

## HRSA Electronic Handbooks (EHB)

### Submitting the Change Requested FY 2014 Noncompeting Continuation (NCC)/Budget Period Progress Report (BPR) with Updated Budget Information

A Quick Reference Sheet for Grantees

This quick reference sheet describes the steps you need to follow for updating the budget information in the FY 2014 Noncompeting Continuation (NCC)/Budget Period Progress Report (BPR) based on the latest Notice of Award (NoA) released to you under the Health Center Program.

#### Accessing the FY 2014 NCC/BPR Progress Report

1. Log in to HRSA EHB and click the Tasks tab to access the **Pending Tasks – List** page.
  2. Locate the FY 2014 NCC/BPR submission and click the **Edit** link.
- The system navigates to the **NCC Progress Report – Status Overview** page.

#### Updating the Budget Details Form

1. Under the Budget Information section, click the **Update** link for the support year displayed under the **Budget Details** form (**Figure 1**).

Figure 1: NCC/Budget Period Progress Report - Status Overview Page

**NCC Progress Report - Status Overview**

**Note(s):**  
The table below shows the status of the progress report. The progress report is currently **COMPLETE**.

**NCC Progress Report Tracking # :** H80CS000007 **Due Date:** 10/18/2013(Due In: 2 Days) | **Status:** In Progress

**Grant Number:** H80CS000007 **Original Deadline:** 10/02/2013 **Created On:** 08/21/2013  
**Project Officer:** Jeremy Bart **Project Officer Email:** jbarb@hrsa.gov **Project Officer Contact #:** (811) 443-8823  
**Last Updated By:** Wjane Davis 10/16/2013 11:18:57 AM

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**Users with Permissions on NCC Progress Report (5)**

Section	Status	Options
<b>NCC Progress Report Status</b>		
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2 (Cover Page Continuation)	✓ Complete	Update
Budget Information		
Budget Details		
Support Year	✓ Complete	Update
Budget Narrative	✓ Complete	Update
Other Information		
Program Specific Information	✓ Complete	Update
Appendices	✓ Complete	Update

- The system navigates to the **Budget Details** form and displays an error at the top of the page indicating that the Total Federal Budget is not equal to the federal funds that you reported in the Section A – Budget Summary section of this form when you initially submitted the progress report (**Figure 2, 1**).

Figure 2: Budget Details Form with the Error

**Budget Details**

**Error:** One or more errors have occurred.  
 Total Federal Budget must equal \$ 2,296,200.00

NCC Progress Report Tracking #: [REDACTED] Due Date: 10/18/2013(Due In: 2 Days) | Section Status: Not Complete

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Support Year  
 Recommended Federal Budget: \$ 2,296,200.00 12/01/2013 - 12/01/2014

**Section A - Budget Summary** [Update]

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$4,750,480.00	\$15,216,107.00	\$19,966,587.00
Health Care for the Homeless	93.224	\$239,224.00	\$146,422.00	\$385,646.00
Total:		\$4,989,704.00	\$15,362,529.00	\$20,352,233.00

**Note:** The system pre-populates the Recommended Federal Budget (Figure 2, 3) with the value provided in the first line of Box 13 - Recommended Future Support of the latest NoA (Figure 3). The year(s) listed in the box will vary from grantee to grantee based on the number of years each grantee has been funded.

The amount stated in the error message (Figure 2, 1) is equal to the amount displayed in the Recommended Federal Budget field.

