

HRSA Electronic Handbooks (EHBs)

FY2025 Noncompeting Continuation (NCC) / Budget Period Progress Report (BPR)

User Guide for Award Recipients



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This user guide describes the steps needed to submit an FY 2025 Noncompeting Continuation (NCC)/Budget Period Progress Renewal (BPR) report to HRSA.

1. Accessing the FY 2025 NCC/BPR

To access the FY 2025 NCC/BPR, follow the steps below.

1. After logging into the HRSA Electronic Handbooks (EHBs), click the Grants tab (**Figure 1, 1**) on the HRSA EHBs **Home** page to navigate to the **My Grant Portfolio – List** page.

IMPORTANT NOTE:

- If you do not have a username, you must register in the HRSA EHBs. Do not create duplicate accounts. If you experience log in issues or forgot your password, contact the Bureau of Primary Health Care (BPHC) Helpline at <http://www.hrsa.gov/about/contact/bphc.aspx> or (877) 974-2742.

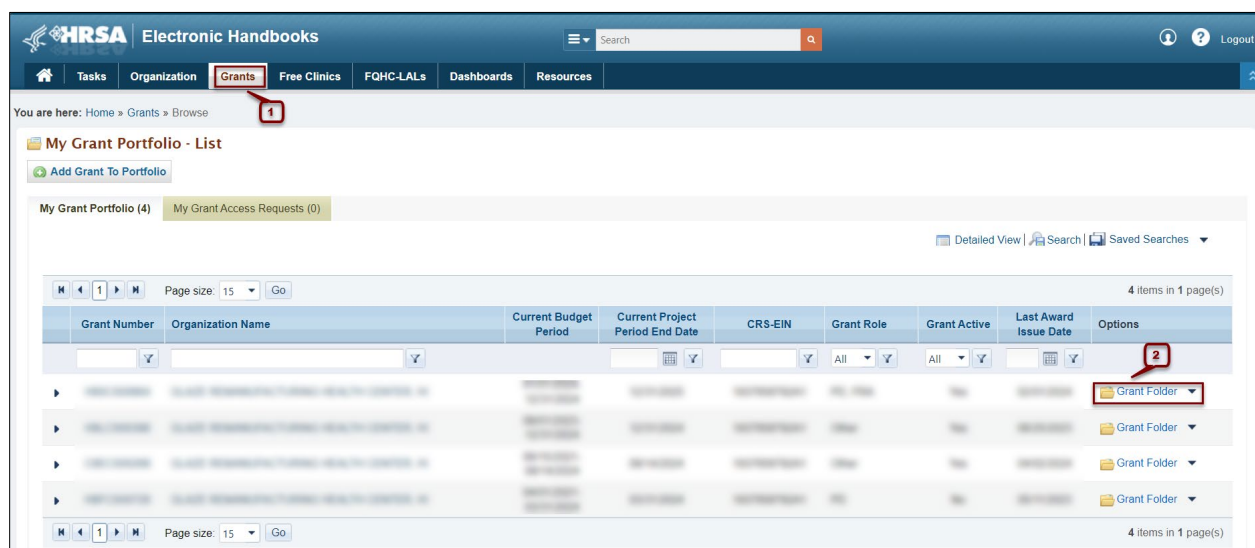
2. Locate your H80 grant in the list and click on the **Grant Folder** link (**Figure 1, 2**). The system navigates to the **Grant Home** page of the H80 grant.

IMPORTANT NOTES:

If you do not see your grant on the **My Grant Portfolio – List** page, you must add the grant to your portfolio. To add the grant to your portfolio, follow the steps below.

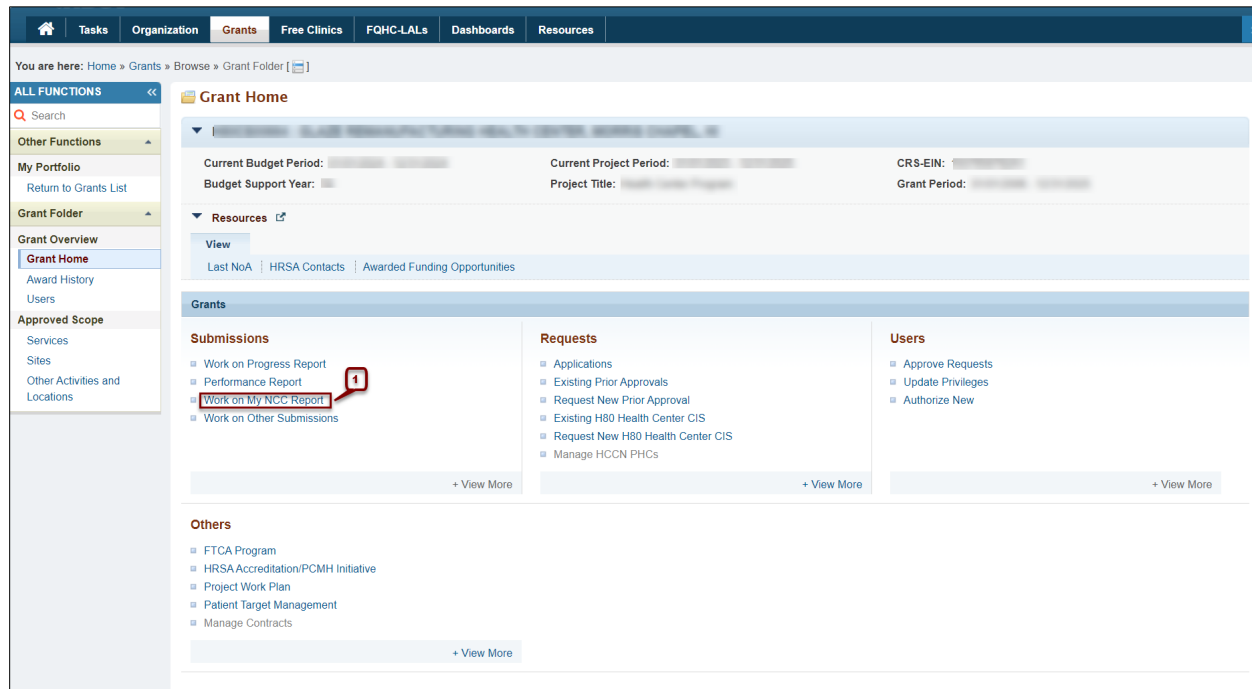
- On the **My Grant Portfolio - List** page, just below the page title, click the Add Grant to Portfolio button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the Continue button at the right edge of the page and proceed.

Figure 1: Accessing the H80 Grant Folder



- On the Grant Home page, click on the **Work on My NCC Report** link under the Submissions section (**Figure 2, 1**). The system opens the **Submissions – All** page.

Figure 2: Work on My NCC Report Link



- Locate the record with the heading 'Noncompeting Continuation Progress Report'. Click on the **Start** link to start working on the submission (**Figure 3, 1**). The system opens the **NCC Progress Report - Status Overview** page of the FY 2025 NCC/BPR (**Figure 4**).

IMPORTANT NOTE:

- Once you start working on the NCC/BPR, the system displays the **Edit** link instead of the **Start** link the next time you access this page.

Figure 3: Accessing the NCC Progress Report

The screenshot shows the 'Submissions - All' page. At the top, there are tabs for 'Not Completed', 'Recently Completed', and 'All'. Below these are search filters for 'Grant Number' and 'Submission Name Like'. A table of submissions is displayed with columns: Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. The 'Status' column shows 'Not Started' for the first submission. A red box highlights the 'Start' button in the 'Options' column, with a red circle and the number 1 next to it.

Figure 4: Accessing the NCC Progress Report - Status Overview Page

NCC Progress Report Status		
Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Key Contact/Principal	Not Started	Update
Budget Information		
Budget Details	Not Started	
Support Year	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Complete	Update
Appendices	Not Started	Update

The FY 2025 NCC/BPR consists of a standard and a program specific section. You must complete the forms displayed in both sections to submit your progress report to HRSA.

2. Completing the Standard SF-PPR Section of the Progress Report

The standard section of the progress report consists of the following main sections:

- Basic Information (**Figure 4, 1**)
- Key Contact/Principal (**Figure 4, 2**)
- Budget Information (**Figure 4, 3**)
- Other Information (**Figure 4, 4**)

To complete the standard section of the progress report, follow the steps below.

