data (1/2)

Based upon the information provided by ARP-Capital award recipients in May 2023, this program has accomplished:

Of the 1,292 ARP-Capital Awards (representing 1,855 distinct projects):

- **Award Level**: 107 Awards have been fully completed and are in the process of closing out;

- **Project Level**:

  - 221 Projects have been <u>fully completed</u>;

  - 522 Projects are Greater than 50% and Less than 100% completed;

  - 744 Projects are started but less than of equal to 50% completed; and

  - 347 Projects have not started.

May 2023 Capital Award Progress Report Data (2/2)

Based upon the information provided by ARP-Capital award recipients in May 2023, this program has accomplished:

Of the 1,292 ARP-Capital Awards: As of April 30, 2023, the Payment Management System reported:

- 410 Awards with No Funds Drawn (0%)

- 268 have drawn more than 0% but less than 25%

- 181 have drawn more than 25% but less than 50%

- 131 have drawn more than 50% but less than 75%

- 147 have drawn more than 75% but less than 100%

- 149 Awards have drawn all funding (100%)

Please provide information on the milestones met and/or challenges with the project. You can also attach information to the report (such as Board minutes, Architect's field reports, photographs of projects under construction, etc.).

Next Capital Award Progress Report

The next Semi-Annual Capital Progress Report: available on **November 1, 2023**.

The progress report covers activities in the current **reporting period of April 30, 2023 to October 31, 2023.**

The report must be submitted by **11:59 PM ET** on Wednesday **November 15th, 2022**. **HRSA may place restrictions on your funding if you do not submit a progress report.**

ALL C8E award recipients **MUST** submit a report until all project work has been completed, whether work has begun or not.

The report collects information about your health center's progress on capital activities on an individual site basis. If a Capital Update has been approved, the changes should be reflected in the progress report.

Please provide information on the milestones met and/or challenges with the project. You can also attach information to the report (such as Board minutes, Architect's field reports, photographs of projects under construction, etc.).

Progress Report Reminders

Only the **Project Director/Authorizing Official** associated with the grant award can certify and submit the report in EHB. If there have been any organizational changes since your last progress report, please contact your program contact / Investment Oversight Advisor.

The Progress Report is your opportunity to:

- Summarize the actions you have taken <u>over the previous six months</u> to implement your project(s), even when minimal work has occurred during the reporting period.
- Provide an informative report that will allow HRSA to provide assistance or guidance where 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.

Section 1 *(SF-PPR - Page 1)*: Report Status

Question 8:

*Select **Yes**, only if you have completed all the equipment purchases and/or construction-related activities and 100% of costs have been incurred. By checking **Yes**, HRSA can assist you on the close out of the award.*

*Select **No** if the work of the project is not fully completed*

Questions 10 and 10a are only completed when all work and equipment purchases are been completed

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★ 8. Is this your final CAPR?
Select yes if every funded construction / alteration / renovation / equipment project is 100% complete ⓘ

○　　Yes

◉　　No

★ 10. Performance Narrative
The performance narrative describes the overall accomplishments of the entire grant for all funded capital projects ⓘ

Maximum 4000 characters (with spaces)

★ **10a. Additional Patient Capacity** ⓘ

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

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

No documents attached

Section 2 *(SF-PPR - Page 3):* Project Status and Changes

Question 1.: You will select one of the indicated status options 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 project budget, location or the physical scope of work since your last report. This information will allow HRSA can provide assistance (if needed). 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 ⓘ

- ○ Not Started
- ◉ Less than or equal to 50% Complete
- ○ Greater than 50% and Less than 100% Complete
- ○ Completed

* 1a. Have there been any changes to the project budget, project location, or scope of project?

- ○ Yes
- ○ No

**If 'Yes', please explain:**

Maximum 2000 characters (with spaces)

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 <u>final project description and site address</u>)

   ✓ 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).

TIP!

You can close out an individual project once you finish it

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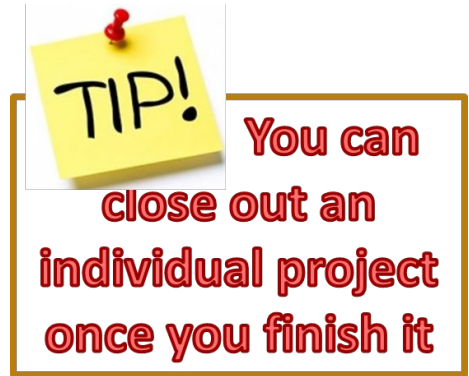
Capital Projects Close-out Requirements (2/2)