Figure 3: Box 13 – Future Recommended Support in the NoA

f. Supplies: \$627,000.00

g. Travel: \$140,000.00

h. Construction/Alteration and Renovation: \$0.00

i. Other: \$6,200,274.00

j. Consortium/Contractual Costs: \$1,000,000.00

k. Trainee Related Expenses: \$0.00

l. Trainee Stipends: \$0.00

m. Trainee Tuition and Fees: \$0.00

n. Trainee Travel: \$0.00

o. TOTAL DIRECT COSTS: \$8,967,274.00

p. INDIRECT COSTS (Rate: % of S&W/TADC): \$0.00

q. TOTAL APPROVED BUDGET: \$8,967,274.00

r. Less Non-Federal Share: \$6,671,074.00

**13. RECOMMENDED FUTURE SUPPORT:** (Subject to the availability of funds and satisfactory progress of project)

YEAR	TOTAL COSTS
13	\$ 2,296,200.00
14	\$ 1,239,000.00

**14. APPROVED DIRECT ASSISTANCE BUDGET:**(In lieu of cash)

a. Amount of Direct Assistance \$0.00

b. Less Unawarded Balance of Current Year's Funds \$0.00

c. Less Cumulative Prior Awards(s) This Budget Period \$0.00

d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION

2. Revise the Federal Funds requested under New or Revised Budget in the Section A – Budget Summary section by clicking the related [Update] button (Figure 4, 1) and updating the federal request so that it is equal to the new Recommended Federal Budget amount.
3. Revise Section B – Object Class Categories section by clicking the related [Update] button (Figure 4, 2) and adjusting the amounts as needed so the total in this section equals the total in Section A – Budget Summary section.

Figure 4: Updating the Federal Request on Budget Details Form

**Budget Details**

**Error: One or more errors have occurred.**  
 Total Federal Budget must equal \$1,458,287.00

NCC Progress Report Tracking #: **NEW FISCAL** Due Date: 10/18/2013(Due In: 2 Days) | Section Status: Not Complete

Support Year: **13**

Recommended Federal Budget: \$1,458,287.00

**Section A - Budget Summary** 1

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$4,752,482.00	\$15,215,127.00	\$19,967,609.00
Health Care for the Homeless	93.224	\$279,224.00	\$149,422.00	\$428,646.00
<b>Total:</b>		<b>\$5,031,706.00</b>	<b>\$15,364,549.00</b>	<b>\$20,396,255.00</b>

**Section B - Budget Categories** 2

Object Class Categories	Grant Program Function or Activity		Total
	Community Health Centers	Health Care for the Homeless	
Personnel	\$13,286,897.00	\$223,288.00	\$13,510,185.00
Fringe Benefits	\$2,492,896.00	\$49,221.00	\$2,542,117.00
Travel	\$186,275.00	\$2,785.00	\$189,060.00
Equipment	\$241,282.00	\$0.00	\$241,282.00
Supplies	\$716,218.00	\$42,872.00	\$759,090.00
Contractual	\$891,122.00	\$42,282.00	\$933,404.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$2,191,876.00	\$22,491.00	\$2,214,367.00
<b>Total Direct Charges</b>	<b>\$19,075,837.00</b>	<b>\$279,224.00</b>	<b>\$19,355,061.00</b>
Indirect Charges	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$19,075,837.00</b>	<b>\$279,224.00</b>	<b>\$19,355,061.00</b>

**Section C - Non Federal Resources**

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	\$0.00	\$212,422.00	\$0.00	\$2,485,124.00	\$12,297,423.00	\$14,994,949.00
Health Care for the Homeless	\$0.00	\$0.00	\$0.00	\$7,002.00	\$142,422.00	\$149,424.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$212,422.00</b>	<b>\$0.00</b>	<b>\$2,492,126.00</b>	<b>\$12,439,845.00</b>	<b>\$15,124,393.00</b>

