

**Instructions for Preparing and Submitting the Fiscal Year (FY) 2012
National Training and Technical Assistance Cooperative Agreements
(NCA) Non-Competing Continuation Progress Report (NCCPR)**

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I. Purpose

The Health Resources and Services Administration (HRSA) has implemented a streamlined process for National Training and Technical Assistance Cooperative Agreement (NCA) recipients applying for non-competing continuation (NCC) funding in fiscal year (FY) 2012. Under this process, NCAs are required to submit an annual Non-Competing Continuation Progress Report (NCCPR) in lieu of an application. This process will alleviate the burden on organizations and allow for a more efficient method of providing HRSA with progress on the approved cooperative agreement.

Under this process, the NCC application will be replaced with a progress reporting requirement to be completed within HRSA's Electronic Handbooks (EHB). All NCAs requesting NCC funding must submit in this manner. The instructions provided herein will assist NCAs in preparing and submitting their FY 2012 NCCPR.

The NCCPR will be used by HRSA to assess progress and significant changes to an NCA's approved activities. The continuation of funding will be based on compliance with applicable statutory and regulatory requirements, including the timely submission of the progress report through EHB, demonstrated organizational capacity to accomplish the project's goals, Congressional appropriations, and a determination that continued funding would be in the best interest of the federal government.

II. Submission Schedule

All NCAs applying for FY 2012 funding must submit their NCCPR in EHB by 5:00 PM ET on April 13, 2012.

III. Award Information

The anticipated date of award is **July 1, 2012** for the budget period from July 1, 2012 through June 30, 2013. 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 funding level can also be verified by contacting the Grants Management Specialist identified on your NoA.

IV. Technical Assistance

A technical assistance Web site has been established to assist grantees in completing the NCCPR. The site includes FAQs, a slide presentation, and other resources. It can be accessed at <http://bphc.hrsa.gov/policiesregulations/continuation/NCA>.

Grantees may obtain additional information regarding business, administrative, or fiscal issues by contacting:

Brian Feldman
Senior Grants Management Specialist
Office of Federal Assistance Management
Division of Grants Management Operations, HRSA
5600 Fishers Lane, Room 12A-07
Rockville, MD 20857
Telephone: 301-443-3190
Email: bfeldman@hrsa.gov

Grantees may obtain programmatic technical assistance by contacting:

Denise Nguyen
Public Health Analyst
Office of Policy and Program Development
Bureau of Primary Health Care, HRSA
5600 Fishers Lane, Room 17C-26
Rockville, MD 20857
Telephone: 301-594-4300
Email: BPHCNCA@hrsa.gov

Additional technical assistance regarding completion of the NCCPR may be obtained by contacting the Project Officer noted on your most recent NoA.

Grantees may obtain assistance with completing the application in EHB by contacting the BPHC Helpline at 1-877-974-2742 or BPHCHelpline@hrsa.gov.

V. Reporting

All NCAs must comply with the following reporting and review activities.

A. Audit Requirements

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on scope, frequency, and other aspects of the audits can be found at <http://www.whitehouse.gov/omb/circulars>.

B. Payment Management Requirements

Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System (PMS). The report identifies cash expenditures against the authorized grant funds. Failure to submit the report may result in the inability to access grant funds.

C. Status Reports

Submit a Federal Financial Report (SF-425) in EHB at the end of each budget period to account for expenditures under the project for the budget period. Grantees will be permitted 90 days to liquidate obligations following the end of the budget period. The report will be due October 30, 2013. The due date is the first quarterly reporting date after the 90 day liquidation period.

D. 6-Month Interim Progress Reports

Submit a 6-month interim progress report via the EHB for each budget period. Notification and instructions will be provided at least 30 days prior to the due date.

VI. Instructions for Submitting the FY 2012 NCCPR

The total size of the NCCPR must not exceed 40 pages when printed by HRSA, approximately 5 MB. Grantees 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.

