HRSA Electronic Handbooks

FY 2018 National Training and Technical Assistance (NCA) Non-Competing Continuation (NCC) Progress Report

An EHB User Guide for Award Recipients

Last updated on: December 18, 2017

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This user guide describes the steps you need to follow for submitting the FY 2018 NCA NCC through the HRSA Electronic Handbooks (EHB).

1. Accessing the FY 2018 NCA NCC

To access your FY 2018 NCA NCC, follow the steps below:

- 1. Navigate to https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx
- 2. At the login prompt, enter your EHB user name and password.
- 3. Click the **[Login]** button.

IMPORTANT NOTES:

- The NCA Program Directors and anyone in the organization with "Edit" access to NCC deliverables are informed via an email notification when their respective NCA NCC Progress Reports are available for submission in EHB.
- Refer to the HRSA Electronic Submission Guide available at <u>https://www.hrsa.gov/sites/default/files/grants/noncompetingcontinuations/nccgenericgrants.pdf</u> for more details on this process.
- 4. On the **Home** page, click the *Grants* tab located at the top of the page.
 - > The system opens the **My Grant Portfolio List** page.
- 5. Locate your U30 award on the My Grant Portfolio List page. Click the Grant Folder link.
 - > The system opens the **Grant Home** page for the U30 award.
- 6. On the **Grant Home** page, click on the **Work on My NCC Report** link under the **Submissions** section. The system opens the **Submissions-All** page.
- 7. Locate the record with the heading **Non-Competing Continuation Progress Report**. Click the **Start** link to start working on the submission.

IMPORTANT NOTE: The **Start** link becomes **Edit** the next time you access this page.

1.1 Completing the FY 2018 NCA NCC Items

The system requires you to complete the following information to submit the FY 2018 NCA NCC to HRSA:

- Basic Information:
 - o SF-PPR
 - o SF-PPR-2
- Budget Information:
 - Budget Details
 - o Budget Narrative
- Other Information
 - o Program Specific Information
 - o Appendices

2. Completing the Basic Information

1. On the **Status Overview** page, click the **Update** link for the **SF-PPR** form. Update the required information as needed.

IMPORTANT NOTE: The SF-PPR Form contains basic information about your organization and is the cover page for the progress report. You can add, update, or delete the Authorizing Official information as desired, under the **Authorizing Official (AO) Contact Information** section.

2. After completing the **SF-PPR** form, click the **[Save and Continue]** button to navigate to the **SF-PPR-2** form. Update the required information as needed.

IMPORTANT NOTES:

- The SF-PPR-2 form contains information about your award. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the award.
- Provide the lobbying activity related information in this form if not provided previously.
- If a POC was not added in your last application, the system lists the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application so that one of them can be selected as the POC.
- You can modify the Department Name and Division Name, if needed. You can also add, update, or delete the POC information.
- 3. After completing the **SF-PPR-2** form, click the **[Save and Continue]** button to navigate to the Budget Information: **Budget Details** form. Provide the required information for the requested remaining support year(s) and click the **[Save and Continue]** button.
 - a. For Section A: Budget Summary, the funding amount is pre-populated and cannot be edited.
 - b. For Section B: Budget Categories, provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits). The total amount in Section B and Section A should be equal to the recommended Federal Budget Amount.
 - c. For Section C: Non-federal Resources, NCAs should leave this section blank. Your budget request should reflect the federal NCA funding request only. Do not provide other sources of funding.
 - 4. If there are additional support years remaining in your project period, the system navigates to the Budget Details form of each subsequent support year. Provide required information for each additional support year displayed for your award. Finally, click the [Save and Continue] button on the Budget Details form of the last support year to navigate to the Budget Narrative section of your NCC Progress Report.

IMPORTANT NOTES:

- You should assume level funding when completing the required additional support year Budget Details form.
- You may copy Budget Details from one Support Year form to the next by clicking "Copy from Previous Year" to autofill the same data into the next Support Year form.
 - 5. Complete the **Budget Narrative** form by uploading the budget narrative justification for the upcoming 12month budget period (July 1, 2018- June 30, 2019). The Budget Narrative must explain the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details form. Refer to the NCA NCC Instructions for further details on the budget presentation requirements.
- 6. Click the **[Save and Continue]** button to navigate to the **Status Overview** page of the **Program Specific Section** of the NCC Progress Report.

3. Completing the Program Specific Information

The Program Specific Information section of the FY 2018 NCA NCC consists of the following forms:

- FY 2017 NCA Progress Update
- FY 2018 Project Work Plan

You must provide the required information in these forms to complete the Program Specific section and proceed with the submission of this progress report.

Figure 1: Program Specific Status Overview page

Program Specific Information Status				
Section	Status	Options		
Project Work Plan Information				
FY 2017 NCA Progress Update	X Not Complete	🚱 Update 🔍		
FY 2018 Project Work Plan	X Not Complete	😥 Update 🛛 👻		

3.1 Completing the FY 2017 NCA Progress Update Form

The system pre-populates the **FY 2017 NCA Progress Update** form with the information from the Project Work Plan (PWP) you submitted in your NCA application, or your most recent project officer approved PWP modification in EHB, as applicable.

