

**HRSA Electronic Handbooks (EHBs)**

# **FY2024 Noncompeting Continuation (NCC) / Budget Period Progress Report (BPR)**

**User Guide for Award Recipients**

Last updated on October 16, 2023

## Contents

<b>1. Accessing the FY 2024 NCC/BPR .....</b>	<b>3</b>
<b>2. Completing the standard SF-PPR section of the progress report.....</b>	<b>5</b>
2.1 Completing Key Contact/Principal Form .....	6
2.2 Completing the Budget Information forms .....	12
<b>3. Completing the Program Specific Forms .....</b>	<b>17</b>
3.1 Form 1C - Documents on File.....	19
3.2 Form 3 - Income Analysis.....	20
3.2.1 Completing the Payer Category section .....	21
3.2.2 Completing the Comments/Explanatory Notes section .....	22
3.3 Form 5A – Services Provided.....	22
3.4 Form 5B – Service Sites.....	23
3.5 Form 5C - Other Activities/Locations.....	24
3.6 Project Narrative Update .....	25
3.6.1 Completing Organizational Capacity .....	25
3.6.2 Completing Patient Capacity .....	26
3.6.3 Completing the Project Narrative Update forms .....	28
<b>4. Completing the Appendices Form.....</b>	<b>28</b>
<b>5. Reviewing and Submitting the FY 2024 NCC/BPR to HRSA .....</b>	<b>29</b>
5.1 Accessing your submitted H80 Applications/Progress Reports.....	32
<b>6. Submitting a Change Requested Progress Report .....</b>	<b>35</b>

This user guide describes the steps you need to follow to submit an FY 2024 Noncompeting Continuation (NCC)/Budget Period Progress Renewal (BPR) report to HRSA.

## 1. Accessing the FY 2024 NCC/BPR

To access the FY 2024 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.

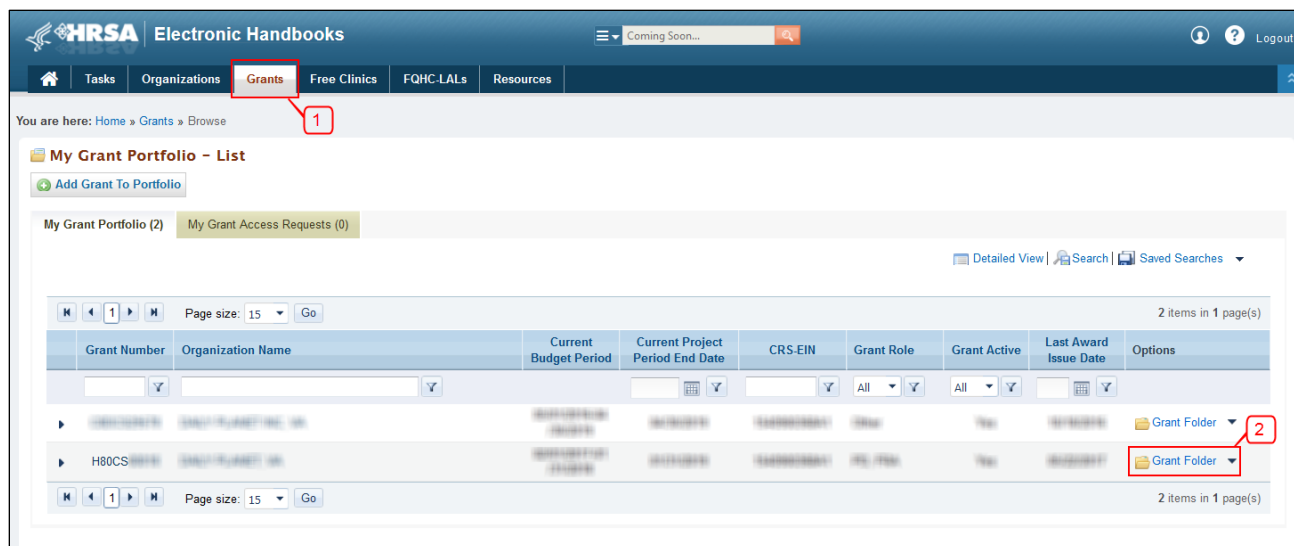
**IMPORTANT NOTE:** If you do not have a username, you must register in the HRSA EHBs. Do not create duplicate accounts. If you experience log in issues or forgot your password, contact the Bureau of Primary Health Care (BPHC) Helpline at <http://www.hrsa.gov/about/contact/bphc.aspx> or (877) 974-2742.

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:

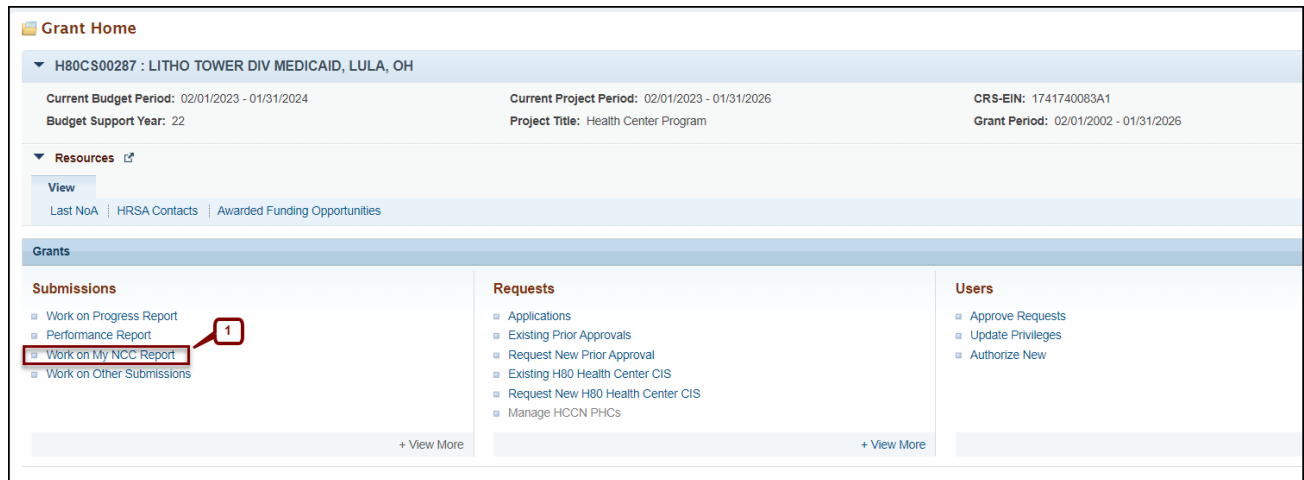
- On the **My Grant Portfolio - List** page, just below the page title, click the Add Grant to Portfolio button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the Continue button at the right edge of the page and proceed.