NCAAs are reminded that failure to include all required forms and documents as part of the NCCPR will result in the progress report being considered incomplete or non-responsive. Incomplete or non-responsive progress reports will be returned to the grantee through a "request change" notification via EHB to provide missing documentation or clarify a portion of the submitted progress report. 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 NoA issuance or a lapse in funding. Therefore, it is recommended that grantees carefully review their NCCPR to ensure it is both complete and responsive before submission.

The FY 2012 NCCPR must consist of the forms and documents identified in [Table 1](#). In the Form Type column of Table 1, the word "E-Form" refers to forms that are completed online through EHB and **DO NOT** require downloading or uploading. The word "Attachment" refers to materials that must be uploaded into EHB.

Table 1: Forms and Attachments

- It is mandatory to follow the instructions provided in this section to ensure that your NCCPR can be printed efficiently and consistently.
- Failure to follow the instructions may make your NCCPR non-responsive. Incomplete and non-responsive NCCPR submissions will be returned for resubmission which may result in a delay in Notice of Award issuance and/or a lapse in funding.
- No table of contents is required.
- Attachments WILL count against the page limit.

Progress Report Section	Form Type	Instructions	Counted in Page Limit?
SF-PPR (Required)	E-Form	Complete the form online. Specific instructions are included in the NCC EHB user guide available within EHB.	No
SF-PPR-2 (Required)	E-Form	Complete the form online. Specific instructions are included in the NCC EHB user guide available within EHB.	No
Budget Information: Budget Details Form (Required)	E-Form	Complete the form online. Refer to Section VIII: Budget Details Form for detailed instructions.	No
Budget Narrative (Required)	Attachment	Upload the Budget Narrative in the SF-PPR form. Refer to Section VIII: Budget Narrative or detailed instructions.	Yes
Form 12: Organization Contacts (Required)	E-Form	Review and update contact information, as needed.	No
Project Work Plan (Required)	E-Form	Complete the form online. Refer to Appendix A for detailed instructions.	No
Performance Measures (Required)	E-Form	Complete the form online. Refer to Appendix B for detailed instructions.	No

Progress Report Section	Form Type	Instructions	Counted in Page Limit?
Attachment 1: Program Narrative Update (Required)	Attachment	Upload the Program Narrative Update, describing significant changes for all aspects of the overall program. Refer to Section VII: Attachment 1 for more information.	Yes
Attachment 2: Staffing Plan (As Applicable)	Attachment	If staffing changes have occurred since the last NCA submission, provide a revised staffing plan that includes the education, experience qualifications, and rationale for the amount of time being requested for new staff position(s). Refer to Section VII: Attachment 2 for more information.	Yes
Attachment 3: Position Descriptions for Key Personnel (As Applicable)	Attachment	If position descriptions for key management staff have changed since the last NCA submission, including vacant positions, upload them. Include the roles, responsibilities, and qualifications for the position. Refer to Section VII: Attachment 3 for more information.	Yes
Attachment 4: Biographical Sketches for Key Personnel (As Applicable)	Attachment	Upload biographical sketches for any NEW key management staff hired since the last submission. For an identified individual who is not yet hired, include a letter of commitment from that person with the biographical sketch. Refer to Section VII: Attachment 4 for more information.	Yes
Attachment 5: Summary of Contracts/ Agreements (As Applicable)	Attachment	Upload a BRIEF SUMMARY describing any new or revised contracts and/or agreements. Refer to Section VII: Attachment 5 for more information.	Yes
Attachment 6: Other Relevant Documents (As Applicable)	Attachment	Upload other documents to support the progress report.	Yes

VII. Instructions for NCCPR Attachments

Attachment 1: Program Narrative Update (*Required*)

Provide a brief summary of overall project accomplishments. Discuss **broad issues and changes** that have impacted the target audience(s) served and the organization, as well as progress on the work plan since September 1, 2011. This section expands on the updates provided in the structured Project Work Plan and Performance Measures forms in EHB. The Program Narrative Update should include a discussion of:

