



Fiscal Year (FY) 2016 Budget Period Progress Report (BPR) Noncompeting Continuation (NCC)

Technical Assistance Briefing

BPR Technical Assistance (TA) Web page:

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



Agenda



- Overview
- Due Dates & Times
- Submission Process & Requirements
- Program Narrative Update
- Budget Requirements
- Scope Certification
- HRSA Resources and Contacts
- Question & Answer Session



Overview



- The BPR provides an update on the progress of Health Center Program grantees whose project period continues in FY 2016 (October 1, 2015 – September 30, 2016).
- The BPR is submitted only in the HRSA Electronic Handbook (EHB).
- BPR Instructions and the BPR EHB User Guide are available in EHB and on the BPR TA Web page (<http://bphc.hrsa.gov/programopportunities/fundingopportunities/continuation/continuation.html>).

PLEASE NOTE: A Health Center Program grantee whose project period ends in FY 2016 must complete a Service Area Competition (SAC) application instead of a BPR. See the SAC TA Web page for details: <http://bphc.hrsa.gov/programopportunities/fundingopportunities/SAC/index.html>



FY 2016 Due Dates & Times



Budget Period Start Date	EHB Grantee Access (Mondays)	EHB Deadline (Fridays at 5:00 PM ET)	Division Review Due Date
January 1, 2016	July 6, 2015	August 28, 2015	October 27, 2015
February 1, 2016	July 27, 2015	September 18, 2015	November 17, 2015
March 1, 2016	August 31, 2015	October 23, 2015	December 22, 2015
April 1, 2016	September 28, 2015	November 20, 2015	January 19, 2016
May 1, 2016	October 26, 2015	December 18, 2015	February 16, 2016
June 1, 2016	November 30, 2015	January 22, 2016	March 22, 2016

- Grantees are given approximately 8 weeks to complete the BPR.
- November 1 and December 1 Budget Period Starts have been eliminated.



Polling Question # 1



- Is this your first time completing the BPR?
 - A. Yes, I am a new grantee and have never completed a BPR.
 - B. Yes, although my organization has been a grantee for some time, I have never submitted a BPR.
 - C. No, I have completed the BPR in previous years.
 - D. I don't know.



Submission Requirements



- SF-PPR and SF-PPR-2 (basic information forms)
- Budget Information: Budget Details
- Budget Narrative Attachment
- Program Specific Forms:
 - Program Narrative Update
 - Form 3: Income Analysis
 - Scope Certification Summary Page

See Table 2: Submission Components on Page 4 for more information



Polling Question # 2



- As part of the BPR submission, grantees are required to submit:
 - A. Program Narrative Update
 - B. Form 3: Income Analysis
 - C. Scope Certification Form
 - D. Budget Narrative, which is the only required attachment
 - E. All of the above



Answer to Polling Question # 2



Answer is E: All of the Above

Submission components include:

- SF-PPR and SF-PPR-2 (basic information forms)
- Budget Information: Budget Details
- Budget Narrative Attachment
- Program Specific Forms:
 - Program Narrative Update
 - Scope Certification Form
 - Form 3: Income Analysis



2016 BPR Updates



Program Narrative Update:

- The Patient Capacity table includes an updated calculation of the *Projected Number of Patients* column.
- The Supplemental Awards table has been updated to reflect the most current list of supplemental awards.
- The Clinical Performance Measures table includes a new Oral Health measure.
- The Financial Performance Measures table includes a new Health Center Program Grant Cost per Patient measure. Additionally, the audit related measures are no longer required.