IMPORTANT NOTE: The prepopulated information in some fields of the Progress Update form is **read-only** and **not editable**. Required fields are marked with a red asterisk. You may also refer to Appendix A in the NCA NCC Instructions to identify the editable fields that you must update and/or complete in the Progress Update form.

The **FY 2017 NCA Progress Update** form prepopulates the Goals and Metrics for your NCA type. Each Goal has a pre-defined set of Goal Metrics, as well as Goal Targets, Key Factors and Activities that you proposed for each Goal in your PWP. You must report progress towards each Goal Target, T/TA Target and activity, and update information on any changes to Collaborative Partnerships included in your most recently approved PWP.

 Click the Update link to access FY 2017 NCA Progress Update from the Status Overview form. (Figure 1). The system displays the Goal list on the FY 2017 NCA Progress Update (Figure 2).

soals								
Goal	Metric	Baseline Data	Goal Target	Number of Key Factors	Number of Activities	Number of Activity Audiences	Status	Options
Goal 1: Hereit	increase the context of general and ordered to apputition patients arrest by feasible context.	1(169)/752	1,288,3860				Not Complete	🚱 Update 🔻
Goal 2:	Second in problem (print) with the ground in the second	20.01%	20.21%				Not Complete	🕜 Update 🔻
Goal 3:	Increase the surface of health centers providing services or experient is particularly that antiference care increments of health (2019)), with an Anomaly, administration, antiphysical, services antiference and four security.	-	1755	2	-	2	Not Complete	🕜 Update 🔻

Figure 2: FY 2017 NCA Progress Update- Goal List

The Goals list section displays the respective Goal(s), Metrics, Baseline Data, Goal Targets, Number of Key Factors, Number of Activities, Number of Activity Audiences, Status and Options pertaining to that NCA type.

IMPORTANT NOTE: Initially, all Goals have pre-populated Goal Descriptions, Key Factors, and Activities, and have a status of Not Complete. To update the status to Complete, click the **Update** link for each Goal and provide the following: Current Data (when you provided Baseline Data for that Goal), Goal Target Progress, changes to Collaborative Partnerships, T/TA Target Progress, and Activity Progress, then click the **[Save]** or **[Save and Continue]** button at the bottom of the **Goal Information – Update** page.

Clicking the [Save] button saves the information without navigating away from the page; clicking the [Save and Continue] button saves the information and returns to the Progress Update page.

If you are unable to read all the contents in an EHB pop-up window, you may need to reduce the zoom on your screen.

- 2. To report progress towards a specific Goal, click the corresponding Update link. (Figure 2)
 - > The Goal Information Update page (Figure 3) opens.

The **Goal Information - Update** page contains three sections called Goal Details, Key Factors and Activities for every Goal in your FY 2017 Project Work Plan.

Figure 3: Goal Information – Update

3 Goal Information - Update		
 investita contribution mil. 		Due Date: (Due In:) Section Status: Not Complete
▼ Resources 🖻		
View		
NCA NCC 2018 User Guide Funding Opportu	nity Announcement FY 2017 NCA Application	
Note(s): You must describe progress toward achieving	each required Goal Target and related T/TA Targets, as well as the planned activities and outcomes under each Goal	
ields with * are required.		
➡ Goal Details		
Goal Description	Goal 1. Increase access to care	
Metric	Increase the number of special and vulnerable population patients served by health centers.	
Baseline Data 🚯	1.36.79	
Baseline Narrative 🛞	5000 charactors with spaces(Approximately 3 pages)	
Goal Target (1)	1.00.00	
Current Data 🚯	1,40,41	
% Progress Toward Goal (1)	18.01%	
Goal Target Progress ()		
Impact Narrative 🐌	7500 characters with spaces (Approximately 4 pages)	
	5000 characters with spaces(Approximately 3 pages)	
Collaborative Partners (i)		
Formal T/TA Session Target 🚯	H	
Format T/TA Session Target Progress ()	5000 characters with spaces (Approximately 3 pages)	
Participation Target (1)	140	
Participation Target Progress ()	5000 characters with spaces (Approximately 3 pages) .	

Vote(s): Identify the factors that will contribute to and reatrict progress on achieving the Goal Target. Include a minimum of two and a maximum of five key factors for this Goal including at least one contributing and one restricting factor

Contributing (+ View More)	▼ Key Factors (Minimum 2) (Maximu	Key Factors (Minimum 2) (Maximum 5)	
	Key Factor Type	Description	Options
Restricting (+ View More) In View 💌	Contributing	1 - Hi har soor saak maring dikertaan aasalah Hillin koopean hadik sooran ad soor diker (* View More)	👩 View 👻
	Restricting	1 Present instance in the INP and a the basing to have a second and the next in the Next Nore)	jij View ⊂

Note(s):
 You must address at least two pre-defined Activity Audiences. At least two activities must be proposed for each selected Activity Audience.