1. SF-PPR Form: The SF-PPR form displays the basic award recipient organization information. Review and update the Authorizing Official (AO) information as necessary and click the **Save and Continue** button to proceed to the SF-PPR-2 (Cover Page Continuation) form (**Figure 5, 1**).

Figure 5: SF-PPR Form

SF-PPR

NCC Progress Report Tracking # : [redacted] Due Date: [redacted] (Due In: [redacted]) | Section Status: [redacted]

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Grantee Organization Information

Federal Grant or Other Identifying Number Assigned by Federal Agency: [redacted]

UEI: [redacted]

Employer Identification Number (EIN): [redacted]

Recipient Organization Name: [redacted]

Recipient Organization Address: [redacted]

CRS Entity Identification Number: [redacted]

Recipient Identifying Number or Account Number: [redacted]

Reporting Period End Date: [redacted]

Final Report: ☐ Yes ☐ No

Fields with * are required

*** Authorizing Official (AO) Information**

Title of Position	Name	Phone	Email	Options
Authorizing Official	[redacted]	[redacted]	[redacted]	Change

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

- The **SF-PPR-2 (Cover Page Continuation)** form displays project information related to lobbying activities, areas affected by the project, and the Point of Contact (POC). Update the information on this page as necessary and click the **Save and Continue** button to proceed to the **Key Contact/Principal** form (**Figure 6, 1**).

Figure 6: SF-PPR-2 (Cover Page Continuation)

SF-PPR-2 (Cover Page Continuation)

► NCC Progress Report Tracking # : 123456789 Due Date: 12/31/2024 (Due In: 12 Days) | Section Status: New Record

▼ Resources

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Supplemental Continuation of SF-PPR Cover Page

Department Name	<input type="text"/>
Division Name	<input type="text"/>
Name of Federal Agency	Health Resources and Services Administration
Funding Opportunity Number	123456789
Funding Opportunity Title	Health Care Program

Fields with * are required

*** Lobbying Activities**

Have you paid any funds for any lobbying activities related to this grant application (progress report)? Reminder, no Federal appropriated funds may be used for lobbying.

☐ Yes

☒ No

If yes, upload the completed OMB SF-LLL Disclosure of Lobbying Activities Form

▼ Download Template		
Name	Description	Options
OMB SF-LLL Disclosure of Lobbying Activities Form	Instructions for the OMB SF-LLL Disclosure of Lobbying Activities Form	Download ▼
▼ OMB SF-LLL Disclosure of Lobbying Activities Form (Maximum 1)		
		Attach File

No documents attached

Areas Affected by Project (Cities, County, State, etc.)

Area Type	Affected Area(s)
State	State
County	County

Fields with * are required

*** Point of Contact (POC) Information**

Title of Position	Name	Phone	Email	Options
Point of Contact	John Doe	(202) 555-1234	jdoe@hrsa.gov	Change ▼

[Go to Previous Page](#)

[Save](#) [Save and Continue](#)

- The **Key Contact/Principal** Form displays all key contacts and principals involved in the project. For detailed instructions to complete the Key Contact/Principal form, refer to the [Completing Key Contact/Principal form](#) section of this document. Review and update the **Key Contact/Principal** Information on this page as necessary and click the **Save and Continue** button to proceed to the **Budget Details** form ([Figure 7, 1](#)).

Figure 7: Key Contact/Principal

Key Contact/Principal

NCC Progress Report Tracking #: [] Due Date: [] (Due In: []) | Section Status: []

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Fields with * are required

*** Key Contact/Principal Information** Add

Title of Position	Name	Phone	Email	Options
Principal Investigator	[]	[]	[]	[]
Project Director	[]	[]	[]	[]
Key Contact	[]	[]	[]	[]

Biographical Sketch Attach File

No documents attached

Go to Previous Page Save Save and Continue

- To complete the **Budget Details** and **Budget Narrative** forms, refer to the [Completing the Budget Information](#) section of this document. Click on the Save and Continue button of the **Budget Details** form to proceed to the **Budget Narrative** form.
- Click on the Save and Continue button of the **Budget Narrative** form to navigate to the **Other Information** forms. Refer to the [Completing the Program Specific Forms](#) and [Appendices](#) sections of this user guide for details to complete the **Other Information** forms of the progress report.

2.1 Completing Key Contact/Principal Form

Key Contact/Principal Form: All key contacts and principals involved in the project must be listed on the form. The Principal Investigator/Project Director must always be listed on the Key Contact/Principal form. Key Contact information is pre-populated in the NCC Progress Reports when it meets one of the two conditions listed below; otherwise, it will rely on condition 3:

- Condition 1: The system has pre-populated key contact(s) from the last S&D Review from the most recent budget period.
- Condition 2: If there is not an S&D Review for the grant in the most recent budget period, the system pre-populates the key contact(s) from the last awarded application or NCC Progress Report.
- Condition 3: If no key contact(s) are found, the system does not pre-populate any key contact(s).

To access the Key Contact/Principal section, you can choose one of the following options:

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Key Contact/Principal** line item (**Figure 8, 1**).
- Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (**Figure 8, 2**).
- Click on the **Key Contact/Principal** link in the left menu (**Figure 8, 3**).

Important Note:

The Principal Investigator/Project Director must always be listed on the Key Contact/Principal form. Recipients are reminded to complete Suspension and Debarment reviews by reviewing SAM.gov for any personnel identified as Key Contacts/Principals prior to completing and submitting the Form in the NCC Progress Report. Please provide as much information on the Key Contact/Principal Form as possible.

Figure 8: Accessing the Key Contact/Principal Section of the NCC Progress Report

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking # : 00226817 Due Date: (Due In:) Status:

Grant Number: Original Deadline: Created On:
Project Officer: Project Officer Email: Project Officer Contact #:
Last Updated By:

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Users with Permissions on NCC Progress Report (5)

Section	Status	Options
Basic Information		
SF-PPR	Complete	Update
SF-PPR-2 (Cover Page Continuation)	Complete	Update
Key Contact/Principal	Not Complete	Update
Budget Information		
Budget Details	Not Complete	Update
Support Year 20	Not Complete	Update
Budget Narrative	Not Complete	Update
Other Information		
Program Specific information	Not Complete	Update
Appendices	Not Started	Update

To add a new **Key Contact/Principal**, follow the steps below:

1. Click the **Add** button on the **Key Contact/Principal** page (Figure 9. 1).
➤ The system navigates to the **Key Contact/Principal – Add** page.

Figure 9: Key Contact/Principal

2. Click the **Add New Key Contact/Principal** button (Figure 10, 1).

Figure 10: Key Contact/Principal – Add

3. Complete the required fields as indicated by the red asterisks (Figure 11).
4. Click the **Save and Continue** button (Figure 11, 1).
 - A confirmation page will display.
5. Verify the information on the confirmation page is correct.
6. Click the **Confirm** button.
 - The **Key Contact/Principal** page will display.

Figure 11: Key Contact/Principal Contact Information

To add an existing **Key Contact/Principal**, follow the steps below:

1. Select the **Key Contact/Principal** to be added (**Figure 12, 1**).
2. Click the **Add Selected Person** button (**Figure 12, 2**).
3. Review the contact information displayed.
4. Provide any information missing from required fields.
5. Click the **Save and Continue** button.
 - A confirmation page will display.
6. Verify the information on the confirmation page is correct.
7. Click the **Confirm** button.
 - The **Key Contact/Principal** page will display.

Figure 12: Add Existing Key Contact/Principal

Key Contact/Principal - Add

NCC Progress Report Tracking #: [redacted] Due Date: [redacted] (Due In: [redacted]) | Section Status: [redacted]

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Add New Key Contact/Principal

Choose Person to Add as Key Contact/Principal

Select	Name	Role	Email
<input type="radio"/>	[redacted]	Budget Personnel, Other, PD	[redacted]
<input type="radio"/>	[redacted]	BO	[redacted]
<input type="radio"/>	[redacted]	AO	[redacted]
<input type="radio"/>	[redacted]	POC	[redacted]

Go Back **Add Selected Person**

To update a **Key Contact/Principal**, follow the steps below:

1. Click the Update link next to the contact to be updated (**Figure 13, 1**).
 - The **Key Contact/Principal – Update** page will be displayed.
2. Update any incorrect information.
3. Provide any information missing from the required fields.
4. Click the **Save and Continue** button.
 - A confirmation page will display.
5. Verify the information on the confirmation page is correct.
6. Click the **Confirm** button.
 - The **Key Contact/Principal** page will display.