Polling Question #3

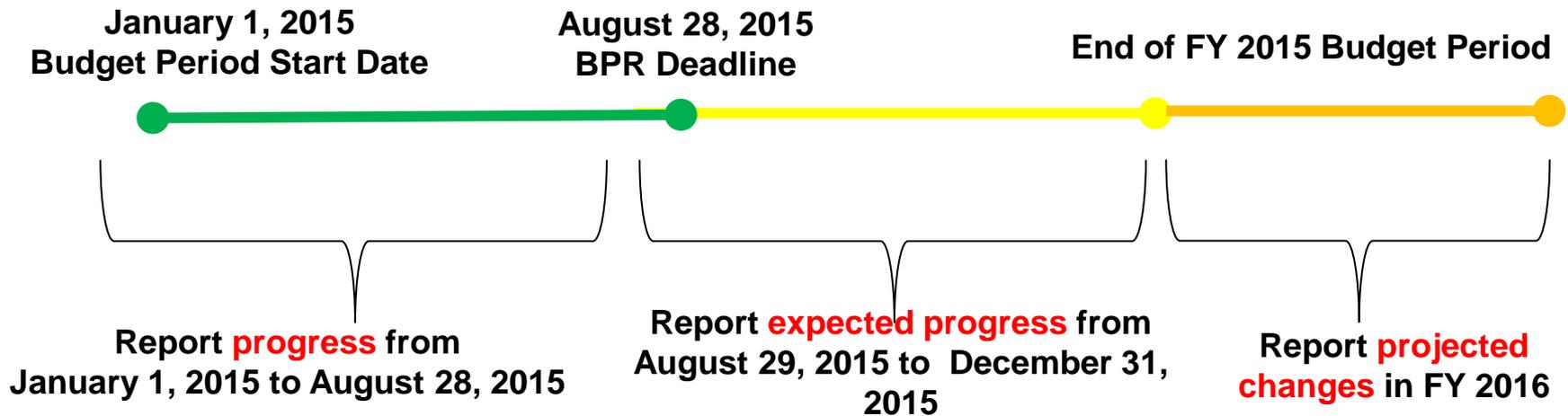


The Period of Reporting for the BPR is:

- A. From the beginning of their budget period until date of submission.
- B. From their last BPR until date of submission.
- C. From the beginning of the calendar year until date of submission.
- D. From the beginning of the FY 2015 budget period until the date of BPR submission; expected progress for the remainder of the budget period; and projected plans for the FY 2016 budget period.

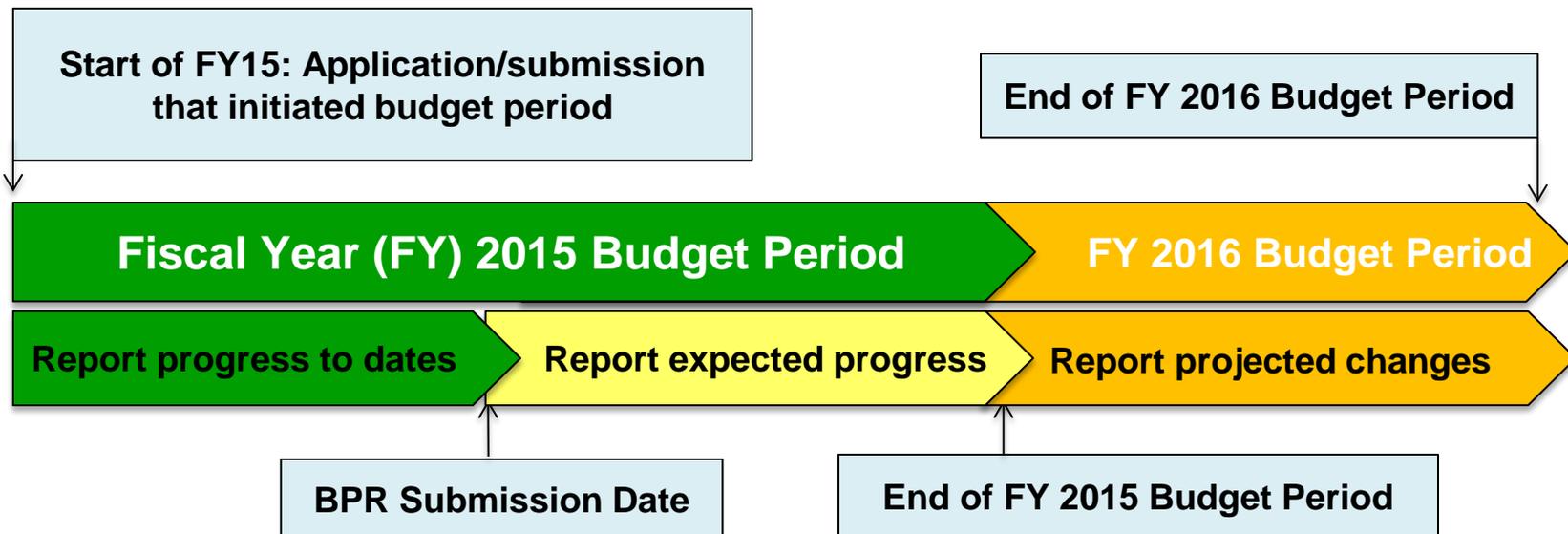
Answer: D

From the beginning of the FY 2015 budget period until the date of BPR submission; expected progress for the remainder of the budget period; and projected plans for the FY 2016 budget period.



The Program Narrative Update must address the following:

- *Progress* and changes from the beginning of the FY 2015 budget period until the date of BPR submission;
- *Expected progress* for the remainder of the budget period; and
- *Projected changes* for the FY 2016 budget period.





