



# FY 2021 COVID SHIP Testing & Mitigation

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**Vision: Healthy Communities, Healthy People**



# Housekeeping

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- Please mute your microphone 
- Feel free to ask questions ? in the comment box during the presentation
- Replay link will be sent out after the webinar and posted to TASC website

# Agenda

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- Required Award Submissions
- Quarterly Hospital Reporting – Portal
- Grantee Reporting Requirements
- Maintaining Supporting Documentation
- Federal Funding Accountability and Transparency Act of 2006

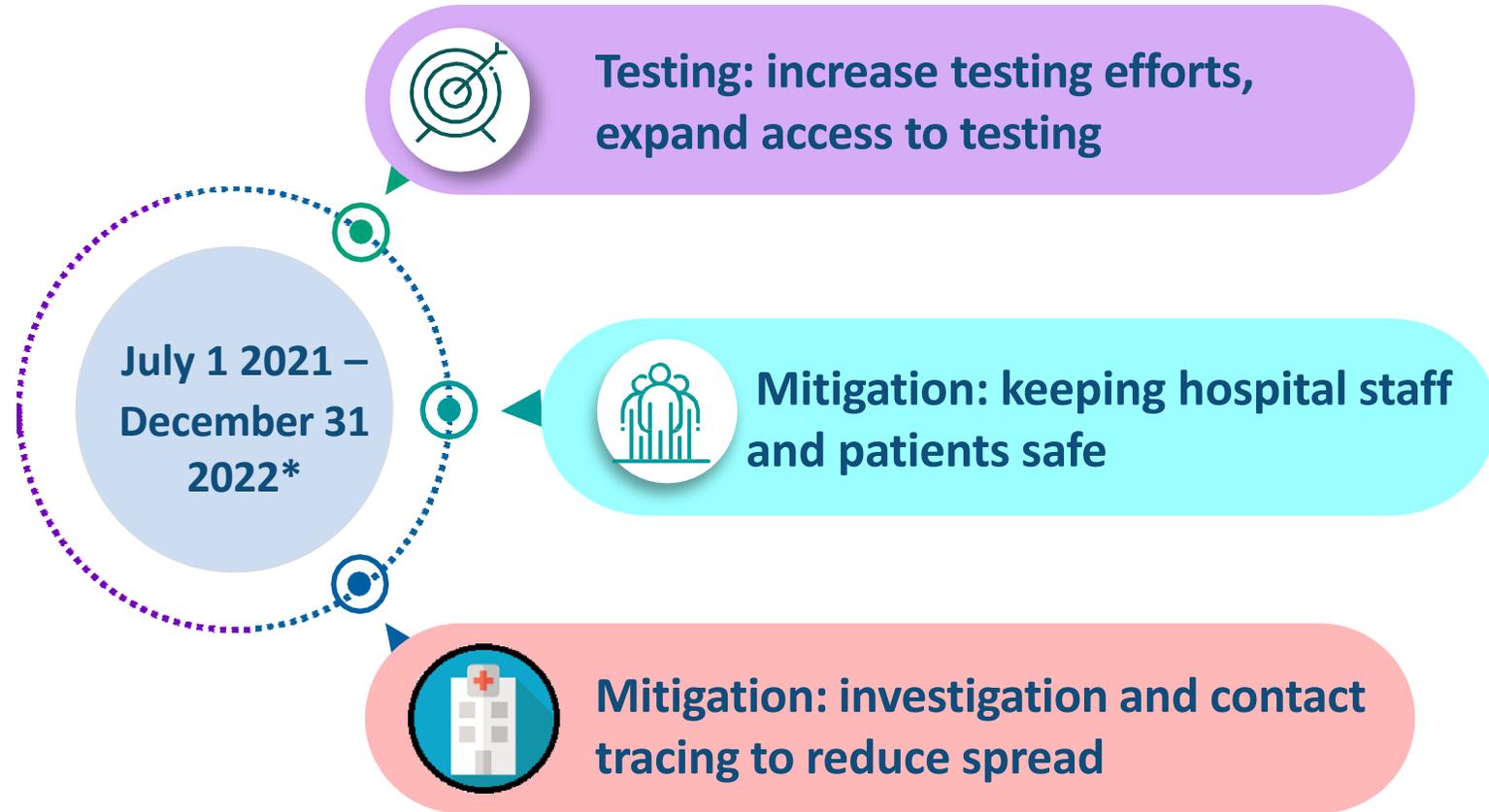
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# Required Award Submissions



# SHIP COVID Testing and Mitigation Program Overview (H3L)

One-time funding to support hospitals increase **COVID-19 testing** and expand the range of **mitigation efforts**.