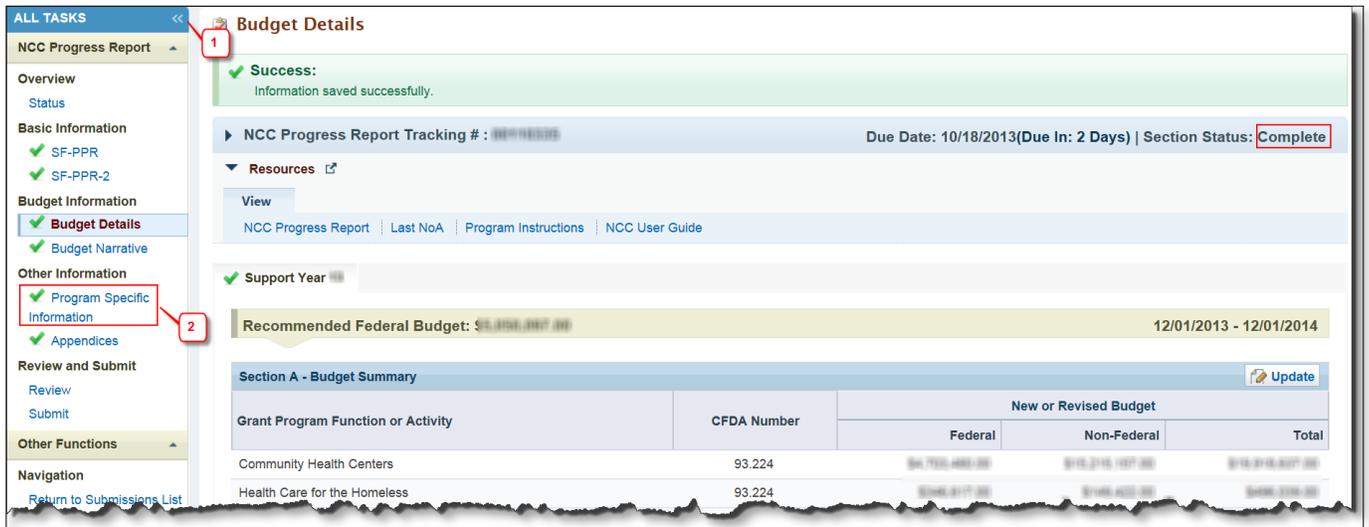
Go to Previous Page

- Once the federal request has been adjusted according to the displayed Recommended Federal Budget amount, click the **[Save]** button to save the information and change the status of the form to Complete.

### Updating the Federal Object Class Categories Form

- After the **Budget Details** form is completed, navigate to the program specific section of the progress report by expanding the left menu, if not already expanded (**Figure 5, 1**), and clicking the **Program Specific Information** link (**Figure 5, 2**).

**Figure 5: Accessing the Program Specific Section from the Budget Details Form**



- The program specific **Status Overview** page opens and the status of the **Federal Object Class Categories** form is displayed as Not Complete (**Figure 6**).

**Note:** The **Federal Object Class Categories** form collects the federal and non-federal funding distribution across budget categories for the upcoming budget period. The total federal and non-federal funding figures displayed on this form are pre-populated from the **Budget Details** form. You are required to update the distribution of the revised federal funds across these budget categories in the **Federal Object Class Categories** form.

2. Click the **Update** link for the **Federal Object Class Categories** form.

**Figure 6: Program Specific Status Overview Page**

Section	Status	Options
<b>Budget Information</b>		
Federal Object Class Categories	✘ Not Complete	Update ▼
Form 2 - Staffing Profile	✔ Complete	Update ▼
Form 3 - Income Analysis	✔ Complete	Update ▼
<b>Sites and Services</b>		
Form 5A - Services Provided	✔ Complete	
Required Services	✔ Complete	Update ▼
Additional Services	✔ Complete	Update ▼
Form 5B - Service Sites	✔ Complete	Update ▼
Form 5C - Other Activities/Locations	✔ Complete	Update ▼
<b>Other Forms</b>		
Program Narrative Update	✔ Complete	Update ▼

3. The **Federal Object Class Categories** form opens displaying the revised federal funds in the Total Proposed Budget section (**Figure 7, 1**).

Figure 7: Federal Object Class Categories Form

**Federal Object Class Categories**

**Note(s):**

- To update the amounts displayed in the Total Proposed Budget section of this form, navigate to the [Budget Details](#) form and update the total Federal funds requested in the Budget Summary section.
- To update the amount displayed in the Total column in the Budget Categories section of this form, navigate to the [Budget Details](#) form and update the amount requested in the Budget Categories section.

**ERROR: One or more errors have occurred.**

**Field Level Messages**

▼ Error 1 ▼ Error 2

ORGANIZATION: CENTRAL MISSISSIPPI STATE IMPROVEMENT ASSOCIATION, INC. Due Date: 09/11/2013 (Due In: -34 Days) | Section Status: Not Complete

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Fields with \* are required

Total Proposed Budget	Amount
Section 330 Federal funding (from Total Federal - New or Revised Budget on Section A – Budget Summary)	\$2,492,977.00
Non-Federal funding (from Total Non-Federal - New or Revised Budget on Section A – Budget Summary)	\$13,366,276.00
Total	\$15,859,253.00

**Budget Categories**

- The system displays errors in the Budget Categories section because of the updates made on the standard **Budget Details** form. Correct the displayed errors by adjusting the amounts in the Budget Categories section of the form (**Figure 8**).

