

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

**Moderator: Denise Nguyen
March 14, 2012
1:00 pm ET**

Coordinator: Good afternoon. Thank you for standing by. All lines in today's call will be in a listen-only mode until the question-and-answer session. At that time for an open line, you can press star 1.

This call is being recorded. If you have any objections, you may disconnect at this time and I'd now like to turn the call over to Denise Nguyen. Ma'am, you may begin.

Denise Nguyen: Hi, everyone. Thank you everyone for joining. This is Denise Nguyen from the Office of Policy and Program Development at HRSA's Bureau of Primary Health Care.

The purpose of this call is to provide you an overview of the Fiscal Year 2012 National Training and Technical Assistance Cooperative Agreement or NCA Non-Competing Continuation Progress Report.

The progress report instructions were pushed out in EHB on March 6th and before we begin I want to say thank you for joining this call, especially on

such short notice. The listserv announcement just went out yesterday so if your colleagues were not able to attend, this call will be recorded and it will be posted on our technical assistance Website as an MP3 file.

I'm also joined by my Branch Chief, Olivia Shockey, who has some opening remarks before I begin.

Olivia Shockey: Thanks Denise and thanks to everyone for taking time out of your busy schedule for today's call. We're hoping to make today's call brief and to the point so that we can help you complete your non-competing continuation progress report applications and to provide you with some technical assistance that's going to assist you in that process.

First, I want to profusely thank you for all of the feedback that you provided on last year's competitive application process. Please know that we took all of that feedback to heart.

We really looked at what we could do to streamline our application processes to make the work plans and forms easier and more intuitive for you to complete and Denise is going to highlight some of the changes that we've made as she goes through today's presentation.

Rest assured that we've tried to implement fewer clicks, fewer pages and a streamlined process for this non-competing continuation progress report. You will find that you're able to make modifications in almost of the features of your work plan.

And so that should help you to align your work plan with any updates that you've provided to your project officer between that original submission and

now and it should also help you just to provide us with quick progress updates for things that have happened between that application and today.

I also wanted to let you know we've taken your comments about work plans and implemented them for other competitive processes that we're doing as well so just thank you once again for all of that information.

We do believe that having the work plan in our EHB system is going to help us in the long run to streamline the process of communication between you and your HRSA project office so with that I'm going to turn it back over to Denise who can hit the highlights of what the application is going to look like for this year.

Denise Nguyen: Thank you, Olivia. I'd like to let all participants know that the PowerPoint slides are available on the NCA technical assistance website located at <http://bphc.hrsa.gov/policiesregulations/continuation/nca>. That's a really long address so I will repeat it again in case you did not catch that.

It's <http://bphc.hrsa.gov/policiesregulations/continuation/nca>. If you do not have the slides, please refer to a copy of the progress report instructions. I will refer to the page numbers so that you can follow the presentation.

The agenda for today's call includes the following topics: first, an overview of the progress report instructions; second, electronic submission process in EHB; third, application component including the project work plan and performance measures forms followed by requirements for the budget presentation and project narrative update, share some technical assistance resources and contacts with you and finally we'll close with a question-and-answer session.

The progress report allows HRSA to assess progress and significant changes to an NCA's approved activities as part of a non-competing continuation funding review so you will be completing submitting your Fiscal Year 2012 progress reports directly into EHB.

Instructions for completing the progress report are available in EHB and they are also posted on our technical assistance website. Progress reports must be submitted in EHB by 5:00 pm Eastern Time on April 13, 2012. The progress report may not exceed 40 pages or five megabytes. You can see Page 4 of the progress report instructions for information on this process.

Also posted on our website is the NCA NCC User Guide which will provide you with detailed instructions with screenshots on how to enter your information directly into the project work plan. Instructions on how to access this report is also provided in the User Guide on Page 11.

So as part of this streamlined process, you are required to submit a progress report in lieu of an application in EHB and this process does not involve a grants.gov phase which is different during the competitive year.

