



**Fiscal Year 2016
National Training and Technical Assistance
Cooperative Agreements (NCA)
Non-Competing Continuation Progress Report
Applicant Technical Assistance Presentation**

Technical Assistance Website:
[http://bphc.hrsa.gov/programopportunities/
fundingopportunities/NCA/index.html](http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html)



HRSA
Health Resources & Services Administration

Agenda

- **Progress Report Overview**
- **Progress Report Components**
- **Project Work Plans for the NCAs Funded Under HRSA-14-031**
- **Project Work Plans for the NCAs Funded Under HRSA-15-140**
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Progress Report Overview

Purpose

- **NCAs must submit a progress report in the HRSA Electronic Handbooks (EHB) to receive non-competing continuation funding for fiscal year (FY) 2016 budget period (July 1, 2016 – June 30, 2017).**
- **Two cohorts of NCAs must submit progress reports:**
 - 16 NCAs funded under HRSA-14-031 with a July 1, 2014 project period start date.
 - 3 NCAs funded under HRSA-15-140 with a September 1, 2015 project period start date.

Submission Information

- Instructions for completing the progress report are currently available on the NCA technical assistance (TA) website at <http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html>.
- Progress reports will be available in EHB **January 22**.
- Progress reports are due in EHB by 5:00 PM ET on **March 4**.
- System-generated email notifications were sent to NCA Project Directors and NCA staff with Progress Report edit and submit privileges in EHB.

Participant Response Question 1

- My organization has been funded as an NCA for about a year and a half. Which set of NCC instructions should I use? **(B)**
 - A. It does not matter since the instructions are the same
 - B. Instructions for the NCAs funded under HRSA-14-031**
 - C. Instructions for the NCAs funded under HRSA-15-140

Progress Report Components

Submission Components Overview

Submission Components	For NCAs funded under HRSA-14-031	For NCAs funded under HRSA-15-140
SF-PPR	EHB	EHB
SF-PPR-2	EHB	EHB
Budget Information: Budget Details Form	EHB	EHB
Budget Narrative	Attachment	Attachment
Attachments 1-5	Attachments 1-5	Attachments 1-5
FY 2015 Work Plan Progress Report	EHB	Attachment 6
FY 2016 Work Plan Update	EHB	Attachment 7
Other Relevant Documents	Attachment 6	Attachment 8

SF-PPR and SF-PPR-2

- **The SF-PPR and SF-PPR-2 forms contain basic information about the organization and cooperative agreement.**
- **Update editable fields in EHB as necessary. For guidance, refer to the NCA EHB User Guide available on the NCA TA website.**

Budget Information: Budget Details Form

Section A: Budget Summary

- Funding amount is pre-populated and cannot be edited.

Section B: Budget Categories

- Provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits).
- Provide only one year of information.
- The total in Section B should match the total federal request in Section A.

Section C: Non-Federal Resources

- Leave Section C blank.

Budget Narrative

- **Provide a detailed line-item Budget Narrative that explains each cost in the upcoming 12 month budget period (July 1, 2016 through June 30, 2017).**
 - Must be consistent with amounts requested for each object class category in Section B of the Budget Details form.
- **Detailed instructions (including salary limitation requirements) are included in the FY 2016 NCA NCC Instructions documents.**
- **Sample Budget Narrative is available on the NCA TA website.**

Line-items (object class categories):

- **Personnel Costs**
- **Fringe Benefits**
- **Travel**
- **Equipment**
- **Supplies**
- **Contractual**
- **Other**
- **Indirect Costs**

Project Work Plans for the Cohort of 16 NCAs Funded Under **HRSA-14-031**

Project Work Plan Overview

(HRSA-14-031 cohort)

- NCAs funded through HRSA-14-031 will complete both Project Work Plans directly in EHB.
- EHB will pre-populate two Project Work Plan forms with information from last year's FY 2015 NCC submission:
 1. **FY 2015 Project Work Plan Progress Report:** Update editable fields to report progress since the last submission.
 2. **FY 2016 Project Work Plan:** Revise the pre-populated Project Work Plan as needed to outline activities planned for the FY 2016 budget period.
- Refer to the sample Project Work Plans specific to the HRSA-14-031 cohort and the NCA EHB User Guide on the NCA TA website when completing the Project Work Plan forms.