1. **Any significant progress/changes** (beyond those included in the Project Work Plan) to the approved NCA project, including any updates to proposed key activities.
2. **Any significant changes or outcomes** that occurred as a result of the T/TA activities, including challenges that have been encountered and strategies taken to overcome them.
3. **Any significant changes** that have occurred to linkages or partnerships.
4. **Any significant updates** to the staffing plan (if any) since the last NCA submission (e.g., new staff hired). Updates should address any significant challenges encountered in recruiting and retaining key management/project staff as appropriate to accomplish the key objectives in the work plan.
5. **Any major expected changes** to the proposed key activities for the upcoming budget period (July 1, 2012 – June 30, 2013).

Note: Grantees should discuss any significant anticipated changes to their project work plan with their Project Officer prior to submission.

Attachment 2: Staffing Plan and Personnel Requirements (*As Applicable*)

If the staffing plan has changed since the last NCA submission, upload a revised staffing plan.

Attachment 3: Position Descriptions for Key Personnel (*As Applicable*)

If position descriptions for key management staff have changed since the last NCA submission, including vacant positions, upload them. Key personnel include any individual who will be directly involved in the activities proposed under the cooperative agreement. Key personnel may include the Chief Executive Officer (CEO), Chief Financial Officer (CFO), Project Director, and Quality Improvement Coordinator, among others as determined by the grantee. Indicate in the descriptions if key management positions are combined and/or part time (e.g., CFO and CEO roles are shared). Position descriptions must include the roles, responsibilities, and qualifications for each position and be limited to **one page** or less.

Attachment 4: Biographical Sketches for Key Personnel (*As Applicable*)

If there have been any new key management staff hired since the most recent NCA submission, upload biographical sketches for the individuals, if not previously submitted to your Project Officer. Each biographical sketch must not exceed **two pages** in length. In the event that a biographical sketch is included for an individual who is not yet hired, include a letter of commitment from that person with the biographical sketch. When applicable, biographical sketches should include training, language fluency, and experience working with the cultural and linguistically diverse populations that are served by the program.

Attachment 5: Summary of Contracts, Agreements, and Sub-Recipient Arrangements (*As Applicable*)

Upload a summary describing any **new or revised** contracts and/or agreements. Do not discuss contracts and/or agreements for such areas as janitorial services. The summary must address the following items for each contract and/or agreement:

- Name and contact information for each affiliated agency.
- Type of contract and/or agreement (e.g., contract, Memorandum of Understanding).
- Brief description of the purpose and scope of the contract and/or agreement (i.e., type of services provided through the agreement, how/where services are provided).
- Timeframe for the contract and/or agreement.

Attachment 6: Other Relevant Documents (*As Applicable*)

Upload other documents to support the progress report. Other documents may include publications, survey instruments, data summary charts, etc. Merge all additional items into a single document before uploading.

VIII. Budget Forms Instructions

A complete budget presentation includes the submission of the Budget Information: Budget Details form to be completed electronically in EHB and the budget narrative attachment.

A. Budget Information: Budget Details Form (*Required*)

In Section A: Budget Summary, verify the pre-populated NCA funding amount.

In the federal column, provide the NCA grant request. The total federal funding requested must equal the Recommended Federal Budget figure that appears at the top of the Budget Information: Budget Details form. This figure should correspond with the recommended future support figure (Line 13) on the most recent Notice of Award.

In Section B: Budget Categories, provide a breakdown of the budgeted funds by object class category (e.g., Personnel, Fringe Benefits). Grantees may want to use the SF-

424A submitted with the most recent NCA application as a reference point, noting that the total value for each Object Class Category may be different from year to year based on programmatic changes. The total in Section B should match the total in Section A.

The amounts in the Total Direct Charges row and the Total column will be calculated automatically. Indirect costs may only be claimed with an approved indirect cost rate (see details in the Budget Narrative section below).