Figure 1: Accessing the H80 Grant Folder



3. On the **Grant Home** page, click on the **Work on My NCC Report** link under the Submissions section (**Figure 2, 1**).

**Figure 2: Work on My NCC Report link**



- The system opens the **Submissions – All** page.
- 4. 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 2024 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**

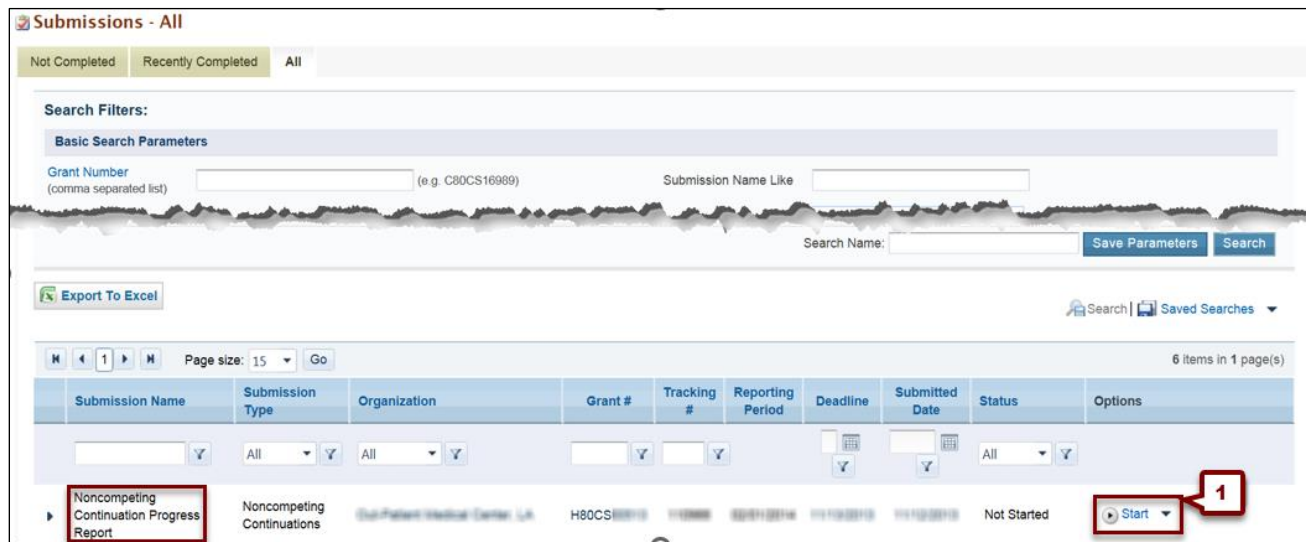


Figure 4: Accessing the NCC Progress Report - Status Overview Page

NCC Progress Report Status		
Section	Status	Options
Basic Information		
SF-PPR <span>1</span>	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Key Contact/Principal	Not Started	Update
Budget Information <span>2</span>		
Budget Details <span>3</span>	Not Started	
Support Year 23	Not Started	Update
Budget Narrative <span>4</span>	Not Started	Update
Other Information		
Program Specific Information	Not Complete	Update
Appendices	Not Started	Update

The FY 2024 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. 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.
2. 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.
3. To complete the **Key Contact/Principal** form, refer to the Completing Key Contact/Principal Form section of this document. Click on the Save and Continue button to proceed to the **Budget Details** form.
4. 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.

5. 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; else, 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 5, 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 5, 2**).
- Click on the **Key Contact/Principal** link in the left menu (**Figure 5, 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 5: 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 [ ] and cannot be submitted in its current state.

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

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

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

**Last Updated By:** [ ]

**Resources** [ ]

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

**Users with Permissions on NCC Progress Report (4)**

Section	Status	Options
Basic Information		
SF-PPR	Not Started	<a href="#">Update</a>
SF-PPR-2 (Cover Page Continuation)	Not Started	<a href="#">Update</a>
Key Contact/Principal	Not Started	<a href="#">Update</a>
Budget Information		
Budget Details	Not Started	

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

Figure 6: Key Contact/Principal page

**Key Contact/Principal**

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

**Resources**

View

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

Fields with \* are required

**\* Key Contact/Principal Information** **Add**

Title of Position	Name	Phone	Email	Options
				Update
				Update
				Update
				Update

**Biographical Sketch** **Attach File**

No documents attached

Go to Previous Page Save Save and Continue

1. Click the Add button on the **Key Contact/Principal** page (Figure 6).
  - The system navigates to the **Key Contact/Principal – Add** page.

Figure 7: Add New Key Contact/Principal button

**Key Contact/Principal - Add**

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

**Resources**

View

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

Fields with \* are required

**Add New Key Contact/Principal**

Choose Person to Add as Key Contact/Principal

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

Go Back Add Selected Person

2. Click the Add New **Key Contact/Principal** button (Figure 7).



**Figure 8: Key Contact/Principal contact information**

**Key Contact/Principal - Add**

► NCC Progress Report Tracking # : 00213819 Due Date: 09/02/2023 (Due In: 52 Days) | Section Status: Complete

▼ Resources

View

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

Fields with \* are required

**Key Contact/Principal Information**

Title

Prefix

\* Last Name

\* First Name

Middle Name

Suffix

Organization Affiliation

**Contact Information**

\* Email Address  (username@domain.com)

\* Phone Number  -  Ext.

Fax Number  -

\* **Mailing Address** (Required)

Address Type ☒ Domestic Address ☐ International Address

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

☐ \* Address ☐ \* PO Box Only ☐ Rural Route

Street Number  Select One  Street Name  Number

Number

Type  Select Route  Number  Box

\* City  (Required if Zip is not specified)

Urbanization  (Used only for Puerto Rico(PR))

\* State  (Required if City is specified)

\* Zip Code (Lookup )  -  (Required if City is not specified)

3. Complete the required fields as indicated by the red asterisks (**Figure 8**).
4. Click the Save and Continue button (**Figure 8**).
  - 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.

