

**Instructions for Preparing and Submitting the Fiscal Year (FY) 2016
National Training and Technical Assistance Cooperative Agreements (NCA)
Non-Competing Continuation (NCC) Progress Report
for NCAs funded under HRSA-15-140**

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Purpose

This National Training and Technical Assistance Cooperative Agreements (NCA) Non-Competing Continuation (NCC) Progress Report (hereafter referred to as the progress report) will provide funding for the fiscal year (FY) 2016 budget period (July 1, 2016 through June 30, 2017). Continued funding is based on program compliance, organizational capacity to accomplish the project’s goals, Congressional appropriation, and a determination that continued funding would be in the best interest of the federal government.

Note: These instructions are specific to the progress reports to be submitted by the three NCAs funded under HRSA-15-140 with a September 1, 2015 project period start date. Progress report instructions for the 16 NCAs funded under HRSA-14-031 with a July 1, 2014 project period start date will be made available separately.

Submission and Award Information

Submissions are due in the HRSA Electronic Handbooks (EHB) by 5:00 PM ET on March 4, 2016. Awards will be made by July 1, 2016. The progress report budget request must not exceed the recommended level of support found on line 13 of the most recent Notice of Award (NoA).

Technical Assistance

ASSISTANCE NEEDED	PLEASE CONTACT
General NCA technical assistance (e.g., copies of forms, FAQs)	NCA Technical Assistance Website http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html
NCA budget or other fiscal questions	Brian Feldman Office of Federal Assistance Management Division of Grants Management Operations bfeldman@hrsa.gov or 301-443-3190
NCA progress report questions	NCA Response Team Bureau of Primary Health Care Office of Policy and Program Development bphcnca@hrsa.gov or 301-594-4300
EHB submission issues (e.g., questions on completing forms in EHB)	Submit a Web Request at: http://www.hrsa.gov/about/contact/bphc.aspx or 1-877-974-BPHC (2742)

Reporting

NCA's must comply with the following reporting requirements.

- Audit Requirements**
 Effective December 26, 2014, all administrative and audit requirements, and the cost principles that govern federal monies associated with this award, will be subject to the Uniform Guidance [2 CFR 200](#) as codified by the Department of Health and Human Services (HHS) at [45 CFR 75](#), which supersede the previous audit requirements.
- Payment Management Requirements**
 Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System (PMS). The report identifies cash expenditures against the authorized cooperative agreement funds. Failure to submit the report may result in the inability to access cooperative agreement funds.
- Status Reports**
 Submit a Federal Financial Report (SF-425) in EHB at the end of each budget period to account for expenditures under the project for the budget period. You will be permitted 90 days to liquidate obligations following the end of the budget period. The report will be due October 30, 2016 (the first quarterly reporting date after the 90-day liquidation period).
- Transparency Act Reporting Requirements**
 Awards issued are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, and implemented by 2 CFR Part 170. Grant recipients must report information for each first-tier subaward of \$25,000 or more in Federal funds and executive total compensation for the recipient's and subrecipient's

five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (FFATA details are available at <http://www.hrsa.gov/grants/ffata.html>).

General Instructions

Due to the short period of time that NCAs funded under HRSA-15-140 have had to implement their Project Work Plan, these NCAs may have limited information to describe in this progress report. However, a complete progress report that addresses all listed components is required. The progress report must provide progress updates since September 1, 2015 (the project period start date for the NCA competitive award).

The progress report must not exceed **40 pages** when printed by HRSA (approximately 5 MB). Submit 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 reports lacking all required information will be considered incomplete or non-responsive and will be returned via a “request change” notification in EHB for the provision of missing information. If HRSA does not receive a 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.

The progress report must consist of the forms and documents identified in [Table 1](#). In the Form Type column of Table 1, “Forms” are completed online directly in EHB. “Attachments” are materials that must be uploaded into EHB.

Table 1: Forms and Attachments

Progress Report Section	Form Type	Instructions	Counted in Page Limit?
SF-PPR	Form	Instructions are included in the NCA User Guide available in EHB and at the NCA technical assistance website .	No
SF-PPR-2	Form	Instructions are included in the NCA User Guide available in EHB and at the NCA technical assistance website .	No
Budget Information: Budget Details Form	Form	Refer to Section A. Budget Details Form for detailed instructions.	No
Budget Narrative	Attachment	Upload the Budget Narrative. Refer to Section B. Budget Narrative for detailed instructions.	Yes