Figure 13: Update Key Contact/Principal Information

Key Contact/Principal Information

Title of Position	Name	Phone	Email	Options
COO	[redacted]	[redacted]	[redacted]	Update
[redacted]	[redacted]	[redacted]	[redacted]	Update
[redacted]	[redacted]	[redacted]	[redacted]	Update
[redacted]	[redacted]	[redacted]	[redacted]	Update

Biographical Sketch **Attach File**

To delete a **Key Contact/Principal**, follow the steps below:

1. Click the **drop-down arrow** next to the Update link.
2. Click the **Delete** link from the pop-up menu (**Figure 14, 1**).
 - A confirmation page will display.
3. Click the **Confirm** button.
 - The **Key Contact/Principal** page will display.

Figure 14: Delete Key Contact/Principal

The screenshot shows a table titled "Key Contact/Principal information" with columns: Title of Position, Name, Phone, Email, and Options. A row is visible with a "COO" title. An "Action" menu is open over the "Options" column, showing "Update" and "Delete" options. A red callout box with the number "1" points to the "Delete" option.

To add a biographical sketch, follow the steps below:

Important Notes:

The biographical sketch section is optional. This section starts blank and does not have any pre-filled attachments from previous applications. Users can upload attachments (no max limit).

1. Click the **Attach File** button under the Biographical Sketch section (**Figure 15, 1**).
2. Click the **Choose File** button (**Figure 15, 2**).
3. Select the document from your computer you want to attach.
4. Click the **Upload** button (**Figure 15, 3**).

Figure 15: Upload Biographical Sketch

The screenshot shows the "Biographical Sketch" section. At the top right is an "Attach File" button (callout 1). Below it is a "Document" section with a "Choose File" button (callout 2) and a description text area. At the bottom of the description area are "Upload" and "Cancel" buttons (callout 3). The "Upload" button is highlighted with a red box and the number 3. The "Save" and "Save and Continue" buttons are at the bottom right.

To update the description or delete a biographical sketch, follow the steps below:

1. Click the **Arrow** next to the Update Description link.
2. Click the **Update Description** link to update the biographical sketch (**Figure 16, 1**).
3. Click the **Delete** link to delete the biographical sketch (**Figure 16**).

Figure 16: Update or Delete Biographical Sketch

The screenshot shows a table titled "Biographical Sketch" with columns: Document Name, Size, Date Attached, Description, and Options. A row is visible with "test.docx" as the document name. An "Action" menu is open over the "Options" column, showing "Update Description" and "Delete" options. A red callout box with the number "1" points to the "Update Description" option.

To Save the Key Contact/Principal information, follow the steps below:

1. Click the **Save and Continue** button on the **Key Contact/Principal** page to proceed to the next form (**Figure 17, 1**).

Figure 17: Key Contact/Principal

Key Contact/Principal

NCC Progress Report Tracking #: [redacted] Due Date: [redacted] (Due In: [redacted]) | Section Status: [redacted]

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Fields with * are required

Key Contact/Principal Information

Title of Position	Name	Phone	Email	Options
[redacted]	[redacted]	[redacted]	[redacted]	[Update]
[redacted]	[redacted]	[redacted]	[redacted]	[Update]
[redacted]	[redacted]	[redacted]	[redacted]	[Update]
[redacted]	[redacted]	[redacted]	[redacted]	[Update]

Biographical Sketch

Document Name	Size	Date Attached	Description	Options
[redacted]	76 KB	[redacted]	[redacted]	[Update Description]

Go to Previous Page

Save Save and Continue

2.2 Completing the Budget Information Forms

To access the **Budget Details** form, choose one of the following options:

- On the **NCC Progress Report - Status Overview** page, click the **Update** link for the Support Year line item under the **Budget Details** form (**Figure 18, 1**).
- Expand the left navigation menu (if not already expanded) by clicking the double arrows displayed near the form name at the top of the page (**Figure 18, 2**). Click the **Budget Details** link in the left menu (**Figure 18, 3**).

Figure 18: Accessing the Budget Details Form

NCC Progress Report - Status Overview

Note(s):

NCC Progress Report Tracking # : [Redacted] **Due Date:** [Redacted] (Due In: [Redacted]) | **Status:** [Redacted]

Grant Number: [Redacted] **Original Deadline:** [Redacted] **Created On:** [Redacted]

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

Last Updated By: [Redacted]

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Users with Permissions on NCC Progress Report (5)

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Key Contact/Principal	Not Started	Update
Budget Information		
Budget Details	Not Started	
Support Year 24	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Started	Update
Appendices	Not Started	Update

The **Budget Details** form consists of the following three sections (**Figure 19**):

- Section A – Budget Summary
- Section B – Budget Categories
- Section C – Non-Federal Resources

Figure 19: Budget Details Form

Budget Details

NCC Progress Report Tracking #: [REDACTED] Due Date: [REDACTED] (Due In: [REDACTED]) | Section Status: Not Started

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Support Year 24

Recommended Federal Budget: [REDACTED]

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

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
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	\$0.00	\$0.00	\$0.00
Indirect Charges	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

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

Go to Previous Page Save Save and Continue

- Under Section A – Budget Summary, click on the Update Sub-Program button (Figure 19, 1). The Sub-Programs – Update page opens (Figure 20).

Figure 20: Sub-Programs – Update Page

Sub Programs - Update

NCC Progress Report Tracking #: [REDACTED] Due Date: [REDACTED] (Due In: [REDACTED]) | Section Status: Not Started

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Select Sub Program(s)

Select	Program	CFDA
<input checked="" type="checkbox"/>	Community Health Centers	93.224
<input checked="" type="checkbox"/>	Health Care for the Homeless	93.224
<input type="checkbox"/>	Migrant Health Centers	93.224
<input type="checkbox"/>	Public Housing	93.224

Cancel Save and Continue

- Select or de-select the sub-programs as applicable.
- Click on the Save and Continue button (Figure 20, 1).

- a. The **Budget Details** form re-opens showing the selected sub-program(s) under Section A – Budget Summary (**Figure 21, 1**).

Figure 21: Section A – Budget Summary Showing Addition of a Sub-Program

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	\$0.00	\$0.00	\$0.00
Health Care for the Homeless	93.224	\$0.00	\$0.00	\$0.00
Total:		\$0.00	\$0.00	\$0.00

4. To enter or update the budget information for each sub-program, click the Update button displayed in the right corner of the Section A – Budget Summary header (**Figure 21, 2**). The **Budget Information (Support Year) – Update** page opens displaying Section A – Budget Summary.

Figure 22: Budget Information (Support Year) – Update Page for Section A – Budget Summary

Budget Information (Support Year 24) - Update

NCC Progress Report Tracking #: Due Date: (Due In:) | Section Status:

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

Cancel Save and Continue

5. Under the New or Revised Budget section, enter the amount of federal funds request for the upcoming budget period for each requested sub-program (CHC, MHC, HCH, and/or PHPC) (**Figure 22, 1**). In the Non-Federal column, enter the non-federal funds for the upcoming budget period for each selected sub-program (**Figure 22, 2**).
6. Click the Save and Continue button. The **Budget Details** form re-opens displaying the updated New or Revised Budget under Section A – Budget Summary (**Figure 23**).

Figure 23: Section A – Budget Summary After Update

Recommended Federal Budget:

01/01/2025 - 01/01/2026

1

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
Update Sub Program	Total:	\$276,567.00	\$0.00	\$276,567.00

IMPORTANT NOTE:

- The total New or Revised federal budget included in Section A – Budget Summary must be equal to the “Recommended Federal Budget” displayed on the **Budget Details** form (**Figure 23, 1**).

- In Section B – Budget Categories, you must provide the federal and non-federal funding distribution across object class categories for the upcoming budget period. Click the Update button provided at the right corner of the Section B header (**Figure 24**). The **Budget Information (Support Year) – Update** page opens displaying Section B – Budget Categories (**Figure 25**).