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

**Figure 9: Add existing Key Contact/Principal**

**Key Contact/Principal - Add**

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

**Resources**

View

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

[Add New Key Contact/Principal](#)

**Choose Person to Add as Key Contact/Principal**

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

[Go Back](#) [Add Selected Person](#)

1. Select the **Key Contact/Principal** to be added (**Figure 9, 1**).
2. Click the Add Selected Person button (**Figure 9, 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.

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

**Figure 10: Update Key Contact/Principal Information**

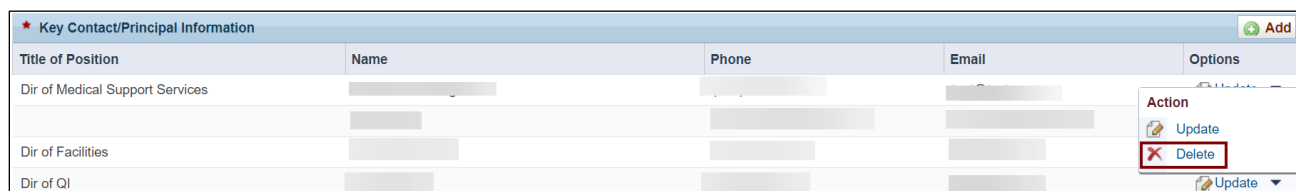
* Key Contact/Principal Information					<a href="#">Add</a>
Title of Position	Name	Phone	Email	Options	
Dir of Medical Support Services	[ ]	[ ]	[ ]	<a href="#">Update</a>	
Dir of Facilities	[ ]	[ ]	[ ]	<a href="#">Update</a>	
Dir of QI	[ ]	[ ]	[ ]	<a href="#">Update</a>	
Chief Financial Officer	[ ]	[ ]	[ ]	<a href="#">Update</a>	
Dir of IT	[ ]	[ ]	[ ]	<a href="#">Update</a>	

1. Click the Update link next to the contact to be updated (**Figure 10**).
  - The **Key Contact/Principal** – Update page will display.
2. Update any incorrect information.
3. Provide any information missing from 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.

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

**Figure 11: Delete Key Contact/Principal**

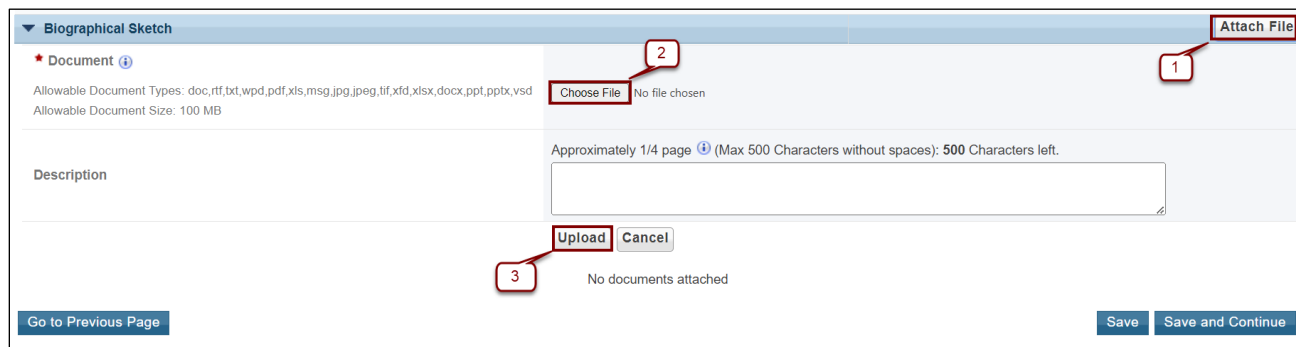


1. Click the drop-down arrow next to the Update link.
2. Click the Delete link from the pop-up menu (**Figure 11**).
  - A confirmation page will display.
3. Click the Confirm button.
  - The **Key Contact/Principal** page will display.

To add a biographical sketch, follow the steps below:

**IMPORTANT NOTE:** 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).

**Figure 12: Upload Biographical Sketch**



1. Click the Attach File button under the Biographical Sketch section (**Figure 12,1**).
2. Click the Choose File button (**Figure 12, 2**).
3. Select the document from your computer you want to attach.
4. Click the Upload button (**Figure 12, 3**).

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

1. Click the arrow next to the Update Description link.

**Figure 13: Update or Delete Biographical Sketch**

Biographical Sketch				Attach File
Document Name	Size	Date Attached	Description	Options
test.docx	12 kB			<a href="#">Update Description</a> <a href="#">Delete</a>

Go to Previous Page

Save

2. Click the Update Description link to update the biographical sketch (Figure 13).
3. Click the Delete link to delete the biographical sketch (Figure 13).

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

**Figure 14: Key Contact/Principal**

**Key Contact/Principal**

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

**Resources** [View](#)

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

Fields with \* are required

**\* Key Contact/Principal Information** [Add](#)

Title of Position	Name	Phone	Email	Options
Dir <input type="text"/>	<input type="text"/>			<a href="#">Update</a>
Dir c <input type="text"/>	<input type="text"/>			<a href="#">Update</a>
Dir <input type="text"/>	<input type="text"/>			<a href="#">Update</a>
Dir <input type="text"/>	<input type="text"/>			<a href="#">Update</a>

**Biographical Sketch** [Attach File](#)

No documents attached

Go to Previous Page

Save **Save and Continue**

1. Click the Save and Continue button on the **Key Contact/Principal** page to proceed to the next form (Figure 14).

## 2.2 Completing the Budget Information forms

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

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Support Year** line item under the **Budget Details** form (Figure 15, 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 15, 2). Click on the **Budget Details** link in the left menu (Figure 15, 3).

