HRSA Electronic Handbooks (EHBs)

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

User Guide for Award Recipients

HRSA
Health Resources & Services Administration

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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.

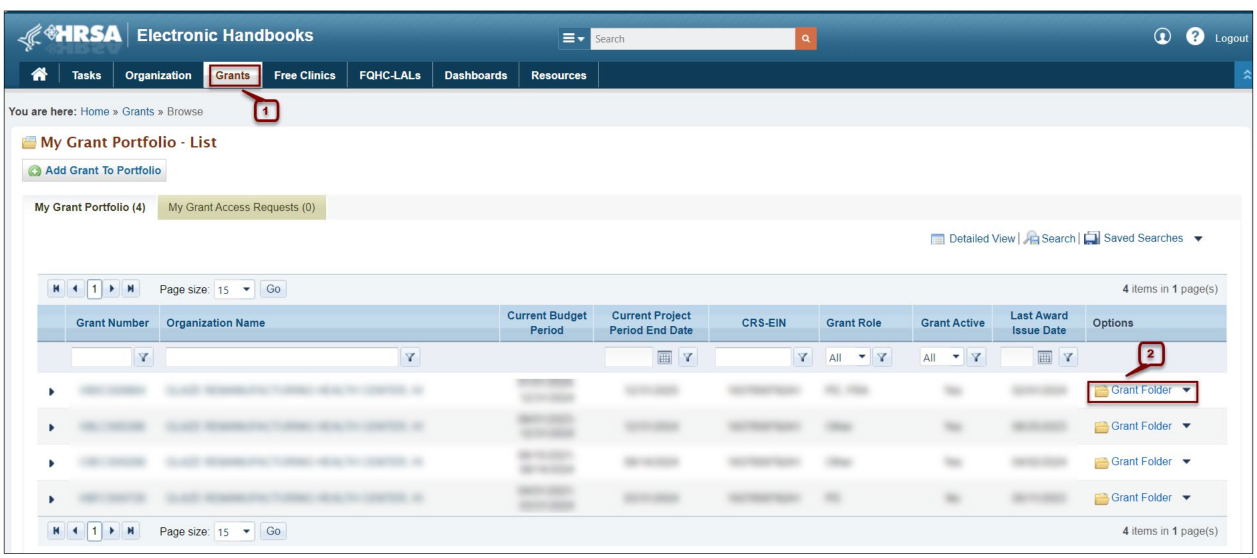
2. Locate your H80 grant in the list and click on the **Grant Folder** link (**Figure 1**, **2**). The system navigates to the **Grant Home** page of the H80 grant.

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.

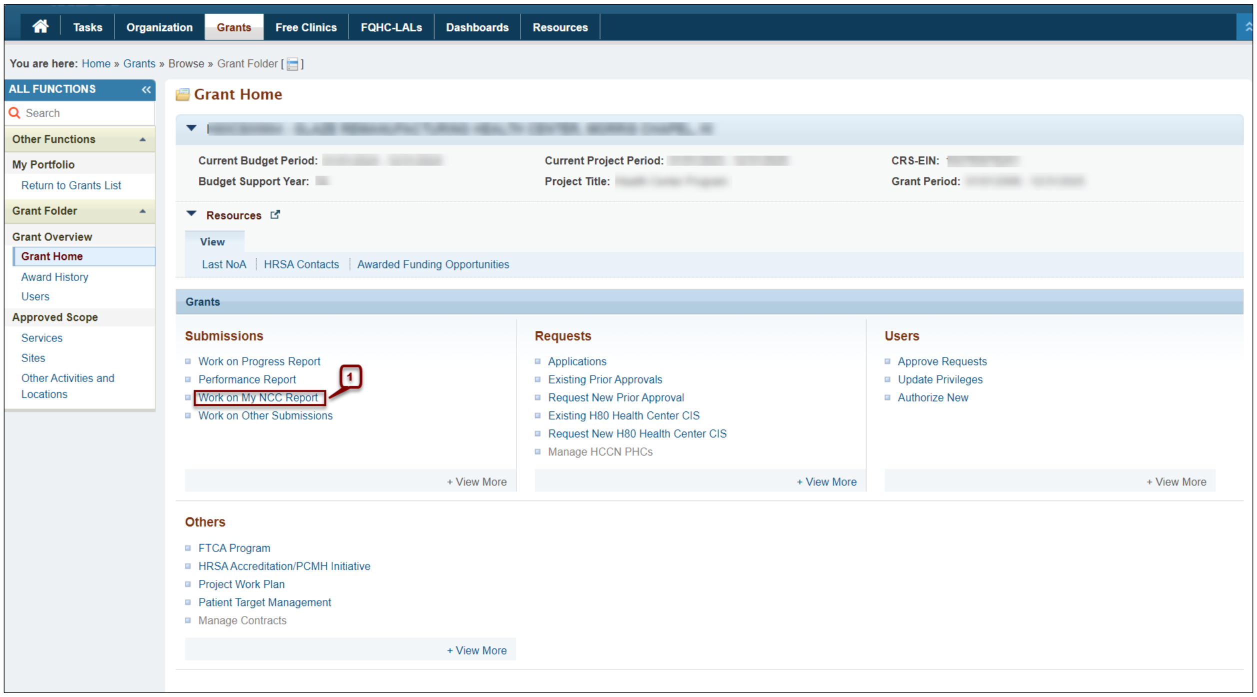
- On the **My Grant Portfolio - List** page, just below the page title, click the Add Grant to Portfolio button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the Continue button at the right edge of the page and proceed.