Progress Report Section	Form Type	Instructions	Counted in Page Limit?
Attachments 1: Program Narrative Update	Attachment	Refer to Attachment Instructions for detailed instructions.	Yes
Attachments 2-5	Attachments (as applicable)	Refer to Attachment Instructions for detailed instructions.	Yes
Attachment 6: Project Work Plan Progress Report	Attachment	Refer to Appendix A for detailed instructions.	Yes
Attachment 7: Project Work Plan Update	Attachment	Refer to Appendix A for detailed instructions.	Yes
Attachment 8	Attachment (as applicable)	Refer to Attachment Instructions for detailed instructions.	Yes

Attachment Instructions

Attachment 1: Program Narrative Update (*Required*)

Provide a brief narrative highlighting **broad issues, significant progress, and challenges** that have impacted the target areas and the NCA organization. This section should expand on the updates provided in the Project Work Plan Progress Report (Attachment 6). The Program Narrative Update should include a discussion each of the following items (1 through 4).

1. **Any significant progress, challenges, and changes to the approved NCA Training and Technical Assistance (T/TA) activities** beyond those included in the Project Work Plan Progress Report and the Project Work Plan Update (see [Appendix A](#)). Include a description of:
 - Specific challenges encountered and the strategies used to overcome them.
 - Significant strategy changes needed to address the unique T/TA needs of health centers receiving or seeking special populations funding¹ and what determined the need for those changes.

¹ Section 330(g): Migratory and Seasonal Agricultural Workers, Section 330(h): Individuals and Families Experiencing Homelessness, and Section 330(i): Individuals Living in Public Housing.

REMINDER: Any T/TA activity for which NCAs use HRSA funds must be made available to all existing or potential health centers (i.e., Health Center Program award recipients and look-alikes) nationwide, regardless of NCA membership. It will be a violation of the cooperative agreement if NCAs refuse to work with an existing or potential health center. NCAs should provide equal access to T/TA services without regard to NCA membership.

2. Any significant changes to collaborations, partnerships, and coordinated activities.

Describe significant changes to planned or current collaborations or activities coordinated with HRSA-supported TA providers (e.g., other NCAs, Primary Care Associations, Primary Care Offices, Health Center Controlled Networks) and other relevant target area stakeholders. Address how these changes will impact achievement of the goals outlined in the work plan.

3. Any significant changes to plans for evaluation and dissemination of lessons learned.

Describe significant changes to the dissemination and/or evaluation strategies related to data collection and analysis, needs assessments, and lessons learned to date.

4. Any significant changes to project staffing. Describe updates to the project's staffing plan and address any significant challenges encountered in recruiting and retaining key management/project staff to accomplish the objectives of the work plan. Refer to Attachments 2 and 5 as appropriate.

Attachment 2: Staffing Plan (As Applicable)

If the staffing plan has changed (e.g., new staff hired), provide a revised staffing plan that includes staff education, experience, qualifications, and the rationale for the changes. See the [NCA technical assistance website](#) for a sample that provides details on the information required for inclusion.

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

If position descriptions for key staff, including vacant positions, have changed, upload new job descriptions. Position descriptions must be limited to one page and include at a minimum the roles, responsibilities, and qualifications for each position. Distinguish between job descriptions if key positions are combined and/or part time (e.g., CEO and CFO roles are shared).

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

If there have been any new key staff hired, provide biographical sketches for the individuals, if not previously submitted to your Project Officer. Each biographical sketch must be limited to one page. At a minimum, biographical sketches should include training, language fluency, and experience working with the cultural and linguistically diverse populations that are served by the program.

Attachment 5: Summary of Contracts and Agreements (As Applicable)

Provide a summary describing any new or revised T/TA contracts and/or agreements. The summary must address the following items for each contract and agreement:

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

Attachment 6: Project Work Plan Progress Report

Instructions for developing the Project Work Plan Progress Report are provided in [Appendix A.1 - Completing the Project Work Plan Progress Report](#). See also the sample Project Work Plan Progress Report on the [NCA technical assistance website](#).

Attachment 7: Project Work Plan Update

Instructions for developing the Project Work Plan Update are provided in [Appendix A.2 - Completing the Project Work Plan Update](#). See also the sample Project Work Plan Update on the [NCA technical assistance website](#).

Attachment 8: Other Relevant Documents (As Applicable)

Provide other documents to support the progress report (publications, survey instruments, data summary charts, organizational charts). If your organization claims indirect costs in your budget, you must upload a copy of your most recent indirect cost rate agreement. Merge all additional items into a single document before uploading. Please note that these documents will count against the page limit.

