# **ARP-Capital (C8E) Progress Report User Guide**

# 1.ARP-Capital Progress Report Overview 2.Accessing the ARP-Capital Progress Report 3.Completing the ARP-Capital Progress Report 3.1 Completing the Contact Information Form 3.2 Completing the SF-PPR - Page 1 Form 3.3 Completing the SF-PPR - Page 3 Project Data Form 3.3 Completing the SF-PPR - Page 3a Earned Value Management (EVM) Data Form 3.3 Completing the SF-PPR - Page 4 Project Closeout Data Form 4.Submitting the ARP-Capital Progress Report 5.Responding to Change Requests for the ARP-Capital Progress Report

# 1.ARP-Capital Progress Report Overview

B s.

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



# 3. Completing the ARP-Capital Progress Report

1. On the **Pr** ogres s Repor

Status Overvi ew page, you will see the applic able forms to compl ete the ARP-Capital Progre ss Report . The report consist s of the followi ng forms:

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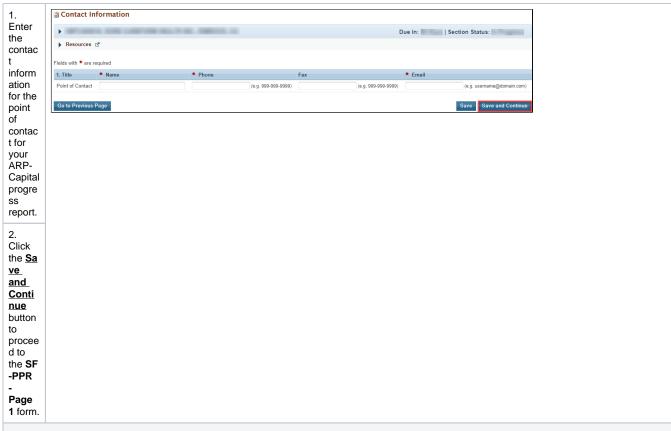
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D ata CEECS -ARP-Capital
Contact Information
SF-PPR-Page 1
SF-PPR-Page 3 Project Data
-01:
SF-PPR-Page 3A EVM Data
-01:
SF-PPR-Page 4 Project Closer
-01: Not Started • SF-PPR - Page3AEVMD at SF-PPR - Page4Project Close out Data

2. Click the **Up date** link in the 'Optio ns' colum n next to the **Conta ct Inform ation Form**.

3.1 Completing the Contact Information Form



## 3.2 Completing the SF-PPR - Page 1 Form

\* 8. Is this your final CAPR? Compl Select yes if every funded construction / alteration / renovation / equipment project is 100% complete (j) ete the Yes followi No ng questi ons on the SF-PPR -Page Form.

Questi on 8: I s this your final CAPR?

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Questi on 10: Perfor mance Narrati ve • If th ★ 10. Performance Narrative The performance narrative describes the overall accomplishments of the entire grant for all funded capital projects  $oldsymbol{\mathfrak{j}}$ is Maximum 4000 characters (with spaces) is у О ur fi n al re p or t, d е s cr ib е k е y a ct iv iti е s u n d er ta k е n fo th е е nt ir е gr a nt а W ar d, in cl u di n g in fo r m at io n а b o ut g o al s or

o bj e ct iv esaccompish ed Each project funded should be discussed briefly.

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| 3.3 Cc        | .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.

Questi on 1: Project Status

2. Complete the following questions on the SF-PPR - Page 3 Project Data Form. There will be one form for each project.

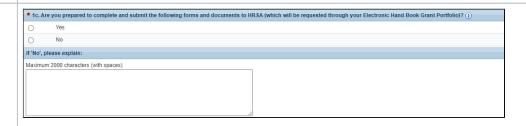


Questi \* 1a. Have there been any changes to the project budget, project location, or scope of project? on 1a: Have there No been any chang If 'Yes', please explain: es to the Maximum 2000 characters (with spaces) project budget project locatio n, or scope of project? • If У е s, С 0 m m е nt S ar

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Questi ★ 1b. Does the scope of work of the project reflect the scope of work as proposed by the grantee and approved by HRSA? <u>on 1b</u>: 0 Are you prepar If 'No', please explain: ed to compl Maximum 2000 characters (with spaces) ete and submit the followi ng forms and docum ents to HRSA (which will be reques ted throug h your Electro nic Hand Book Grant Portfoli

o)? If n 0, С 0 m m е nt S ar е re q ui re



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)?

| Questi             | 2. Project Specific Narrative (†) Provide information on activities undertaken during reporting period, including whell | her the project is ahead of or behind schedule and the status of planning, procurement, and construction activities, as applicable. |  |
|--------------------|---|---|--|
| on 2:<br>Project   | Maximum 4000 characters (with spaces)   | 7   |  |
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| 3. Click t         | he 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
- The SF-PPR Page 3a EVM Data Form is not applicable to projects marked completed on SF-PPR Page 3.
   Complete the following questions on the SF-PPR Page 3a EVM Data Form. There will be one form for each project.