Sample Submission Forms Found here on our website:

https://bphc.hrsa.gov/funding/funding-opportunities/capital-development-grants
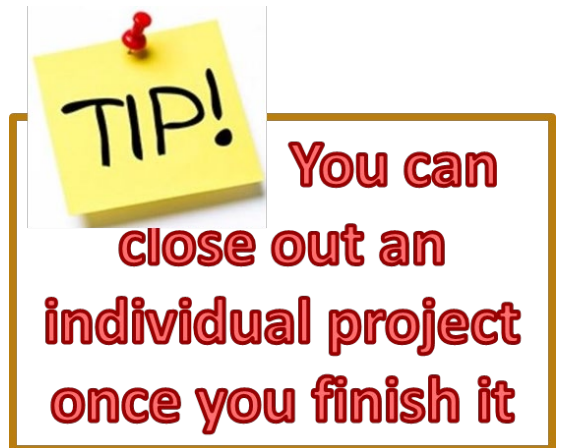
2) Project Completion Certification—2 versions of letters:

- ✓ Construction-related (A/R, C/E, new facility); two required attachments:
  - o Letter from A-E or Contractor certifying the work as complete and acceptable
  - o 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

TIP! You can close out an individual project once you finish it

HRSA Health Center Program

"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.

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.
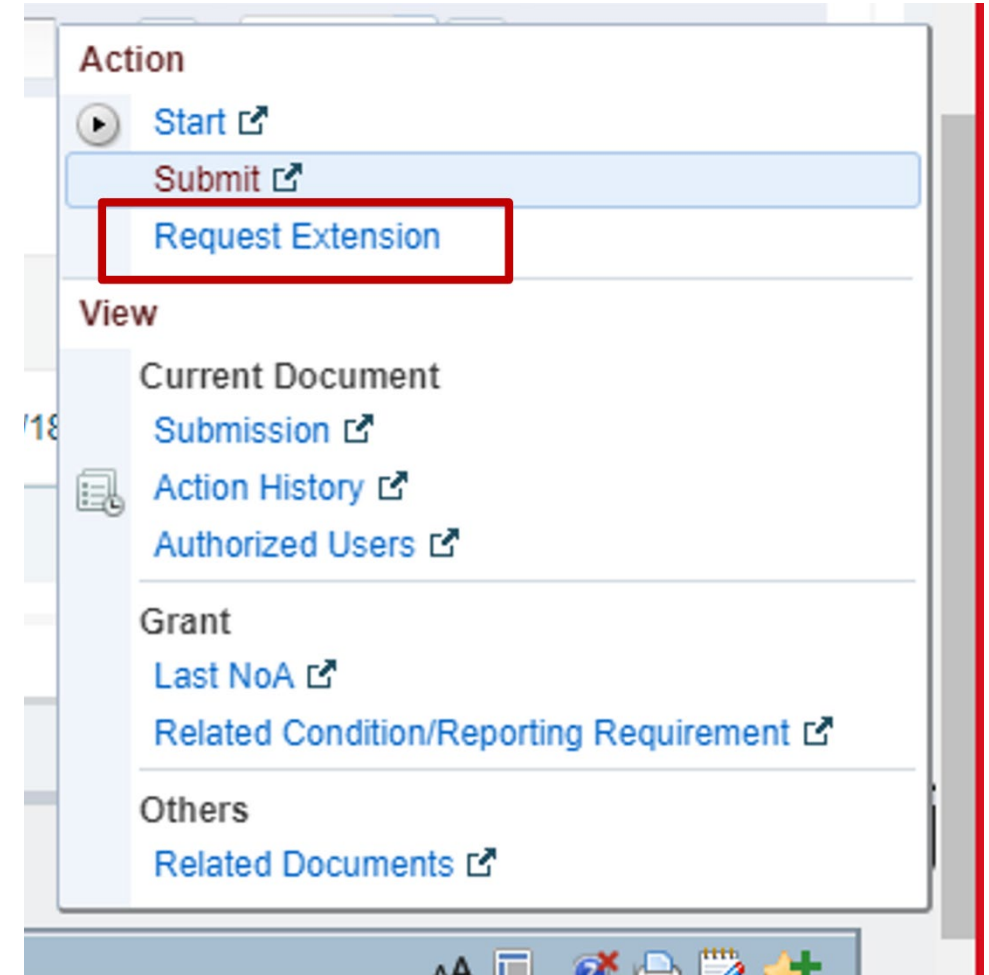
Important Reminders—Submission Deadlines!

- Upload documents for submissions prior to Deadline
- If you can't meet the deadline, request a deadline extension for individual submissions if necessary
- HRSA can approve a submission deadline extension up to 90-days
- HRSA YouTube video link:

https://www.youtube.com/watch?v=ftV0p60qjx8

We Shall Meet Again...

Future C8E Office Hours Dates*:

- Wednesday, 1/10/2024 at 2 PM EST
- Wednesday, 4/24/2024 at 2 PM EST

*Tentative

Capital Award Resources

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

Resource	More Information
ARP-Capital Website	The ARP-Capital website includes the funding specific information, including the original NOFO and FAQs.
Reporting Requirements	Find sample forms and templates at Capital Developmental Website.
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, please submit your question 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 Capital Award Progress Report.

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Questions?

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

bphc.hrsa.gov

✉ Sign up for the *Primary Health Care Digest*

Connect with HRSA

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www.HRSA.gov

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