Figure 1: Accessing the H80 Grant Folder



3. 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



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 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

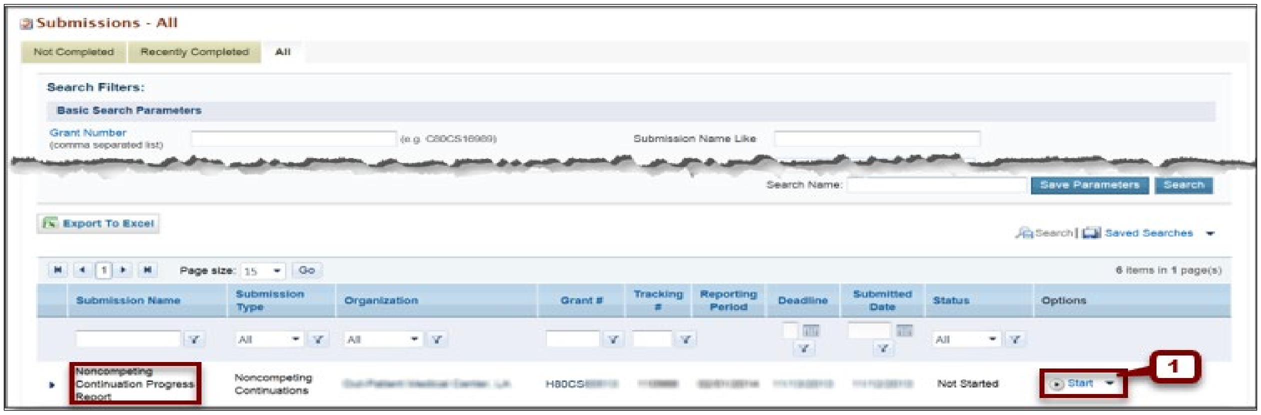
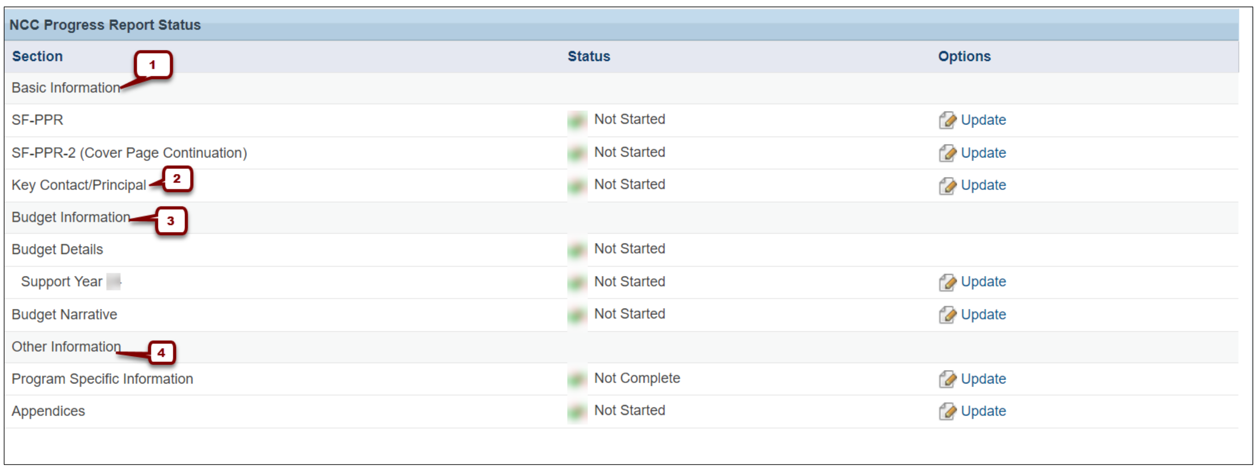


Figure 4: Accessing the NCC Progress Report - Status Overview Page



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

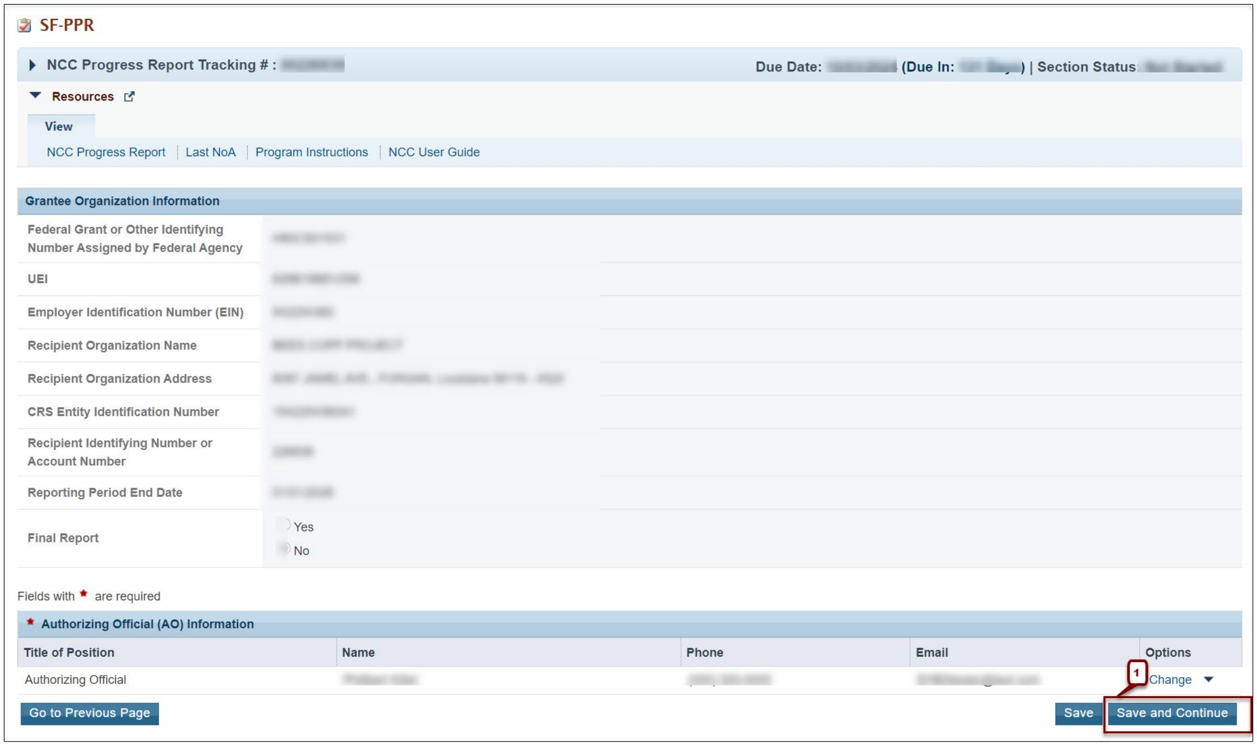
The standard section of the progress report consists of the following main sections:

