

**Health Resources and Services Administration
Bureau of Primary Health Care
Fiscal Year 2015
National Training and Technical Assistance
Cooperative Agreements Non-Competing Continuation Progress Report Webinar
February 4, 2015
2 p.m. – 3 p.m. ET**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. After the presentation, we will conduct a question and answer session.

To ask a question, please press star then 1. You will be prompted to record your first and last name. Today's conference is being recorded. If there are any objections, please disconnect at this time.

I'd now like to introduce your host for today's conference, Cheri Daly. Thank you, you may begin.

Cheri Daly Thank you so much. I'd like to welcome everyone to the technical assistance call for the Fiscal Year 2015 National Training and Technical Assistance Cooperative Agreement, Non-Competing Continuation Progress Report also referred to as the NCC Progress Report.

My name is Cheri Daly and I am the Program Lead for the NCA NCC Progress Report for Fiscal Year 2015 and I'll be walking us through today's presentation. We have a number of slides to go over, so for anyone on the line that is not logged into the Adobe Connect Webinar, if you'd like to join the link to access the Webinar, it is found on the NCA Technical Assistance web site at <http://www.hrsa.gov/grant/apply/assistance/nca>. All NCA's should have received a link to the web site in a notification that went out on January 30.

Slide 2 includes the agenda for today's technical assistance call. We will begin with a discussion of the required components of the NCC Progress Report. We will then spend some time going through the budget presentation and the two project work plans.

Next, we will walk through the attachments and go over a few reminders and a list of resources available to help you with your NCC. And, after the formal presentation, we will answer any questions you might have about the NCC.

Slide 3 starts us off with an overview of the NCC Progress Report for Fiscal Year 2015. The NCC module in EHB is now open for you to start working on your Progress Report. The issues that a few of you experienced with the 2014 Project Work Plan Progress Report and the 2015 Work Plan not uploading has been resolved. It will be submitted entirely within the HRSA Electronic Handbook or EHB. Approval of your NCC will enable you to continue receiving funding in Fiscal Year 2015. Your Fiscal Year 2015 budget period starts July 1, 2015 and it goes through June 30, 2016.

Detailed instructions for completing the Progress Report are available on the NCA Technical Assistance web site. Progress report submissions are due in EHB by 5:00 p.m. Eastern Time on March 13.

Slide 4 touches on the notification that all NCA's should have received on January 30 about the availability of the NCC Progress Report. The notifications went out to the individual listed as the Project Director in the NCC NCA's grant folder in EHB, as well as to any other NCA staff listed in EHB as having edit privileges for this type of submission.

The email notification contained a link for directly accessing your NCC. If you did not receive an email notification on January 30, the NCA NCC User

Guide on the NCA TA web site provides instructions for how to access your NCC within EHB. So now that we have gone over the logistical information, we're going to dive a little deeper into the different sections to be completed.

Slide 5 lists the required sections of the NCC Progress Report, which include the SF-PPR and SF-PPR2, the Budget Information Budget Details form, the Budget Narrative, which is also referred to sometimes as the Budget Justification, the Fiscal Year 2014 Project Work Plan Progress Report, Fiscal Year 2015 Project Work Plan, and Attachment 1: the Program Narrative Update. We will spend the next few slides going over these required elements in more detail.

On slide 6 we will start with the standard forms SF-PPR and SF-PPR2. These forms contain basic information about the organization and the Cooperative Agreement. They will be pre-populated with information that your organization previously submitted and can be updated as needed.

The NCA EHB User Guide, which is one of the resources available on the NCA Technical Assistance web site, includes instructions for updating the information in these sections as needed.

On Slide 7, we get into the budget presentation elements starting with the Budget Details form. This form has three separate sections, but you only need to complete Section B. Section A will list the amount of federal funding available for the Fiscal Year 2015 budget period. This amount corresponds with the recommended future support figure listed on line 13 of your most recent Notice of Award. This amount is pre-populated in the system and cannot be edited. For Section B, you will have to provide the object class category breakdown for the funding amount specified in Section A. You will indicate how much of the total federal request will go towards costs such as

the Personnel line item and how much will go to the fringe benefits line item for example. This section must be filled out for all remaining budget years in the project period not just the Fiscal Year 2015 budget year. When thinking about the line item breakdown for Fiscal Year 2016, you should assume a consistent funding level.

The last section, Section C should be left blank. It covers the non-federal resources for the NCA budget which should not be included in this submission. The budget request should reflect the federal NCA funding only.

You will also be prompted in the system to upload the required Budget Narrative as an attachment, which we have detailed on slide 8. In the Budget Narrative, NCAs should clearly detail the cost of each line item within each object class category for the Fiscal Year 2015 budget period.