Activity Audience	Activity Description	Person/Group Responsible	Timeline	Activity Progress	Options
earning Collaborative	Marci Terrend Norman & Science Social (1971) Marcine Marcinetting and Science A. (1) Survey	Server address first and large forms.	49,001 saudets		Report Progress
eaming Collaborative	Coloring Coloring and Coloring and Coloring Colo	Reason State, and other the Paper Statement of Street States, Program Manager 1984	Same 317-84, 316		Report Progress
earning Collaborative	Patting as Assessed Table (1991-off Scorego apprint) in the same of antidag and Assessments A. (1996-1996)	Property lies: 124 Mills Techagan Stream	10,077 (1010),078		BReport Progress
lational Audience	(10) (d) hour offer anti-term dent of second very second states are comparing the s. (s) for large (North Starts, 199 Starts of Safe, Space require Starts for 198	regularization (0.17		Report Progress
lational Audience	Station and article in Stric Torogen, 1988, of products of select difficult and its last, in the State	Annula Magnie, 1997 Brene of South Sciences Statement Science Microsoft Proper Strengt	August inco. 2010		Report Progress
lational Audience	righted as fare bases (101 of a solution and a solution and the formation indicates)	Manufer Degree (1977 Degree of Hard) Spread (Segurity Control Research Control Segurit Research 1 (Securit Res.)	10111 mile 219		Report Progress
lational Audience	Produce of Transact Andrea Transact approximate USE of particular a relation proceeding for the Contract Transaction	Statute San Christian Schupper	Receive 207 Annual 2010		Report Progress
lational Audience	while further a fact fundation (199) of particular particular terms which prove (). Showing	Distant Constitution Constitution and research Research Anagement Description, Marchine, Marc. Watchington, Colling, 1 (2010), Marchines, Marc. Watchington, Colling, 1 (2010), Marc. Marc. Watchington, Colling, 1 (2010), Marc. Marc. Watchington, Colling, 1 (2010), Marc. Watchington, Colling, 1 (2010), Marc. Watchington, Colling, 1 (2010), Marc. Watchington, Colling, 1 (2010), Marc. Watchington, Colling, 1 (2010),	10.01146-018		Report Progress

- 3. Goal Details:
 - A. Review the pre-populated, non-editable information for the following fields:
 - Goal Description
 - Metric
 - Baseline Data
 - Baseline Narrative
 - Goal Target
 - Current Data (when HRSA supplied both Baseline and Current Data for Metric)
 - % Progress Towards Goal
 - Impact Narrative
 - Formal T/TA Targets (Figure 4)
 - Participation Target
 - B. Provide updates for the following fields required fields are marked with a red asterisk:
 - Current Data (if you provided Baseline Data for a Goal you must also provide Current Data)
 - Goal Target Progress
 - Collaborative Partners
 - Formal T/TA Session Target Progress
 - Participation Target Progress (Figure 4)

Fields with * are required.	
▼ Goal Details	
Goal Description	Goal 1: Improve operations and infrastructure sustainability
Metric	Increase the capacity of health centers to plan and thance successful capital development projects.
Baseline Data 🕕	10 March 10 Mar
Baseline Narrative ()	5000 characters with spaces(Approximately 3 pages)
Goal Target ()	and the second se
Current Data ()	
% Progress Toward Goal 🚯	
Goal Target Progress (i)	
Impact Narrative (3)	7500 characters with spaces (Approximately 4 pages)
Collaborative Partners (i)	5000 characters with spaces(Approximately 3 pages)
Formal T/TA Session Target ④	
Formal 1/TA Session Target Progress (j)	5000 characters with spaces (Approximately 3 pages)
Participation Target (i)	
Participation Target Progress ④	5000 characters with spaces (Approximately 3 pages)

- 4. Key Factor:
 - A. The Key Factors are prepopulated from your FY 2017 NCA Application or most recently approved PWP as applicable. Key Factors are non-editable and cannot be added or deleted.
 - B. Click on View and review the pre-populated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) (Figure 5 & Figure 6)

Figure 5: Key Factor List

✓ Key Factors (Minimum 2) (Maximum 5)	Key Factors (Minimum 2) (Maximum 5)				
Key Factor Type	Description	Options			
Contributing	1 CBH has experience having Hedical agencias, VECIs, hospitals, health centers and apporties. (1:10x146x1)	∎View ▼			
Restricting	 Future changes is the W24 could affect funding to health content is utilized its medical. (r the tites) 	🛾 View 🔻			

Figure 6: View Key Factor

Key Factor Type 🚯	Contributing Restricting
	500 characters with spaces (Approximately 1/4 page)
Key Factor Description	1. (1991) Experimentation interneting (Marinane) approximates (MCCO), throughouts, fragatility contracts, and interpretation, interneting percentation and control interneting and the fragmentation and interpretation of the determined of the determined of the interneting and interneting and internetion and and the fragmentation of the anterneting, and interneting and internetional statistical data (Marina and Interneting continues) and interneting and internetion in the anternetic data and internetion and interneting continues in the fragmentation and internetion in the anternetic data and internetion and the fragmentation in the anternetic data anternetic fragmentation and the memory and the internetion in the anternetic data and the internetion of the internetion of the fragmentation in the anternetic data and the internetion of the internetion of the internetion of the anternetic guides in the internetion of the internetion of the internetion of the internetion.