Program Narrative Update



The Program Narrative Update is a structured form in EHB that covers the following five areas:

- Environment
- Organizational Capacity
- Patient Capacity*
- Supplemental Awards*
- Clinical and Financial Performance Measures*

Each narrative field within each section is limited to 3,000 characters (approximately 2 pages).

* Updated in FY 2016 BPR



Program Narrative Update (1/5)



Key Area: Environment

Discuss broad changes in the region, state, and/or community over the past year that have impacted the project (e.g., changing service area demographics/shifting target population needs, changes in major health care providers in the service area, changes in key program partnerships, Affordable Care Act implementation at the state/local level).



Key Area: Organizational Capacity

Discuss changes in the organization's capacity over the past year that have impacted or may impact the implementation of the funded project, including changes in:

- Staffing, including staff composition and/or key staff vacancies
- Operations
- Systems, including financial, clinical, and/or practice management systems
- Financial status

Key Area: Patient Capacity

Discuss the trend in unduplicated patients served and report progress in reaching the projected number of patients to be served in the identified categories. Explain key factors driving significant changes in patient numbers and any downward trends or limited progress towards the projected patient goals.

In EHB, the Patient Capacity is reported by:

- Total Unduplicated Patients
- MHC, HCH, and PHPC Populations

Total Unduplicated Patients

- The data in the *Projected Number of Patients* column of the Total Unduplicated Patients section is the unduplicated patient commitment for the service area from the May 21, 2015 email.

Program Narrative Update - Patient Capacity and Supplemental Awards

Note(s):
Describe the progress made from the beginning of a grantee's FY 2015 budget period until the date of date of BPR submission, the expected progress for the remainder of the budget period, and any projected changes for the FY 2016 budget period.

Due Date: (Due In: Days) | Section Status:

Resources

View
BPR 2016 User Guide | Funding Opportunity Announcement

Fields with * are required

Environment and Organizational Capacity | **1** Patient Capacity and Supplemental Awards | Clinical/Financial Performance Measures

2 Patient Capacity

* Referencing the % Change 2012-2014 Trend, % Change 2013-2014, and % Progress Toward Goal columns:

- Discuss the trend in unduplicated patients served and report progress in reaching the projected number of patients to be served in the identified categories.
- Explain key factors driving significant changes in patient numbers and any downward trends or stalled progress towards the projected patient goals.

Notes:

- % Change and % Progress data are pre-populated calculations based on UDS reporting.
- If you completed a BPR in FY 2015, you can reference your Patient Capacity progress details via the following link: FY 2015 BPR Progress Report

Notes:

- 2012 - 2014 Patient Number data are pre-populated from Table 4 in the UDS Report.
- The Projected Number of Patients value is pre-populated from the Target Patient communicated to Authorizing Official, Business Official, and Project Director on May 21, 2015.

Project Period: (Pre-populated from most recent Notice of Award)

2012 Patient Number (1)	2013 Patient Number (2)	2014 Patient Number (3)	% Change 2012-2014 Trend (4)	% Change 2013-2014 (5)	% Progress toward Goal (6)	3 Projected Number of Patients	Patient Capacity Narrative (for Current Project Period: 4/1/2014 - 3/31/2017) Approximately 2 pages (8) (Max 3000 Characters) 3000 Characters left

Total Unduplicated Patients



Special Populations (MHC, HCH, PHPC)



- The *Projected Number of Patients* column of the Special Populations section is pre-populated from the patient projection in the application that initiated your current project period (SAC/NAP) plus selected supplemental funding awarded after the start of the current project period.

Patient Capacity For Special Populations (MHC, HCH, and PHPC Populations)						
App that initiated the current PP	Base + Columns with an X	FY 2014 ES	FY 2015 ES	FY 2013 NAP	FY 2014 NAP	FY 2015 NAP
FY 2015 SAC	Special Pops projections in the FY15 SAC	X	X			X
FY 2014 SAC	Special Pops projections in the FY14 SAC	X	X	X	X	X
FY 2012 SAC	Special Pops projections in the FY12 SAC	X	X	X	X	X

Key Area: Supplemental Awards

- Discuss progress made in implementing recent supplemental Health Center Program awards, as applicable.
- For each of the awards, describe progress toward goals; key factors impacting progress; and plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

Supplemental Award	FY 2013	FY 2014	FY 2015
New Access Point (NAP)	X	X	X
Expanded Services	NOT APPLICABLE	X	X
Behavioral Health Integration (BHI)	NOT APPLICABLE	X	X



Key Area: Clinical and Financial Performance Measures

Discuss the trends in performance measures. Explain significant changes and discuss progress toward reaching the projected goals, including key factors impacting performance.