Figure 15: Accessing the Budget Details form

ALL TASKS

Search

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

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] Days) | [redacted]

Grant Number: H80CS[redacted]Original Deadline: [redacted]Created On: [redacted]

Project Officer: [redacted]Project Officer Email: [redacted]Project Officer Contact #: [redacted] 7

Last Updated By: [redacted]

Resources

View

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

Users with Permissions on NCC Progress Report (4)

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 [redacted]	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		

The **Budget Details** form consists of the following three sections (Figure 16):

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

Figure 16: Budget Details Form

**Budget Details**

NCC Progress Report Tracking # : 0000000000 Due Date: 01/31/2025 (Due In: 30 Days) | Section Status: Not Reviewed

**Resources**

View

NCC Progress Report Last NoA Program Instructions NCC User Guide

**Support Year**

Recommended Federal Budget: \$ 0.00

**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	\$0.00	\$0.00	\$0.00
<b>Update Sub Program</b> <span>1</span>	<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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
<b>Total Direct Charges</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Indirect Charges	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Go to Previous Page Save Save and Continue

- Under Section A – Budget Summary, click on the Update Sub-Program button (Figure 16, 1).
  - The Sub-Programs – Update page opens (Figure 17).

Figure 17: Sub-Programs – Update Page

**Sub Programs - Update**

NCC Progress Report Tracking # : 0000000000 Due Date: 01/31/2025 (Due In: 30 Days) | Section Status: Not Reviewed

**Resources**

View

NCC Progress Report Last NoA Program Instructions NCC User Guide

**Select Sub Program(s)**

Select	Program	CFDA
<input checked="" type="checkbox"/>	Community Health Centers	93.224
<input 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 1

- Select or de-select the sub-programs as applicable.

3. Click on the Save and Continue button (**Figure 17, 1**).
  - a. The **Budget Details** form re-opens showing the selected sub-program(s) under Section A – Budget Summary (**Figure 18, 1**).

**Figure 18: Section A – Budget Summary showing addition of a sub-program**

Section A - Budget Summary <span>Update</span>				
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 <span>1</span>	93.224	\$0.00	\$0.00	\$0.00
Update Sub Program		Total:	\$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 18, 2**).
  - The **Budget Information (Support Year) – Update** page opens displaying Section A – Budget Summary.

**Figure 19: Budget Information (Support Year) – Update page for Section A – Budget Summary**

Section A - Budget Summary <span>Update</span>				
Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal <span>1</span>	Non-Federal <span>2</span>	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
Update Sub Program		Total:	\$0.00	\$0.00

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 19, 1**). In the Non-Federal column, enter the non-federal funds for the upcoming budget period for each selected sub-program (**Figure 19, 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 20**).

**Figure 20: Section A – Budget Summary after Update**

Recommended Federal Budget: <span>1</span>				
Section A - Budget Summary <span>Update</span>				
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
Update Sub Program		Total:	\$0.00	\$0.00

**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 20, 1**).

7. 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 21**).

**Figure 21: Section B – Budget Categories**

★ Section B - Budget Categories <span>Update</span>			
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

- The **Budget Information (Support Year) – Update** page opens displaying Section B – Budget Categories (**Figure 22**).
8. Enter the federal dollar amount for each applicable object class category under the federal column (**Figure 22, 1**).
9. Similarly, enter the non-federal dollar amount for each applicable object class category under the Non-Federal column (**Figure 22, 2**).

**Figure 22: Budget Information (Support Year) – Update page for Section A – Budget Categories**

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) (\$0.00).

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:  (Late By: ) | Section Status:

**Resources**

[View](#)

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

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)	\$0.00	\$0.00	\$0.00

Calculate Total

#### 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.

10. Click the Save and Continue button (**Figure 22, 3**) to navigate to the **Budget Details** form (**Figure 16**).
11. 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 23, 1**).

**Figure 23: 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
<b>Total:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**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 24**).

**Figure 24: Budget Narrative form**

13. On the **Budget Narrative** form, attach a budget justification narrative by clicking on the Attach File button (**Figure 24, 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, you can 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 25, 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 25, 2**).
- Click on the **Program Specific Information** link in the left menu (**Figure 25, 3**).

Figure 25: Accessing the program specific information section of the NCC progress report

ALL TASKS

Search

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

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 [ ] and cannot be submitted in its current state.

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

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

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

Last Updated By: [ ]

Resources

View

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

Users with Permissions on NCC Progress Report

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

➤ The **Program Specific Information – Status Overview** page opens (Figure 26).

**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 26: Status Overview Page for Program Specific Forms**

**Status Overview**

▼

Due Date:

Due In: Days

| Program Specific Status:

Announcement Number:

Announcement Name: Health Center Program

Progress Report Type: Noncompeting Continuation

Grant Number: H80

Target Population: Community Health Centers

Current Project Period:

▼ Resources

View

FY23 BPR User Guide | Funding Opportunity Announcement

Program Specific Information Status		
Section	Status	Options
<b>General Information</b>		
Form 1C - Documents On File	Not Started	Update
<b>Budget Information</b>		
Form 3 - Income Analysis	Not Started	Update
<b>Sites and Services</b>		
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
<b>Other Forms</b>		
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 the **Form 1C**, follow the steps below:

1. In the Management and Finance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 27, 1**).
2. In the Services section, provide the date of last review/revision. (**Figure 27, 2**).
3. In the Governance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 27, 3**).
4. Click Save and Continue to proceed to the next form.

Figure 27: 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.

**Resources**

**View**  
FY24 BPR User Guide | Funding Opportunity Announcement

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.	<input type="text"/>	<input type="checkbox"/>
• Procurement procedures.	<input type="text"/>	<input type="checkbox"/>
• Standards of Conduct/Conflict of Interest policies/procedures.	<input type="text"/>	<input type="checkbox"/>
• Financial Management/Accounting and Internal Control policies and/or procedures to ensure awarded Health Center Program federal funds are not expended for restricted activities.	<input type="text"/>	<input type="checkbox"/>
• 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). <sup>1</sup> (Only applicable if your organization provides syringe exchange services or is otherwise engaged in syringe service programs; otherwise, indicate as N/A.)	<input type="text"/>	<input checked="" 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. <sup>2</sup> (Only applicable if your organization provides abortion services; otherwise, indicate as N/A.)	<input type="text"/>	<input checked="" type="checkbox"/>
• Billing and Collections policies/procedures, including those regarding waivers or fee reductions and refusal to pay.	<input type="text"/>	<input type="checkbox"/>

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

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

[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 of the following sections:

1. Payer Category ([Figure 28, 1](#))
2. Comments/Explanatory Notes ([Figure 28, 2](#))

Figure 28: 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.