E-mail notification that the progress report is available for submission again was pushed out on March 6th to NCA project directors and all individuals who have non-competing continuation edit and submit privileges in EHB.

It is important to monitor your e-mail account including spam folders for e-mail notifications for change request from your project officer. All submission must be corrected prior to the EHB deadline. You will need to submit six

required forms and they include the SF-PPR which is the Standard Form Performance Progress Report.

Page 2 of that which is the SF-PPR2, a budget information, budget details form. A budget narrative is an attachment that you upload in the SF-PPR. The Form 12 is also going to be pre-populated with the information that you submitted in the NCA submission application, so just review that and if there are updates needed, please enter new contacts.

The project work plan information and the performance measures form are forms that I'll provide more details to you shortly but all of the information that you entered during the NCA application will pre-populate.

See Pages 7 to 8 for a list of attachments to submit. I will provide more details on Attachment 1 which is the Program Narrative Update shortly. As applicable, upload a revised Staffing Plan in Attachment 2 only if the staffing plan has changed since your last submission.

For Attachment 3 if position descriptions for key management staff have changed since the last submission, please include any vacant positions and upload them.

Key personnel include any individual who will be directly involved in the activities proposed under the cooperative agreement and include for example Chief Executive Officer, Chief Financial Officer, Project Director, among others as determined by you.

For Attachment 4 if there have been any key management staff hired since the last recent NCA submission, upload their biographical sketches.

In Attachment 5 upload a summary describing any new or revised contract and/or agreements. For Attachment 6 Other Relevant Documents, please include any information that supports the information that you shared in the progress report - Attachment 1 - of the progress report.

For example it may include publications that you distributed. Note that all of the attachments will be counted toward the 40-page limit. With the performance progress report form which is the SF-PPR, you are required to complete both of these forms.

The SF-PPR form contains basic information about your organization and is the cover page for the progress report. The SF-PPR2 form contains information about the grant and is a continuation of the first page, so it contains the funding opportunity number which is already pre-populated and point of contact information.

In the budget presentation, you need to complete a budget presentation that includes the budget information details form and the budget narrative which is a line item budget attachment. The budget information mirrors the information that you submitted in the SF-424A.

Specific instructions for preparing the budget presentation is on Pages 8 through 10 of the progress report instructions. Your budget request may not exceed the recommended level of support found on Line 13 of the most recent notice of award.

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.

For the budget narrative attachment, you need to provide for one year based on the upcoming 12-month period which is July 1, 2012 through June 30, 2013. The budget narrative, often referred to as the budget justification, should specifically describe how each item will support the achievement of the proposed objectives and clearly describe each cost element.

You can find more information on Pages 9 to 10 of the progress report instructions and again I just want to note that you will be uploading the budget narrative in the SF-PPR form in EHB.

For the project work plan form, as Olivia mentioned, we've taken your feedback and tried to incorporate as many enhancements to the form as possible to make it easier to complete and provide your progress.

So refer to Appendix A for instructions. If you go to the overview of project work plan fields, you'll notice in terms of what will pre-populate, what you can edit and then just a brief description of what to provide in each of the fields.

The work plan version of your project work plan for instance, after awarded and you negotiated the project work plan with your project officer, you uploaded a Word version of the project work plan and so all the information that was uploaded there needs to be captured in this structured form.

So however if you have no changes to your project plan, you can simply go to the progress report field and provide a short progress update not to exceed 500 characters for each objective.

Updates exceeding the charter limit should be included in the program narrative update which is Attachment 1. If information pre-populated from your last NCA-awarded application does not reflect your current project work plan, you need to modify and delete the existing objectives and objective details or you can add new goals and objectives and objective details.

So again if the uploaded Word version of your project work plan last year does not match, you need to make sure that the edits are incorporated during this progress reporting period.

Objective details include the following elements: the activity, expected outcomes, data, the person responsible and the timeframe. So any edit, addition or deletion that you make you will need to provide a justification in the comments field.