Figure 8: Federal Object Class Categories Form – Budget Categories Section Displaying Errors

Object Class Category	Federal	Non Federal	Total (from Section B – Budget Categories)
a. Personnel	\$2,492,977.00	\$2,492,977.00	\$4,985,954.00
b. Fringe Benefits	\$0.00	\$2,492,977.00	\$2,492,977.00
c. Travel	\$0.00	\$141,276.00	\$141,276.00
d. Equipment	\$0.00	\$241,282.00	\$241,282.00
e. Supplies	\$0.00	\$762,291.00	\$762,291.00
f. Contractual	\$0.00	\$241,284.00	\$241,284.00
g. Construction	\$0.00	\$0.00	\$0.00
h. Other	\$0.00	\$2,212,199.00	\$2,212,199.00
i. Total Direct Charges (sum of a - h) <span>Calculate Total And Save</span>	\$2,492,977.00	\$13,366,276.00	\$15,859,253.00
j. Indirect Charges	\$0.00	\$0.00	\$0.00
k. Total Budget Specified in Section A - Budget Summary (sum of i - j) <span>Calculate Total And Save</span>	\$2,492,977.00	\$13,366,276.00	\$15,859,253.00

▼ The sum of federal and non-federal amounts provided for this line item should be equal to the amount displayed in the value in the Total column for the equivalent line item of the Budget Categories section of the Budget Details form. (\*)

▼ The sum of Federal amount requested in the Budget Categories section should be equal to the amount displayed in the Section 330 Federal funding field of the Total Proposed Budget section of this form. (\*)

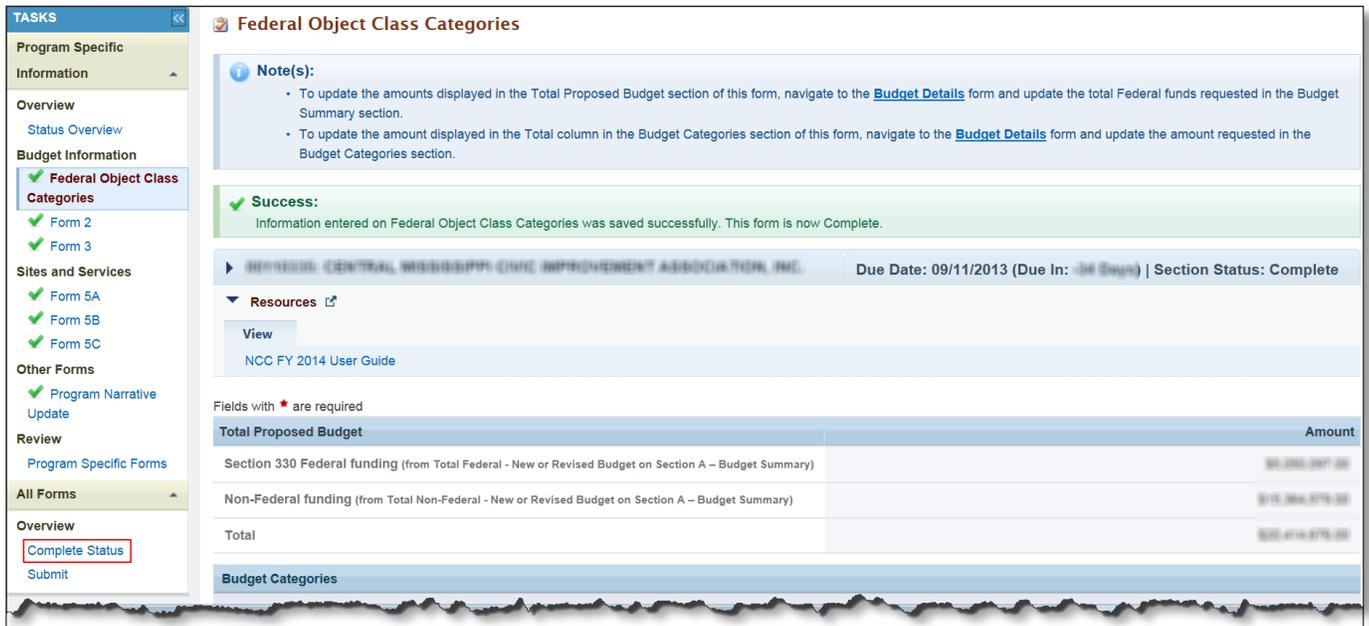
Go to Previous Page Save Save and Continue