Figure 24: Section B – Budget Categories

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
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	\$0.00	\$0.00	\$0.00
Indirect Charges	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

- Enter the federal dollar amount for each applicable object class category under the federal column (**Figure 25, 1**).
- Similarly, enter the non-federal dollar amount for each applicable object class category under the Non-Federal column (**Figure 25, 2**).

Figure 25: Budget Information (Support Year) – Update Page for Section A – Budget Categories

Budget Information (Support Year) - Update

Note(s):
Total federal amount in Section B must be equal to the total new or revised budget, federal amount specified in budget summary (section A) (\$276,567.00).
Total non-federal amount in Section B must be equal to the total new or revised budget, non-federal amount specified in budget summary (section A) (\$0.00).

NCC Progress Report Tracking #: [] Due Date: [] (Due In: []) | Section Status: []

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Section B - Budget Categories

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	
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	
Indirect Charges	\$ 0.00	\$ 0.00	\$0.00	
Total	\$0.00	\$0.00	\$0.00	
Total Budget specified in Budget Summary (Section A)		\$276,567.00	\$0.00	\$276,567.00

Calculate Total

Cancel Save and Continue

IMPORTANT NOTES:

- The total federal amount in Section B – Budget Categories must be equal to the total new or revised federal budget amount specified in Section A – Budget Summary of the **Budget Details** form.
- The total non-federal amount in Section B – Budget Categories must be equal to the total new or revised non-federal budget amount specified in Section A – Budget Summary of the **Budget Details** form.

- Click the Save and Continue button (**Figure 25, 3**) to navigate to the **Budget Details** form (**Figure 19**).
- In Section C – Non-Federal Resources, distribute the non-federal budget amount specified in Section A – Budget Summary across the applicable non-federal resources. Click the Update button provided in the right corner of Section C header to do so (**Figure 26, 1**).

Figure 26: Section C – Non-Federal Resources

Section C - Non Federal Resources

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
Health Care for the Homeless		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Go to Previous Page

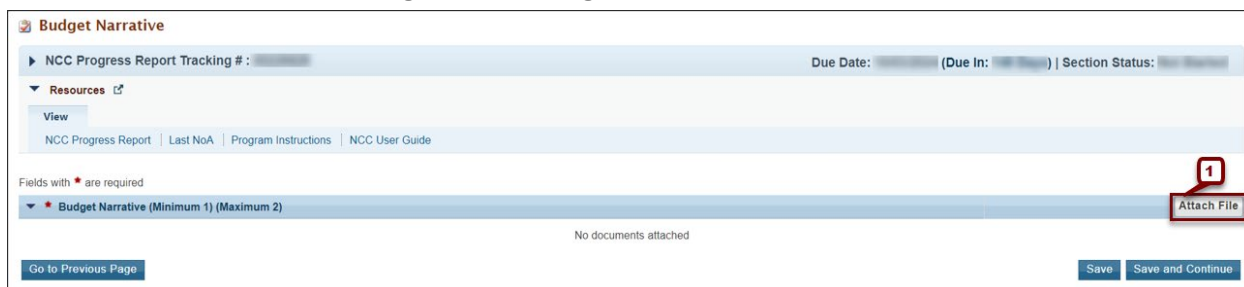
Update Save Save and Continue

IMPORTANT NOTE:

- The total non-federal amount in Section C – Non-Federal Resources must be equal to the total new or revised non-federal budget amount specified in Section A – Budget Summary of the Budget Details form.

12. Click the Save and Continue button to proceed to the **Budget Narrative** form (**Figure 27**).

Figure 27: Budget Narrative Form



13. On the **Budget Narrative** form, attach a budget justification narrative by clicking on the **Attach File** button (**Figure 27, 1**).
14. Click on the Save and Continue button to navigate to the **Program Specific Information – Status Overview** page.

3. Completing the Program Specific Forms

To access the program specific section of the progress report, choose one of the following options:

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Program Specific Information** line item (**Figure 28, 1**).
- Expand the left navigation menu (if not already expanded) by clicking the double arrows displayed near the form name at the top of the page (**Figure 28, 2**).
- Click on the **Program Specific Information** link in the left menu (**Figure 28, 3**). The **Program Specific Information – Status Overview** page opens (**Figure 29**).

Figure 28: Accessing the Program Specific Information Section of the NCC Progress Report

ALL TASKS

Q Search

2

NCC Progress Report

Overview

Status

Basic Information

SF-PPR

SF-PPR-2

Key Contact/Principal

Budget Information

Budget Details

Budget Narrative

Other Information

Program Specific Information

3

Appendices

Review and Submit

Review

Submit

Other Functions

Navigation

Return to Submissions List

NCC Progress Report - Status Overview

Note(s):

The table below shows the status of the progress report. The progress report is currently [redacted] and cannot be submitted in its current state.

NCC Progress Report Tracking # : [redacted] Due Date: [redacted] (Due In: [redacted]) | Status: [redacted]

Grant Number: [redacted] Original Deadline: [redacted] Created On: [redacted]

Project Officer: [redacted] Project Officer Email: [redacted] Project Officer Contact #: [redacted]

Last Updated By: [redacted]

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

Users with Permissions on NCC Progress Report (5)

NCC Progress Report Status

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Key Contact/Principal	Not Started	Update
Budget Information		
Budget Details	Not Complete	
Support Year 24	Not Complete	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Complete	Update
Appendices	Not Started	Update

1

IMPORTANT NOTE:

- Click on the Update link for any form to start updating it. Once completed, click on the Save and Continue button to proceed to the next listed form.

Figure 29: Status Overview Page for Program Specific Forms

Status Overview

Due Date: (Due In:) | Program Specific Status

Announcement Number:

Announcement Name:

Progress Report Type:

Grant Number:

Target Population:

Current Project Period:

Resources

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Program Specific Information Status		
Section	Status	Options
General Information		
Form 1C - Documents On File	Not Started	Update
Budget Information		
Form 3 - Income Analysis	Not Started	Update
Sites and Services		
Form 5A - Services Provided	Not Started	
Required Services	Not Started	Update
Additional Services	Not Started	Update
Specialty Services	Not Started	Update
Form 5B - Service Sites	Not Started	Update
Form 5C - Other Activities/Locations	Not Started	Update
Other Forms		
Project Narrative Update	Not Started	
Organizational Capacity	Not Started	Update
Patient Capacity	Not Started	Update

Return to Complete Status

3.1 Form 1C - Documents on File

Form 1C: Documents on File displays a list of documents to be maintained by an organization. To complete **Form 1C**, follow the steps below.

- In the Management and Finance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 30, 1**).
- In the Services section, provide the date of last review/revision (**Figure 30, 2**).
- In the Governance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 30, 3**).
- Click Save and Continue to proceed to the next form.

Figure 30: Form 1C

Form 1C - Documents On File

Note(s):
Date of Last Review/Revision must use the date format of MM/DD/YYYY. This listing does not include all policy/procedure documents required to be maintained on file. Records demonstrating implementation of required policies and procedures must also be available for review.

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

Resources

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Fields with * are required

Management and Finance	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
* Personnel policies, including selection and dismissal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity practices.		
* Procurement procedures.		
* Standards of Conduct/Conflict of Interest policies/procedures.		
* Financial Management/Accounting and Internal Control policies and/or procedures to ensure awarded Health Center Program federal funds are not expended for restricted activities.		
* Financial Management/Accounting and Internal Control policies/procedures related to restrictions on the use of federal funds for the purchase of sterile needles or syringes for the hypodermic injection of any illegal drug. ¹ (Only applicable if your organization provides syringe exchange services or is otherwise engaged in syringe service programs; otherwise, indicate as N/A.)		<input type="checkbox"/>
* Financial Management/Accounting and Internal Control policies/procedures related to restrictions on the use of federal funds to provide abortion services, except in cases of rape or incest or where there is a threat to the life of the mother. ¹ (Only applicable if your organization provides abortion services; otherwise, indicate as N/A.)		<input type="checkbox"/>
* Billing and Collections policies/procedures, including those regarding waivers or fee reductions and refusal to pay.		