Budget Forms Instructions

A complete budget presentation includes the Budget Information: Budget Details form, to be completed electronically in EHB for the FY 2016 budget period (July 1, 2016 through June 30, 2017) and the budget narrative attachment. HRSA recommends the following resources to facilitate development of an appropriate budget:

- The *HHS Grants Policy Statement*: <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>.
- The *HHS Policy on Promoting Efficient Spending*: <http://www.hhs.gov/grants/contracts/contract-policies-regulations/efficient-spending/index.html>.
- The *BPHC Primary Care Association Guide 2012-2013*: <http://bphc.hrsa.gov/programopportunities/fundingopportunities/pca/pcaguide2012-2013.pdf>.

Funds under this announcement may not be used for the following purposes:

- Construction/renovation of facilities.
- Activities not approved under the cooperative agreement.
- Reserve requirements for state insurance licensure.
- Support for lobbying/advocacy efforts.

- Conference sponsorship (content development of individual program sessions related to the NCA Project Work Plan is allowable; refer to the [HHS Policy on Promoting Efficient Spending](#) and the [Primary Care Association Guide 2012-2013](#) listed above).

1. Budget Information: Budget Details Form (Required)

The budget request should only include federal funds for the proposed NCA activities. Do not provide other sources of funding.

In Section A: Budget Summary, the NCA request in the federal column is pre-populated and cannot be edited. The federal funding requested equals the Recommended Federal Budget figure that appears at the top of the Budget Information: Budget Details form. This figure corresponds with the Recommended Future Support figure from line 13 of the most recent NoA.

In Section B: Budget Categories, provide a breakdown of the requested funds by object class category (e.g., Personnel, Fringe Benefits). You may want to use the Budget Information: Budget Details form included with the FY 2015 competitive application as a reference point, noting that the total value for each object class category may differ year to year based on programmatic changes. The total in Section B should match the federal request in Section A.

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

In Section C: Non-Federal Resources, do not provide other sources of funding.

2. Budget Narrative (Required)

Include a line-item budget narrative explaining the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details form (see the sample budget narrative on the [NCA technical assistance website](#)). The budget narrative is for **one year, based on the FY 2016 budget period (July 1, 2016 through June 30, 2017)**. Upload the budget narrative in the Budget Narrative Form section in EHB. The budget narrative must contain detailed calculations explaining how each line-item expense is derived. Include the following in the Budget Narrative:

Personnel Costs: List each staff member to be supported by federal cooperative agreement funds, and include the name (if possible), position title, percent full time equivalency (FTE), and annual salary. **Reminder:** Federal funds may not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II of the Federal Executive Pay scale (currently \$183,300). An individual's base salary, per se, is not constrained by the legislative provision; the rate limitation restricts the amount of the salary that may be charged to the NCA funding. Provide all base salaries at the full amount, even if they exceed the salary limit.

[Table 2](#) provides the information that must be included for each staff position supported in whole or in part with NCA cooperative agreement funds.²

Table 2: Budget Sample for Salary Limitation

Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary	Federal Amount Requested
J. Smith	Chief Executive Officer	50	\$225,000	\$183,300	\$91,650
R. Doe	Chief Financial Officer	100	\$75,950	no adjustment needed	\$75,950
B. Nelson	Data/IT Specialist	25	\$65,000	no adjustment needed	\$16,250

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

Travel: List travel costs categorized by local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel, and staff/board members completing the travel must be outlined. For long distance travel, include the reason for travel (e.g., name of conference and location), staff traveling, as well as itemized costs associated with airfare, ground transportation, per diem, hotel, conference/meeting registration fees, etc. The budget must also reflect travel expenses associated with participating in proposed meetings, trainings, or workshops.

Equipment: Identify the cost per item and justify the need for each piece of equipment to carry out the project. Equipment includes moveable items that are non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000.

Supplies: List the items necessary for project implementation, separating items into two categories: office supplies (e.g., paper, pens) and educational supplies (e.g., brochures).

Contracts: Provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. Each recipient is responsible for ensuring that it has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring contracts consistent with the federal procurement standards set forth in [45 CFR Part 74](#): Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and

² If a full-time staff member is paid from several HRSA funding sources the total federal contribution to that staff person's salary cannot exceed \$183,300.

Commercial Organizations or [45 CFR Part 92](#): Uniform Administrative Requirements for Grants And Cooperative Agreements to State, Local, and Tribal Governments, as appropriate.