- **New Oral Health Measure**
 - Percentage of children, age 6-9 years, at moderate to high risk for caries who received sealant on a first permanent molar during the reporting period.
- **New Financial Measure**
 - Health Center Program grantee cost per patient
- **Low-Birth Weight Measure**
 - BPR trend data now accurately reflect progress toward the goal when data points are declining (fewer infants born with low birth weight)
- The New HIV Cases with Timely Follow-up performance measure has been renamed HIV Linkage to Care



Program Narrative Update General Information



- Measure goals are pre-populated from the Projected Data (by End of Project Period)/Measure Goal from your FY 2015 SAC/NAP/BPR.
- If pre-populated supplemental data or performance measures are not accurate, provide explanation in the Patient Capacity Narrative section.
- If clinical performance measures were not provided in the past, provide a projection by the end of the project period.
- Previous applications/submissions are hyperlinked and/or available for reference; see the BPR EHB User Guide for instructions on accessing these documents.



Polling Question # 4



Can a grantee make changes to the scope of project within the BPR submission?

- Yes
- No



Answer to Polling Question #4



- **NO.** Changes to the scope of project must be requested using the Change in Scope module within EHB.
- In the BPR, Forms 5A, 5B, and 5C will be pre-populated from the grantee's official scope of project and cannot be modified.
- Narrative included in the submission related to changes in scope will not constitute a formal change in scope request.

Recommended Federal Budget: \$183,300.00 1

Section A - Budget Summary 2 Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget			
		Federal	Non-Federal	Total	
Community Health Centers	93.224	\$100,000.00	\$0.00	\$100,000.00	
Health Care for the Homeless	93.224	\$176,567.00	\$0.00	\$176,567.00	
Update Sub Program		Total:	\$276,567.00	\$0.00	\$276,567.00

Section B - Budget Categories 3 Update

Object Class Categories	Grant Program Function or Activity		
	Federal	Non-Federal	Total
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00

- The Budget Information: Budget Details form provides a breakdown of funding for the upcoming budget period.
- The total budget value for the upcoming budget period will appear at the top of the Budget Information: Budget Details form.
- The Budget Narrative should demonstrate adherence to the \$183,300 salary limitation.



Scope Certification Form



- The Scope Certification Form requires grantees to certify that the scope of project for information pre-populated in the BPR is accurate OR that the grantee has already submitted any Change in Scope (CIS) requests necessary to correct inaccuracies.
- Forms 5A and 5B can be refreshed within the BPR to ensure that they reflect any recent CIS activity.

OMB No.: 0915-0285. Expiration Date: 9/30/2016

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number
1. Scope of Project Certification – Services – <i>select only one below</i>		
<input type="checkbox"/> By checking this option, I certify that I have reviewed my Form 5A: Services Provided and it accurately reflects all services and service delivery methods included in my current approved scope of project.		
<input type="checkbox"/> By checking this option, I certify that I have reviewed my Form 5A: Services Provided and it requires changes that I have submitted through the change in scope process.		
2. Scope of Project Certification – Sites – <i>select only one below</i>		
<input type="checkbox"/> By checking this option, I certify that I have reviewed my Form 5B: Service Sites and it accurately reflects all sites included in my current approved scope of project.		
<input type="checkbox"/> By checking this option, I certify that I have reviewed my Form 5B: Service Sites and it requires changes that I have submitted through the change in scope process.		



Polling Question



- What Technical Assistance resources did you find most helpful in FY 2015?
 - A. BPR Webpage
 - B. BPR Instructions
 - C. BPR EHB User Guide
 - D. BPR Email inbox BPNCBPR@hrsa.gov
 - E. All
 - F. None



Technical Assistance Contacts



- Information on completion of the BPR and Frequently Asked Questions (FAQs) can be found on the Grantee BPR TA Web page (<http://bphc.hrsa.gov/programopportunities/fundingopportunities/continuation/continuation.html>).
- Program Related Questions: René Herbert
BPHCBPR@hrsa.gov | 301-594-4300
- Budget Related Questions: Carolyn Testerman
ctesterman@hrsa.gov | 301-594-4244
- EHB Issues: BPHC Helpline Online Request (<http://www.hrsa.gov/about/contact/bphc.aspx>) | 877-974-2742



Question & Answer Session



REMINDERS

- Failure to include all required information may result in a submission being returned for changes which could delay award.
- Incomplete or non-responsive progress reports will be returned through a Request Change notification.
- Failure to submit the BPR by the deadline or submission of an incomplete or non-responsive progress report may result in a delay in Notice of Award issuance or a lapse in funding.
- Throughout the application process, please refer to the Frequently Asked Questions (FAQ) on the BPR TA Web page (<http://bphc.hrsa.gov/programopportunities/fundingopportunities/continuation/continuation.html>).