- Click the **[Save]** button to save the updates.

### Updating the Budget Narrative Form

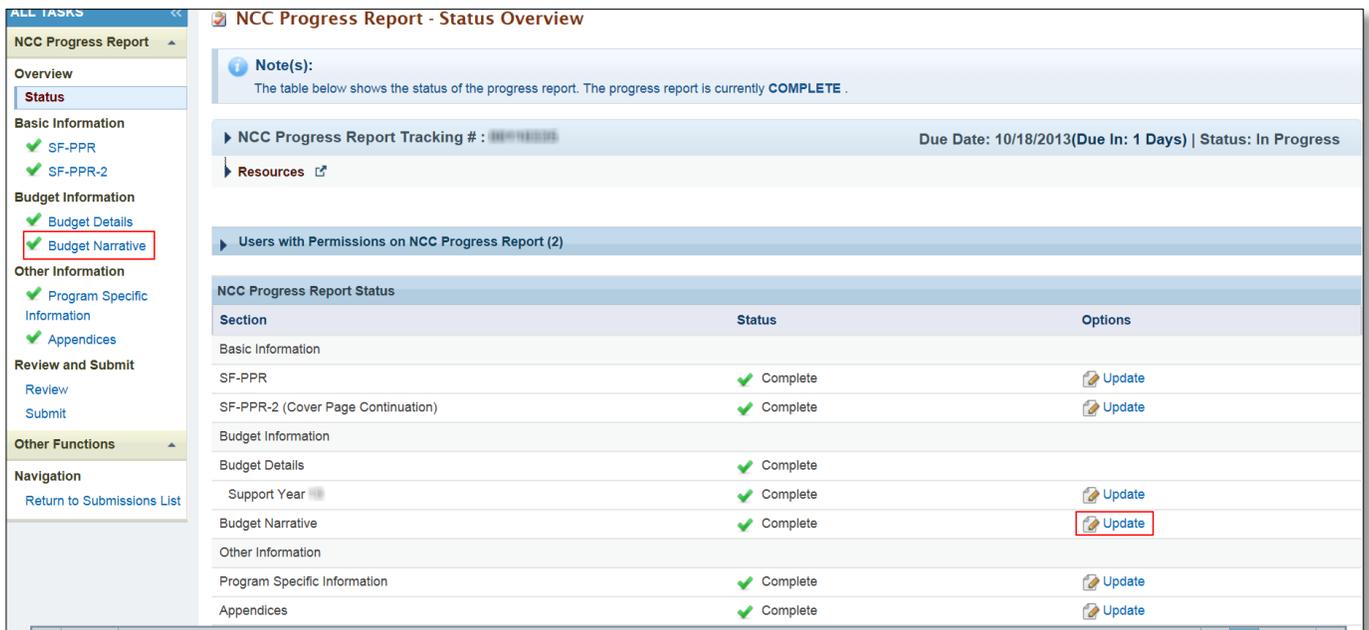
1. Expand the left menu, if not already expanded, and click the **Complete Status** link to access the **NCC Progress Report – Status Overview** page (**Figure 9**).