- 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.

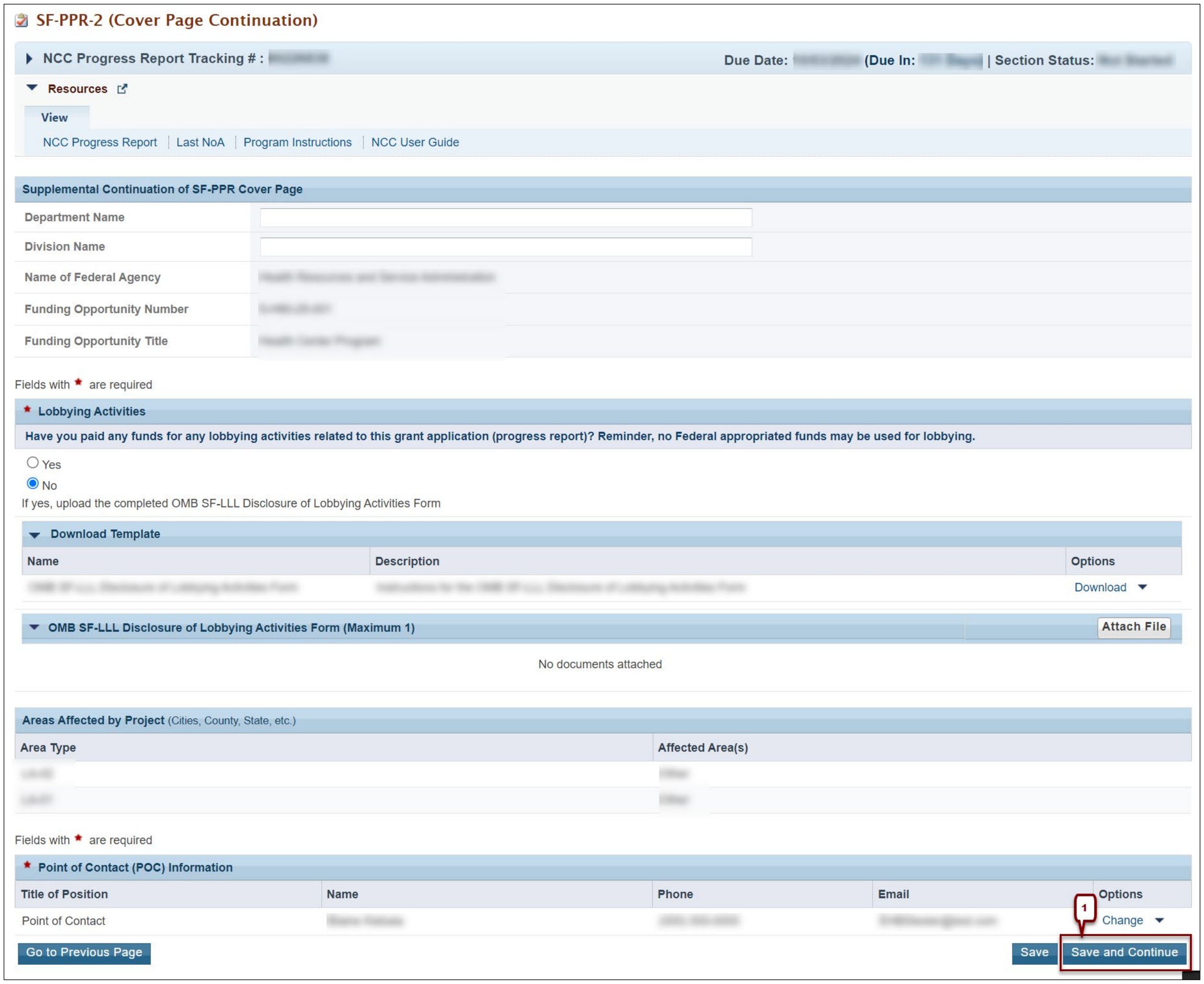
1. SF-PPR Form: The SF-PPR form displays the basic award recipient organization information. Review and update the Authorizing Official (AO) information as necessary and click the **Save and Continue** button to proceed to the SF-PPR-2 (Cover Page Continuation) form (**Figure 5**, **1**).