Services	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
* Credentialing/Privileging operating procedures		
* Coverage for Medical Emergencies During and After Hours operating procedures		
* Continuity of Care/Hospital Admitting operating procedures		
* Sliding Fee Discount Program policies, operating procedures, and sliding fee schedule		
* Quality Improvement/Assurance Program policies and operating procedures that address clinical services and management, patient safety, and confidentiality of patient records		

Governance	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
* Governing Board Bylaws.		
* Co-Applicant Agreement (Only applicable to public entity health centers; otherwise, indicate as N/A.)		<input type="checkbox"/>
* Evidence of Nonprofit or Public Center Status		

[Go to Previous Page](#)
[Save](#)
[Save and Continue](#)

3.2 Form 3 - Income Analysis

Form 3: Income Analysis projects program income, by source, for the upcoming budget period. Click the Update link to get started. This form comprises the following sections:

1. Payer Category (**Figure 31, 1**)
2. Comments/Explanatory Notes (**Figure 31, 2**)

Figure 31: Form 3: Income Analysis

Form 3 - Income Analysis

Note(s):
The value in the Projected Income (d) column should equal the value in the Billable Visits (b) column multiplied by the value in the Income per Visit (c) column. If not, explain in the Comments/Explanatory Notes section. In the Prior FY Income (e) column, enter the income data from the health center's most recent fiscal year audit or interim financial statement.

Due Date: (Due In) | Section Status:

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Fields with * are required

Payer Category	Patients By Primary Medical Insurance (a)	Billable Visits (b)	Income Per Visit (c)	Projected Income (d)	Prior FY Income (e)
Part 1: Patient Service Revenue - Program Income					
* 1. Medicaid					
* 2. Medicare					
* 3. Other Public					
* 4. Private					
* 5. Self Pay					
6. Total (Lines 1 to 5)	Calculate Total and Save	0	0	N/A	\$0
Part 2: Other Income - Other Federal, State, Local and Other Income					
* 7. Other Federal	N/A	N/A	N/A		
* 8. State Government	N/A	N/A	N/A		
* 9. Local Government	N/A	N/A	N/A		
* 10. Private Grants/Contracts	N/A	N/A	N/A		
* 11. Contributions	N/A	N/A	N/A		
* 12. Other	N/A	N/A	N/A		
* 13. Applicant (Retained Earnings)	N/A	N/A	N/A		
14. Total Other (Lines 7 to 13)	Calculate Total and Save	N/A	N/A	N/A	\$0
Total Non-Federal (Non-Health Center Program) Income (Program Income Plus Other)					
15. Total Non-Federal (Lines 6+14)	Calculate Total and Save	N/A	N/A	N/A	\$0
Comments/Explanatory Notes (if applicable)					
Approximately 2 pages (Max 2500 Characters with spaces)					

Go to Previous Page Save Save and Continue

3.2.1 Completing the Payer Category Section

The Payer Category section is further divided into the following sub-sections:

- Part 1: Patient Service Revenue - Program Income
- Part 2: Other Income - Other Federal, State, Local and Other Income
- Total Non-Federal (Non-section 330) Income (Program Income Plus Other)

To complete the **Payer Category** section, follow the steps below.

1. In column (a), provide the number of Patients by Primary Medical Insurance for each payer category. Enter 0 if not applicable (**Figure 31, 3**).

2. In column (b), provide the number of Billable Visits that is greater than or equal to the number of Patients by Primary Medical Insurance, i.e., column (a), for each payer category. Enter 0 if not applicable (**Figure 31, 4**).
3. In column (c), provide the amount of Income per Visit for each payer category. Enter 0 if not applicable. (**Figure 31, 5**).
4. In column (d), provide the amount of Projected Income for each payer category. Enter 0 if not applicable (**Figure 31, 6**).
5. In column (e), provide the amount of Prior FY Income. Enter 0 if not applicable (**Figure 31, 7**).
6. Click the Calculate Total and Save button to calculate and save the values for each Payer Category in Part 1 (**Figure 31, 8**).

IMPORTANT NOTES:

- The number of Billable Visits in column (b) should be 0 if the number of Patients by Primary Medical Insurance in column (a) for a payer category is 0.
- The value in column (d) – Projected Income for a payer category should be equal to the value calculated by multiplying column (b) – Billable visits by column (c) – Income per Visit for that category. If these values are not equal, provide an explanation in the [Comments/Explanatory Notes](#) box.
- The columns Patients by Primary Medical Insurance (a), Billable Visits (b) and Income Per Visit (c) in Part 2 are disabled and set to 'N/A'.

7. Click the Calculate Total and Save button in the **Total Non-Federal (Non-section 330) Income (Program Income plus Other)** section to calculate and save the values for each Payer Categories in Part 1 and 2 (**Figure 31, 9**).

3.2.2 Completing the Comments/Explanatory Notes Section

In this section, enter any comments/explanations related to this form (**Figure 31, 2**).

1. If the value for any payer category in Projected Income (d) is not equal to the value obtained by multiplying Billable Visits (d) with Income per Visit (c), provide an explanation in this section. Provide justification for each payer category that these numbers are not equal. If these numbers are equal for all the payer categories, providing comments in this section is optional.
2. Click the Save and Continue button to save your work and proceed to the next form.

3.3 Form 5A – Services Provided

Form 5A: Services Provided is pre-populated with the services in the current H80 scope that HRSA has on file for your organization.

Form 5A will be non-editable. You will be required to visit the Required Services, Additional Services, and the Specialty Services sections at least once to change the status of the form to Complete.

Figure 32: Form 5A - Services Provided

Note(s):
Review the list of services retrieved from your scope on file as of . If there was a recent change approved for your scope (e.g. through a Change in Scope application), click the 'Refresh From Scope' button below to get your most recent scope on file. For more information, refer to the [Service Descriptors for Form 5A: Services Provided](#) and the [Column Descriptors for Form 5A: Services Provided](#).

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Form 5A - Services Provided (Required Services)

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

Required Services **Additional Services** **Specialty Services**

Refresh from Scope **1** **2**

Service Type	Column I - Direct (Health Center Pays) ⓘ	Column II - Formal Written Contract/Agreement (Health Center Pays) ⓘ	Column III - Formal Written Referral Arrangement (Health Center DOES NOT Pay) ⓘ
General Primary Medical Care ⓘ	[X]	[]	[]
Diagnostic Laboratory ⓘ	[X]	[X]	[X]
Diagnostic Radiology ⓘ	[X]	[X]	[X]
Screenings ⓘ	[X]	[X]	[X]
Coverage for Emergencies During and After Hours ⓘ	[X]	[X]	[]
Voluntary Family Planning ⓘ	[X]	[]	[]
Immunizations ⓘ	[X]	[]	[]
Well Child Services ⓘ	[X]	[]	[]
Gynecological Care ⓘ	[X]	[]	[]
Obstetrical Care ⓘ			
Prenatal Care ⓘ	[X]	[]	[]
Intrapartum Care (Labor & Delivery) ⓘ	[X]	[]	[]
Postpartum Care ⓘ	[X]	[]	[]
Preventive Dental ⓘ	[X]	[]	[]
Pharmaceutical Services ⓘ	[X]	[X]	[]
HCH Required Substance Use Disorder Services ⓘ	[]	[]	[]
Case Management ⓘ	[X]	[]	[]
Eligibility Assistance ⓘ	[X]	[]	[]
Health Education ⓘ	[X]	[]	[]
Outreach ⓘ	[X]	[]	[]
Transportation ⓘ	[X]	[X]	[]
Translation ⓘ	[X]	[X]	[]

Go to Previous Page **Continue** **3**

If the pre-populated data on **Form 5A** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (**Figure 32, 1**).

Form 5A will be complete when the status of the **Required Services**, **Additional Services**, and **Specialty Services** sections are all complete. The completed status of these sections is indicated with a green tick mark icon in the section tabs (**Figure 32, 2**).

After visiting all the sections on **Form 5A**, click the Continue button (**Figure 32, 3**) to proceed to the next form.

3.4 Form 5B – Service Sites

Form 5B: Service Sites are pre-populated with the sites in the current H80 scope that HRSA has on file for your organization.

Form 5B will be non-editable. You will be required to visit the form at least once to change the status of the form to Complete.

Figure 33: Form 5B - Service Sites

[illegible]

If the pre-populated data on **Form 5B** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (**Figure 33, 1**). If you need to view the details of a particular site displayed on this form, you can do so by clicking on the View link (**Figure 33, 2**).

Click the **Save and Continue** button on **Form 5B** to proceed to the next form.

