

HRSA Electronic Handbooks (EHB)

Submitting the Change Requested FY 2016 Noncompeting Continuation (NCC)/Budget Period Progress Report (BPR) with Updated Budget Information

A Quick Reference Sheet for Grantees

This quick reference sheet describes the steps you need to follow for updating the budget information in the FY 2016 Noncompeting Continuation (NCC)/Budget Period Progress Report (BPR) based on the latest Notice of Award (NoA) released to you under the Health Center Program.

Accessing the FY 2016 NCC/BPR Progress Report

1. Log in to EHB and click the Tasks tab to access the **Pending Tasks - List** page.
2. Locate the FY 2016 NCC/BPR submission and click the **Start or Edit** link.
 - The system navigates to the **NCC Progress Report - Status Overview** page.

Updating the Budget Details Form

1. Under the Budget Information section, click the **Update** link for the support year displayed under the **Budget Details** form (**Figure 1**).

Figure 1: NCC Progress Report - Status Overview page

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **COMPLETE**

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 06/15/2016 (Due In: 11 Days) | **Status:** In Progress

Grant Number: H80CS [REDACTED] **Original Deadline:** [REDACTED] **Created On:** [REDACTED]

Project Officer: [REDACTED] **Project Officer Email:** [REDACTED] **Project Officer Contact #:** [REDACTED]

Last Updated By: [REDACTED]

Resources

View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Users with Permissions on NCC Progress Report (4)

Section	Status	Options
NCC Progress Report Status		
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2 (Cover Page Continuation)	✓ Complete	Update
Budget Information		
Budget Details		
Support Year	✓ Complete	Update
Budget Narrative	✓ Complete	Update
Other Information		
Program Specific Information	✓ Complete	Update
Appendices	✓ Complete	Update

Figure 2: Budget Details Form with the Error

Budget Details

Error: One or more errors have occurred.
 Total Federal Budget must equal \$: 000,000.00.

NCC Progress Report Tracking #: [1] Due Date: [] (Due In: [] Days) | Section Status: Not Complete

Resources [4]

Support Year [3]

Recommended Federal Budget: \$: 000,000.00

Section A - Budget Summary [Update]

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$: 000.00	\$: 00.00	\$: 000.00
Health Care for the Homeless	93.224	\$: 000.00	\$: 00.00	\$: 000.00
Total:		\$: 000.00 [2]	\$: 00.00	\$: 000.00

Section B - Budget Categories [Update]

- NOTES:**
- The system pre-populates the Recommended Federal Budget (Figure 2, Box 3) with the value provided in the first line of Box 13 - Recommended Future Support of the latest NoA (Figure 3). The year(s) listed in the box will vary from grantee to grantee based on the number of years each grantee has been funded.
 - When the applicant initially submits the progress report and navigates to the **Budget Details** form, the system displays an error at the top of the form indicating that the Total Federal Budget is not equal to the federal funds that you reported in the Section A - Budget.
 - Summary section of this form (Figure 2, Box 1)The amount stated in the error message (Figure 2, Box 1) is equal to the amount displayed in the Recommended Federal Budget field

Figure 3: Box 13 - Future Recommended Support in the NoA

f. Supplies: \$: 000,000.00

g. Travel: \$: 000,000.00

h. Construction/Alteration and Renovation: \$: 00.00

i. Other: \$: 000,000.00

j. Consortium/Contractual Costs: \$: 000,000.00

k. Trainee Related Expenses: \$: 00.00

l. Trainee Stipends: \$: 00.00

m. Trainee Tuition and Fees: \$: 00.00

n. Trainee Travel: \$: 00.00

o. TOTAL DIRECT COSTS: \$: 000,000.00

p. INDIRECT COSTS (Rate: % of S&W/TADC): \$: 00.00

q. TOTAL APPROVED BUDGET: \$: 000,000.00

r. Less Non-Federal Share: \$: 000,000.00

13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)

YEAR	TOTAL COSTS
13	\$: 000,000.00
14	\$: 000,000.00

14. APPROVED DIRECT ASSISTANCE BUDGET:(In lieu of cash)

a. Amount of Direct Assistance \$: 00.00

b. Less Unawarded Balance of Current Year's Funds \$: 00.00

c. Less Cumulative Prior Awards(s) This Budget Period \$: 00.00

d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION

2. Revise the federal funds requested under New or Revised Budget in the Section A - Budget Summary section by clicking on the related [Update] button (Figure 4, Box 1) and updating the federal request so that it is equal to the new Recommended Federal Budget amount.