Figure 5: SF-PPR Form



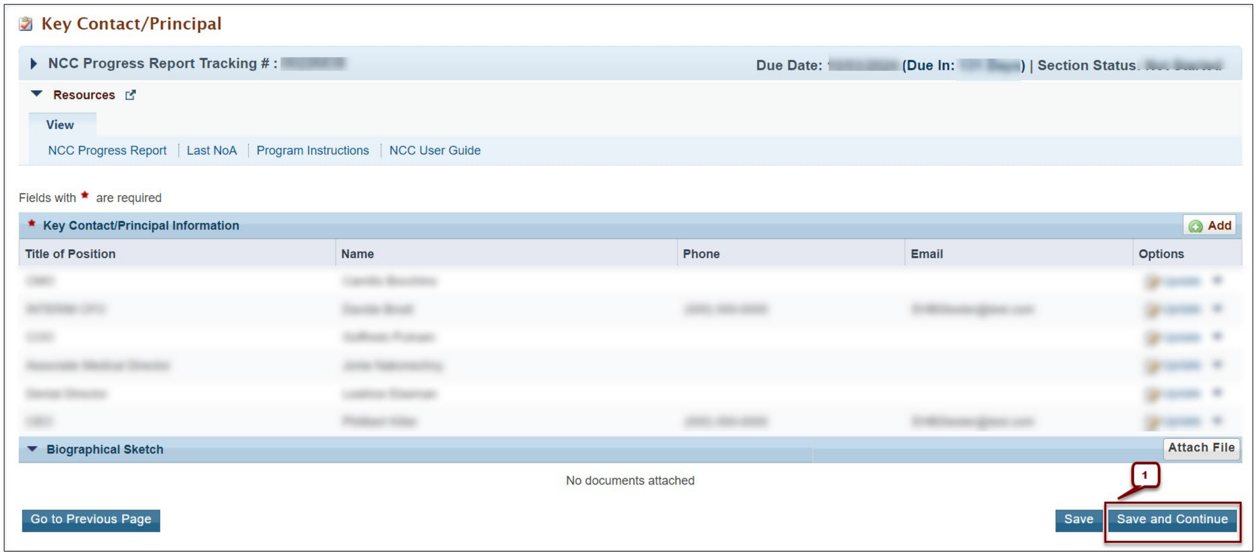
2. The **SF-PPR-2 (Cover Page Continuation)** form displays project information related to lobbying activities, areas affected by the project, and the Point of Contact (POC). Update the information on this page as necessary and click the **Save and Continue** button to proceed to the **Key Contact/Principal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

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



3. 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



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; 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).

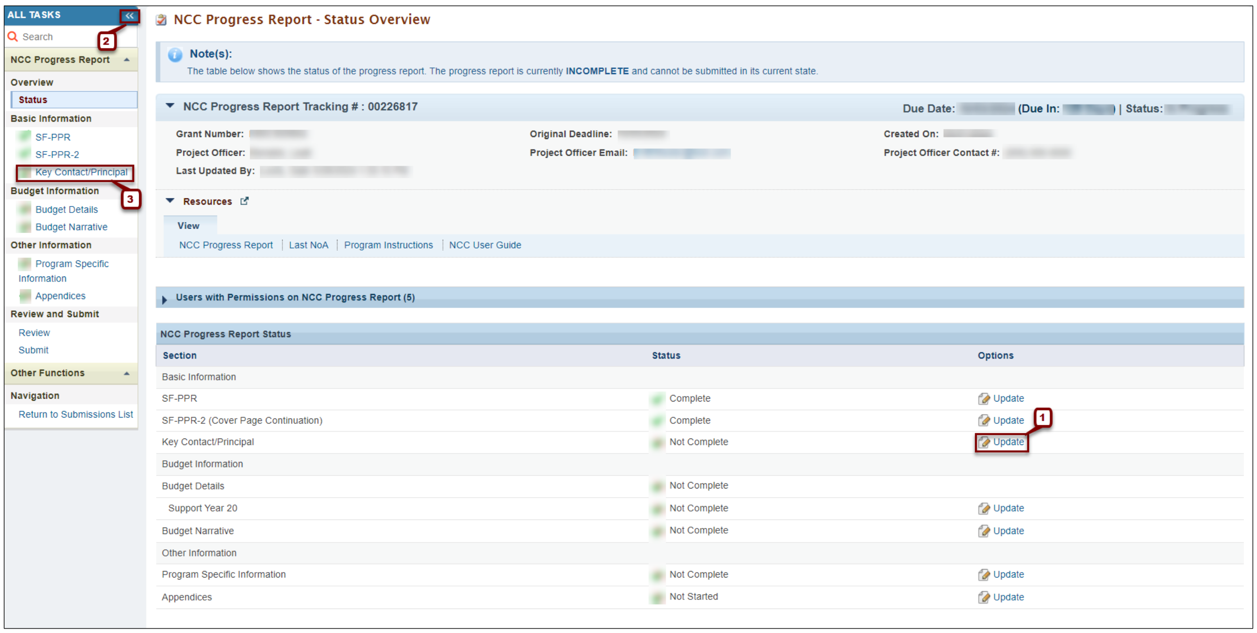
To access the Key Contact/Principal section, you can choose one of the following options:

- 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.