3.5 Form 5C - Other Activities/Locations

Form C – Other Activities/Locations is pre-populated with the activities/locations in the current H80 scope that HRSA has on file for your organization.

Form 5C will be non-editable. You will be required to visit this form at least once to change the status of the form to Complete.

Figure 34: Form 5C – Other Activities/Locations

Form 5C - Other Activities/Locations

Note(s):
Review the list of activities and locations retrieved from your scope file as of [Date]. If there was a recent change approved from your scope (e.g. through a Change in Scope application), click the 'Refresh From Scope' button below to get your most recent scope on file.

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Refresh From Scope 1

Type of Activity	Frequency of Activity	Description of Activity	Type of Location(s) where Activity is Conducted
[Dropdown]	[Dropdown]	[Text Area]	[Dropdown]

Go to Previous Page Continue

If the pre-populated data on **Form 5C** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (**Figure 34, 1**).

Click the Continue button on **Form 5C** to proceed to the next form.

3.6 Project Narrative Update

The Project Narrative Update form addresses progress and changes to date, expected progress for the remainder of the FY 2024 budget period, and projected changes for the FY 2025 budget period. This form is comprised of the following sections:

1. Organizational Capacity
2. Patient Capacity

3.6.1 Completing Organizational Capacity

Figure 35: Project Narrative Update (Organizational Capacity)

Project Narrative Update - Organizational Capacity

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

Resources of

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Fields with * are required

Organizational Capacity **6**

Discuss your progress and any major changes or barriers since your last submission (SAC or BPR) that have impacted or may impact progress. You should include the following key areas:

Organizational Capacity Key Areas **1**

Staffing, including key management vacancies

* Summary of progress and changes to date

Maximum 2000 characters

* Expected progress for the remainder of the FY 2024 budget period

Maximum 2000 characters

* Projected changes for the upcoming FY 2025 budget period

Maximum 2000 characters

2

Operations, including changes in policies and procedures, with an explanation of how your latest Service Area Competition (SAC) condition responses or Operational Site Visit (OSV) results have become standard practice.

* Summary of progress and changes to date

Maximum 2000 characters

* Expected progress for the remainder of the FY 2024 budget period

Maximum 2000 characters

* Projected changes for the upcoming FY 2025 budget period

Maximum 2000 characters

3

Financial status, including the most current audit findings

* Summary of progress and changes to date

Maximum 2000 characters

* Expected progress for the remainder of the FY 2024 budget period

Maximum 2000 characters

* Projected changes for the upcoming FY 2025 budget period

Maximum 2000 characters

4 **5**

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Save Save and Continue

In the **Organizational Capacity** section, discuss your progress and any major changes or barriers to organizational capacity since the last application (SAC or BPR) that have impacted or may impact progress.

To complete this section, follow the steps below:

1. Within the form (**Figure 35**), identify the sections related to **Organizational Capacity**. These include Staffing, Operations, and Financial Status.
2. Start with the **Staffing** section (**Figure 35, 1**). You will find three required fields:
 - **Summary of progress and changes to date:** Describe any updates or developments regarding staffing, including key management vacancies. Provide details on any changes in personnel or hiring processes. This should be a concise overview of the current staffing situation.
 - **Expected progress for the remainder of the FY 2024 budget period:** Outline the anticipated progress in staffing for the rest of the fiscal year 2024.
 - **Projected changes for the upcoming FY 2025 budget period:** Forecast the staffing changes expected for the next fiscal year, 2025.
3. Move on to the **Operations** section (**Figure 35, 2**). Here are the required fields:
 - **Summary of progress and changes to date:** Summarize any updates or modifications in operations, such as changes in policies or procedures. Explain how your most recent responses to findings of noncompliance in your last SAC or OSV have become standard practice.
 - **Expected progress for the remainder of the FY 2024 budget period:** Detail the expected progress in operations for the remainder of the fiscal year 2024.
 - **Projected changes for the upcoming FY 2025 budget period:** Outline the changes anticipated in operations for the next fiscal year, 2025.
4. Lastly, address the **Financial Status** section (**Figure 35, 3**). These fields are required:
 - **Summary of progress and changes to date:** Provide an overview of the financial status, including the most current audit findings.
 - **Expected progress for the remainder of the FY 2024 budget period:** Describe the expected financial progress for the rest of the fiscal year 2024.
 - **Projected changes for the upcoming FY 2025 budget period:** Forecast the changes expected in financial status for the next fiscal year, 2025.
5. Click the **Save and Continue** button (**Figure 35, 5**) to proceed to the Patient Capacity section, or click the **Save** button (**Figure 35, 4**) at the bottom of the Organizational Capacity section and select the Patient Capacity tab below the Resources section (**Figure 35, 6**)

3.6.2 Completing Patient Capacity

In the **Patient Capacity** section, discuss any changes to the project that have impacted or may impact patient capacity progress, factors that have contributed to a downward patient trend, and plans for reaching the projected patient target goal, including (but not limited to), Changes in Scope (CIS), successor-in-interest or contract or agreement changes.

To complete this section, follow the steps below.

1. Locate the **Patient Capacity** tab: Navigate to the Patient Capacity tab within the Project Narrative Update form.
2. Review the goal populated in the **Patient Target Goal** for the line-item **Total Unduplicated Patients** (**Figure 36, 1**).

3. Review the percentage value populated in the **% of Patient Target Achieved** for the line-item **Total Unduplicated Patients** (Figure 36, 2).
4. Complete the **Patient Target Progress Narrative** field (Figure 36, 3).

Figure 36: Patient Capacity

Project Narrative Update - Patient Capacity

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

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Fields with * are required

☒ Organizational Capacity ☒ Patient Capacity

Patient Capacity

Discuss any changes to the project that have impacted or may impact patient capacity progress, factors that have adversely affected patient trends, and plans for reaching the projected patient target goal, including (but not limited to), Changes in Scope (CIS), successor-in-interest or contract or agreement changes.

Patient Target Goal **% of Patient Target Achieved** **Patient Target Progress Narrative**

Total Unduplicated Patients: 53416 0.00%

2000 characters with spaces (Approximately 1 page)

Note(s):

- Patient Target Progress Narrative is required, with up to a maximum of 2,000 character limit.
- The Patient Target Goal is pre-populated from the Patient Target Management Module (PTM) in HRSA EHBs.
- The % of Patient Target Achieved is prepopulated using Total Unduplicated Patients (as reported in UDS), divided by patient projections (from the SAC that initiated your current period of performance plus patient projections from selected supplemental funding awarded after the start of the current period of performance), multiplied by 100.

IMPORTANT NOTES:

- Patient Target Progress Narrative is required, with up to a maximum of 2,000-character limit.
- The Patient Target Goal is pre-populated from the Patient Target Management Module (PTM) in HRSA EHBs.
- The % of Patient Target Achieved is prepopulated using Total Unduplicated Patients (as reported in UDS), divided by patient projections (from the SAC that initiated your current period of performance plus patient projections from selected supplemental funding awarded after the start of the current period of performance), multiplied by 100.

5. Review the numbers populated in the **Projected Number of Patients** column for each category of patients (Figure 37, 1).
6. Review the percentage value populated in the **% of Patient Target Achieved** column for each category of patient (Figure 37, 2).
7. Complete the **Patient Capacity Narrative** for each category of patients (Figure 37, 3).

Figure 37: Patient Capacity cont.

	1 Projected Number of Patients	2 % of Patient Target Achieved ⓘ	3 Patient Capacity Narrative
Total Migratory and Seasonal Agricultural Worker Patients			2000 characters with spaces (Approximately 1 page)
Total People Experiencing Homelessness Patients			2000 characters with spaces (Approximately 1 page)
Total Public Housing Resident Patients			2000 characters with spaces (Approximately 1 page)

Note(s):

- Patient Capacity Narrative is required, with up to a maximum of 2,000 character limit.
- The Projected Number of Patient values is pre-populated using patient projections from the SAC that initiated your current period of performance and includes patient projections from selected supplemental funding awarded after the start of the current period of performance.
- The % of Patient Target Achieved is prepopulated using Total Unduplicated Patients (as reported in UDS), divided by patient projections (from the SAC that initiated your current period of performance plus patient projections from selected supplemental funding awarded after the start of the current period of performance), multiplied by 100.
- The Projected Number of Patient values cannot be edited during the BPR submission. If these values are not accurate, explain in the Patient Capacity Narrative section.