1. FY 2015 Project Work Plan Progress Report (HRSA-14-031 cohort)

Required EHB Fields	Directions for Completing Fields
Progress	Describe progress toward performing each activity.
Current Value	Provide cumulative data from July 1, 2014 based on all T/TA completed to date to show progress toward each of the four Evaluative Measure Goals.
Narrative Progress Towards Goal	Provide narrative details of progress toward the end of Project Period goal and describe the trend between the Last Reported Value and the Current Value.
Expected Impact Progress Narrative	Describe progress to date toward the identified Expected Impact under each Focus Area.

2. FY 2016 Project Work Plan (HRSA-14-031 cohort)

Complete the following fields in the approved Project Work Plan Progress Report form in EHB.

Required Fields to Complete	Directions for Completing Fields
Focus Areas	This field contains the selected focus areas.
Key Factors	If necessary, update the key factors predicted to contribute to and restrict progress toward reaching each goal.
Activity	Review and update activities to reflect those planned for the upcoming budget period.
Person/Area Responsible	Update/identify at least 1 person/position that will be responsible and accountable for carrying out each Activity (maximum of 5).
Time Frame	Update/identify at least 1 expected Time Frame for carrying out each activity (maximum of 5).
Expected Impact Progress Narrative	Describe progress to date toward the identified Expected Impact under each Focus Area.
Comments	Update/provide supplementary information, as desired.

Participant Response Question 2

- True or False? For the 16 NCAs funded under HRSA-14-031, while two versions of the Project Work Plan will be pre-populated in EHB, information about progress toward last year's work plan can be submitted through an attachment? **(B)**
 - A. True
 - B. False**

Project Work Plans for the Cohort of 3 NCAs Funded Under **HRSA-15-140**

Project Work Plan Overview

(HRSA-15-140 cohort)

- NCAs funded under HRSA-15-140 will complete both Project Work Plans outside of EHB and upload them as attachments.
- Develop both Project Work Plans by modifying two separate copies of the 22-month Project Work Plan you negotiated with your Project Officer following the September 1, 2015 award.
 1. **Project Work Plan Progress Report:** Update a copy of your most recently approved 22-month Project Work Plan to report progress. **Submit as Attachment 6.**
 2. **Project Work Plan Update:** Update your most recently approved 22-month Project Work Plan to highlight any changes planned for the upcoming FY 2016 budget period. **Submit as Attachment 7.**
- Refer to the sample Project Work Plan Progress Report and Project Work Plan Update specific to the HRSA-15-140 cohort on the NCA TA website.

1. Project Work Plan Progress Report (HRSA-15-140 cohort)

Required Fields to Add	Directions for Completing New Fields
Progress on Target Area Specific Measure Expected Impact	Describe progress to date toward the Expected Impact under each Target Area Specific Measure.
Progress	Describe progress to date on performing each activity and achieving each expected outcome.
Evaluative Measure Current Value	Provide current data for each of the 4 Standard Evaluative Measures on all NCA T/TA completed to date (since September 1, 2015).

Refer to the sample on the TA website to ensure that you include all of the required fields necessary for reporting progress.

2. Project Work Plan Progress Update (HRSA-15-140 cohort)

Modify only the fields listed as editable to highlight needed work plan changes.

Editable Fields	Directions for Completing Fields
Key Factors	If necessary, update the key factors predicted to contribute to and restrict progress.
Activity	If necessary, update activities planned for the upcoming budget period.
Person/ Area Responsible	If necessary, update the person/position that will be responsible and accountable for carrying out each activity.
Time Frame	If necessary, update the timeline for carrying out each activity.
Expected Outcome	If necessary, update the principal outcome for each activity (i.e., quantitative and qualitative results).