- 5. Activities:
 - A. The Activities are prepopulated from your FY 2017 NCA Application or your most recently approved PWP, as applicable. Activities cannot be added or deleted.
 - B. For reference, click on Report Progress and review the pre-populated, non-editable information for each Activity in the pop-up window (Activity Audience, Activity Description, Person or Group Responsible, Timeline Expected Outcome and Comments) (Figure 7 & Figure 8)

▼ Activities (Minimum 4) (Maxim	num 10)				
Activity Audience	Activity Description	Person/Group Responsible	Timeline	Activity Progress	Options
Learning Collaborative	Retries or Hermites Youk. (1911) of Annual equation is the prior of analysis and frameworks (1911) in the local	Oradiale Basis, Cite rolling, Techiques Oraciter	14,317 Amar,319		Report Progress
Learning Collaborative	Seatting Coldstation in Parallelle Nauk 2014 in coldstander off the Ferming Institute with 1 in State Annal	Handwark Auste, Clair and San Yongawark. Honologia Il San Harris, Hangingan, Hangingan, Clair Halanggan, Clair	September 2017 (Aug. 2018)		Report Progress
Learning Collaborative	Direct Technical Neuroscie Information Access (1997-add provide Meet) Instrument association (c) (1998-1999)	Names dat Non-CBF and Land	140 (017 conc.018		Report Progress
National Audience	COP of each other patients of two Modes of estimate See Merry and A Manual and communities to (1) they Merry	Harvelle Hagers, 1981 (Sarrier of Health Systems Integration Houstoff) Realt, 1981 (1998) (Schugert, 12 Januar Harvel	100, Sasteriae 2017		Report Progress
National Audience	Molecular and Calls Teams, 2004 call in containments with the Westmann Healthing products wellback and p. (1) (2004) (2004)	Handhi Hagara, 1381 Danie Al- Hadii Somen Hagarini (more Baras Bellini Hugari Hangar, 11	April 10 June 2016		Report Progress
National Audience	Continue on Contrast Institute Institute Institute proceedings (Cont. of produces a continue proceeding) (Cont.). 1 - Taxon Material	Dashel Sun, Christin D. Paget Desite His-Halle, Christen Paget Henge Jan Sign. 1- 106 (101)	Nonislan 2011, January 2010		ElReport Progress
National Audience	Network and posterio in ACA Transport CAR and produce a welling that will be which of here. (1) they have	Recalls Regime (2017) Sector of Real Tensors Register Leaves Recist Refer Propertiesage	August Loss 2019		Report Progress
National Audience	Minister Standards and Care Constitution CONT and products and self-or other featuring installe on care, () in the Interview.	La Bale, Christen Proper Streeper and Laren Bernel, Propert Streeper, MICH, Harr Ballace, Chall, 11 Universit	20,017 Marc 201		Report Progress

Figure 7: Activity List

Figure 8: Activity- Report Progress

demonstrate that proposed at NCA Type: Special Po Goal 1: Increase acce	elated details to be conducted in the first 12 months of the project period that will address the Goal. You must ctivities will lead to Goal Target attainment by the end of the three-year project period. opulation: Residents of Public Housing NCA ess to care number of special and vulnerable population patients served by health centers.
ields with * are required	
Activity Audience (i)	Same and Same
Activity Description (Standard and Andrews concerning additionalizes (-) for got (1) builds another and and the provident of a standard s
Person or Group Responsible	Milli Smell, A'Antoni Ambina (Mill Pape Panis) Mill Statistics
Timeline (i)	Comparison and an other second
Expected Outcome ④	- d'hann (1) multi- multi-m
Comments	Result of the according later to be endered as the second second second
★ Activity Progress ()	5000 characters with spaces (Approximately 3 pages)

- C. Provide description of Activity Progress for each Activity in the pop-up window (Figure 8).
- D. Click the [Save and Continue] button to save the Activity Progress and navigate back to the Goal Information-Update page
- 6. Provide progress for each Activity by following step 5.
- 7. Click the **[Save]** button to save all the information on the **Goal Information-Update** form.
- 8. Click the FY 2018 Project Work Plan link in the left navigation menu.

3.2 Completing the FY 2018 Project Work Plan Form

The system pre-populates the **FY 2018 Project Work Plan** form with information from your FY 2017 NCA application or your most recently approved PWP, as applicable.

The **FY 2018 NCA Project Work Plan** form prepopulates the Goals and Metrics for your NCA type. Each Goal is prepopulated with a set of Goal Details, Key Factors and Activities that you provided in your most recently approved PWP. In the Goal Details section, the Impact Narrative and Collaborative Partners fields are prepopulated and editable. All fields under each activity except Activity Name are prepopulated and editable. Activity Name is a new field that you must complete to identify each activity.