	Projected Number of Patients	% of Patient Target Achieved ⓘ	Patient Capacity Narrative
Total Medical Services Patients			2000 characters with spaces (Approximately 1 page)
Total Enabling Services Patients			2000 characters with spaces (Approximately 1 page)

Note(s):

- Patient Capacity Narrative is required, with up to a maximum of 2,000 character limit.
- The Projected Number of Patient value is pre-populated using patient projections from the SAC that initiated your current period of performance and includes patient projections from selected supplemental funding awarded after the start of the current period of performance.
- The % of Patient Target Achieved is prepopulated using Total Unduplicated Patients (as reported in UDS) divided by patient projections (from the SAC that initiated your current period of performance plus patient projections from selected supplemental funding awarded after the start of the current period of performance) multiplied by 100.
- The Project Number of Patients values cannot be edited during the BPR submission. If these values are not accurate, explain in the Patient Capacity Narrative section.

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4
[Save](#) [Save and Continue](#)

IMPORTANT NOTES:

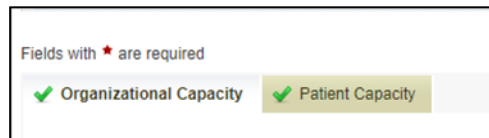
- Patient Capacity Narrative is required, with up to a maximum of 2,000-character limit.
- The Projected Number of Patients value is pre-populated using patient projections from the SAC that initiated your current period of performance and includes patient projections from selected supplemental funding awarded after the start of the current period of performance.
- The % of Patient Target Achieved is prepopulated using Total Unduplicated Patients (as reported in UDS) divided by patient projections (from the SAC that initiated your current period of performance plus patient projections from selected supplemental funding awarded after the start of the current period of performance) multiplied by 100.
- The Project Number of Patients values cannot be edited during the BPR submission. If these values are not accurate, explain in the Patient Capacity Narrative section.

8. After completing the Patient Capacity Tab, click the **Save or Save and Continue** button to confirm the form has been completed successfully (**Figure 37, 4**).

3.6.3 Completing the Project Narrative Update forms

The **Project Narrative Update** form will be completed when the status of all 2 sections is complete. The completed status of all these sections is indicated with a green tick mark in the section tabs (**Figure 38**).

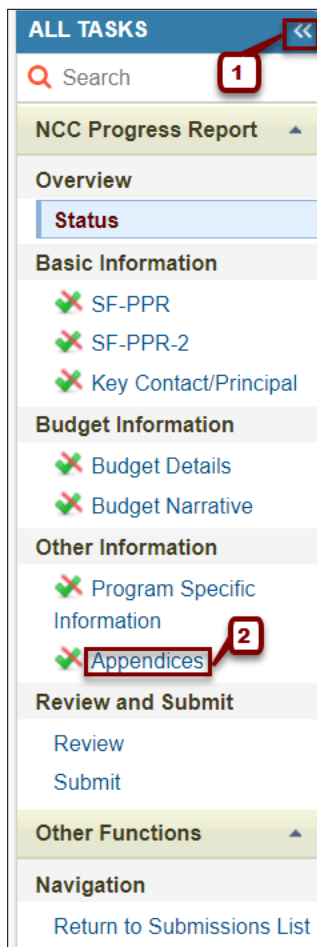
Figure 38: Completed Project Narrative Update Sections



4. Completing the Appendices Form

1. Expand the left navigation menu (if not already expanded) by clicking the double arrows displayed near the form name at the top of the page (**Figure 39, 1**). Click on the **Appendices** link (**Figure 39, 2**) to navigate to the Appendices form.

Figure 39: Left Navigation Menu



2. The **Appendices** form allows you to attach one other standard document. This attachment is not mandatory.
3. Click on the Save button to mark this form as Complete. Click on the Save and Continue button to navigate to the **NCC Progress Report – Review** page.

5. Reviewing and Submitting the FY 2025 NCC/BPR to HRSA

To review your progress report, follow the steps below.

1. If you are in the Program Specific section of the progress report, navigate to the Standard section of the progress report by using one of the following options:
 - Click on the **NCC Progress Report** link in the navigation links displayed at the top of any program-specific form (**Figure 40, 1**).
 - On the program-specific **Status Overview** page, click on the Return to Complete Status button (**Figure 40, 2**).

Figure 40: Accessing the Standard Section of the NCC Progress Report

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [NCC Progress Report \(226826\)](#) » [Program Specific Information](#) []

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[Sites and Services](#)
[Form 5A](#)
[Form 5B](#)
[Form 5C](#)
[Other Forms](#)
[Project Narrative Update](#)
[Review](#)
[Program Specific Forms](#)
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[Overview](#)
[Appendices](#)
[Complete Status](#)
[Submit](#)

Status Overview

Due Date: (Due In:) | Program Specific

Announcement Number: Announcement Name: Progress Report Type:
Grant Number: Target Population: Current Project Period:

[Resources](#)
View
FY25 BPR User Guide | Funding Opportunity Announcement | Change in Scope

Section	Status	Options
General Information		
Form 1C - Documents On File	Not Started	Update
Budget Information		
Form 3 - Income Analysis	Not Started	Update
Sites and Services		
Form 5A - Services Provided	Not Complete	
Required Services	Complete	Update
Additional Services	Not Started	Update
Specialty Services	Not Started	Update
Form 5B - Service Sites	Not Started	Update
Form 5C - Other Activities/Locations	Complete	Update
Other Forms		
Project Narrative Update	Not Started	
Organizational Capacity	Not Started	Update
Patient Capacity	Not Started	Update

[Return to Complete Status](#)

➤ The system navigates to the NCC Progress Report - Status Overview page (Figure 41).

- On the **NCC Progress Report - Status Overview** page, click the Review link in the Review and Submit section of the left menu (Figure 41, 1). The system navigates to the **NCC Progress Report - Review** page.

Figure 41: Review Link

You are here: Home » Tasks » Browse » NCC Progress Report | » 00226826

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking # : 00226826 Due Date: (Due In:) | Status:

Grant Number: Original Deadline: Created On:
Project Officer: Project Officer Email: EHBStester@test.com Project Officer Contact #:
Last Updated By:

Resources
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Users with Permissions on NCC Progress Report (5)

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Key Contact/Principal	Not Started	Update
Budget Information		
Budget Details	Not Complete	Update
Support Year 24	Not Complete	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Complete	Update
Appendices	Not Started	Update

3. Verify the information displayed on the NCC Progress Report - Review page.
4. If you are ready to submit the progress report to HRSA, click the Proceed to Submit button at the bottom of the **Review** page (Figure 42, 1).

Figure 42: Proceed to Submit Button on the NCC Progress Report – Review Page

NCC Progress Report - Review

NCC Progress Report Tracking # : Due Date: (Due In:) | Status:

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Print NCC Progress Report Table of Contents Go

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View	Section	Type	Options
View: Basic Information			
Basic Information	SF-PPR	HTML	View
Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML	View
Basic Information	Key Contact/Principal	HTML	View
View: Budget Information			
Budget Information	SF-424A Budget Information (Standard Form)	HTML	View
Budget Information	SF-424A Community Health Centers	HTML	View
Budget Information	SF-424A Health Care for the Homeless	HTML	View
Budget Information	Budget Narrative	DOCUMENT	Not Available
View: Appendices			
Appendices	Budget Justification Narrative	DOCUMENT	Not Available
Appendices	Other Documents	DOCUMENT	Not Available
View: Program Specific Information			
Program Specific Information	Program Specific OMB Approved Forms	HTML	Open Popup

Go to Previous Page 1 Proceed to Submit

- The system navigates to the NCC Progress Report – Submit page (Figure 43).

Figure 43: NCC Progress Report – Submit Page

NCC Progress Report - Submit

Note(s):
The table below shows the status of the progress report. The progress report is currently [] and cannot be submitted in its current state.

