Fiscal Year (FY) 2023
Budget Period Progress Report (BPR)
Noncompeting Continuation (NCC)
Technical Assistance Briefing

June 2022

Karen A. Fitzgerald, M.P.H.
Office of Policy and Program Development (OPPD)
Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC)
BPR NCC Technical Assistance Briefing

AGENDA

• Overview
• FY 2023 BPR Updates
• Access and Deadline Dates
• Submission Components
• Budget Requirements
• Project Narrative Update
• Resources and Contacts
• Reminders
BPR Overview

• Annual progress report detailing progress made since submission of the last application (SAC or BPR)
• Submit electronically in the HRSA Electronic Handbooks (EHBs)
• Instructions and EHBs User Guide available on BPR technical assistance (TA) webpage
• Reminder: SAM registration at www.sam.gov
FY 2023 BPR Updates

Patient Capacity

Executive Level II Salary
<table>
<thead>
<tr>
<th>Budget Period Start Date</th>
<th>HRSA EHBs Access</th>
<th>HRSA EHBs Deadline (5:00 PM ET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2023</td>
<td>June 27, 2022</td>
<td>August 19, 2022</td>
</tr>
<tr>
<td>February 1, 2023</td>
<td>July 18, 2022</td>
<td>September 9, 2022</td>
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<td>March 1, 2023</td>
<td>August 15, 2022</td>
<td>October 7, 2022</td>
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<td>April 1, 2023</td>
<td>September 12, 2022</td>
<td>November 4, 2022</td>
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<td>May 1, 2023</td>
<td>October 17, 2022</td>
<td>December 9, 2022</td>
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<td>June 1, 2023</td>
<td>November 7, 2022</td>
<td>December 30, 2022</td>
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</table>
Submission Components

Form:
- SF-PPR and SF-PPR-2
- Budget Information: Budget Details
- Form 1C: Documents on File
- Form 3: Income Analysis
- Project Narrative Update

Attachment:
- Budget Narrative

Fixed:
- Forms 5A, 5B, 5C
### Section A - Budget Summary

<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>CFDA Number</th>
<th>New or Revised Budget</th>
<th>Federal</th>
<th>Non-Federal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Health Centers</td>
<td>93.224</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
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<tr>
<td>Health Care for the Homeless</td>
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<td>$176,567.00</td>
<td>$176,567.00</td>
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<tr>
<td>Total</td>
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<td>$276,567.00</td>
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### Section B - Budget Categories

<table>
<thead>
<tr>
<th>Object Class Categories</th>
<th>Federal</th>
<th>Non-Federal</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Fringe Benefits</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Travel</td>
<td>$0.00</td>
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</table>

### Section C - Non Federal Resources

<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>Applicant</th>
<th>State</th>
<th>Local</th>
<th>Other</th>
<th>Program Income</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Community Health Centers</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
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<tr>
<td>Total</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tbody>
</table>
Budget Requirements: Budget Narrative Attachment

- Provide one-year itemization of federal request and non-federal contributions based on your upcoming FY2023 12-month budget period
- Must contain costs of each line item within each object class category from the Budget Information: Budget Details form
- Personnel costs must demonstrate adherence to the salary limitation (currently $203,700)
Project Narrative Update: Key Areas

Organizational Capacity

Patient Capacity
Project Narrative Update: Organizational Capacity

• Discuss major changes since last budget period in the organization’s capacity that have impacted or may impact progress of the funded project, including changes in:

  - Staffing
  - Operations
  - Financial Status

For each area, discuss:
✓ Progress and changes to date
✓ Impact of COVID-19
✓ Expected progress for the remainder of the FY 2022 budget period
✓ Projected changes for the FY 2023 budget period

• The Organizational Capacity question includes separate narrative text boxes.
Project Narrative Update: Patient Capacity

Discuss **ONLY** negative trends in patient capacity, **including factors that adversely affect patient trends**, and plans for reaching the projected number of patients.
# BPR Technical Assistance Contacts

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Questions</td>
<td>Travis Wright <a href="twright@hrsa.gov">twright@hrsa.gov</a> or 301-443-0676</td>
</tr>
</tbody>
</table>
Reminders

- **REMINDER:** Due to the ongoing COVID-19 public health emergency, for health centers in a three-year period of performance scheduled to end in FY 2023, HRSA has extended periods of performance by one year. These health centers must submit a BPR in FY 2023 and subsequently will submit an FY 2024 Service Area Competition (SAC) application.

- Health Center Program award recipients with a period of performance end date NOT in FY 2023 (October 1, 2022 – September 30, 2023) will complete an FY2023 BPR

- Ensure SAM registration is active

- Incomplete or non-responsive BPRs will be returned through a Request Change notification

- A late or incomplete BPR **may result in a delay in Notice of Award issuance** or a lapse in funding
Karen A. Fitzgerald, M.P.H.
Public Health Analyst, Office of Policy and Program Development (OPPD)
Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)

https://hrsa.force.com/support/s/
301-594-4300

bphc.hrsa.gov

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