

**FY 2012 National Training and Technical Assistance Cooperative Agreements (NCA)
Non-Competing Continuation Progress Report (NCCPR) Instructions**

Frequently Asked Questions (FAQs)

Below are common questions and answers for the FY 2012 National Training and Technical Assistance Cooperative Agreements (NCA) Non-Competing Continuation Progress Report (NCCPR) Instructions. These FAQs are available on the NCA Technical Assistance website at <http://bphc.hrsa.gov/policiesregulations/continuation/NCA>. New FAQs will be added as necessary, so please check this site frequently. The FAQs are organized under the following topics:

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ISSUE: General Information

- 1. What is the purpose of the NCA NCCPR?**
The NCCPR allows HRSA to assess progress and significant changes to an NCA's approved activities as part of a non-competing continuation funding review.
- 2. Who can apply for the NCA NCCPR?**
The NCCPR is limited to current NCA grantees.
- 3. What is the process for applying for the NCA NCC?**
All current NCA grantees must submit a progress report within HRSA's Electronic Handbooks (EHB). Please refer to page 4 of the NCA NCCPR Instructions for information on this process.

ISSUE: Award Information

- 4. When will the funds be awarded?**
Awards will be issued on or around July 1, 2012.
- 5. What is the cap for federal funds that can be requested?**
The continuation budget request must not exceed the recommended level of support found on Line 13 of the most recent Notice of Award (NoA). The approved level of funding will be dependent upon the availability of appropriated funds, satisfactory progress, adequate justification for all projected costs, and a determination that continued funding is in the best interest of the federal government.

ISSUE: Application Development

6. Is there a page limit for the NCA NCCPR?

Yes. There is a 40-page limit (approximately 5 MB) on the length of the total application when printed by HRSA. Please refer to Table 1 on pages 5-6 of the NCA NCCPR Instructions for more information on what is counted in the page limit.

7. What is the reporting time frame for the FY 2012 NCA NCCPR?

The progress report must provide updates on the overall project accomplishments and changes since September 1, 2011.

8. Do the Project Work Plan and Performance Measures Forms count toward the 40-page limit?

No. The Project Work Plan and Performance Measures Forms are completed directly in EHB and do not count toward the 40-page limit.

9. Does HRSA have guidelines (e.g., font type, font size) for the Program Narrative Update?

Yes. Applicants should submit single-spaced narrative documents with 12 point, easily readable font (e.g., Times New Roman, Ariel, Courier) and 1-inch margins. Smaller font (no less than 10 point) may be used for tables, charts, and footnotes.

ISSUE: Budget

10. When is the budget period?

The budget period begins on July 1, 2012 and ends June 30, 2013.

11. If I have specific questions on preparing my application budget, who should I contact?

Questions concerning business, administrative, or fiscal issues related to the NCCPR should be directed to Brian Feldman at bfeldman@hrsa.gov or 301-443-3190.

12. What should be included in the budget narrative?

NCAs must provide a budget narrative for **ONE year based on the upcoming 12-month budget period (July 1, 2012 – June 30, 2013)**. The budget narrative (often referred to as the budget justification) should specifically describe how each item will support the achievement of proposed objectives and clearly describe each cost element. Please refer to pages 9-10 in the NCA NCCPR Instructions for more details.

ISSUE: Performance Measures Form

13. How do I complete the Performance Measures Form?

Refer to Appendix B of the NCA NCCPR Instructions and the NCA NCC User Guide for details on how to complete the Performance Measures Form in EHB. The performance measures proposed in the grantee's last awarded NCA application will pre-populate in the form. Grantees will provide quantitative and qualitative details on their progress toward each measure in the Progress Towards Goal field.

14. Are we required to provide updates for all of the national NCA measures?

Yes. All grantees must address the four national NCA measures listed on page 13 of the NCA NCCPR Instructions. **Do not edit information pre-populated in the fields for the four required performance measures.** For these measures, complete only the Progress Towards Goal field and Comments field, as applicable.

15. Are we allowed to change/delete the additional performance measures that were previously submitted in our last NCA application?

Yes. A justification must be provided in the Comments field for all changes made to the additional performance measures. If a measure is deleted, ensure that the justification states why reporting is no longer possible and/or relevant in the Comments field.

16. Can grantees propose additional Performance Measures?

Yes. Grantees are encouraged to add T/TA performance measures unique to their specific projects to the Performance Measures Form. Additional measures must be quantitative (defined by a numerator and a denominator), and progress must be tracked over time.

17. What resources are available for assessing our progress for each performance measure?

Grantees are required to use the BPHC grantee satisfaction survey results and other data sources (e.g., organizational surveys, Uniform Data System) to discuss improvements on their past performance.

18. Where can I obtain information regarding NCA performance scores?

For information regarding NCA performance scores, applicants should contact the Office of Training and Technical Assistance Coordination at 301-443-9820.