3. Revise the Section B - Object Class Categories section by clicking on the related **[Update]** button (Figure 4, Box 2) and adjusting the amounts as needed so that the total of the federal funds in this section equals the total federal request in the Section A - Budget Summary section.

Figure 4: Updating the Federal Request on Budget Details form

Budget Details

Error: One or more errors have occurred.
 Total Federal Budget must equal \$: 2,000,000.00.

NCC Progress Report Tracking #: 2015-2016 Due Date: 08/15/2016 (Due In: 11 Days) | Section Status: Not Complete

Resources
 View
 NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Support Year

Recommended Federal Budget: \$ 2,000,000.00

Section A - Budget Summary 1 Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$ 2,000,000	\$ 0.00	\$ 2,000,000
Health Care for the Homeless	93.224	\$ 2,000,000	\$ 0.00	\$ 2,000,000
Total:		\$ 2,000,000	\$ 0.00	\$ 2,000,000

Section B - Budget Categories 2 Update

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	\$ 2,000,000	\$ 0.00	\$ 2,000,000
Fringe Benefits	\$ 2,000,000	\$ 0.00	\$ 2,000,000
Travel	\$ 0.00	\$ 0.00	\$ 0.00
Equipment	\$ 0.00	\$ 0.00	\$ 0.00
Supplies	\$ 0.00	\$ 0.00	\$ 0.00
Contractual	\$ 0.00	\$ 0.00	\$ 0.00
Construction	\$ 0.00	\$ 0.00	\$ 0.00
Other	\$ 0.00	\$ 0.00	\$ 0.00
Total Direct Charges	\$ 2,000,000	\$ 0.00	\$ 2,000,000
Indirect Charges	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 2,000,000	\$ 0.00	\$ 2,000,000

Section C - Non Federal Resources 3 Update

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Health Care for the Homeless	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

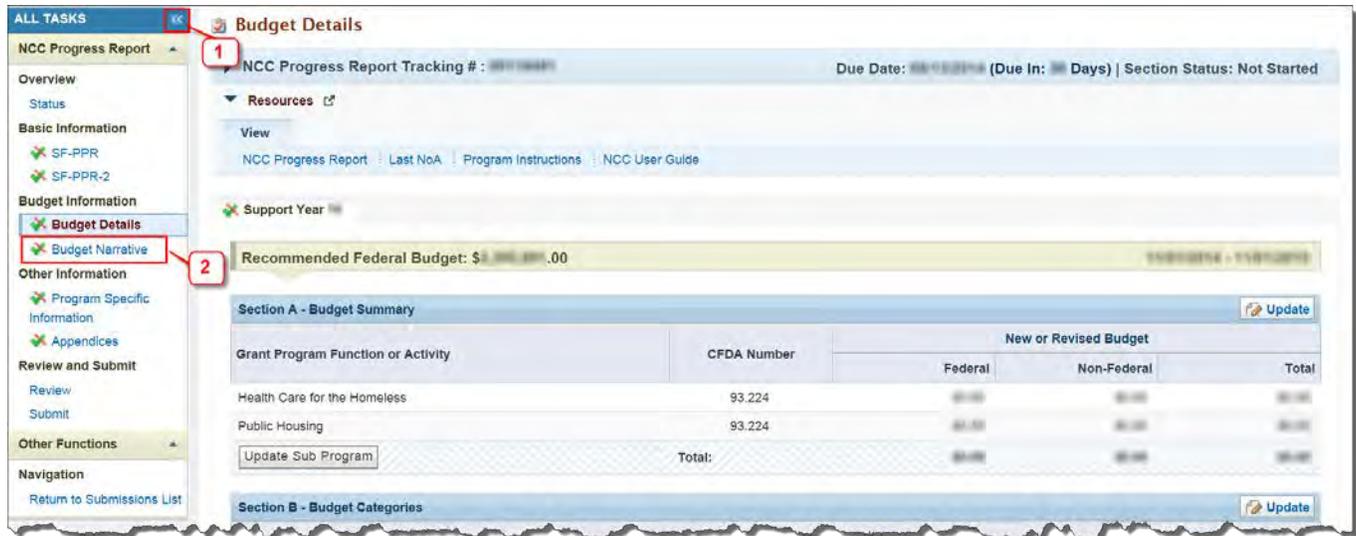
Go to Previous Page Save Save and Continue