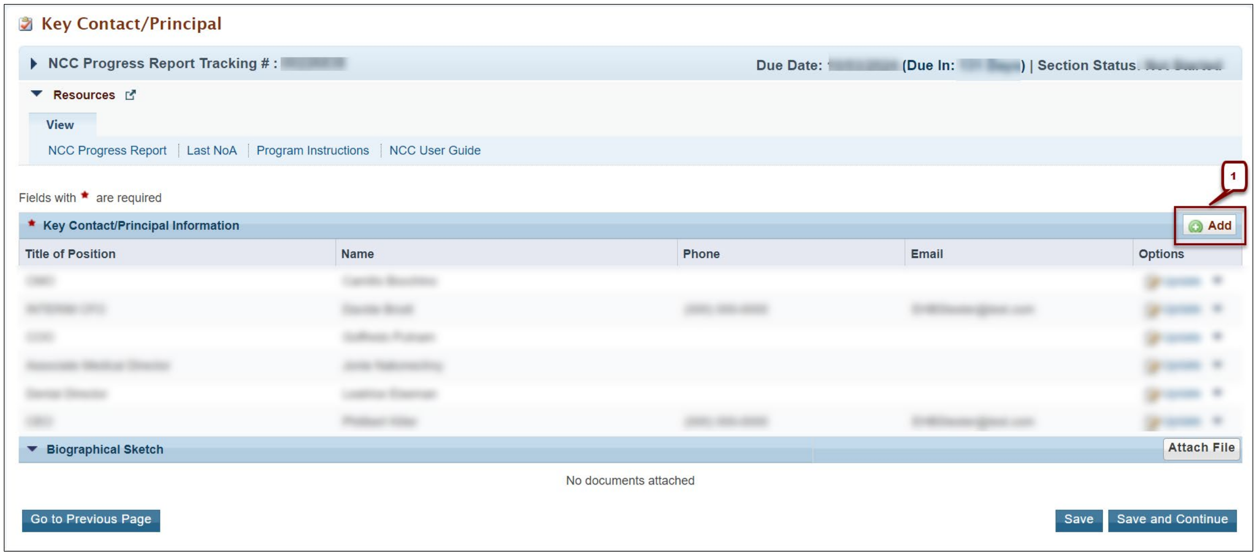
Figure 8: Accessing the Key Contact/Principal Section of the NCC Progress Report



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

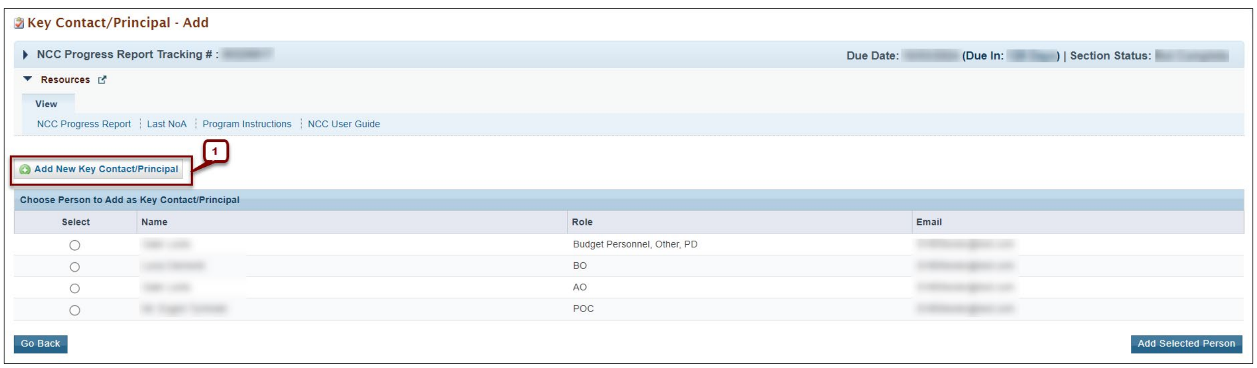
1. Click the **Add button** on the **Key Contact/Principal page** (**Figure 9**. **1**).
   - ➢ The system navigates to the **Key Contact/Principal – Add** page.

Figure 9: Key Contact/Principal



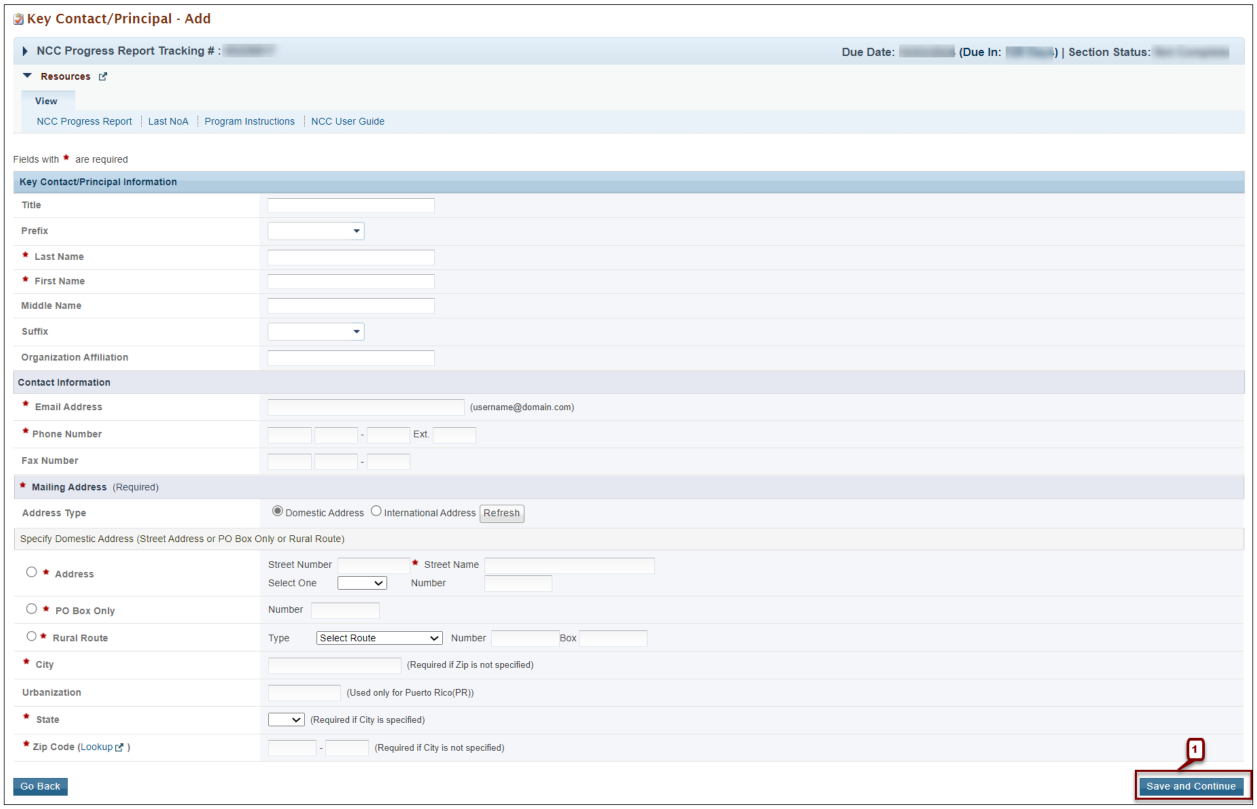
2. Click the **Add New Key Contact/Principal** button (**Figure 10**, **1**).