**Resources:**  
FY24 BPR User Guide | Funding Opportunity Announcement

**Fields with \* are required**

**Payer Category** 1

**Part 1: Patient Service Revenue - Program Income**

Payer Category	Patients By Primary Medical Insurance (a) <span>3</span>	Billable Visits (b) <span>4</span>	Income Per Visit (c) <span>5</span>	Projected Income (d) <span>6</span>	Prior FY Income <span>7</span>
* 1. Medicaid					
* 2. Medicare					
* 3. Other Public					
* 4. Private					
* 5. Self Pay					
<b>9 Total (Lines 1 to 5) <span>Calculate Total and Save</span> <span>8</span></b>					
	0	0	N/A	\$0	\$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		
<b>14 Total Other (Lines 7 to 13) <span>Calculate Total and Save</span> <span>8</span></b>					
	N/A	N/A	N/A	\$0	\$0
<b>Total Non-Federal (Non-Health Center Program) Income (Program Income Plus Other)</b>					
<b>15 Total Non-Federal (Lines 8-14) <span>Calculate Total and Save</span> <span>8</span></b>					
	N/A	N/A	N/A	\$0	\$0

**Comments/Explanatory Notes (if applicable)** 2 9  
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 28, 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 28, 4**).
3. In column (c), provide the amount of Income per Visit for each payer category. Enter 0 if not applicable. (**Figure 28, 5**).
4. In column (d), provide the amount of Projected Income for each payer category. Enter 0 if not applicable (**Figure 28, 6**).
5. In column (e), provide the amount of Prior FY Income. Enter 0 if not applicable (**Figure 28, 7**).
6. Click the Calculate Total and Save button to calculate and save the values for each Payer Category in Part 1 (**Figure 28, 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 28, 9](#)).

### **3.2.2 Completing the Comments/Explanatory Notes section**

In this section, enter any comments/explanations related to this form ([Figure 28, 2](#)).

1. If the value for any payer category in Projected Income (d) is not equal to the value obtained by multiplying Billable Visits (b) with Income per Visit (c), provide an explanation in this section. Provide justification for each payer category for which 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 29: Form 5A - Services Provided**

**Form 5A - Services Provided (Required Services)**

**Note(s):**  
Review the list of services retrieved from your scope on file as of 10/20/2023 02:11:19 PM. 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](#).

Resources: [FY24 BPR User Guide](#) | [Funding Opportunity Announcement](#) | [Services in H80 Scope](#)

Due Date: PENDING | Section Status: PENDING

☒ Required Services 
 ☒ Additional Services 
 ☒ Specialty Services 
 [Refresh From Scope](#)

Service Type	Column 1 - Direct (Health Center Pays) (.)	Column 8 - Formal Written Contract/Agreement (Health Center Pays) (.)	Column 10 - Formal Written Referral Arrangement (Health Center DOES NOT Pay) (.)
General Primary Medical Care (.)	[X]	[.]	[.]
Diagnostic Laboratory (.)	[X]	[.]	[X]
Diagnostic Radiology (.)	[.]	[.]	[X]
Screenings (.)	[X]	[.]	[X]
Coverage for Emergencies During and After Hours (.)	[X]	[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 (.)	[.]	[.]	[.]
Care Management (.)	[X]	[.]	[.]
Eligibility Assistance (.)	[X]	[.]	[.]
Health Education (.)	[X]	[.]	[.]
Outreach (.)	[X]	[.]	[.]
Transportation (.)	[.]	[X]	[X]
Translation (.)	[X]	[X]	[.]

[Do to Previous Page](#)
[Continue](#)

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 29, 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 29, 2**).

After visiting all the sections on **Form 5A**, click the Continue button (**Figure 29, 3**) to proceed to the next form.

### 3.4 Form 5B – Service Sites

**Form 5B: Service Sites** is 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 30: Form 5B - Service Sites**

**Form 5B - Service Sites**

**Note(s):**  
Review the list of sites retrieved from your scope on file as of [Date]. 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.

**Resources**

**Refresh From Scope**

**Existing Sites in Scope**

Site Name	Physical Address	Service Site Type	Location Type	Performance Site Address Category	Total Hours of Operation	Options
[Site Name]	[Physical Address]	[Service Site Type]	[Location Type]	[Performance Site Address Category]	[Total Hours of Operation]	<a href="#">View</a>
[Site Name]	[Physical Address]	[Service Site Type]	[Location Type]	[Performance Site Address Category]	[Total Hours of Operation]	<a href="#">View</a>
[Site Name]	[Physical Address]	[Service Site Type]	[Location Type]	[Performance Site Address Category]	[Total Hours of Operation]	<a href="#">View</a>
[Site Name]	[Physical Address]	[Service Site Type]	[Location Type]	[Performance Site Address Category]	[Total Hours of Operation]	<a href="#">View</a>
[Site Name]	[Physical Address]	[Service Site Type]	[Location Type]	[Performance Site Address Category]	[Total Hours of Operation]	<a href="#">View</a>

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

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 30, 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 30, 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 31: Form 5C – Other Activities/Locations**

**Form 5C - Other Activities/Locations**

**Note(s):**  
Review the list of activities and locations retrieved from your scope on file as of "10/10/2023". 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.

**Resources**

**Refresh From Scope** 1

Type of Activity	Frequency of Activity	Description of Activity	Type of Location(s) where Activity is Conducted
Activity 1	Frequency 1	Description 1	Location 1
Activity 2	Frequency 2	Description 2	Location 2
Activity 3	Frequency 3	Description 3	Location 3
Activity 4	Frequency 4	Description 4	Location 4
Activity 5	Frequency 5	Description 5	Location 5
Activity 6	Frequency 6	Description 6	Location 6
Activity 7	Frequency 7	Description 7	Location 7
Activity 8	Frequency 8	Description 8	Location 8

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 31, 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 2023 budget period; and projected changes for the FY 2024 budget period. This form is comprised of the following sections:

1. Organizational Capacity
2. Patient Capacity

### 3.6.1 Completing Organizational Capacity

**Figure 32: Project Narrative Update (Organizational Capacity)**

**Project Narrative Update - Organizational Capacity**

**Note(s):**  
Report the progress and changes to date, barriers resulting from or related to public health emergencies, natural and/or man-made disasters, expected progress for the remainder of the FY 2023 budget period, and projected changes for the upcoming FY 2024 budget period.