\*Hospital costs can be dated back to January 1, 2021

See [SHIP-TA Website for FORHP SHIP COVID Testing and Mitigation Resources](#)



# Required Award Submissions

## Work plan and Overview (due August 11, 2021)

- Timeframe to get money to hospitals
- List of hospitals receiving funds
- [See the excel template](#) (same format as the COVID SHIP CARES act) – this template is what you need to submit to meet this requirement.

## Budget and Budget Justification (due August 11, 2021)

- SF424 – breakdown budget cost categories
- Budget Justification – short narrative discussion of budget categories
- **Do not** include any ineligible costs:
  - Costs already paid for by other federal or state programs, other COVID-19, prior COVID-19 supplemental funding
  - Any activity related to purchasing, disseminating, or administering COVID-19 vaccines
  - Construction projects
  - Support of lobbying/advocacy efforts
  - Facility or land purchase



# Reporting Requirements & Due Dates

DELIVERABLES	SUBMIT TO	DUE DATE
Workplan and Overview	EHB	August 11, 2021 30 Days after the Award Date
SF 424 Budget and Budget Justification	EHB	August 11, 2021 30 Days after the Award Date
Minor Alterations and Renovations Reporting (if applicable)	EHB	Quarterly
Hospital Reporting	Web portal	Quarterly
Federal Financial Report (FFR)	EHB	April 30, 2023 Quarter End Date after 90 Days of Budget End Date
Final Report and Equipment List	EHB	March 31, 2023 Submit at project period close out



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# Hospital Reporting Portal

Nathan Baugh, National Association of  
Rural Health Clinics



# Quarterly Hospital Reporting Portal – Overview

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Web based reporting portal developed by the National Association of Rural Health Clinics

The first quarterly report (July-September (a short one)), would be open October 1 for reporting, due November 1.

In this presentation:

- Draft example of what the portal will collect
- Process and options for reporting

Training about the portal will be put together closer to the reporting timeframe



# Quarterly Hospital Reporting Portal – Proposed Data Collected

\_\_\_\_\_ Number of test given (enter the estimated number of tests)

## Testing (check box for activity that took place in the quarter)

- Develop and implement strategies for patient testing confidence
- Access for community populations to address health and social inequities
- Minor alterations and renovations: installing structures, retrofitting to support COVID testing
- Leasing property
- ~~Develop and implement systems to deal with supporting needs of patients with long COVID (no longer allowed)~~
- Planning for implementation of a COVID-19 program, including hiring and training staff, and reporting data.
- Equipment purchased to support testing
- Other activities related to COVID-19 testing

Text box, please provide a short description: \_\_\_\_\_



# Quarterly Hospital Reporting Portal – Proposed Data Collected

## Mitigation (check box for activity that took place in the quarter)

- Develop and implement policies and procedures to keep staff and patients healthy
- Maintain healthy operations for staff
- Implement strategies to address employee stress and burnout
- Investigate COVID-19 cases and conduct contact tracing
- Minor alterations and renovations to support mitigation efforts
- Equipment purchase to support mitigation
- Use digital technologies to strengthen hospital response to COVID-19
- Supporting referrals to testing, clinical services and other supports to mitigation strategies
- Planning for implementation of COVID-19 mitigation
- Training providers and staff on COVID-19 mitigation
- Other activities related to COVID-19 mitigation

Text box, please provide a short description: \_\_\_\_\_



# Quarterly Hospital Reporting Portal – Process

**When:** quarterly, with the first quarter (July-September) reporting in October

**Who reports:**

Site will have two options (SHIP coordinators chose the option and it applies to all hospitals in your state):

1. Hospitals report directly (SHIP coordinators will receive a roll up report of hospitals in your state)
2. SHIP Coordinator inputs information for all hospitals in their state
  - FORHP will update the quarterly reporting form used in the CARES Act for states to use for their quarterly reports from their hospitals, should they choose.