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.

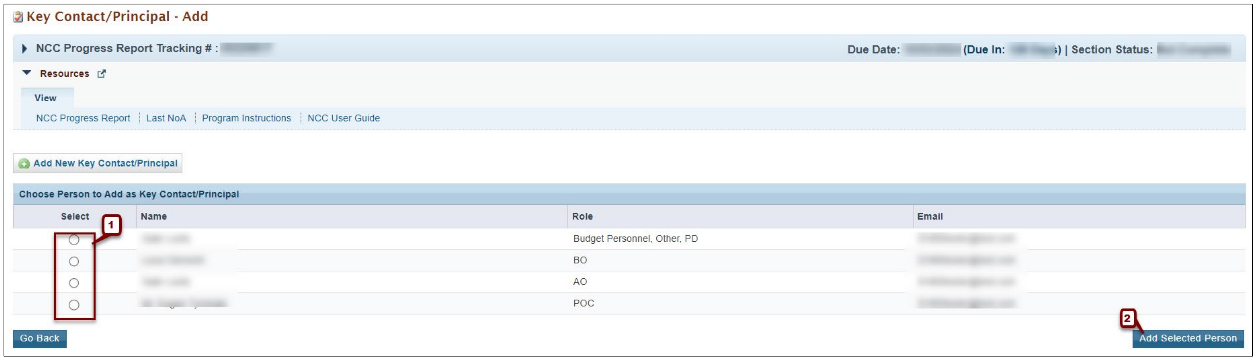
Figure 11: Key Contact/Principal Contact Information



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.

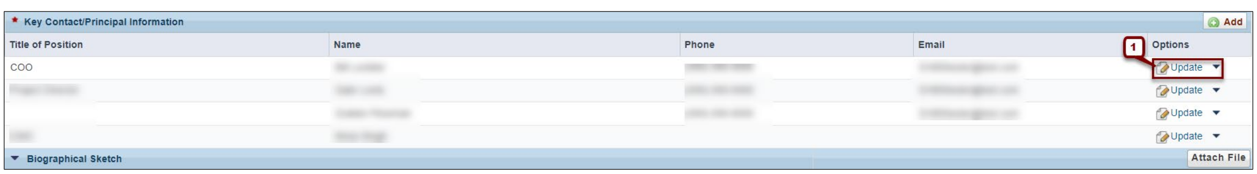
Figure 12: Add Existing Key Contact/Principal



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.

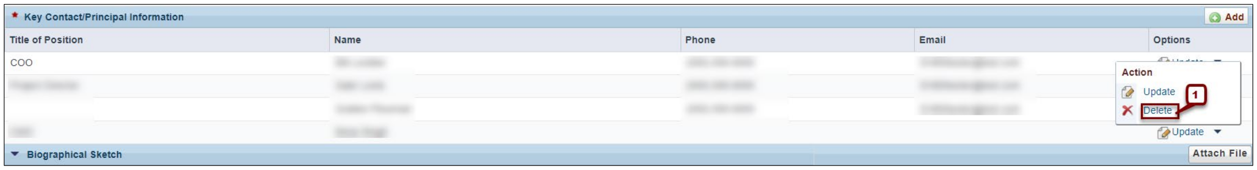
Figure 13: Update Key Contact/Principal Information



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



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).

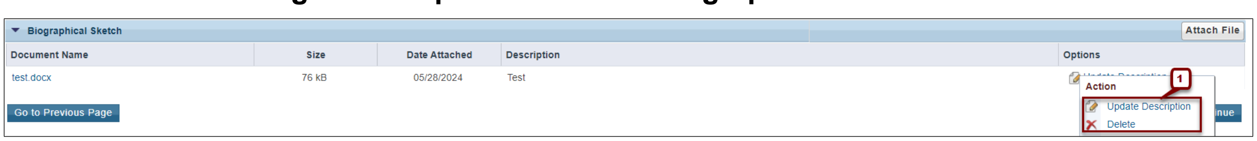
1. Click the **Attach File** button under the Biographical Sketch section (**Figure 15**,**1**).
2. Click the **Choose File** button (**Figure 15, 2**).
3. Select the document from your computer you want to attach.
4. Click the **Upload button** (**Figure 15**, **3**).

Figure 15: Upload Biographical Sketch

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**).

