



Fiscal Year (FY) 2023
Budget Period Progress Report (BPR)
Noncompeting Continuation (NCC)
Technical Assistance Briefing
June 2022

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Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



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

FY 2023 Access and Deadline Dates

| Budget Period Start Date | HRSA EHBs Access | HRSA EHBs Deadline (5:00 PM ET) |
|--------------------------|--------------------|---------------------------------|
| January 1, 2023 | June 27, 2022 | August 19, 2022 |
| February 1, 2023 | July 18, 2022 | September 9, 2022 |
| March 1, 2023 | August 15, 2022 | October 7, 2022 |
| April 1, 2023 | September 12, 2022 | November 4, 2022 |
| May 1, 2023 | October 17, 2022 | December 9, 2022 |
| June 1, 2023 | November 7, 2022 | December 30, 2022 |



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

Budget Requirements: Budget Information

Recommended Federal Budget: \$ 176,567.00

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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 | \$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 |

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Section B - Budget Categories

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 |

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Section C - Non Federal Resources

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 |
| Total: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

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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.

Project Period: 12/1/2003 - 1/31/2023

| Special Populations | 2018 Patient Number ⓘ | 2019 Patient Number ⓘ | 2020 Patient Number ⓘ | % Change 2018-2020 Trend ⓘ | % Change 2019-2020 Trend ⓘ | % Progress Toward Goal ⓘ | Projected Number of Patients ⓘ | Patient Capacity Narrative |
|---|-----------------------|-----------------------|-----------------------|-----------------------------|----------------------------|--------------------------|--------------------------------|---|
| Total Migratory and Seasonal Agricultural Worker Patients | 0 | 32 | 32 | Data not available | 0.00% | Data not available | 0 ⓘ | 1,000 character limit <input type="text"/> |
| Total People Experiencing Homelessness Patients | 235 | 36 | 36 | ▼ Negative Trend -84.68% | 0.00% | Data not available | 0 ⓘ | 1,000 character limit ▼ Provide a narrative for Total People Experiencing Homelessness Patients. ⓘ <input type="text"/> |
| Total Public Housing Resident Patients | 0 | 0 | 0 | Data not available | Data not available | Data not available | 0 ⓘ | 1,000 character limit <input type="text"/> |



BPR Technical Assistance Contacts

| Resource | Contact |
|---|---|
| Information on Completing the BPR and Sample TA Materials | https://bphc.hrsa.gov/funding/funding-opportunities/budget-period-progress-report-bpr-noncompeting-continuation-ncc |
| Application Questions | Karen A. Fitzgerald https://hrsa.force.com/support/s/ |
| Budget Questions | Travis Wright twright@hrsa.gov or 301-443-0676 |
| EHBs Questions | Health Center Program Support 877-464-4772 https://hrsa.force.com/support/s/ |



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



Thank You!

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<https://hrsa.force.com/support/s/>



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