Participant Response Question 3

- For the 3 NCAs funded under HRSA-15-140, the Project Work Plan Progress Report and the Project Work Plan Update will be:
(D)
 - A. Completed in EHB
 - B. Completed outside of EHB
 - C. Uploaded as Attachments 6 and 7
 - D. Both B and C

Attachments

Attachments Overview

Attachment Number	Attachment Title
Attachment 1	Program Narrative Update (required)
Attachment 2	Staffing Plan*
Attachment 3	Position Descriptions for Key Personnel*
Attachment 4	Biographical Sketches for Key Personnel*
Attachment 5	Summary of Contracts and Agreements*
Attachment 6 (HRSA-14-031 cohort) Attachment 8 (HRSA-15-130 cohort)	Other Relevant Documents*

*Required only if changes have been made since the document was last submitted

Attachment 1: Program Narrative Update

Discuss the following:

1. Any significant progress, challenges, and changes to the approved NCA Training and Technical Assistance (T/TA) activities.
2. Any significant changes to collaborations, partnerships, and coordinated activities.
3. Any significant changes to plans for evaluation and dissemination of lessons learned.
4. Any significant changes to project staffing.
5. For NCAs funded under HRSA-14-031: Any additional progress not captured on the FY 2015 Project Work Plan Progress Report.

Reminder - Attachment 1 is REQUIRED

Other Attachments

Attachment	Directions for Completing Attachments
Attachment 2: Staffing Plan	Provide a revised staffing plan if the staffing plan has changed since your last submission.
Attachment 3: Position Descriptions	Upload new job descriptions if position descriptions for key staff, including vacant positions, have changed since your last submission.
Attachment 4: Biographical Sketches	Provide biographical sketches for any new key staff hired since your last submission.
Attachment 5: Summary of Contracts and Agreements	Provide a summary describing any new or revised training and technical assistance contracts and/or agreements established since your last submission.
Attachment 6 or 8 : Other Relevant Documents	If indirect costs are requested, the indirect cost rate agreement must be submitted. Provide other documents as desired.

Participant Response Question 4

- Which NCA cohort must submit Attachment 1: Program Narrative Update? **(C)**
 - A. Cohort of 16 NCAs funded under HRSA-14-031
 - B. Cohort of 3 NCAs funded under HRSA-15-140
 - C. Both cohorts

Submission Reminders and Review

Submission Reminders

- **Progress Report module will open in EHB January 22.**
- **Submissions due in EHB by 5:00 PM ET on March 4.**
- **To submit the Progress Report in EHB, you must be listed as the Project Director (PD) in the grant folder in EHB or have the EHB privileges needed to submit.**
- **Submissions must not exceed 40 pages when printed by HRSA (approximately 5 MB).**
 - Single-spaced narrative documents with 12 point, easily readable font (e.g., Times New Roman, Arial, Calibri) and one-inch margins.
 - Smaller font (no less than 10 point) may be used for tables, charts, and footnotes.

Progress Report Review

- **Progress reports without all required information will be considered incomplete or non-responsive.**
 - Incomplete Progress Reports will be returned via a “request change” notification in EHB with a request for the missing information.
 - If HRSA does not receive the progress report by the established deadline or receives an incomplete or non-responsive progress report, a delay in NoA issuance or a lapse in funding could occur.

FY 2016 Budget Period Award

- Awards will be released prior to the FY 2016 budget period start date of July 1, 2016.
- Ensure that your SAM.gov registration is active to avoid a delay in award.
 - Active SAM.gov registration is required at time of award:
<https://www.sam.gov/portal/SAM/#1>

Technical Assistance

NCA NCC TA Website

<http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html>

- **The following resources are applicable for all NCAs:**
 - FY 2016 Frequently Asked Questions (FAQs)
 - FY 2016 NCA NCC Presentation Slides
 - FY 2016 NCA NCC TA Webinar Recording
 - FY 2016 Sample Budget Narrative
 - FY 2016 Sample Staffing Plan

NCA NCC TA Website Continued

<http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html>

- The following resources are **tailored to NCAs funded under HRSA-14-031**
 - NCA NCC Progress Report Instructions
 - FY 2016 NCA NCC EHB User Guide
 - FY 2015 Project Work Plan Progress Report Sample
 - FY 2016 Project Work Plan Sample
- The following resources are **tailored to NCAs funded under HRSA-15-140**
 - NCA NCC Progress Report Instructions
 - Project Work Plan Progress Report Template
 - Project Work Plan Update Template

Technical Assistance Contacts

Program related questions:

NCA Technical Assistance Response Team

BPHCNCA@hrsa.gov or 301-594-4300

Budget related questions:

Brian Feldman

BFeldman@hrsa.gov or 301-443-3190

EHB related questions:

BPHC Helpline

<http://www.hrsa.gov/about/contact/bphc.aspx> or 877-974-2742 ext. 3

Questions