**How the process works:**

**Hospitals:** Registration w/ validated CCN # > Profile Page to add hospital name > Testing #s > Testing and Mitigation category question

**SHIP Coordinators:** Email link to register > Profile page to manage CCNs (Prepopulated with CCNs and names of hospital)> Testing #s > Testing and Mitigation category question

**How this will be used:**

The information collected in the portal will be submitted to HRSA and HHS leaders as a snapshot of program impact that quarter – a communication not program integrity tool



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# Grantee Reporting Requirements



# Minor Alterations and Renovations (A&R)

- Supports improvements, conversion, rehabilitation, remodeling, or modernization
- Distinguished from construction and large-scale permanent improvements
- No cap on A/R costs for SHIP COVID Testing & Mitigation
  - However, if costs exceed 50% of hospital award, PO approval required
- Quarterly reporting by grantee *if* hospitals allocate funds to A/R
  - *A/R Term* added to NoA, *if* and at the point, it becomes applicable
- Required documentation
  - Project Implementation Certification and Itemized Budget for Minor A/R
  - Project Completion Certification for Minor A/R



# Equipment Costs

Equipment is tangible personal property (including information technology systems)

- useful life of more than one year
- per-unit acquisition cost of at least \$5,000
- moveable equipment only

Equipment Requirements ([45 CFR Part 75.320](#))

Equipment MUST be:

- Procured through a competitive process
  - While [M-21-20](#) is in effect, you may request HRSA to waive procurement requirements regarding geographical preferences, and contracting small and minority businesses, women's business enterprises, and labor surplus area firms.
- Maintained, tracked, and disposed of per 45 CFR 75.



# Equipment Costs and Documentation

## Tangible Personal Property Report

- Within 90 days after the project end date, submit the SF-428 (Tangible Personal Property Report) with the SF-428B (Final Report Attachment) and, if applicable, the SF-428S (Supplemental Sheet). These documents must be completed using the HRSA Electronic Handbooks (EHBs). You must report federally-owned property, acquired equipment with an acquisition cost of \$5,000 or more for which HRSA has reserved the right to transfer title, and residual unused supplies with total aggregate fair market value exceeding \$5,000. Records for equipment acquired with Federal funds shall be retained for three years after final disposal.



# Final Report

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The final report will be a spreadsheet, format adapted from the SHIP CARES Act quarterly report to capture the amount spent by each hospital by category.

FORHP will share this template by the end of August so that states who also would like to use this for any hospital quarterly reporting within their state, but will not be collecting this from states.



# HRSA Electronic Handbook (EHB) Reminders

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**REMEMBER:** Add the H3L grant to your EHB portfolio

## **Grant Access & Registration FAQs:**

<https://help.hrsa.gov/display/public/EHBSKBFG/Grants+Access+and+Registration+FAQs>

**Need help with EHB?:** Call 1-877-464-4772



# Payment Management System (PMS) Reminders

Each of your SHIP grants (H3H (regular SHIP) H3J (FY2020 COVID SHIP), & H3L (SHIP COVID Testing) are in separate PMS accounts

- recipients to specifically identify the individual grant for which they are drawing funds and will assist HRSA in monitoring the award.

You must keep track of expenditures and ensure you are drawing from the correct grant.

PMS DELIVERABLES	SUBMIT TO	DUE DATE
Federal Cash Transaction Report	PMS	Quarterly (See NoA for Due Dates)



# Supporting Documentation



Remind your subrecipients

# Maintaining Supporting Documentation

Your sub recipients must maintain adequate supporting documentation

- Invoices (vendor, date and amount paid);
- Receipt (confirmation of payment);
- Purchase dates should fall within grant period
- Copies of cancelled checks that show the amount actually paid;
- Connection to the grant (cost center, fund type code) – in general ledger;
- Sub-recipient agreements or contracts (signed and dated);
- Cost should only items listed in the budget;
- Detailed travel logs.



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# Federal Funding Accountability and Transparency Act of 2006



# Federal Funding Accountability and Transparency Act of 2006 (FFATA)

**Who** is required to file a FFATA report in FFATA subaward Reporting System (FSRS)?

- A pass-through entity (SHIP grantee) will be required to report on its subaward.

**What** to report?

- Basic information on **first-tier** subawards of \$30,000 or more reflecting HRSA federal funds.

**Where** to report?

- The FFATA Subaward Reporting System [www.fsrs.gov](http://www.fsrs.gov)

**When** to report?

- By the end of the month following the month in which the pass-through entity awards any subaward greater than or equal to \$30,000.



# Resources

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- **45 Code of Federal Regulations Part 75**

<https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>

- **HRSA Manage Your Grant**

<https://www.hrsa.gov/grants/manage/index.html>

- **FFATA Subaward Reporting System (FSRS)**

<https://www.fsrs.gov/>

- **SHIP TA – SHIP COVID Testing & Mitigation Resources**

<https://www.ruralcenter.org/ship/american-rescue-plan>



# Questions

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Please **unmute** your microphone to ask a question or type it on the comment box.

Questions after the call:  
[SHIPTesting@hrsa.gov](mailto:SHIPTesting@hrsa.gov)



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