

ARP-Capital (C8E) Progress Report User Guide

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1.ARP-Capital Progress Report Overview

Fiscal year (FY) 2021 American Rescue Plan – Health Center Construction and Capital Improvements (ARP-Capital, C8E) one-time funding supports construction, expansion, alteration, renovation, and other capital improvements to modify, enhance, and expand health care infrastructure.

2.Accessing the ARP-Capital Progress Report

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⌵ Pending Tasks - List

Not Completed Recently Completed Archived

Detailed View | Search | Saved Searches

Filters Applied (x Clear)

Page size: 15 Go

1 item in 1 page(s)

Deadline (Date)	Task Category	Tracking #	Task	Entity	Organization	Options
01/15/2022 11:59 PM (29 Days)	Grant Submissions	C8ECS	ARP-Capital	Progress Report	C8ECS (Grant)	ESKMILL SUPERQUICKPRINT INC.

Page size: 15 Go

1 item in 1 page(s)

2 . From the EHB homepage, click the **Tasks** tab to view the **Pending Tasks** - **List** page.

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3.Completing the ARP-Capital Progress Report

1. On the Progress Report - Status Overview page, you will see the applicable forms to complete the ARP-Capital Progress Report. The report consists of the following forms:

- Contact Information
- SF-PPR - Page 1
- SF-PPR - Page 3 Project Data

Progress Report - Status Overview		
CBECS - ARP-Capital		Due in: 10 days
Resources (7)		
Section	Status	Option
CBECS - ARP-Capital		
Contact Information	Not Started	Update
SF-PPR - Page 1	Not Started	Update
SF-PPR - Page 3 Project Data		
SF-PPR - Page 3A EVM Data	Not Started	Update
SF-PPR - Page 3B EVM Data	Not Started	Update
SF-PPR - Page 4 Project Closeout Data		Not Applicable

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3.1 Completing the Contact Information Form

1. Enter the contact information for the point of contact for your ARP-Capital progress report.

Contact Information

Due In: | Section Status:

Resources

Fields with * are required

1. Title	* Name	* Phone	Fax	* Email
Point of Contact		(e.g. 999-999-9999)		(e.g. 999-999-9999)

Go to Previous Page Save Save and Continue

2. Click the **Save and Continue** button to proceed to the **SF-PPR - Page 1** form.

3.2 Completing the SF-PPR - Page 1 Form

1. Complete the following questions on the **SF-PPR - Page 1 Form**.

*** 8. Is this your final CAPR?**

Select yes if every funded construction / alteration / renovation / equipment project is 100% complete

☐ Yes

☒ No

Question 8: Is this your final CAPR?

- Mark "Yes" to indicate a Capital

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- If this is your final report, describe the key activities undertaken to achieve the intended grant award, including funding information about budget activities

★ 10. Performance Narrative

The performance narrative describes the overall accomplishments of the entire grant for all funded capital projects [\(i\)](#)

Maximum 4000 characters (with spaces)

- Each project funded should be discussed briefly.

Question 10a
:
Additional
Patient
Capacity

- If this is your final report, provide the to ta l n

★ 10a. Additional Patient Capacity ⓘ

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Question 11:
Attachments

- You may attach documents to provide additional information.

Content of items on this page before uploading an attachment.

11. Upload Attachments (0) (Maximum 5)

Attach File

No documents attached

2. Click the **Save and Continue** button to proceed to the **SF-PPR - Page 3 Form**.

3.3 Completing the SF-PPR - Page 3 Project Data Form

1. Provide high-level update on the completion status of the project or projects, as applicable.
2. Complete the following questions on the **SF-PPR - Page 3 Project Data Form**. There will be one form for each project.

Question 1:
Project Status

- Provide an approximate status for your project at the end of the reporting period.

★ 1. Project Status ⓘ	
<input checked="" type="radio"/>	Not Started
<input type="radio"/>	Less than or equal to 50% Complete
<input type="radio"/>	Greater than 50% and Less than 100% Complete
<input type="radio"/>	Completed

- If you select "Completed" for your project status, you will be required to answer Question 1b-1c.

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

- If yes, comment as required.

★ 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)

Question 1b: 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)?