4. Once the federal request has been adjusted according to the displayed Recommended Federal Budget amount, click the **[Save]** button to save the information and change the status of the form to Complete.

Updating the Budget Narrative Form

1. To access the **Budget Narrative** form, follow one of the options below:
 - A. Click on the **[Save and Continue]** button on the **Budget Details** form (Figure 4, Box 3), OR
 - B. Expand the left menu, if not already expanded, by clicking on the double arrows (Figure 5, Box 1), and click on the **Budget Narrative** link (Figure 5, Box 2).

Figure 5: Accessing the Budget Narrative from the Left Menu



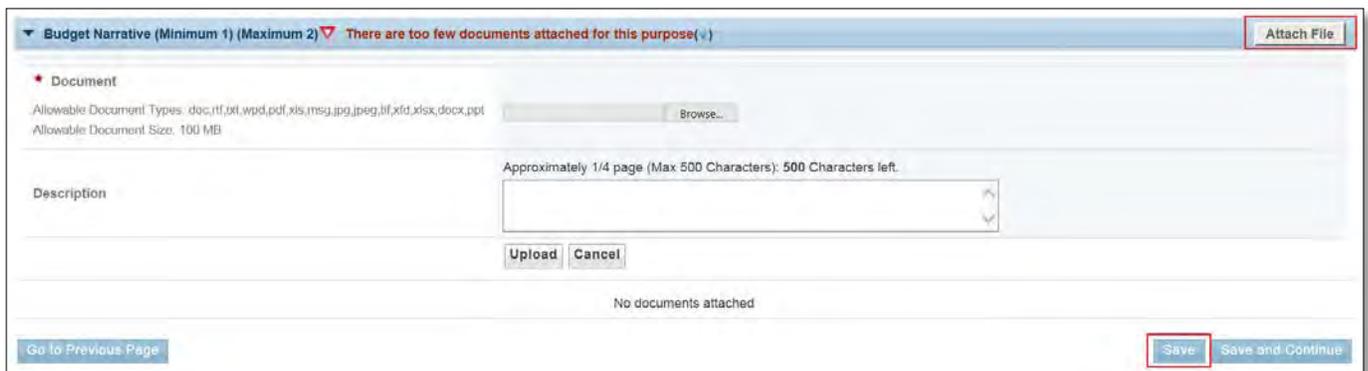
2. Delete the uploaded attachment(s) by expanding the context menu (Figure 6, Box 1) using the down arrow for the Options, and clicking on the Delete link (Figure 6, Box 2).

Figure 6: Deleting the Existing Budget Narrative Attachment(s)



3. Click the [Attach File] button and upload the updated Budget Narrative attachment(s) that are revised to reflect the updated amounts provided in the Budget Details form (Figure 7).

Figure 7: Uploading the Revised Budget Narrative Attachment(s)



- 4. Expand the left menu, if not already expanded, and proceed to submit the progress report with the updated budget details by clicking on the **Submit** link (Figure 8).

Figure 8: Submit Link