To complete the FY 2018 Project Work Plan form, follow the steps below:

- 1. To update Goal Details, click the **Update** link (Figure 9).
 - > The Goal Information Update page (Figure 10) opens.

The **Goal Information - Update** page contains three sections for every Goal in the **FY 2018 Project Work Plan** form: Goal Details, Key Factors, and Activities.

Figure 9: Goal List Page

Goals								
Goal	Metric	Baseline Data	Goal Target	Number of Key Factors	Number of Activities	Number of Activity Audiences	Status	Options
Goal 1:	increases the number of special and withreads population patients served by heads contents	1(169),7752	1,288,3860	2			Not Complete	🕑 Update 🔻
Goal 2:	Decision for percentage of parameters of stre- geniae from its percents	20.07%	20.27%				Not Complete	🕜 Update 🔻
Goal 3:	historia da suntar al'hadi conten proditoj arrene e ingagat i parteritazita arliene estar manteritario el tanti (deletti), hal arliene parteritario, arlienterit, hangaritator, grafiasi arrello	-	1750	2	-		Not Complete	🕜 Update 🔻

IMPORTANT NOTE: Initially all Goals will have a status of Not Complete. To update the status to Complete, click the **Update** link for each Goal, provide the required information marked with a red asterisk, and then click the **[Save]** or **[Save and Continue]** button on the **Goal Information – Update** page.

Figure 10: Goal Information – Update

					Cashien Chakter Mat Cannal
STITUTE WARE PORTAGE IN	6.		Due Date:	(Due In: 100 (mage) 1	Section Status: Not Comp
Resources D					
View NCA NCC 2018 User Guide Fund	fing Opportunity Announcement	FY 2017 NCA Application			
Note(s): For each Goal, you proposed Goal Target will be achieved by the end	Targets that will be achieved by the of the project period, proposed activ	end of the project period (by June 30, 2020). Activ tities and their related details should cover only the	ties proposed for each Goal must address next 12 months of the project period.	the Goal, as well as lead to Goal T	arget attainment. While the Goal
Ids with * are required.					
Goal Details					
Soal Description	Goal 1: Increase access to	care			
Netric	Increase the number of spe	ecial and vulnerable population patients served by	health centers.		
laseline Data 🚯	10.00010000				
Baseline Narrative 🚯	care to Party or property of minimum care the property of these optimized supersons upon the territory because	is (Approximately 2 pages)	and the second se		
Goal Target (i)	1.2003.0000	V	and the Second .		
Current Data 🚯	1.000 MP				
% Progress Toward Goal (1)	100.00 %				
Impact Narrative (j)	1.000 and constraints of a second sec	es (Approximately 4 pages)			
2.	Departure of the second second second	es (Approximately 2 pages)	105		
Collaborative Partners ()	terrational processing of	(a) and a state for the Max property part of the state inter- tion on the Company part of the state of the state of the state of the state of the State of the state of the			
	terrational processing of	network participations for the property particular county for	100 ST		
Collaborative Partners (j) Formal T/TA Session Target (j) Participation Target (j) (j) Note(s): Identify the factors that will contribute	erentender in eine onten Restrict former auf 15 Bearing of Bearing and Bearing of Bearing and Bearing of Bearing and Bearing of Bearing and Bearing and Bearing of Bearing and Bearing and Bearing and Bearing of Bearing and Bearing and Bearing and Bearing and Bearing States	network participations for the property particular county for	** 3	al including at least one contributing	g and one restricting factor.
Formal T/TA Session Target (j) Participation Target (j) (j) Note(s):	Ite to and restrict progress on achiev	alen auffeltende for ter angel period is voor het het in oorden is de period ale for angel period is uitgene offene d'healt and territoring, tetres d	** 3	al including at least one contributing	g and one restricting factor.
Formal T/TA Session Target (j) Participation Target (j) Note(s): Identify the factors that will contribu- Key Factors (Minimum 2) (Maximu (ey Factor Type	ute to and restrict progress on achievem 5)	alen auffeltende for ter angel period is voor het het in oorden is de period ale for angel period is uitgene offene d'healt and territoring, tetres d	d a maximum of five key factors for this Go	al including at least one contributing	
Formal T/TA Session Target (a) Participation Target (b) Wote(s): Identify the factors that will contribu- Key Factors (Minimum 2) (Maximu	ate to and restrict progress on achievements of the second	ving the Goal Target. Include a minimum of two an	a maximum of five key factors for this Go	al including at least one contributing	Options
ormal T/TA Session Target (a) tarticlipation Target (b) Note(s): Identify the factors that will contribu- re Key Factors (Minimum 2) (Maximu ay Factor Type ontholung estricting Note(s): You must address at least two pre-	ate to and restrict progress on achievements of the second s	ing the Goal Target. Include a minimum of two an	a maximum of five key factors for this Go	al including at least one contributing	Options
ormal T/TA Session Target () articlipation Target () Note(s): Identify the factors that will contribu- ver Factors (Minimum 2) (Maximu ey Factor Type ontributing estricting Note(s): You must address at least two pre- b Add Activity	ate to and restrict progress on achievements of the second	ving the Goal Target. Include a minimum of two an	a maximum of five key factors for this Go	al including at least one contributing	Options
ormal T/TA Session Target (a) tarticipation Target (a) Note(s): Identify the factors that will contribu- Key Factor Ype ontributing estricting Note(s): You must address at least two pre- Add Activity Add Activity Add Activity	ate to and restrict progress on achievements of the second	wing the Goal Target. Include a minimum of two an include a minimum of two an include a minimum of two an include a minimum of two and include a minimum	d a maximum of five key factors for this Go additional five factors for this Go Activity Audience.	al including at least one contributing	Options
ormal T/TA Session Target (a) tarticlipation Target (b) Note(s): Identify the factors that will contribut rev Factor Type ontributing astricting Note(s): You must address at least two pre- Add Activity Activities (Minimum 4) (Maximum uctivity Audience	te to and restrict progress on achievements of the second restrict progress on achievements of the second s	ing the Goal Target. Include a minimum of two an	d a maximum of five key factors for this Go		Options Wraw • Wraw •
Formal T/TA Session Target (a) Participation Target (a) (a) Note(s): Identify the factors that will contribu- refer factors (Minimum 2) (Maximu (ay Factor Type contributing lestricting (b) Note(s):	te to and restrict progress on achievements of the second restrict progress on achievements of the second s	Ing the Goal Target. Include a minimum of two and target. Include a minimum of two and target. Include a minimum o	a a maximum of five key factors for this Go activity Audience.	Timeline	Options View * View * Vew *
Formal T/TA Session Target () Participation Target () Note(s): Identify the factors that will contribu- ted the factors (Minimum 2) (Maximum (ey Factor Type contributing leastricting Note(s): You must address at least two pre- Add Activity - Activities (Minimum 4) (Maximum (activities (Minimum 4) (Maximum (activity Audience earning Collaborative earning Collaborative	te to and restrict progress on achievements of the second restrict progress on achievements of the second s	In the Goal Target. Include a minimum of two and the Goal Target. Include a minimum of two and the control of t	a maximum of five key factors for this Go activity Audience.	Timeline	Options View • View • View • View •
Cormal T/TA Session Target (a) Participation Target (a) Participation Target (a) Note(s): Identify the factors that will contribut Key Factor Type Contributing Restricting Note(s): You must address at least two pre- Add Activity Add Activity Add Activity Add Activity Addience earning Collaborative earning Collaborative earning Collaborative	te to and restrict progress on achievements of the second restrict progress on achievements of the second s	Include a minimum of two and the Goal Target. Include a minimum of two and target. Include a minimum of two and te	a maximum of five key factors for this Go activity Audience.	Timeline	Options Wew * Wew * Options @ Update * @ Update *
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2. Goal Details:

