Health Care & Other Facilities Construction Awards

HCOF Reporting Resources

HRSA's Electronic Handbooks (EHB's)

Printer-friendly Post-Award Guidance (PDF - 54 KB)

Printer-friendly HCOF Progress Reports User Guide (PDF - 3,187 KB)

HCOF Environmental Checklist (DOC - 123 KB)

Documents in DOC format require Microsoft Word® or Word Viewer®. If you experience problems with DOC documents, please download Microsoft Word Viewer.

Progress Reports

Health Care and Other Facilities Home

Progress reports were previously submitted using OMB form 0915-0309. All projects must now submit Progress Reports through the Electronic Handbooks (EHB's) according to the following schedule:

- Equipment-only projects – Annually
- Construction-

related projects – Quarterly

- The update must cover the time period since your last report and is required whether or not you have started your project and until the project is reported as complete.

- The following information will be provided when completing your Progress Report.

Design Only	New Construction/Renovation
Estimated or actual date for the project start	Estimated or actual date for the project start
Estimated or actual date for the completed project	Estimated or actual date for the completed project
Current project completion percentage	Current project completion percentage
Current percentage of funds drawn down	Current percentage of funds drawn down
Description of project status, including major problems, delays, etc.	Description of project status, including major problems, delays, etc.
Change of scope	Change of scope

	Photos of project progress*

- *Photos submitted should include a brief description. It is recommended that photos be taken of exterior shots (front, rear of building) and major rooms. If your project has not started, please upload a document stating that "The project has not been started."

- Technical Assistance on how to submit a Progress Report to the EHB's is available in the following PowerPoint presentation:

  Progress Report Instructions (PPT - 3.6 MB)

- Progress Reports must be submitted on a timely basis. If the report is not submitted, it may have an effect on your ability to draw down funds.

- Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of

information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0309. Public reporting burden for this collection of information is estimated to average 0.5 hours per equipment only respondent annually, and 2 hours per construction respondent annually, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10-33, Rockville, Maryland, 20857.

- **For More Information**

- **Construction program questions:** HCOFTA@hrsa.gov or 301-443-3665

- **Drawdown of funds questions**: Payment Management System or 1-877-614-5533

- **Terms and conditions of grant:** Contact the grants management specialist listed in your Notice of Grant Award

[Frequently Asked Questions](#)

Post-Award Guidance and Reporting Requirements

[Construction-Related Grants - Oversight Requirements](#)
[Progress Report](#)
[Financial Reports](#)
[Revisions to the 5-Year Budget and Project Period](#)
[Change of Scope](#)
[Closeout Documentation](#)
[Notice of Federal Interest](#)
[Federal Construction Requirements](#)
[Historic Preservation and Environmental Requirements](#)