**Figure 9: Accessing the NCC Progress Report – Status Overview Page**



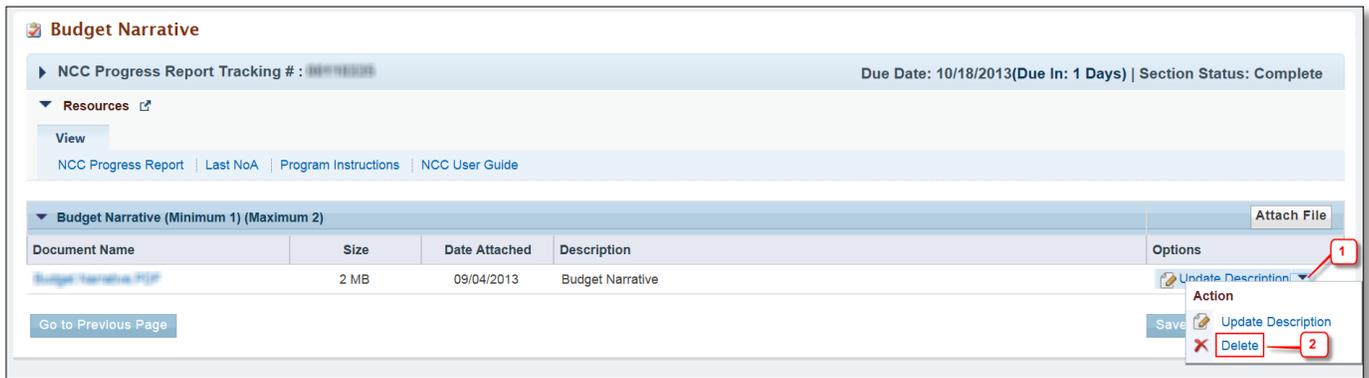
2. From the **NCC Progress Report – Status Overview** page, access the **Budget Narrative** form from the left menu or by clicking the related **Update** link (**Figure 10**).

**Figure 10: Accessing the Budget Narrative Form**



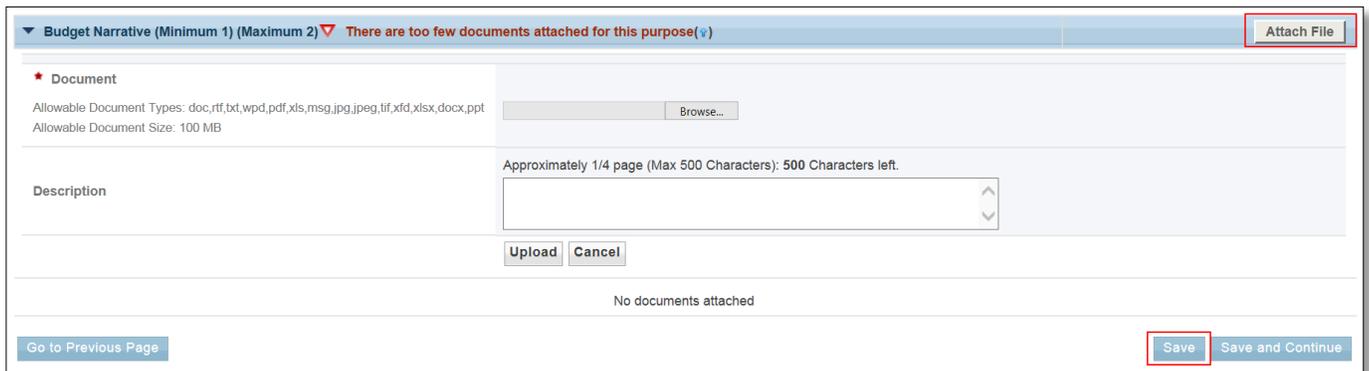
3. Delete the uploaded attachment(s) by expanding the context menu (**Figure 11, 1**), using the down arrow for the Options, and clicking the **Delete** link (**Figure 11, 2**).

**Figure 11: Deleting the Existing Budget Narrative Attachment(s)**



4. Click the **[Attach File]** button and upload the updated Budget Narrative attachment(s) that are revised to reflect the correct amounts provided in the **Federal Object Class Categories** form (Figure 12).

**Figure 12: Uploading the Revised Budget Narrative Attachment(s)**



5. Expand the left menu, if not already expanded, and proceed to submit the progress report with the updated budget details by clicking the **Submit** link (Figure 13).

**Figure 13: Submit Link**