- If no, comments are required.

★ 1b. Does the scope of work of the project reflect the scope of work as proposed by the grantee and approved by HRSA?	
<input type="radio"/>	Yes
<input type="radio"/>	No
If 'No', please explain:	
Maximum 2000 characters (with spaces)	
<div></div>	

★ 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)? ?	
<input type="radio"/>	Yes
<input type="radio"/>	No
If 'No', please explain:	
Maximum 2000 characters (with spaces)	
<div></div>	

Question 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)?

- If no comments are required.
- Required documents: Final Budget Information, Project Completion Certificate, Photographs.

Question 2: Project Specific Narrative. Provide information on activities undertaken during reporting period, including whether the project is ahead of or behind schedule and the status of planning, procurement, and construction activities, as applicable.

- Information required.

2. Project Specific Narrative (1)

Provide information on activities undertaken during reporting period, including whether the project is ahead of or behind schedule and the status of planning, procurement, and construction activities, as applicable.

Maximum 4000 characters (with spaces)

3. Click the **Save and Continue** button to proceed.

3.3 Completing the SF-PPR - Page 3a Earned Value Management (EVM) Data Form

1. Construction and alteration/renovation projects with a total project cost (Federal and non-Federal) of \$1 million or greater are required to utilize and within the progress report. EVM is an analysis tool that allows project managers to effectively identify cost-overruns and timeline deviations during the project.
2. The **SF-PPR - Page 3a EVM Data Form** is not applicable to projects marked completed on SF-PPR - Page 3.
3. Complete the following questions on the **SF-PPR - Page 3a EVM Data Form**. There will be one form for each project.

Question 1:
Project Schedule

• If you select "Behind Schedule", you will be required to answer Question 1a.

★ 1. Project Schedule	
<input type="radio"/>	On Time
<input type="radio"/>	Behind Schedule
<input type="radio"/>	Ahead of Schedule

• If you select "Ahead of Schedule", you will be required to answer Questions 1b

Question 1a:
Is the project expected to remain behind schedule?

- Comments are required.
- If you u

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provided. ", you will be required to provide total estimate at completion date.

Question 1b: Is the project expected to remain ahead of schedule?

If Ahead of Schedule, please answer the questions below:

1b. Is the project expected to remain ahead of schedule?

Yes, I will provide a revised completion date and indicate whether or not the total estimated project cost will be affected within the text box provided.

No, I will indicate within the text box provided that the project will be completed by the estimated project completion date.

1. Original total estimated project costs:

\$

2. Total estimated project cost (if revised):

3. Original project completion date:

(mm/yyyy)

4. Revised project completion date:

(mm/yyyy)

Maximum 2000 characters (with spaces)

- Comments are required.
- If you select "Yes, I will provide a revised completion date and indicate whether or not the total estimated pr

object cost will be affected with this text box provided. ", you will be required to provide total estimate material provided project cost and revised project

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★ 2. Project Budget

- ☐ On Budget
- ☐ Under Budget
- ☐ Over Budget

- If you select "Over Budget", you will be required to answer Question 2b.

Question 2a: Will the project incur enough costs to allow for the drawdown of all the Federal funds by the project completion date?

- Comments are required.

If Under Budget, please answer the questions below:

★ 2a. Will the project incur enough costs to allow for the drawdown of all the Federal funds by the project completion date?

- ☐ Yes, I will indicate in the text box provided the strategy to utilize the excess funds, if possible (i.e., purchase additional equipment).
- ☐ No, I will indicate in the text box provided that the grantee organization is aware that the remaining funds will be de-obligated.

Maximum 2000 characters (with spaces)

Question 2b: Is the project anticipated to remain over budget for the completion construction schedule (i.e., the total project cost at completion will be greater than the original proposed budget)?

- If you

If Over Budget, please answer the questions below:

★ 2b. Is the project anticipated to remain over budget for the completion construction schedule (i.e., the total project cost at completion will be greater than the original proposed budget)?

- ☒ Yes
- ☐ No, I will provide a revised plan/supporting documentation to identify when and how the budget will no longer exceed original budget estimates (which will be requested via EHB submissions).