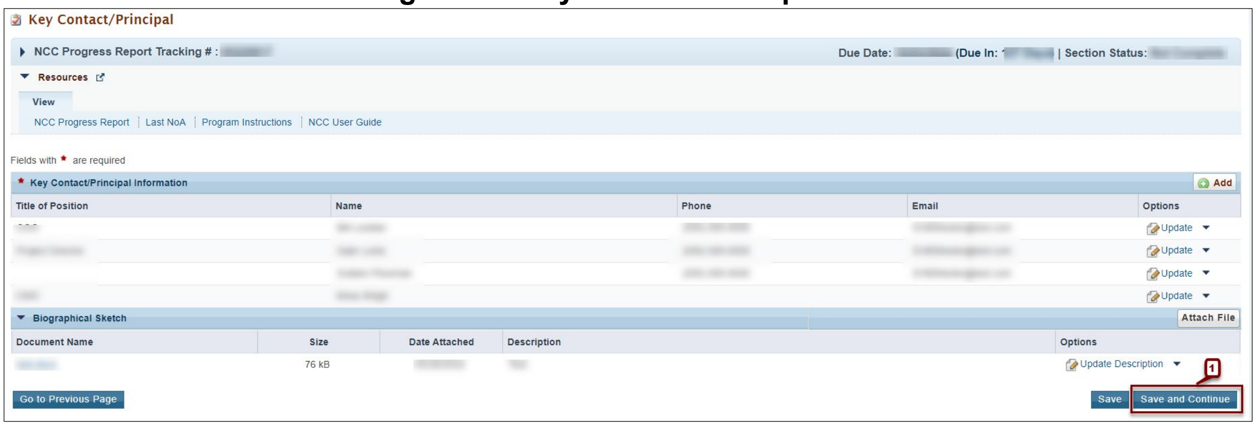
Figure 16: Update or Delete Biographical Sketch



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

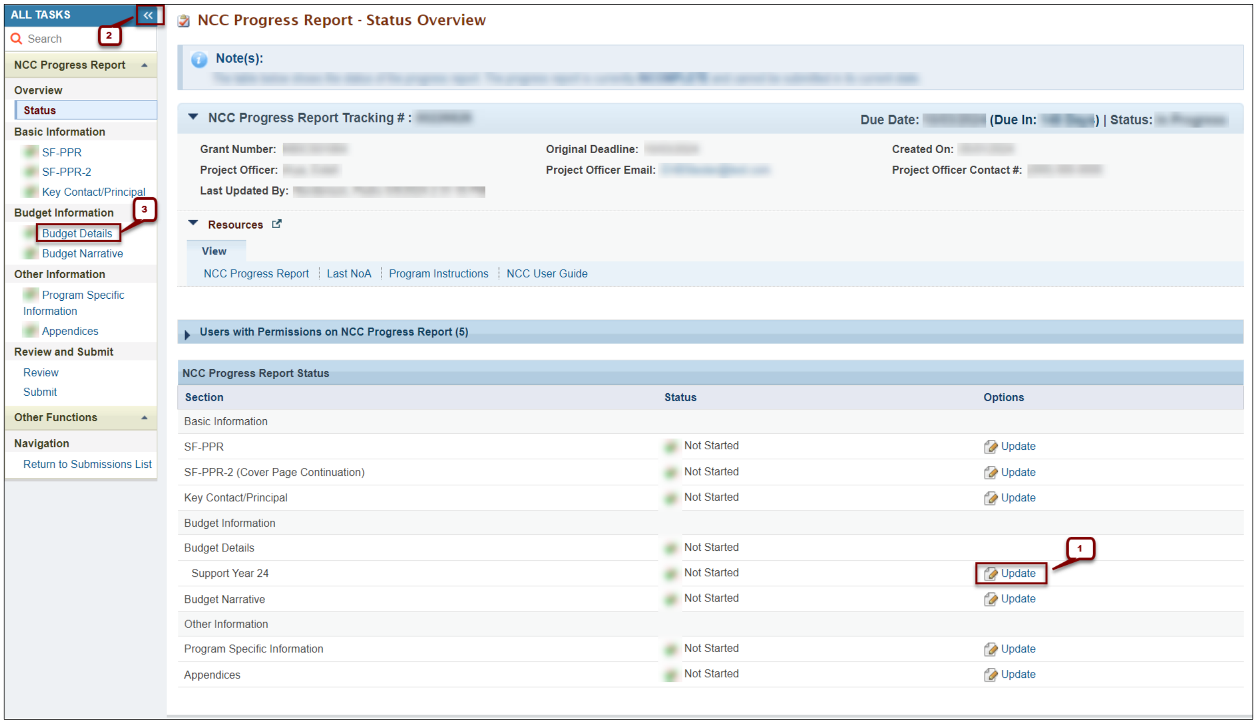


2.2 Completing the Budget Information Forms

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**).