B. Budget Narrative (Required)

NCA's 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. The narrative MUST be concise. Do NOT use the budget narrative to expand the Program Narrative Update.

Include a line-item budget narrative which explains the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details form. Upload the budget narrative in the SF-PPR form. Refer to the HHS Grants Policy Statement available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf> for information on allowable costs.

Include the following in the Budget Narrative:

Personnel Costs: Personnel costs must be explained by listing each staff member who will be supported from cooperative agreement funds, name (if possible), position title, percent full time equivalency (FTE), and annual salary. **Note: Per the Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, HRSA funds may not be used to pay the salary of an individual at a rate in excess of \$179,700 (the Executive Level II salary of the Federal Executive Pay Scale). Reasonableness and allowability regulations continue to remain in effect.**

Fringe Benefits: List the components that comprise the fringe benefit rate (e.g., health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement). The fringe benefits must be directly proportional to the portion of personnel costs allocated for the project.

Travel: List travel costs categorized by local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel, and staff/board members completing the travel must be outlined. The budget must also reflect travel expenses associated with participating in proposed meetings, trainings, or workshops.

Equipment: List equipment costs and justify the need for equipment to carry out the program's goals. Equipment is defined as an item with a unit cost of \$5,000 and a useful life of one or more years. Extensive justification and a detailed status of

current equipment must be provided when requesting funds for the purchase of computers or furniture.

Supplies: List the items that the project will use, separating items into two categories: office supplies (e.g., paper, pencils) and educational supplies (e.g., brochures).

Contracts: Provide a clear explanation as to the purpose of each service contract, how the costs were estimated, and the specific contract deliverables. Each grantee is responsible for ensuring that its organization/institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring contracts consistent with the federal procurement standards set forth in [45 CFR Part 74](#): Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations or [45 CFR Part 92](#): Uniform Administrative Requirements For Grants And Cooperative Agreements to State, Local, and Tribal Governments, as appropriate.

Other: Include all costs that do not fit into any other category and provide an explanation of each cost (e.g., audit, legal counsel). In some cases, rent, utilities, and insurance fall under this category if they are not included in an approved indirect cost rate.

Indirect Costs: Costs incurred for common or joint objectives which cannot be readily identified but are necessary to organizational operation (e.g., the cost of operating and maintaining facilities, depreciation, administrative salaries). Indirect costs may only be claimed if the grantee provides documentation of an approved indirect cost rate. If an organization does not have an approved indirect cost rate, one may be obtained through the HHS Division of Cost Allocation (DCA). Visit <http://rates.psc.gov/> to learn more about rate agreements, including the process for applying for them.

IX. Appendix A: Project Work Plan Instructions

The EHB will pre-populate the Project Work Plan information from the grantee's last awarded NCA application. In this form, the fields will be unlocked for grantees to provide progress report updates and make any other necessary changes to the Project Work Plan.

A. How to Provide Updates in EHB

If there are no changes to your Project Work Plan, follow the steps below to provide **Progress Report updates only**:

- Click on the "Update Objective" link.
- Go to the Progress Report field and **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.

If changes need to be made to the Project Work Plan, you will be able to do the following:

- **Modify and delete existing Objectives and Objective Details**
- **Add new Goals, Objectives, and Objective Details**

Objective Details include the following elements: (1) Activity, (2) Expected Outcome, (3) Data/Evaluation/Measurement, (4) Person/Area Responsible, and (5) Time Frame.

Note: Grantees should discuss any significant anticipated changes to their project work plan with their Project Officer prior to submission.

Tips:

- Click on the “Project Work Plan” link to preview the information entered for the project work plan form in real time.
- Click on the “View Objective Details” link to preview the information entered for the objective in real time.
- Click on the “View Goal Details” link to preview the information entered for the goal in real time.
- Click on the “Save” button often to ensure that the system will save and display your current information.
- Use the "Save and Continue" button to go to the next section.
- To return to the previous section, click on the "Go to Previous Page" button.
- If there are errors or warnings, address them until the section status is changed to “Complete.”