If Yes to 2b. above, answer the following questions:

2b.1. Will additional funds be secured, or have additional funds been secured, to allow for the completion of the project on time?

- ☐ Yes, I will indicate within the text box provided the source(s) and amount(s) of funding that will be/have been secured.
- ☐ No, I will provide a timeline for adjusting the project scope to align with the adjusted costs within the text box provided.

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completed, to allow for the completion of the project on time?

- Comments are required.

5. Click the **Save and Continue** button to proceed.

3.3 Completing the SF-PPR - Page 4 Project Closeout Data Form

1. The **SF-PPR Page 4 Project Closeout Data Form** will be included only when a project has been marked as "Completed."
2. Complete the following questions on the **SF-PPR Page 4 Project Closeout Data Form**. There will be one form for each project.

Question 2: Square Footage Impacted

• Note that the improvement space results from the equipment - only project should not be included.

2. Square Footage Impacted ⓘ

2. Square Footage Impacted

Questions 4a-4d: Project Costs

Project Costs	
4a. Projected amount of HRSA funds proposed for this project	\$ <div></div>
4b. Actual amount of HRSA funds expended on the project ⓘ	\$ <div></div>
4c. Projected amount of non-HRSA funds i.e., state, local, and other funds - including other federal funds - proposed for this project	\$ <div></div>
4d. Actual amount of non-HRSA funds expended on the project ⓘ	\$ <div></div>

- The total of Lines 4b + 4d will be the actual total cost of the project. All funds expended on the program are reported here.

• Lines 4 and 4 care system population.

Questions
5a-5b: Project Completion Dates

- These sentences will be used to report the proposed and actual project completion dates.
- Line 5a is the system population.

* Project Completion Dates	
5a. Proposed project completion date	<input type="text" value=""/> (mm/yyyy)
5b. Actual project completion date	<input type="text" value=""/> (mm/yyyy)

3. Click the **Save and Continue** button to proceed to the **Review** page.

4.Submitting the ARP-Capital Progress Report

1. On the Review page, review your progress to ensure that all information entered is accurate. A

Review

CSECS Due in:

Resources: 0

View

Last NoA | ARP-Capital Progress Report User Guide

Print All Forms Table of Contents

Page size: 15

7 items in 1 page(s)

Section	Type	Options
View: Cover Page		
Contact Information	HTML	<input type="button" value="View"/>
SF-PFR Page 1	HTML	<input type="button" value="View"/>
Project Supporting Documents	DOCUMENT	Not Available
List of Projects	HTML	<input type="button" value="View"/>
View: SF-PFR Page 3 Project Data		
4-01 <input type="text"/> - Construction/Renovation	HTML	<input type="button" value="View"/>
View: SF-PFR Page 3a Project EVM Data		
4-01 <input type="text"/> - Construction/Renovation	HTML	<input type="button" value="View"/>
View: SF-PFR Page 4 Project Closeout Data		
4-01 <input type="text"/> - Construction/Renovation	HTML	<input type="button" value="View"/>

Page size: 15

7 items in 1 page(s)

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Submit Report

CBECS

Due In: 10 days

Resources: 12

Section	Status	Option
CBECS00004 - ARP-Capital		
Contact Information	Complete	Update
SF.PPR - Page 1	Complete	Update
SF.PPR - Page 3 Project Data		
4-01 - Construction/Renovation	Complete	Update
SF.PPR - Page 3A EVM Data		
4-01 - Construction/Renovation	Complete	Update
SF.PPR - Page 4 Project Closeout Data		
4-01 - Construction/Renovation	Complete	Update
4-01 - Construction/Renovation		Not Applicable

Go to Previous Page
Submit

5.Responding to Change Requests for the ARP-Capital Progress Report

1. After submitting the ARP-Capital Progress Report, HRSA may determine that additional information or corrections are needed to what was originally submitted.

- In this case, an EHB **email notification** with more details regarding the requested changes will be sent to you.

2. If a change request is sent, your progress report will be accessible to you immediately in your pending tasks queue. Follow the steps found in section [1. Accessing the ARP-Capital Progress Report](#) to revisit and update the information in your progress report consistent with the **email notification**.