Questi on 1: Project Sched ule

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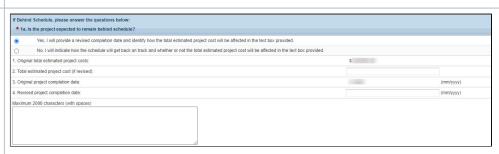
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s er Q u e st io n\_1a 1. Project Schedule
 On Time
 Behind Schedule
 Ahead of Schedule

• If у О u s el е ct " Α h е a d of S c h e d ul e" , у о ú W ill b е re q ui re d to а n s W er Q <u>u</u> <u>e</u> <u>st</u> <u>io</u> <u>n</u> 1b

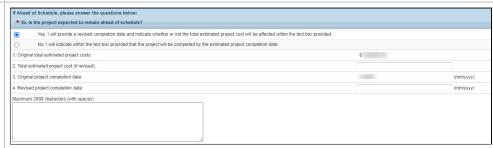
Questi on 1a: Is the project expect ed to remain behind sched ule?

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Questi on 1b: Is the project expect ed to remain ahead of sched ule?



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★ 2. Project Budget

On Budget

Under Budget

Over Budget

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Questi on 2a: Will the project incur enoug h costs to allow for the drawd own of all the Feder al funds by the project compl etion date?

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)

C o m m m e nt s ar e re q ui re d.

Questi on 2b: Is the project anticip ated to remain over budget for the compl etion constr uction sched ule (i. e., the total project cost at compl etion will be greate r than the origina

| Budget, p  | lease answer the questions below:   |
|------------|---|
| ls the pro | oject anticipated to remain over budget for the completion constrution 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). |
|            | 2b. above, answer the following questions: Il additional funds be secured, or have additional funds been secured, to allow for the completion of the project on time?                   |
| 0          | Yes, I will indicate within the text box provided the source(s) and amount(s) of funding that will be have been secured.  |
| 0          | 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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|            | Yes No, I If Yes to 2b.1. Wi  |

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

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

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<u>Questi</u> **★** Project Completion Dates ons 5a-5b: Project Compl etion 5a. Proposed project completion date (mm/yyyy) 5b. Actual project completion date (mm/yyyy) Dates • T h e S e li n e s w ill b e u s e d to re p or t pr o p o s e d а n d a ct u al proj e ct c o m pl et io n d at е s.
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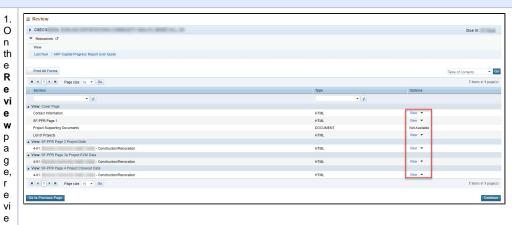
3. Click the **Save and Continue** button to proceed to the **Review** page.

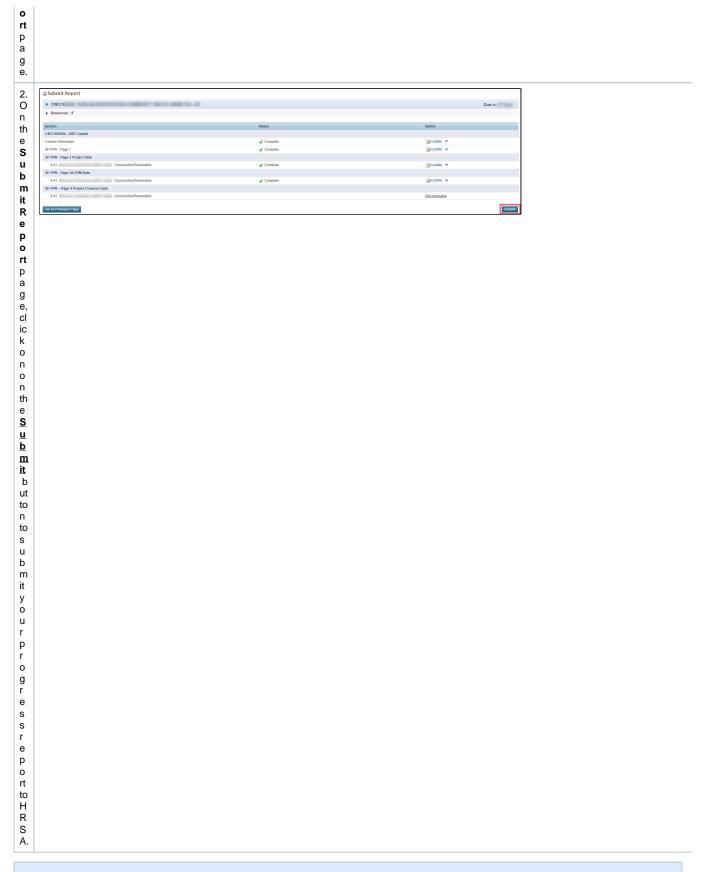
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# 4. Submitting the ARP-Capital Progress Report





- 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**.