



Fiscal Year (FY) 2018
Budget Period Progress Report (BPR)
Noncompeting Continuation (NCC)
Technical Assistance Briefing

BPR Technical Assistance (TA) webpage:

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

Karen Fitzgerald
Public Health Analyst
Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)



Agenda

- Overview
- FY 2018 BPR Deadlines
- Submission Requirements
- Budget Requirements
- Program Specific Forms
- Project Narrative Update
- HRSA Resources & Contacts
- Question & Answer Session



Polling Question # 1

Is this your first time completing a BPR?

- A. Yes, I am a new award recipient and have never completed a BPR.
- B. Yes, although my organization has been an award recipient for some time, I have never completed a BPR.
- C. No, I have completed the BPR in previous years.
- D. N/A (BPHC or PCA staff)

Overview

- The BPR provides an update on the progress of Health Center Program award recipients whose project period continues in FY 2018.
- The BPR is submitted only in the Electronic Handbooks (EHB).
- BPR Instructions and the BPR EHB User Guide are available in EHB and on the [BPR TA Webpage](#).

NOTE: A Health Center Program award recipient whose project period ends in FY 2018 (October 1, 2017 – September 30, 2018) must complete a Service Area Competition (SAC) application instead of a BPR. See the SAC TA webpage for details:

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



FY 2018 BPR Deadlines

Budget Period Start Date	EHB Award Recipient Access (Mondays)	EHB Deadline (Fridays at 5:00 PM ET)
January 1, 2018	June 26, 2017	August 18, 2017
February 1, 2018	July 17, 2017	September 8, 2017
March 1, 2018	August 21, 2017	October 13, 2017
April 1, 2018	September 18, 2017	November 17, 2017
May 1, 2018	October 23, 2017	December 15, 2017
June 1, 2018	November 20, 2017	January 19, 2018



Submission Requirements

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



Budget Requirements:

Budget Information: Budget Details

Recommended Federal Budget: \$176,567.00 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
Total:		\$276,567.00	\$0.00	\$276,567.00

Update Sub Program

Section B - Budget Categories 3 Update

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
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 federal and non-federal breakdown of funding for the upcoming budget period.
- The total Federal budget value for the upcoming budget period will appear at the top of the Budget Information: Budget Details form.

Budget Requirements: Budget Narrative Attachment

- The only attachment for the BPR submission.
- Provides a breakdown of all projected federal and non-federal costs for the upcoming FY 2018 budget period.
- Should align with the amounts listed in Section B: Budget Categories of the Budget Information: Budget Details form.
- Must demonstrate adherence to the salary limitation (currently \$187,000).
- A sample is available on the [BPR TA webpage](#).



Program Specific Forms

- Form 3: Income Analysis collects the projected income from all sources other than the Health Center Program federal funds.
- Forms 5A, 5B and 5C are pre-populated from your approved scope of project (services, sites, and other activities/locations).
- The Scope Certification Form certifies that:
 - The scope of project information pre-populated in the BPR is accurate.
- OR**
 - That you have already submitted any Scope Adjustment or Change in Scope (CIS) requests necessary to correct inaccuracies.
- The Project Narrative Update collects information regarding progress made and changes expected for your organization.



Polling Question #2

As part of the BPR submission, award recipients are required to submit:

- A. Project Narrative Update
- B. Form 3: Income Analysis
- C. Scope Certification Form
- D. Budget Narrative
- 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:
 - Form 3: Income Analysis
 - Scope Certification Form
 - Project Narrative Update



Project Narrative Update

The Project Narrative Update is a structured form in EHB that covers the following six areas:

- Environment
- Organizational Capacity
- Patient Capacity*
- Supplemental Awards*
- One-Time Funding Awards*
- Clinical/Financial Performance Measures*

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

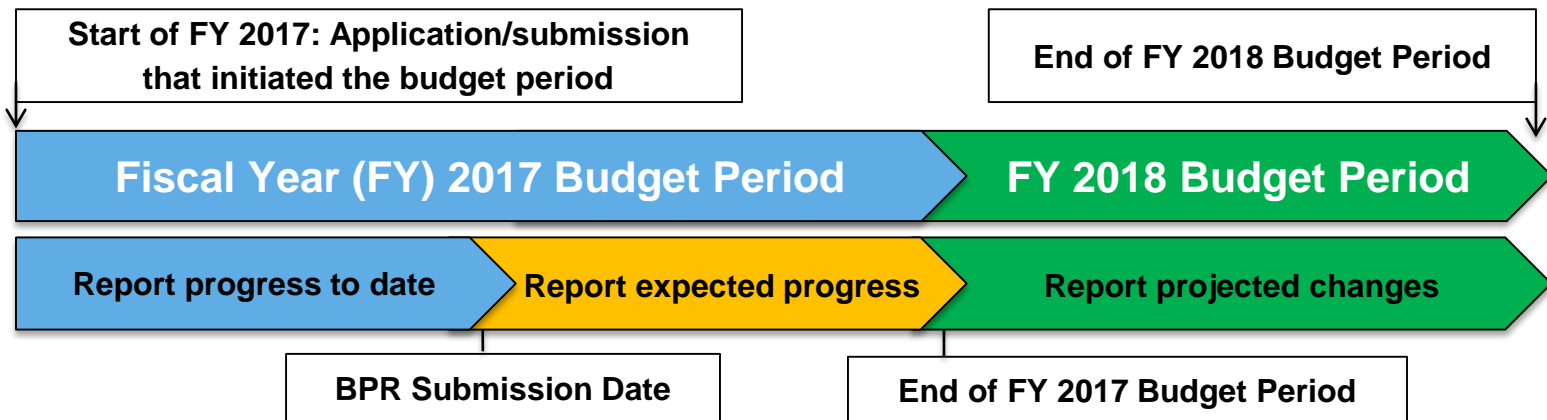
* Updated in FY 2018



Reporting the Budget Period Progress

The Project Narrative Update must address the following:

- **Progress** and changes from the beginning of the FY 2017 budget period until the date of BPR submission;
- **Expected progress** for the remainder of the budget period; and
- **Projected changes** for the FY 2018 budget period.