NCC Progress Report Tracking # : [] **Due Date:** [] (Due In: []) | **Status:** []

Grant Number: [] **Original Deadline:** [] **Created On:** 05/01/2024
Project Officer: [] **Project Officer Email:** [] **Project Officer Contact #:** (000) 000-0000
Last Updated By: []

Resources

View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Users with Permissions on NCC Progress Report (5)

Section	Status	Options
Basic Information	[]	[]
SF-PPR	[]	[] Update
SF-PPR-2 (Cover Page Continuation)	[]	[] Update
Key Contact/Principal	[]	[] Update
Budget Information	[]	[]
Budget Details	[]	[]
Support Year 24	[]	[] Update
Budget Narrative	[]	[] Update
Other Information	[]	[]
Program Specific Information	[]	[] Update
Appendices	[]	[] Update

Cancel **Submit to HRSA** 1

5. Click the Submit to HRSA button at the bottom of the **Submit** page (**Figure 43, 1**).
 - The system navigates to a NCC Progress Report – Confirm Submit page (**Figure 44**).

Figure 44: NCC Progress Report – Confirm Submit Page

NCC Progress Report - Confirm Submit

Confirmation:
 You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the **Submit Report** button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the **Cancel** button to return to the previous screen.

NCC Progress Report Tracking # : [] **Due Date:** [] (Due In: [] Days) | **Status:** []

Grant Number: H80CS-00000 **Original Deadline:** [] **Created On:** []
Project Officer: Roseanne Lawrence **Project Officer Email:** [] **Project Officer Contact #:** []
Last Updated By: Ryan Christopher 7/2/2024 2:10:55 PM

Resources

View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

NCC PROGRESS REPORT CERTIFICATION View Report

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.
 Please check the box to electronically sign the NCC Progress Report.

Cancel **Submit Report** 1 2

6. Certify the statement displayed under the NCC Progress Report Certification section of the **NCC Progress Report – Confirm Submit** page (**Figure 44, 1**), and click the Submit Report button to submit the NCC/BPR to HRSA (**Figure 44, 2**).
7. If you experience any problems with submitting the application in the HRSA EHBs, contact **Health Center Program Support** 1-877-464-4772 using the BPHC Contact Form Monday – Friday, 8:30 AM - 5:30 PM ET) or send an email through the Web Request Form at <http://www.hrsa.gov/about/contact/bphc.aspx>.

5.1 Accessing your Submitted H80 Applications/Progress Reports

You may need to reference your submitted H80 applications/progress reports when completing your FY 2024 NCC/BPR. You can access your submitted H80 applications/progress reports through the H80 Grant Folder by following the steps below:

1. Click the **Grants** tab located at the top of the **Project Narrative Update** form to access your Grant Portfolio (**Figure 45**).

Figure 45: Grants Tab



2. Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (**Figure 46**).

Figure 46: Accessing the H80 Grant Folder

Page size: 15 Go										8 items in 1 page(s)	
Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options			
<div><div></div><div>H80</div></div>					All	All		<div>Grant Folder</div>			
T9B								<div>Grant Folder</div>			
H8C								<div>Grant Folder</div>			
H8L								<div>Grant Folder</div>			
C8E								<div>Grant Folder</div>			
H1G								<div>Grant Folder</div>			
T9C								<div>Grant Folder</div>			
T9H								<div>Grant Folder</div>			

3. To access the H80 applications submitted by your organization, follow the steps below.
 - a. Click the **Applications** link under the **Requests** section on the **Grant Home** page (**Figure 47**).

Figure 47: Applications Link

The screenshot shows the 'Grant Home' page for grant H80CS01064: DUNLOP CORES VOLUNTEER EMERGENCY SQUAD, WALLULA, AZ. The page includes sections for Resources, Grants, Submissions, Requests, Users, and Others. In the 'Requests' section, the 'Applications' link is highlighted with a red box.

- The system navigates to the Applications - All search page (**Figure 48**).
- b. Expand the Advanced Search Parameters section of the **Applications - All** search page by clicking the arrow icon (**Figure 48, 1**). In the Status field under this section, un-select all the statuses except Completed (**Figure 48, 2**).

Figure 48: Applications – All Search Page

The screenshot shows the 'Applications - All' search page. It includes a header for 'Grants.gov Applications Pending Validation: 0' and tabs for 'Not Completed', 'Recently Completed', 'Archived', and 'All'. The 'Search Filters' section is expanded, showing 'Basic Search Parameters' and 'Advanced Search Parameters'. In the 'Advanced Search Parameters' section, the 'Status' dropdown is expanded, and the 'All' option is selected. The 'Display Options' section is also visible, showing the 'Sort Method' as 'Grid | Custom'. Annotations 1, 2, and 3 are present: 1 points to the 'Advanced Search Parameters' section, 2 points to the 'Status' dropdown, and 3 points to the 'Search' button.

- c. Click the Search button located at the bottom of this page to access the completed applications (**Figure 48, 3**).
- The system navigates to the **Applications – All** results page displaying all the completed applications submitted for the H80 grant.
- d. Locate the applicable Service Area Competition (SAC) or New Access Point (NAP) applications and click the **Application** link to access the program specific forms (**Figure 49**).

Figure 49: Applications – All Results Page

Application Deadline	Date Submitted	Announcement #	EHBS Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All	<input type="button" value="Search"/>
▶	11/15/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	HRSA 12-088	Completed	Application
▶	11/15/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	HRSA 12-088	Completed	Application
▶	11/15/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	HRSA 12-088	Completed	Application
▶	11/15/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	HRSA 12-088	Completed	Application
▶	11/15/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	HRSA 12-088	Completed	Application
▶	11/15/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	HRSA 12-088	Completed	Application

4. To access the H80 Noncompeting Continuation progress reports (NCCs/BPRs) submitted by your organization, follow the steps below:
 - a. Navigate to the **H80 Grant Folder** by clicking the Grants tab at the top of the page and then clicking the **Grant Folder** link for the applicable H80 grant (refer to steps 1 and 2 of this section). Click the **Work on My NCC Report** link under the **Submissions** section on the Grant Home page (**Figure 50**).

Figure 50: Work on My NCC Report Link

Grant Home

Current Budget Period: Current Project Period: CRS-EIN:

Budget Support Year: Project Title: Grant Period:

Resources

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Grants

Submissions

- Work on Financial Report
- Work on Progress Report
- Performance Report
- Work on My NCC Report**
- Work on Other Submissions

+ View More

Requests

- Applications
- Existing Prior Approvals
- Request New Prior Approval
- Existing H80 Health Center CIS
- Request New H80 Health Center CIS
- Legacy H80 Health Center CIS

+ View More

Users

- Approve Requests
- Update Privileges
- Authorize New

+ View More

- The system navigates to the **Submissions – All** page displaying all the Noncompeting continuation progress reports for the H80 grant.

- b. Locate the applicable NCC progress report(s) and click the **Noncompeting Continuations** link to access the program specific forms (**Figure 51**).

Figure 51: Submissions – All Page

Page size: 15 Go 9 items in 1 page(s)									
Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis J. Cooper Primary Health Center Inc. GA	H80U000000	H80007	0001-0000	01-01-2025		Not Started	Start
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis J. Cooper Primary Health Center Inc. GA	H80U000000	H80008	0001-0000	01-01-2025	01-01-2025	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis J. Cooper Primary Health Center Inc. GA	H80U000000	H80009	0001-0000	01-01-2025	01-01-2025	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis J. Cooper Primary Health Center Inc. GA	H80U000000	H80010	0001-0000	01-01-2025	01-01-2025	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis J. Cooper Primary Health Center Inc. GA	H80U000000	H80011	0001-0000	01-01-2025	01-01-2025	Submitted	Noncompeting Continuations

6. Submitting a Change Requested Progress Report

HRSA will send a 'Change Requested' email to you if your NCC/BPR needs to be revised. To revise your progress report, access it in the HRSA EHBs using the steps described in the section titled [Accessing the FY 2025 NCC/BPR](#). Edit the progress report as indicated in the email sent by HRSA and re-submit the NCC/BPR by following the steps in section [Reviewing and Submitting the FY 2025 NCC/BPR to HRSA](#).

IMPORTANT NOTE:

- A HRSA reviewer may cancel (or override) a change request after you have re-submitted a change requested NCC/BPR, or if you have not responded to a previous change request in a timely manner.
- If a HRSA reviewer cancels the change request, you will receive a Change Request cancellation email. After you receive this email, you will not be able to revise your NCC/BPR. HRSA will review the last NCC/BPR that you submitted.
- If your BPR is incomplete or non-responsive, a delay in Notice of Award (NoA) issuance or a lapse in funding could occur.