00219596: Due Date: 09/09/2023 | Section Status:

**Resources** View

[FY24 BPR User Guide](#) | [Funding Opportunity Announcement](#)

Fields with \* are required

☒ **Organizational Capacity** ☐ **Patient Capacity**

**Organizational Capacity**

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

- Staffing, including key management vacancies
- Operations, including changes in policies and procedures
- Financial status, including the most current audit findings

Approximately 1/2 page (Max 1000 characters with spaces)

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

To complete this section, follow the steps below:

1. Discuss major changes that have impacted or may impact the progress of the funded project. Provide a narrative response in each text box within the **Organizational Capacity** (Figure 32, 1) section.
2. Click the **Save and Continue** button (Figure 32, 2) to proceed to the **Patient Capacity** section, OR click the **Save** button (Figure 32, 3) at the bottom of the **Organizational Capacity** section and select the **Patient Capacity** tab below the **Resources** section (Figure 32, 4).

### 3.6.2 Completing Patient Capacity

In the **Patient Capacity** section, discuss negative trends in patients served and plans for reaching the projected number of patients to be served in the identified categories. (Figure 33).

To complete this section, follow the steps below:

1. Review the numbers populated in the **2020 - 2022 Patient Number** columns (Figure 33, 1, 2, 3). These numbers are populated from the respective UDS Reports that you previously submitted to HRSA.

#### **IMPORTANT NOTES:**

- For the **Total Unduplicated Patients** row (Figure 33, 4), the **2020 - 2022 Patient Numbers** are pre-populated from Table 3a of the respective UDS Reports. If there is no data available to pre-populate, the system displays "Data not available" under these columns.
- For the rows (Figure 33, 5), the **2020 - 2022 Patient Numbers** are pre-populated from Table 4 of the respective UDS Reports. If there is no data available to pre-populate, the system displays "Data not available" under these columns.
- For the rows in (Figure 34, 1) the **2020 - 2022 Patient Numbers** are pre-populated from Table 5 of the respective UDS Reports. If there is no data available to pre-populate, the system displays "Data not available" under these columns.

Figure 33: Patient Capacity

**Project Narrative Update - Patient Capacity**

Note(s):  
Report the progress and changes to date, barriers resulting from or related to public health emergencies, natural and/or man-made disasters, expected progress for the remainder of the FY 2023 budget period, and projected changes for the upcoming FY 2024 budget period.

Due Date: [ ] | Section Status: [ ]

Resources (0)  
View  
FY24 BPR User Guide | Funding Opportunity Announcement

Fields with \* are required  
Organizational Capacity Patient Capacity

**Patient Capacity**  
Referencing the % Change 2020-2022 Trend, % Change 2021-2022 Trend, and % Progress Toward Goal columns:  
Discuss negative trends in patient capacity, including factors that adversely affect patient trends, and plans for reaching the projected number of patients.

Notes:  
• If you have experienced a negative trend in Patient Capacity, the system WILL require you to provide comments in the Patient Capacity Narrative column.  
• 2020-2022 Patient Number data are pre-populated from Table 3a in the UDS Report.  
• The Projected Number of Patients values are pre-populated from the Patient Target noted in the Patient Target Management Module (PTM) in HRSA EHBs. If you have questions related to your Patient Target, contact the Patient Target Resolution Team. To formally request a change in your Patient Target, you must submit a request via the PTM in HRSA EHBs.

Period of Performance: 2/1/2022 - 12/31/2026

	2020 Patient Number (i)	2021 Patient Number (i)	2022 Patient Number (i)	% Change 2020-2022 Trend (i)	% Change 2021-2022 Trend (i)	% Progress Toward Goal (i)	Projected Number of Patients	Patient Capacity Narrative
Total Unduplicated Patients								Approximately 1/2 page (Max 1000 characters with spaces)
Total Migratory and Seasonal Agricultural Workers Patients							22 (i)	Approximately 1/2 page (Max 1000 characters with spaces)
Total People Experiencing Homelessness Patients							187 (i)	Approximately 1/2 page (Max 1000 characters with spaces)
Total Public Housing Resident Patients							0 (i)	Approximately 1/2 page (Max 1000 characters with spaces)

Figure 34: Patient Capacity cont.

Notes:  
• If you have experienced a negative trend in Patient Capacity, the system WILL require you to provide comments in the Patient Capacity Narrative column.  
• 2020-2022 Patient Number data are pre-populated from Table 5 in the UDS Report.  
• The Projected Number of Patients values are pre-populated from the PTM using patient projections in the SAC that initiated your current period of performance plus the patient projections from selected supplemental funding awarded after the start of the current period of performance.  
• The Projected Number of Patients values cannot be edited during the BPR submission. If these values are not accurate, provide an explanation in the Patient Capacity Narrative section.

Period of Performance: 2/1/2022 - 12/31/2026

	2020 Patient Number (i)	2021 Patient Number (i)	2022 Patient Number (i)	% Change 2020-2022 Trend (i)	% Change 2021-2022 Trend (i)	% Progress Toward Goal (i)	Projected Number of Patients	Patient Capacity Narrative
Total Medical Services Patients								
Total Dental Services Patients								
Total Mental Health Services Patients								
Total Substance Use Disorder Services Patients								
Total Vision Services Patients								
Total Enabling Services Patients								

Go to Previous Page Save Save and Continue

2. Review the numbers populated in the **Projected Number of Patients** column (Figure 33, 6).

**IMPORTANT NOTES:**

- For the **Total Unduplicated Patients** row (Figure 33, 4), the **Projected Number of Patients** value is pre-populated from the Patient Target noted in the Patient Target Management Module in the HRSA EHBs.

- For the rows in (Figure 33, 5), the **Projected Number of Patients** values are pre-populated from the patient projections in the application that initiated your current project period (SAC), plus the patient projections from selected supplemental funding awarded after the start of the current project period. Hover over the information icons (Figure 33, 7) for each row to see how the values are being compiled.

- Review the values displayed in the **% Change 2020-2022 Trend** (Figure 33, 8), **% Change 2020-2022** (Figure 33, 9), and **% Progress Toward Goal** (Figure 33, 10) columns. The system calculates these values using the numbers displayed in the corresponding columns.

#### IMPORTANT NOTES:

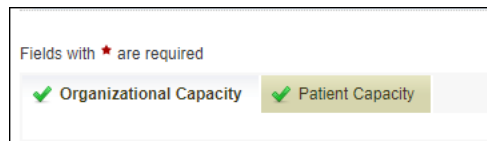
To view the formulas used to calculate these system calculated values, hover over the information icons displayed for those columns headers. If data is not available for any of the corresponding columns that are used in the formulas, "Data not available" is displayed for the system calculated fields for that patient category.