The cost category amount in the budget narrative must be consistent with what you entered in Section B of the Budget Details form that we just went over. So, the amount of funds in the personnel line item in Section B for example, should be consistent with the total Personnel cost detailed in the Budget Narrative.

The Narrative should also explain how each cost contributes to meeting the projects goals and objectives. Further details on completing the Budget Narrative are included in the NCA NCC Progress Report instructions document. These include details on allowable costs and the salary limitation information that is required for inclusion in the Budget Narrative. There is also a sample Budget Narrative on the NCA Technical Assistance web site that is available for your use.

Moving on from the budget presentation, I'm going to spend some time discussing the Project Work Plan starting on slide 9. The NCC Progress Report will include two Work Plans.

One is the Fiscal Year 2014 Project Work Plan Progress Report which you will use to report progress on activities since July 1, 2014. The second is the Fiscal Year 2015 Project Work Plan, which you will revise to focus only on activities that you have planned for your Fiscal Year 2015 budget period.

As you navigate through the sections of the Work Plans in EHB, you may find it helpful to refer to the sample Project Work Plans as well as the EHB User Guide, which are both available on the NCA Technical Assistance web site.

Slide 10 outlines the editable fields of the Fiscal Year 2014 Project Work Plan Progress Report. For this form, start by reviewing the pre-populated information for each locked field, such as the Activity and Outcome fields. For the Progress field, provide a progress description for each activity since July 1, 2014. If an activity will not be continued in the Fiscal Year 15 Project Work Plan, include a brief explanation of why the activity is being discontinued.

Also, if there has been no progress to date for an activity, please make a note of this and provide a brief explanation. In the Current Value Field, provide current data based on all training and technical assistance activities completed to date to show progress toward each Evaluative Measured goal.

For the Narrative Progress Towards Goal field, provide narrative details of progress towards your end of project period goals. This narrative will provide context for the numeric value entered in the Current Value field. If there has been no progress to date, please make a note and provide an explanation. For

example, if no data has been collected for one of the required measures, note this along with an explanation of why the data has not been collected to date along with a plan for when the data will be collected.

In the Expected Impact Progress Narrative field, describe progress to date for the outlined Expected Impact under each Focus area. If there has been no progress to date, please make a note and provide a brief explanation.

Slide 11 provides an overview of the sections included in the Fiscal Year 2015 Project Work Plan. Please note that all fields from the Fiscal Year 2014 Progress Report will pre-populate in the Fiscal year 2015 work plan to facilitate tailoring the work plan for Fiscal Year 2015. Please visit and update all fields as needed to ensure that the Fiscal Year 2015 Project Work Plan outlines the activities planned for July 1, 2015 through June 30, 2016.

The first section you should visit is the Focus Areas. You may choose to continue working on the focused areas selected when you completed your competitive application in Fiscal Year 2014, or you can choose to switch between required Focus Areas. In addition to the required Focus Areas, some of you may have added up to 3 additional areas. Additional Focus Areas can be maintained, deleted, or added (up to 3 total), but they cannot substitute for the required Focus Areas.

These are the same business rules that were in place during the competitive opportunity, so they should be familiar to you as you complete your Fiscal Year 2015 Project Work Plan. For further guidance on the Project Work Plan Focus Areas, please reference the Focus Area handout on the NCA NCC Technical Assistance web site. For Focus Areas that you are continuing, the Key Factors field will pre-populate. Update these items as appropriate. For new Focus Areas, Key Factors must be developed. Keep in mind that a

minimum of 2 Key Factors must be included for each goal, with at least 1 restricting and one contributing key factor.

Please note that all Focus Areas will show on the Focus Area list page in EHB, but those that you did not select to address in your Fiscal Year 2014 Project Work Plan will have zero Key Factors and zero Activities listed. If you choose to not select these to address in your Fiscal Year 2015 Project Work Plan, you can leave their status on the Focus Area list page as Not Complete and move forward.

Per your request, the Activity field has been revised to now allow a maximum of 8 activities for each Focus Area. Please ensure that this field continues to collect high level activities planning for the 2015 Fiscal Year. The rest of the Activity business rules from the competitive application still apply. At least 2 activities must be listed for each Focus Area, and within each activity, you must identify at least 1 **person/area responsible, time frame, and, expected outcome**. Edit the pre-populated information as needed to ensure that it highlights plans for July 1, 2015 through June 30, 2016.

The Comments section is for you to provide any needed supplementary information related to entries in the Project Work Plan. This field can be left blank.

The Evaluative Measures goals (by June 30, 2017) section will pre-populate and be locked for the Focus Area you are continuing. If Focus Areas are deleted or added, new Evaluative Measure goals to be accomplished by June 30, 2017 must be established.