ISSUE: Project Work Plan Form

19. Will the Project Work Plan be uploaded into EHB as an attachment?

No. Applicants will complete the Project Work Plan Form online directly in EHB. EHB will pre-populate information from the grantee's last awarded NCA application with the fields unlocked for grantees to provide progress report updates and make other necessary changes. Refer to Appendix A of the NCA NCCPR Instructions for details on how to complete the Project Work Plan Form.

20. Are we required to provide progress updates for each objective?

Yes. Grantees are required to provide a brief update at the objective level in the Progress Report text box of the form. Grantees can also modify and delete existing Objectives and Objective details (e.g., Activity; Expected Outcome; Data/Evaluation/ Measurement; Person/Area Responsible; Expected Outcome; Time Frame).

21. How much detail is required in the Progress Report field?

In the Progress Report field, provide a **short progress update (not to exceed 500 characters)** for each Objective. Updates exceeding the character limit should be included in the Program Narrative Update.

22. Information pre-populated from the last NCA awarded application does not reflect our current Project Work Plan. Do we need to make the information match?

Yes. Grantees will be able to (1) Modify and delete existing Objectives and Objective Details and (2) Add new Goals, Objectives, and Objective Details. Please refer to Appendix A of the NCA NCCPR Instructions for more details.

23. Why do we need to provide a Program Narrative Update if the information is collected in the structured Project Work Plan in EHB?

Information captured in the structured Project Work Plan in EHB will include brief updates that provide HRSA a snapshot of your progress toward the objectives (e.g., number of webinars completed to date). The Program Narrative Update attachment collects information that is not presented in the structured form. Please refer to Attachment 1 on page 7 of the NCA NCCPR Instructions for more details.

ISSUE: Attachments

24. For the Program Narrative Update (Attachment 1), what does HRSA mean by “significant” progress/changes/updates?

The Program Narrative Update must address **broad issues and changes** that have impacted the target audience(s) and organization since September 1, 2011. Please refer to page 7 of the NCA NCCPR Instructions for more details.

25. Can grantees upload additional attachments?

Grantees may upload additional relevant material in Attachment 6. Please note that all attachments are included in the 40-page limit.

26. Who in the organization is considered “key personnel?”

Key personnel includes any individual who will be directly involved in the activities proposed under the cooperative agreement. Key personnel may include the Chief Executive Officer (CEO), Project Director, and Quality Improvement Coordinator, among others as determined by the applicant.

27. What is the difference between a Staffing Plan, Position Description, and Biographical Sketch?

The staffing plan is a presentation and justification of all staff required to execute the project, including their education and experience qualifications, and a rationale for the amount of time requested for each position. The biographical sketch and job description attachments are specific for each of the key personnel of the project.

ISSUE: Application Submission

28. Where can I access the NCA NCCPR Instructions?

The NCA NCCPR Instructions and technical assistance materials are available online at <http://bphc.hrsa.gov/policiesregulations/continuation/nca>.

29. What is the submission deadline?

All NCA NCCPRs must be submitted in EHB by 5:00 PM ET on April 13, 2012.

30. When can we begin completing the HRSA EHB submission process?

Grantees can now begin the progress report submission process in EHB. Each NCA grantee received an email notification through EHB on March 6, 2012 that provided a link to the NCCPR electronic submission. If you no longer have access to this email message, refer to the NCA NCC User Guide for details on accessing the NCA NCCPR in EHB.

31. How will grantees be notified if their NCCPR was not successfully submitted?

The EHB system will provide a submission confirmation message. Grantees should monitor their e-mail accounts, including spam folders, for e-mail notifications and/or error messages to ensure that there are no submission errors. All submission errors must be corrected prior to the EHB deadline.

32. What happens if HRSA determines that a grantee's submission is insufficient?

An incomplete or non-responsive NCCPR submission will be returned to the grantee through a "request change" notification via EHB. The grantee will be required to provide clarification or submit missing documentation/information. Failure to submit the NCCPR by the established deadline or submission of an incomplete or non-responsive progress report may result in a delay in Notice of Award issuance or a lapse in funding. It is recommended that a grantee carefully review the NCCPR submission to ensure it is both complete and responsive before submitting it in EHB.

ISSUE: Technical Assistance and Contact Information

33. If I encounter technical difficulties when trying to complete and submit my NCCPR electronically in EHB, who should I contact?

Contact the BPHC Helpline at BPHCHelpline@hrsa.gov or 1-877-974-2742.

34. Who should I contact with programmatic questions concerning the NCA application requirements and process?

Contact Denise Nguyen in the Bureau of Primary Health Care's (BPHC) Office of Policy and Program Development at BPHCNCA@hrsa.gov or 301-594-4300.