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

Indirect Costs: Indirect costs include costs incurred for common or joint objectives that cannot be readily identified but are necessary to organizational operation (e.g., facility operation and maintenance, depreciation, administrative salaries). Visit <https://rates.psc.gov/> to learn more about indirect cost rate agreements, including the process for applying for an agreement.

Note: If your organization claims indirect costs in your budget, you must upload a copy of your most recent indirect cost rate agreement in [Attachment 8](#).

Appendix A: Project Work Plan Instructions

Overview

The Project Work Plan Progress Report and the Project Work Plan Update will be developed by modifying two separate copies of the 22-month Project Work Plan you negotiated with your Project Officer following the September 1, 2015 award, as instructed below. The Project Work Plans should only address activities supported under the NCA cooperative agreement.

1. Completing the Project Work Plan Progress Report

Add the new fields noted in [Table 3](#) to your most recently approved 22-month Project Work Plan. Refer to the sample Project Work Plan Progress Report available on the [NCA technical assistance website](#) for guidance regarding the placement and completion of the new fields: Progress on Target Area Specific Measure Expected Impact, Progress, and Evaluative Measure Current Value.

Table 3: Project Work Plan Progress Report

Field	About this Field
Target Area	Do not edit or delete information in this field.
Target Area Specific Measure	Do not edit or delete information in this field.
Target Area Specific Measure Expected Impact Narrative	Do not edit or delete information in this field.
Progress on Target Area Specific Measure Expected Impact	<p>New field to be added to the Project Work Plan.</p> <p>Describe progress to date toward the Expected Impact under each Target Area Specific Measure.</p> <p>This is a required field. If there has been no progress to date, note this and explain why progress has not been made.</p>
Key Factors	Do not edit or delete information in this field.

Field	About this Field
Activity	Do not edit or delete information in this field.
Person/Area Responsible	Do not edit or delete information in this field.
Time Frame	Do not edit or delete information in this field.
Expected Outcome	Do not edit or delete information in this field.
Progress	<p>New field to be added to the Project Work Plan.</p> <p>Describe progress to date on performing each activity and achieving each expected outcome.</p> <p>This is a required field. If there has been no progress to date, note this and explain why progress has not been made.</p>
Required Evaluative Measures	Do not edit or delete information in this field.
Goal	Do not edit or delete information in this field.
Evaluative Measure Current Value	<p>New field to be added to the Project Work Plan.</p> <p>Provide current data for each of the 4 Standard Evaluative Measures based on all NCA T/TA completed to date (since September 1, 2015).</p> <p>This is a required field.</p>

2. Completing the Project Work Plan Update

Update your most recently approved 22-month Project Work Plan to highlight any changes planned for the FY 2016 budget period (July 1, 2016 through June 30, 2017) by modifying only the fields listed in [Table 4](#) as editable. This version of the Project Work Plan should include all of the fields that were included in the Project Work Plan negotiated with your Project Officer following the September 1, 2015 award.

Limit changes to those necessary to best achieve the previously approved Target Area Specific Measure(s) Expected Impact. Refer to the sample Project Work Plan Update available on the [NCA technical assistance website](#) for guidance. **Highlight fields with updates to facilitate Project Officer review of proposed changes.**

Table 4: Project Work Plan Update

Field	About this Field
Target Area	Do not edit or delete information in this field.
Target Area Specific Measure	Do not edit or delete information in this field.
Target Area Specific Measure Expected Impact Narrative	Do not edit or delete information in this field.
Key Factors (Editable)	<p>If necessary, update the key factors predicted to contribute to and restrict progress.</p> <p>As a reminder, a minimum of 2 key factors (maximum of 5) must be included for each goal. At least 1 restricting key factor and 1 contributing key factor must be identified for each goal.</p>
Activity (Editable)	<p>If necessary, update activities planned for the upcoming budget period.</p> <p>As a reminder, activities must be directly related to the Target Area Specific Measure under which they are entered. At least 4 activities must be listed for each Target Area Specific Measure, with a maximum of 10. Of the activities planned, at least 2 (but no more than 5) under each Target Area Specific Measure must be focused on Learning Collaboratives and at least 2 (but no more than 5) must be focused on a National Audience.</p>

Field	About this Field
Person/Area Responsible (Editable)	If necessary, update the person/position that will be responsible and accountable for carrying out each activity.
Time Frame (Editable)	If necessary, update the timeline for carrying out each activity.
Expected Outcome (Editable)	If necessary, update the principal outcome for each activity (i.e., quantitative and qualitative results).
Required Evaluative Measures	Do not edit or delete information in this field.
Goal	Do not edit or delete information in this field.