The Expected Impact section provides information concerning the ultimate outcome of all activities under each focus area. If a Focus Area is continued,

this field will be pre-populated and editable. If new Focus Areas are proposed, the Expected Impact must be provided.

Let's move on now to the Attachments. We are going to start with the required Program Narrative update on slide 12. This is attachment 1. There are six different sections or parts to the Program Narrative Update which are all required.

Keep in mind as we walk through the separate parts, the Program Narrative Update should expand upon and not duplicate the updates provided in the Fiscal Year 2014 Project Work Plan Progress Report. Throughout this document, please also keep in mind that any training or technical assistance activity for which NCA's use HRSA funding, must be made available to all existing or potential health centers (e.g., Health Center Program grantees and look-alikes) within the state or region regardless of NCA membership. For Part 1 of the Program Narrative Update, discuss broad issues, significant progress, and challenges that have impacted the target audience and the NCA since July 1, 2014.

For Part 2, discuss any significant changes to collaborations, partnerships, and coordinated activities. In Part 3, discuss any significant changes to plans for evaluation and dissemination of lessons learned. In Part 4, discuss any significant changes to project staffing. In Part 5, provide any additional progress not captured on the Fiscal Year 2014 Project Work Plan Progress Report. For example, this might include activities that were approved by your Project Officer but not part of your pre-populated work plan because you added them to your project following the finalization of that work plan. In Part 6, discuss any major expected changes, plans, considerations for activities beyond the upcoming budget period.

Slide 13 brings us to the remaining attachments which only need to be submitted if there have been changes or updates since your competitive application.

For Attachment 6: Other Relevant Documents, you may upload other documents to support the progress report as desired, such as publications. Also, if your organization claims indirect costs in your budget, then you must upload a copy of your most recent indirect cost rate agreement in Attachment 6.

On slide 14 we will go over a few important reminders. As you know, you currently have access to work on the NCA NCC Progress Report in EHB. They are due by 5:00 pm Eastern Time on March 13, 2015.

To submit your progress report in EHB, you must be listed in the NCA grant folder in EHB as the Project Director or have the EHB privileges needed to submit.

The Progress Report must not exceed 40 pages when printed by HRSA. Narrative documents included as attachments should be single-spaced with 12 point, easily readable font and should have one inch margins. You can use a smaller font for tables, charts, and footnotes if needed.

Moving on to slide 15, please note that Progress Reports that do not include all of the 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 Notice of Award issuance or a lapse in funding could occur.

Awards are anticipated to be released by July 1, 2015. And please note, this is an important reminder: Active Sam.gov registration is required at the time of award, so please make sure your registration at Sam.gov is active and will remain active through July 1 or your reward will be delayed.

Slide 16 provides a list of all the technical assistance resources and tools that we have made available to everyone on the NCA Technical Assistance web site. I encourage you to take a look at these while working on your Progress Report.

On the Technical Assistance web site you will find:

- The instructions document for the Fiscal Year 2015 NCA NCC Progress Report.
- The NCA EHB User Guide, which includes step-by-step detailed instructions on how to complete the Progress Report in EHB. Please use this as you navigate through your Progress Report in EHB.
- We've also posted a number of Frequently Asked Questions which we may update throughout the submission period as new questions come up that impact all NCA's.
- We've included a number of different sample documents for your reference including: a Budget Narrative, Staffing Plan, Project Work Plan Focus Areas and a sample of the Fiscal Year 2014 Project Work Plan.
- And, we also have today's presentation slides currently posted and within a week or so we will upload a recording of today's presentation with the transcript.

Slide 17 provides technical assistance contact information. If you go through all the resources available on the Technical Assistance web site and still have questions, please reach out to me with any problematic questions at bphcnca@hrsa.gov.

If you have questions specific to the budget, you can reach out to William Davis. And for any technical issues within EHB, please contact the BPHC Helpline.

So with that, I think we're ready to move onto the Q&A session. I have a few colleagues available on the line who will jump in to help answer some of the questions that come up.

We are also going to put a few poll questions up now for you to answer before the end of today's session. So I'll ask the Operator to please open the call for questions, thank you.

Coordinator: Thank you. At this time if you would like to ask a question, please press star then 1. You will be prompted to record your first and last name. To withdraw your request, press star 2.

Once again if you would like to ask a question, please press star then 1 now. And at this time I am showing there are no questions.

Cheri Daly: Okay, well it looks like it's time for us to wrap up. I want to thank everyone for your participation in today's call and please feel free to reach out to me with any questions at bphcnca@hrsa.gov. We will try to get the recording of today's call and the transcript posted to the Technical Assistance web site within a week or so. Thanks again everyone, enjoy the rest of your day.

Coordinator: We thank you for joining today's conference. This concludes the call at this time, all participants may disconnect.