- A. Review the pre-populated, non-editable information:
 - Goal Description
 - Metric
 - Baseline Data
 - Baseline Narrative
 - Goal Target
 - Current Data
 - % Progress Towards Goal
 - Formal T/TA Session Targets
 - Participation Target

(Figure 11)

- B. Provide descriptions in the editable fields if required and/or necessary:
 - Impact Narrative
 - Collaborative Partners

(Figure 11)

Figure 11: Goal Details

	Targets that will be achieved by the end of the project period (by June 30, 2020) Activities proposed for each Goal must address the Goal, as well as lead to Goal Target attainment. While the Goal of the project period, proposed activities and their related details should cover only the next 12 months of the project period.
Fields with * are required.	
▼ Goal Details	
Goal Description	Goal 1: Increase access to care
Metric	Increase the number of special and vulnerable population patients served by health centers.
Baseline Data 🚯	1.001.010
Baseline Narrative ()	2500 characters with spaces (Approximately 2 pages)
Goal Target 🚯	1.00.00
Current Data 🕕	1.00.001
% Progress Toward Goal (i)	ABOUT %
Impact Narrative (j)	7500 characters with spaces (Approximately 4 pages)
Collaborative Partners ()	2500 characters with spaces (Approximately 2 pages)
Formal T/TA Session Target 🚯	A
Participation Target ④	1.00

3. Key Factors:

- Key Factors (Minimum 2) (Maximum 5)

Description

11 Putton: Danger in the wide.

1 (This is a support of the

Key Factor Description

Key Factor Type

Restricting

Contributing

- A. The Key Factors are prepopulated from your FY 2017 NCA Application or your most recently approved PWP, as applicable. Key Factors are not editable and cannot be added or deleted.
- B. Click on View and review the pre-populated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) (Figure 12 & Figure 13).

ten, Mellina, Respirate, Resailly confident and a con-

Options ∎View ▼

∎View 👻

Fi	gure 13: View Key Factor	
View Key Factor		8

500 characters with spaces (Approximately 1/4 page)

Figure 12: Key Factors-View

-		
4	Activities:	
•••	/	

A. A new activity can be added by clicking the Add Activity button. There should be a minimum of 4 and maximum of 10 activities for each NCA Goal in your Project Work Plan (Figure 14).