B. Overview of Project Work Plan Fields

Field	Is this a Pre-Populated Field?	Is this Field Editable?	About this Field
Goal (Standard)	YES	NO	This field contains the standard goals specific to the grantee’s Target Audience. Note: Standard Goals may NOT be deleted.
Goal (Additional)	YES	YES	This field contains additional goal(s) that were added by the grantee (beyond the standard list of goals). Grantees that edit or delete information in this field must provide a justification in the Comments field (not to exceed 500 characters). Note: Additional Goals may be deleted.
Objective Description	YES	YES	Grantees that edit, add, or delete information in this field are required to provide a justification in the Comments field (not to exceed 500 characters). An Objective Description must not exceed 400 characters.

Field	Is this a Pre-Populated Field?	Is this Field Editable?	About this Field
Progress Report	NO	YES	Briefly provide key progress updates for each Objective. Responses are limited to 1,000 characters. Updates exceeding this character limit should be included in the Program Narrative Update. Note: Grantees who do not need to make changes to the Project Work Plan will only need to complete this field.
Activity	YES	YES	Grantees may edit, add, or delete information in this field. There is no limit on the number of Activities that may be added. Descriptions may not exceed 200 characters.
Expected Outcome	YES	YES	Grantees may edit, add, or delete information in this field. There is no limit on the number of Expected Outcomes that may be added. Descriptions may not exceed 200 characters.
Data, Evaluation, Measurements	YES	YES	Grantees may edit, add, or delete information in this field. There is no limit on the number of entries that may be added. Descriptions may not exceed 200 characters.
Person/Area Responsible	YES	YES	Grantees may edit, add, or delete information in this field. There is no limit on the number of entries that may be added. Descriptions may not exceed 200 characters.
Time Frame	YES	YES	Grantees may edit, add, or delete information in this field. There is no limit on the number of entries that may be added. Descriptions may not exceed 200 characters.
Comments	NO	YES	This is an optional text field. This field has a 1,000 character limit. Updates exceeding this character limit should be included in the Program Narrative Update.

X. Appendix B: Performance Measures Form Instructions

A. Overview

The Performance Measures are performance improvement tools that provide a summary of **PROGRESS** towards the goals identified in the most recently awarded NCA. Grantees are required to complete the Performance Measures forms in EHB. The four required NCA performance measures are listed below:

- **Performance Measure 1:** National Grantee Satisfaction. On a scale from 1 to 10, where 1 means *Poor* and 10 means *Excellent*, please rate the overall T/TA services provided by the NCA.
- **Performance Measure 2:** Program Requirements T/TA. On a scale from 1 to 10, where 1 means *Not Very Helpful* and 10 means *Very Helpful*, how helpful

are the NCA T/TA services in assisting Health Centers to successfully meet Health Center Program requirements?

- **Performance Measure 3:** Performance Improvement T/TA. On a scale from 1 to 10, where 1 means *Not Very Helpful* and 10 means *Very Helpful*, how helpful are the NCA T/TA services in enhancing the performance and operations of Health Centers?
- **Performance Measure 4:** Program Development/Analysis T/TA. On a scale from 1 to 10, where 1 means *Not Very Helpful* and 10 means *Very Helpful*, how helpful are the NCA T/TA services in supporting the program development/analysis of Health Centers?

Important Details about the Performance Measures

- Provide quantitative and qualitative updates on **PROGRESS TOWARD THE GOAL** for each performance measure included in the most recently approved application. This includes the four required measures (listed above) and any additional measures proposed.
- Refer to the BPHC 2011 grantee satisfaction survey score(s) to provide quantitative and qualitative updates in the Quantitative and Qualitative subfields of the Progress Towards Goal field.