Project Narrative Update: Environment

Discuss the major changes in the region, state, and/or community over the past year that have directly impacted/affected the progress of the funded 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, changes in insurance coverage, including Medicaid, Medicare and the Children's Health Insurance Program (CHIP)).



Project Narrative Update: Organizational Capacity

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

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

Project Narrative Update: 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 toward the projected patient goals.

In EHB, the Patient Capacity is reported by:

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

Total Unduplicated Patients

The data in the *Projected Number of Patients* column of the Total Unduplicated Patients section is the patient target for the service area as communicated in the May 8, 2017 Patient Target email.

Project Narrative Update – Patient Capacity and Supplemental Awards

Note(s):
Describe the progress made from the beginning of a grantee's FY 2017 budget period until the date of BPR submission, the expected progress for the remainder of the budget period, and any projected changes for the FY 2018 budget period.

Due Date: (Due In: Days) | Section Status: Not Complete

Resources

Fields with * are required

Environment and Organizational Capacity
 Patient Capacity and Supplemental Awards
 One Time Funding
 Clinical/Financial Performance Measures

Patient Capacity

* Referencing the % Change 2014-2016 Trend, % Change 2015-2016, 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.
- In the Patient Capacity Narrative column, explain key factors driving significant changes in patient numbers and any downward trends or limited progress toward the projected patient goals.

Notes:

- 2014-2016 Patient Number data are pre-populated from Table 3a in the UDS Report.
- The Projected Number of Patients value is pre-populated from the Patient Target communicated via email to the Authorizing Official and Project Director on May 8, 2017. If you did not receive this email, contact BPHCPatientTargets@hrsa.gov.

Project Period: -

Unduplicated Patients	2014 Patient Number	2015 Patient Number	2016 Patient Number	% Change 2014-2016 Trend	% Change 2015-2016 Trend	% Progress toward Goal	Projected Number of Patients	Patient Capacity Narrative (for Current Project Period)
Total Unduplicated Patients	1188	1188	1188	1188	1188	1188	1188	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.



Special Populations (MHC, HCH, PHPC)

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

Patient Capacity For Special Populations (MHC, HCH, and PHPC Populations)						
App that initiated the current PP	Base	FY 2015 ES	FY 2015 NAP (Aug awards)	FY 2016 Substance Abuse	FY 2016 Oral Health	FY17 NAP (Satellite awards)
FY2016 SAC	Special Pops projections in the FY 2016 SAC	X	X	X	X	X
FY 2017 SAC	Special Pops projections in the FY 2017 SAC	Already included in base (as applicable)	Already included in base (as applicable)	Already included in base (as applicable)	X	X
FY 2017 NAP	Special Pops projections in the FY 2017 NAP	N/A	N/A	N/A	N/A	N/A



Project Narrative Update: 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 2014	FY 2015	FY 2016	FY 2017
Behavioral Health Integration (BHI)	X	X		
New Access Points (NAP)		X		X
Expanded Services		X		
Substance Abuse Expansion			X	
Oral Health Expansion			X	

Project Narrative Update: One-Time Funding Awards

For each One-Time Funding Award, describe activities for which funds were used, progress toward goals (if applicable), and the impact of the funding/activities on the organization.

One-Time Funding Award	Allowable Activities	FY 2015 (Dec 2014 & Aug 2015)	FY 2016
Quality Improvement Assistance	Develop and improve: (1) health center quality improvement systems and infrastructure, and/or (2) care delivery systems	X	X
Delivery System Health Information Investment	Implement strategic investments in health information technology (health IT) enhancements		X

Project Narrative Update: Clinical and Financial Performance Measures

Discuss trends in clinical/financial performance measures. Downward trends or limited progress toward the projected goals must be explained.

Describe the following as they relate to the data reported:

- Progress toward goals;
- Key contributing and restricting factors affecting progress toward goals; and
- Plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

Performance Measures

General Information

- Ten performance measures were updated in 2016 (see PAL [2016-02](#) for details).
 - N/A will show for the 2014 and 2015 UDS fields for these measures since that UDS data does not align with the new definitions for these measures.
- Because of the performance measure updates, clinical performance measure goals are pre-populated only for those organizations that completed an FY17 SAC. All other award recipients must develop a measure goal in this BPR.
- If pre-populated measure goals are not accurate, provide adjusted goals and an explanation in the appropriate Measure Narrative section.



Performance Measures

General Information (cont'd)

- If additional performance measures specific to special populations were included in your previous SAC/NAP, report progress in the BPR.
- Previous applications/submissions are hyperlinked and/or available for reference; see the BPR EHB User Guide for instructions on accessing these documents.



HRSA Resources and Contacts

- Information on completing the BPR and Frequently Asked Questions (FAQs) can be found on the [BPR TA Webpage](#)
- Instructions Related Questions: Karen Fitzgerald
<http://www.hrsa.gov/about/contact/bphc.aspx> (select Applicant, Application/Progress Report: Instructions, BPR) or 301-594-4300
- Budget Related Questions: Travis Wright
twright@hrsa.gov or 301-594-4244
- EHB Issues: BPHC Helpline
[Online Request](#) or 877-974-2742



Helpful Information

- 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 (FAQs) on the [BPR TA page](#).

Question & Answer Session