Figure 14: Activities – Add Activity

Note(s): You must address at least two pre	e-defined Activity Audiences. At least two activities i	must be proposed for each selected Activity Audience.			
Add Activity					
← Activities (Minimum 4) (Maximum	n 10)				
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative	Lawring."	comparison of the basis had up. 1	All and the case of the second s	Sec. 271 (447-107)	(@Update -
Learning Collaborative		Appendix researching in South Receipt I Report of South Street Academics	States States and Source States	No. 101 101 101	🚱 Update 📼
National Audience		Here an apply is good from the second	Paraticipani, 194	Second in the	🚱 Update 💌
National Audience		And a constant with the second	Stand for the other brings lines.	Number of C	🚱 Update 🗢
Go to Previous Page					Save Save and Continue

B. An existing activity can be deleted by clicking on the Delete button on the context menu in the Options column (Figure 15).

15

Figure 15: Activities - Delete Activity

Activities (Minimum 4) (Maximum 10)						
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options	
Learning Collaborative		Displic Technical Recolution in Incommu- National (2011) artigeredde Breef Berlinnal anesligered b. 17 (2014) (2017)	Names and two cliff and camps Barran Nations Propert Hamager	100-2017 June 2018	Action	
Learning Collaborative		Undersong Collaboration on Personalism Neuralis (CML in collaboration with the Persong Institute, and 1, 1, 1999) Annual	Disabult Burn, Old (Miller Tr. Propert Stealar Unit Burns (Insteal Program United at 1981)	Superior 277 may 278	Update Delete	
Learning Collaborative		Vertrage on Hamelines Youth (2001 off browings reporting in the stress of anothing anothin tertemeneration in (1) they been	Design then, Obright Weiger (Station)	10,011 Advance 2010	🖉 Update 💌	
National Audience		Theory of Control Autom Institut analytical Chief of produce a second providing makes of 11-base Marci	Disatet but, OR 1998 Tributy Desite No Rador, OR Bence Propert Renge, An Rep. (1 1990 AN	Scoreiter 2011 January 2016	😭 Update 🗢	
National Audience		Moniter Continues on Constitution Color and produces a North color and Nonroway fundament on space 21 Mar. 2010	La Barte, Eller (Miller, Fragmer Danning and) autor Renne, Program Manager, BIERE, Many Bankan, Ellast, p. New Manij	Aug. 2017 (Sanda 2018)	🕜 Update 🔻	
National Audience		COM and second actives guidement as from Medican and seconds, from from card a means and second activities for (1) the Means	Macada Magana, CDI Unatari al Anali Acatemi, Hagana, Trantati Rata, Chirolitta, Tribugati, 12 Ann. Maca	nig fagteriae 2017	🚱 Update 💌	
National Audience		Webbing on Care Years, Cill (1981) in contentionation with the Webbings mathema producer or webbing care. (1) bing block	Macula Magan, CM Dealer J. Healt Science, Hegotics, Larger, Barras, McDill, Project Manager, 19 (86) March	April 1. June 2010	🖉 Update 💌	
National Audience		Testinar and addees or Mile Transport Other all produces a selector that all later atols of test. (21 little later)	Stevalle Hagens, 239 Stealer at Haath Roberts Heighten Samper Barnas Height, Properties	August Jane 2010	🕜 Update 🔻	

The **Add Activity** will be greyed out once the maximum number of allowable activities are reached (10) (Figure 16).

Figure 16: Activities - Add Activity (Greyed Out)

Vote(s): You must address at least two pre	-defined Activity Audiences. At least two activities	s must be proposed for each selected Activity Audience.			
Add Activity					
	iximum 10)				
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative	10.07	192921	1997	1987	🚱 Update 💌
Learning Collaborative		Strate Softward Reconstrate & Incomen- Reconst (2001-and provide shared Incoment association in	Stamman Add There (2014 and Lawrence Stamman 1004(2012 Progent Telepage)	July 2017 June 2016	🖉 Update 🔻
Learning Collaborative		Security Collideration at Providence Study, Chin, a collideration and the Participation and the Security Security	Weatern Rote, 1991 (Mills '97, Frager) Streets The Avera Marie, Negree Manager (1991	September 2017 May 2018	😥 Update 🔻

C. Click on **Update** and review the prepopulated and editable information for each Activity in the pop-up window. Update or revise fields as necessary (Figure 17 & Figure 18).