In the **Patient Capacity Narrative** column (Figure 33, 1), provide a narrative discussing negative trend and plan reaching the project number of patients for each patient category by referencing the numbers displayed in the **% Change 2020-2022 Trend**, **% Change 2020-2022 Trend**, and **% Progress Toward Goal** columns. If pre-populated patient numbers or projections are not accurate, adjusted projections should also be provided and explained in the **Patient Capacity Narrative** column.

### 3.6.3 Completing the Project Narrative Update forms

The **Project Narrative Update** form will be complete when the status of all the 2 sections is complete. The completed status of all these sections is indicated with a green tick mark in the section tabs (Figure 35).

Figure 35: Completed Project Narrative Update Sections



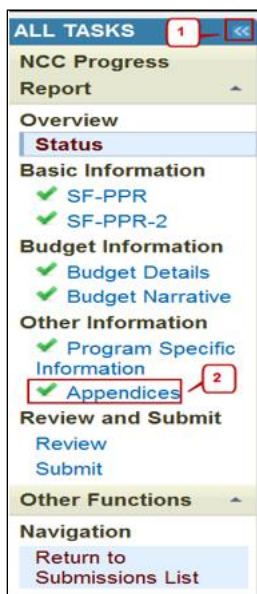
Fields with \* are required

✓ Organizational Capacity    ✓ Patient Capacity

## 4. Completing the Appendices Form

- 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 36, 1). Click on the **Appendices** link (Figure 36, 2) to navigate to the **Appendices** form.

Figure 36: 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 2024 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 37, 1).
  - On the program specific **Status Overview** page, click on the Return to Complete Status button (Figure 37, 2).

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [NCC Progress Report \(204778\)](#) » [Program Specific Information](#) [ [?](#) ]

**TASKS** <<

Program Specific Information

Overview

**Program Specific Status**

General Information

✓ Form 1C

Budget Information

✓ Form 3

Sites and Services

✓ Form 5A

✓ Form 5B

✓ Form 5C

Other Forms

✓ Project Narrative Update

Review

Program Specific Forms

**All Forms**

Overview

Appendices

Complete Status

Submit

**Status Overview** 1

Due Date: [ ] [Due In: Days] | Program Specific Status: [ ]

Resources

**Program Specific Information Status**

Section	Status	Options
<b>General Information</b>		
Form 1C - Documents On File	✓ Complete	<a href="#">Update</a>
<b>Budget Information</b>		
Form 3 - Income Analysis	✓ Complete	<a href="#">Update</a>
<b>Sites and Services</b>		
Form 5A - Services Provided	✓ Complete	
Required Services	✓ Complete	<a href="#">Update</a>
Additional Services	✓ Complete	<a href="#">Update</a>
Specialty Services	✓ Complete	<a href="#">Update</a>
Form 5B - Service Sites	✓ Complete	<a href="#">Update</a>
Form 5C - Other Activities/Locations	✓ Complete	<a href="#">Update</a>
<b>Other Forms</b>		
Project Narrative Update	✓ Complete	
Organizational Capacity	✓ Complete	<a href="#">Update</a>
Patient Capacity	✓ Complete	<a href="#">Update</a>

2 [Return to Complete Status](#)

- ### Figure 38: Review link

ALL TASKS

NCC Progress Report

Report

Overview

Status

Basic Information

Budget Information

Other Information

Review and Submit

Other Functions

Navigation

NCC Progress Report - Status Overview

Note(s):  
The table below shows the status of the progress report. The progress report is currently **COMPLETE** and can be submitted in its current state.

NCC Progress Report Tracking #

Grant Number: H80

Project Officer: Michelle Loderer

Last Updated By: Gregory Abbott 8/24/2018 at 3:53:31 PM

Due Date: 8/16/2018 (Due In: 883 Days) | Status: COMPLETE

Original Deadline: 8/16/2018

Project Officer Email: mloederer@nccnet.com

Created On: 8/16/2018

Project Officer Contact #: 807.543.6388

Resources

View

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

Users with Permissions on NCC Progress Report (4)

NCC Progress Report Status	Status	Options
Section		
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	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

- 
- User Guide for Award Recipients

Figure 39: Proceed to Submit button on the NCC Progress Report – Review page

**NCC Progress Report - Review**

NCC Progress Report Tracking #: [redacted] Due Date: 10/03/2022 (Due In: [redacted] Days) | Status: [redacted]

**Resources**

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

Print NCC Progress Report Table of Contents Go

Page size: 50 Go 8 items in 1 page(s)

View	Section	Type	Options
View: Basic Information			
Basic Information	SF-PPR	HTML	View
Basic Information	SF-PPR-2 (Cover Page Continuation)	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	Budget Narrative (Abbreviation.docx)	DOCUMENT	View
View: Appendices			
Appendices	Budget Justification Narrative (Abbreviation.docx)	DOCUMENT	View
Appendices	Other	DOCUMENT	Not Available
View: Program Specific Information			
Program Specific Information	Program Specific OMB Approved Forms	HTML	Open Popup

Go to Previous Page 8 items in 1 page(s)

**1** Proceed to Submit

- The system navigates to the **NCC Progress Report – Submit** page (Figure 40).

Figure 40: 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 **COMPLETE**.

NCC Progress Report Tracking #: [redacted] Due Date: 10/03/2022 (Due In: 294 Days) | Status: [redacted]

Grant Number: H80CS [redacted] Original Deadline: 10/01/2019 Created On: 06/20/2019  
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 (2)**

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

Cancel **1** Submit to HRSA

5. Click the Submit to HRSA button at the bottom of the **Submit** page (Figure 40, 1).

- The system navigates to a **NCC Progress Report – Confirm Submit** page (Figure 41).

Figure 41: 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 #:** 202107528 **Due Date:** 09/30/2025 (Due In: 278 Days) | **Status:** In Progress

**Grant Number:** H80CS100002 **Original Deadline:** 01/31/2019 **Created On:** 06/20/2019  
**Project Officer:** Theodore Lawrence **Project Officer Email:** theodore.lawrence@hrsa.gov **Project Officer Contact #:** (202) 206-4127  
**Last Updated By:** Tye, Christopher 7/2/2019 2:12:58 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.