With the performance measures form, refer to Appendix B of the progress report instructions. Again the field will appear - there's an overview of performance measures field - and you'll see that all of the fields may be edited in the form. However, note that items marked with an asterisk should not be edited for the four required performance measures.

You need to provide a summary of progress towards the goal identified in the most recently-awarded application. Updates again exceeding 1000-character limit should be included in the program narrative updates.

And also if you do not have any updates for instance for the additional performance measures that you added, if you don't need to make any edits to it, you can go directly to the progress toward goal field to provide quantitative and qualitative details on your progress toward each measure and by qualitative we mean identify restricting and contributing factors.

You can also identify new performance measures in this form. Again I want to emphasize that you should not edit information that's pre-populated in the fields for the four required performance measures.

There were four required national measures which include Performance Measure 1, national grantee satisfaction; Performance Measure 2, program requirements TA; Performance Measure 3 which is performance improvement TA and Performance Measure 4 which is program development and analysis.

For these four required measures, complete the progress towards goal field and complete any comments field as applicable. The program narrative update expands on information that you provide in the structured project work plan and the performance measures form in EHB.

So please address broad issues and changes that have impacted the community or target audiences served and your organization. Discuss progress on the project work plan since September 1st.

And in terms of the reporting period, it will be up to you to decide. Since the report is not due until April 13th, you can potentially select March 31st as your project reporting period end date. But again, it would be up to you to decide.

Also you submitted a quarterly report at the end of January to the project officers. The information that was captured in that should also be included in this progress report.

Broad issues and changes for the program narrative update include any significant progress or changes again beyond what's included in the structured project work plan and include any updates to your proposed key activities.

Also address any significant changes or outcomes that occurred as a result of the TA activities, including challenges that have been encountered and strategies taken to overcome them.

Include any significant changes that have occurred to linkages or partnerships. Include significant updates to the staffing plan, if any, since your last NCA submission, for instance hiring of new staff.

Updates should address any significant challenges encountered in recruiting and retaining key management or project staff, as appropriate, to accomplish the key objectives in the work plan and lastly address any major expected changes to the proposed key activities for the upcoming budget period July 1st, 2012 through June 30th, 2013.

Note that you should discuss any significant anticipated changes to your work plan with your project officer prior to submission. I'd like to share a few important reminders. First the progress report must be submitted in EHB by 5:00 pm Eastern Time on April 13th.

Progress reports may not exceed 40 pages and that includes all of your attachments. The project work plan and performance measures form will not be counted towards this page limit.

The data submitted in the program narrative update, the project work plan and performance measures must be aligned. If your project officer determines that your submission is insufficient, you will receive a change request notification in EHB.

You will be required to provide clarification or submit missing documentation or information. Failure to submit the required information by the established deadline or submission of an incomplete or nonresponsive progress report may result in a delay in notice of award issuance or a lapse in funding.

It is recommended that you carefully review submissions carefully to ensure it is both complete and responsive before submitting it in EHB. In terms of resources, the best place to go to is our NCA technical assistance website which currently has slides, frequently-asked questions and a very handy User Guide.

And also when you are submitting your applications, if at all possible, don't wait until late in the day on April 13th to submit it as there may be computer glitches that we have no control of so please be sure to submit the information in advance of April 13th.

For technical assistance feel free to contact me for program-related questions at bphcnca@hrsa.gov or 301-594-4300. For budget-related questions, you can contact Brian Feldman at bfeldman@hrsa.gov or 301-443-3190.

You can also find contacts on Page 3 and if you need assistance with completing or submitting the project work plan or any forms in EHB, you can contact the BHPC helpline. So that concludes my presentation. I'd like to now open the floor up to questions that you may have.

Coordinator: If you'd like an open line, please unmute your phone, press star 1 and record your name when prompted. If you'd like to remove your question from the queue, you can press star 2. It can take a moment for questions to load so please standby. We don't appear to have any questions on the phone today.

Coordinator: Thanks for your participation in today's call. You may disconnect at this time.

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