Figure 17: Activities - Update

Vou must address at least two p	me-defined Activity Audiences. At least two activities i	nust be proposed for each selected Activity Audience.			
Add Activity					
★ Activities (Minimum 4) (Maximu	am 10)				
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative		(1) A realized to the local light state and Profile allocations, and the local metrics of the Provider State (1998).	Machagel, 27th 101 (access), Marcial, Math. (1999) The Statistic of Scatter Program, Sectors 4756, 12 (2019) 2004	Trappa, 10/1201 (200-002010)	🕼 Update 👻
Learning Collaborative		And a second sec	Marian of the loss denses farmer from the second se	an 1.001 Second 1.011	@Update 💌
National Audience		Human or approximation for the hardware and approximate reaction of the ready sample reaction reaction in standard, to information	Manufacture installed a being for part - anders, or warms Mail & dening for part - a for here	Pagest crossels and any for this manual, and	🚱 Update 🔻
National Audience		Research and a poster data service of non-search contents of an excited names and the contents of the second second names and the second se	and the second s	Parison (1997), 2019, 2017 (1997), 2017 1010, 2019, 2019, 2017	🖉 Update 💌

pdate Activity	
demonstrate that proposed • NCA Type: Special • Goal 1: Increase ac	related details to be conducted in the next 12 months of the project period that will address the Goal. You must activities will lead to Goal Target attainment by the end of the three-year project period. Population: People Experiencing Homelessness NCA ccess to care e number of special and vulnerable population patients served by health centers.
elds with * are required	
🕈 Activity Audience 🕕	Learning Collaborative
* Activity Name 🐌	200 characters with spaces (Approximately 1/8 page)
	7500 characters with spaces(Approximately 4 pages)
* Activity Description 🕢	Hitzer Tarittisch (Assembliss in Korphen, Songen, 1999) of articlek, Misso Astrinish assembliss in Artigan Anther Statistic Astrinistic Astrinistic Astronomy Article Constitution and an Artigan Astronomy and Astro- Neuronal Astronomy Astri Astri Astronomy Artiga Constitution and Astro- Neuronal Astronomy Astri Astro- constitution affects, and Astro-
	1000 characters with spaces (Approximately 1/2 page)
★ Person or Group Responsible €	Anation and Finance-Add Lances (Anaton (An
	<i>li</i>

Figure 18: Activities – Update Activity

- D. Provide a description for the new Activity Name field in the pop-up window to identify and correspond with each Activity. (Figure 18).
- E. Click the **[Save and Continue]** button to save the Activity Progress and navigate back to the Goal Information-Update page (Figure 10).

4. Completing the Appendices

- 1. On the NCC Progress Report Status Overview page, click the Update link for the Appendices form.
- 2. Upload the attachments by clicking the associated [Attach File] buttons (1-7):

IMPORTANT NOTES:

- Attachment 1: This attachment is required and maximum 1 document can be uploaded. You will not be able to complete and submit your NCA NCC Progress Report without including Attachment 1.
- Attachment 2: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 3: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 4: This attachment is optional and maximum 20 documents can be uploaded.
- Attachment 5: This attachment is optional and maximum 20 documents can be uploaded.
- Attachment 6: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 7: This attachment is optional and maximum 20 documents can be uploaded.

Refer to the NCA NCC Instructions for detailed information about the attachments.

3. After completing the **Appendices** form, click the **[Save and Continue]** button to proceed.

5. Reviewing and Submitting the FY 2018 NCA NCC

On the NCC Progress Report – Status Overview page, click the Review link under the 'Review and Submit' section in the left-side menu. Review the information displayed in the resulting NCC Progress Report – Review page. If you have completed each section and are ready to submit the progress report to HRSA, follow the steps below:

IMPORTANT NOTE: You will be able to submit the progress report to HRSA only if you are listed as the Project Director (PD) in EHB or if you have privileges to submit.

If you are not able to submit the progress report or you do not have the appropriate permissions, contact the BPHC Helpline by submitting a Web Request at: <u>http://www.hrsa.gov/about/contact/bphc.aspx</u> and select "Application/Progress Report: EHB Systems Questions", or call 1-877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET).

- 1. Click the [Proceed to Submit] button at the bottom of the NCC Progress Report Review page. The system navigates to the NCC Progress Report Submit page.
- 2. Click the **[Submit to HRSA]** button at the bottom of the **NCC Progress Report Submit** page. The system navigates to a confirmation page.
- 3. Your progress report has not been submitted until you confirm the submission. Click the **[Submit Report]** button in the lower right corner of the page to confirm the submission of the NCC to HRSA.
- 4. Once you submit the progress report, you receive an automatic confirmation message from the system indicating the application was submitted successfully.

6. Responding to an NCA NCC Change Request

Progress reports without all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a 'Change Requested' email notification sent by HRSA with a request for the missing information. To revise your Progress Report, access it in EHB using the steps described in section <u>1.</u> <u>Accessing the FY 2018 NCA NCC</u> of this user guide. Edit the progress report as indicated in the email sent by HRSA, and re-submit the NCA NCC Progress Report by following the steps in section <u>5. Reviewing and Submitting the FY 2018 NCA NCC</u> of this user guide.

IMPORTANT NOTE: A HRSA reviewer may cancel (or override) a change request after you have re-submitted a revised NCA NCC Progress Report, or if you have not responded to a previous change request in a timely manner. If a HRSA reviewer cancels the change request, you will receive a Change Request cancellation email. After you receive this email, you will not be able to revise your NCA NCC Progress Report. HRSA will review the last NCA NCC Progress Report that you submitted.

If HRSA does not receive the progress report by the established deadline or receives an incomplete progress report, a delay in NoA issuance or a lapse in funding may occur.