B. Other Performance Measures

In addition to the required four measures, grantees may identify other measures relevant to their target audience(s). New performance measures may be added in the Performance Measures form. Additional measures must be defined by a numerator and a denominator, and progress must be tracked over time. If a grantee no longer tracks a self-defined “Other” performance measure, the grantee must note this by including a justification in the Comments field as to why reporting is no longer possible and/or relevant.

C. Resources for Performance Measures

Grantees are encouraged 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.

D. How to Provide Updates in EHB

The performance measures proposed in your last awarded NCA application will pre-populate in the form. Provide quantitative and qualitative details on your progress toward each measure in the Progress Towards Goal field.

- Click on the “Update” link of a performance measure and scroll to the bottom of the page to the Progress Towards Goal field. Provide quantitative and qualitative details on your progress toward the measure.
- Click on the “Add Performance Measure” button to propose new performance measures in your application.
- If you need to edit or delete information related to the additional performance measures proposed in the last NCA application, provide a justification in the Comments field.

Note: Do not edit information pre-populated in the fields for the four required performance measures. For these measures, complete the Progress Towards Goal field and Comments field, as applicable.

Tips:

- Click on the “Performance Measures” link to preview the entire Performance Measures form in real time, based on the information saved in the system.
- Click on the “View” link of a performance measure to preview the information entered for the measure in real time.
- Click on the “Save” button often to ensure that the system will save and display your current information.
- If there are errors or warnings, address them until the section status is changed to “Complete.”

E. Overview of the Performance Measures Fields

Note that items with an asterisk (*) should not be edited for the four required performance measures.

Field	Is this a Pre-Populated Field?	Is this Field Editable?	About this Field
Core Function	YES	NO	This field contains the content area description for each required Performance Measure.
Performance Measure	YES	YES*	This field defines each measure. Grantees are required to <i>provide a justification</i> for each edit in the Comments field.
Target Goal Description	YES	YES*	This field provides an editable description of the target goal that is pre-populated with information from the most recent NCA application. Grantees are required to <i>provide a justification</i> for each edit in the Comments field.
Numerator Description	YES	YES*	Grantees that edit this field <i>must provide a justification</i> in the Comments field.
Denominator Description	YES	YES*	Grantees that edit this field <i>must provide a justification</i> in the Comments field.
Baseline Data			This field contains subfields that provide information regarding the initial threshold used to measure progress over the course of the project period.
Baseline Year	YES	YES*	The Baseline Year subfield identifies the initial data reference point. The Measure Type subfield provides the unit of measure (e.g., percentage, ratio). Grantees that edit these fields <i>must provide a justification</i> in the Comments field.
Measure Type	YES	YES*	
Numerator	YES	YES*	
Denominator	YES	YES*	

Field	Is this a Pre-Populated Field?	Is this Field Editable?	About this Field
Projected Data	YES	YES*	This field is pre-populated with the goal for the end of the project period based on the most recent NCA application. Grantees that edit this field must provide a justification in the Comments field.
Data Source and Methodology	YES	YES*	Grantees must cite their data sources and discuss the methodology used to collect data for their performance measures.
Progress Towards Goal – Quantitative	YES	YES	Grantees should provide their most recent quantitative data (e.g., HRSA grantee satisfaction score, organizational data). All edits require justification in the Comments field (e.g., updated with new data).
Progress Towards Goal – Qualitative	NO	YES	Qualitative information regarding contributing and/or restricting factors that have impacted the grantee’s progress during the reporting period must be provided. Use the Qualitative subfield to provide detailed major action steps and strategies completed to achieve each performance measure. Responses are limited to 1,000 characters. Updates exceeding this character limit should be included in the Program Narrative Update.
Comments	NO	YES	This is an optional text field. Grantees that edit or delete a performance measure are required to provide a justification in this field. This field has a 1,000 character limit. Updates exceeding this character limit should be included in the Program Narrative Update.