**1** **2** **Submit Report**

6. Certify the statement displayed under the NCC Progress Report Certification section of the **NCC Progress Report – Confirm Submit** page (Figure 41, 1), and click the Submit Report button to submit the NCC/BPR to HRSA (Figure 41, 2).
7. If you experience any problems with submitting the application in the HRSA EHBs, contact the **BPHC Helpline** at 1-877-974-2742 (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 2023 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 42).

Figure 42: Grants Tab



2. Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (Figure 43).

Figure 43: Accessing the H80 Grant Folder

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H80CS100002	Griffin & Cooper Primary Health Center Inc. (GA)	10/1/2019	10/1/2025	1001100200001	PI	Yes	06/20/2019	<a href="#">Grant Folder</a>
1001100200001	Griffin & Cooper Primary Health Center Inc. (GA)	10/1/2019	10/1/2025	1001100200001	PI	Yes	06/20/2019	<a href="#">Grant Folder</a>



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 44).

Figure 44: Applications link

The screenshot shows the 'Grant Home' page for 'Curie V. Cooper Primary Health Center Inc., Savannah, GA'. It displays various fields like 'Current Budget Period', 'Current Project Period', 'CRS-EIN', 'Budget Support Year', 'Project Title', and 'Grant Period'. Under the 'Resources' section, there are links for 'View', 'Last NoA', 'HRSA Contacts', and 'Awarded Funding Opportunities'. The 'Grants' section is divided into three columns: 'Submissions', 'Requests', and 'Users'. In the 'Requests' column, the 'Applications' link is highlighted with a red box. Other links in 'Requests' include 'Existing Prior Approvals', 'Request New Prior Approval', 'Existing H80 Health Center CIS', 'Request New H80 Health Center CIS', and 'Legacy H80 Health Center CIS'. The 'Users' column has links for 'Approve Requests', 'Update Privileges', and 'Authorize New'. Each column has a '+ View More' link at the bottom.

- The system navigates to the **Applications - All** search page (Figure 45).
- B. Expand the **Advanced Search Parameters** section of the **Applications - All** search page by clicking the arrow icon (Figure 45, 1). In the Status field under this section, un-select all the statuses except Completed (Figure 45, 2).

Figure 45: Applications – All search Page

The screenshot shows the 'Applications - All' search page. At the top, it says 'Grants.gov Applications Pending Validation: 0'. Below this are tabs for 'Not Completed', 'Recently Completed', and 'All'. The 'Search Filters' section includes 'Basic Search Parameters' with fields for 'EBBs Tracking Number', 'Announcement Number', 'Application Deadline', 'Project Title Like', 'Organization', and 'Grants.Gov Tracking Number'. The 'Advanced Search Parameters' section is expanded, showing 'Application Parameters' with a 'Status' dropdown menu. In the 'Status' dropdown, 'Completed' is selected, and 'In Progress' and 'Change Request' are unselected. There are also 'Application Type' and 'Submitted On' fields. At the bottom, there is a 'Display Options' section with a 'Sort Method' dropdown set to 'Grid'. A red box labeled '1' points to the arrow icon next to the 'Advanced Search Parameters' section. A red box labeled '2' points to the 'Completed' status in the dropdown. A red box labeled '3' points to the 'Search' button at the bottom right.

- C. Click the Search button located at the bottom of this page to access the completed applications (Figure 45, 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 46).

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	
▶	10/1/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>
▶	10/1/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>
▶	10/1/2024	HRSA-12-088	HRSA-12-088	N/A	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>
▶	10/1/2024	HRSA-12-088	HRSA-12-088	N/A	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>
▶	10/1/2024	HRSA-12-088	HRSA-12-088	N/A	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>
▶	10/1/2024	HRSA-12-088	HRSA-12-088	N/A	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>
▶	10/1/2024	HRSA-12-088	HRSA-12-088	N/A	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>
▶	10/1/2024	HRSA-12-088	HRSA-12-088	HRSA-12-088	Service Area Competition (SAC) HRSA 12-088	Department of Health & Human Services, HHS	Completed	<a href="#">Application ▼</a>

- ### Figure 47: Work on My NCC Report link

**Grant Home**

**HHS(CENTERS) : Curtis V. Coughlin Primary Health Center Inc., Savannah, GA**

<b>Current Budget Period:</b> 10/1/2015 - 9/30/2016	<b>Current Project Period:</b> 10/1/2015 - 9/30/2016	<b>CRS-EIN:</b> 1081-0606041
<b>Budget Support Year:</b> 15	<b>Project Title:</b> HEALTH CENTER CLUSTER	<b>Grant Period:</b> 10/1/2015 - 9/30/2016

**Resources**

[View](#)

[Last NoA](#) | [HRSA Contacts](#) | [Awarded Funding Opportunities](#)

---

**Grants**

Submissions	Requests	Users
<ul style="list-style-type: none"> <li><a href="#">Work on Financial Report</a></li> <li><a href="#">Work on Progress Report</a></li> <li><a href="#">Performance Report</a></li> <li><a href="#">Work on My NCC Report</a></li> <li><a href="#">Work on Other Submissions</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Applications</a></li> <li><a href="#">Existing Prior Approvals</a></li> <li><a href="#">Request New Prior Approval</a></li> <li><a href="#">Existing H80 Health Center CIS</a></li> <li><a href="#">Request New H80 Health Center CIS</a></li> <li><a href="#">Legacy H80 Health Center CIS</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Approve Requests</a></li> <li><a href="#">Update Privileges</a></li> <li><a href="#">Authorize New</a></li> </ul>

- 
- User Guide for Award Recipients

Figure 48: 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 V. Cooper Primary Health Center Inc., Ltd.	H80000000	10000000	10/1/2023	10/1/2023		Not Started	Start
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., Ltd.	H80000000	10000000	10/1/2023	10/1/2023	10/1/2023	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., Ltd.	H80000000	10000000	10/1/2023	10/1/2023	10/1/2023	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., Ltd.	H80000000	10000000	10/1/2023	10/1/2023	10/1/2023	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., Ltd.	H80000000	10000000	10/1/2023	10/1/2023	10/1/2023	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 2024 NCC/BPR](#) of this user guide. 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 2024 NCC/BPR to HRSA](#) of this user guide.

**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.