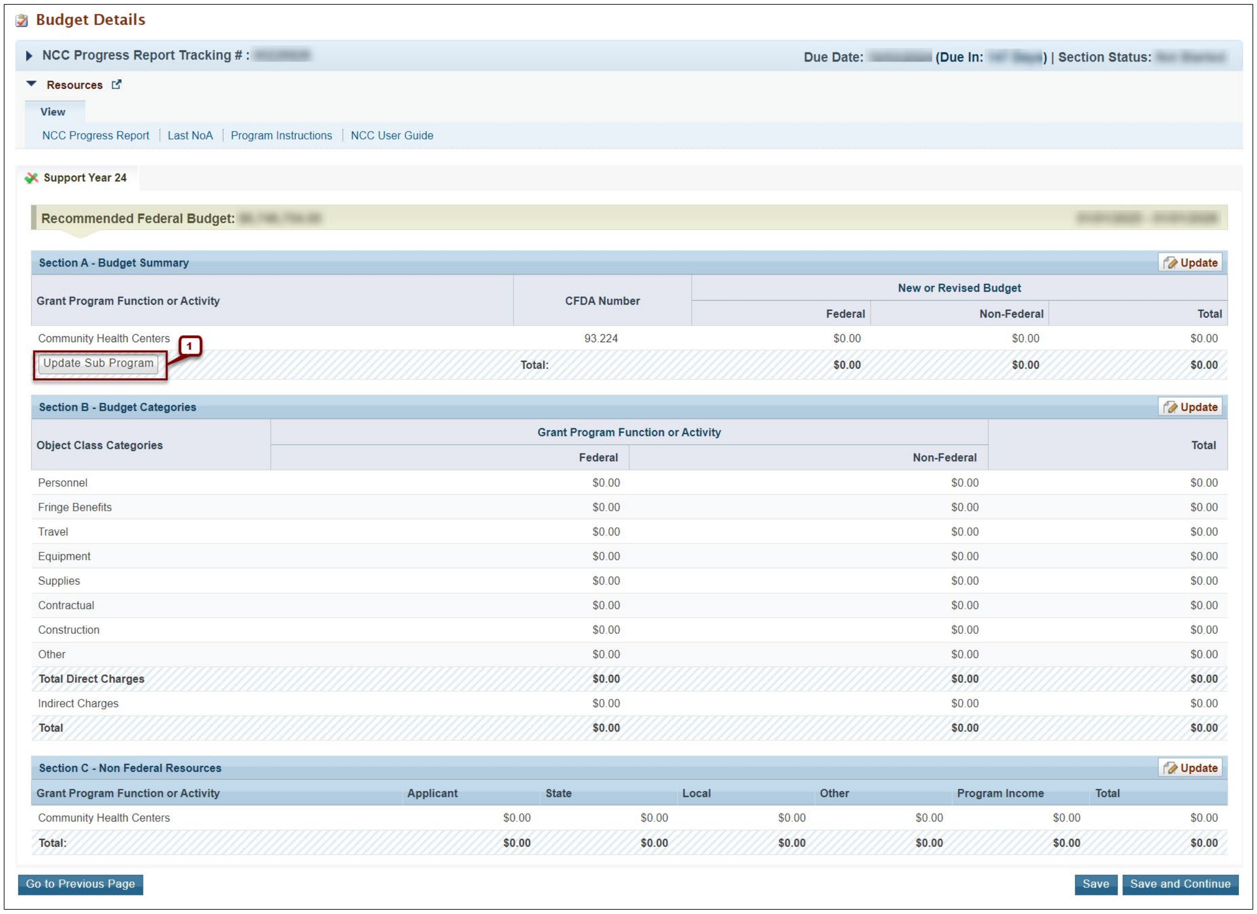
Figure 18: Accessing the Budget Details Form



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

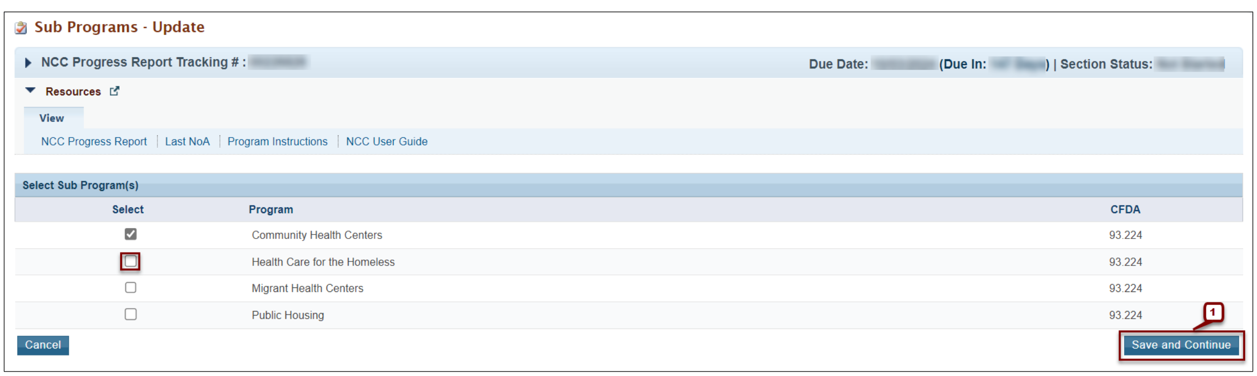
- Section A – Budget Summary
- Section B – Budget Categories
- Section C – Non-Federal Resources

Figure 19: Budget Details Form



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

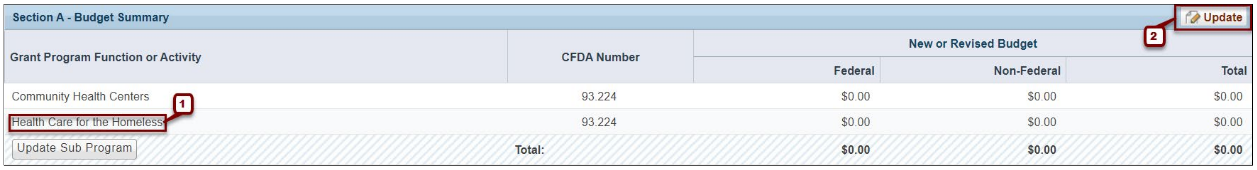
Figure 20: Sub-Programs – Update Page



2. Select or de-select the sub-programs as applicable.
3. 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

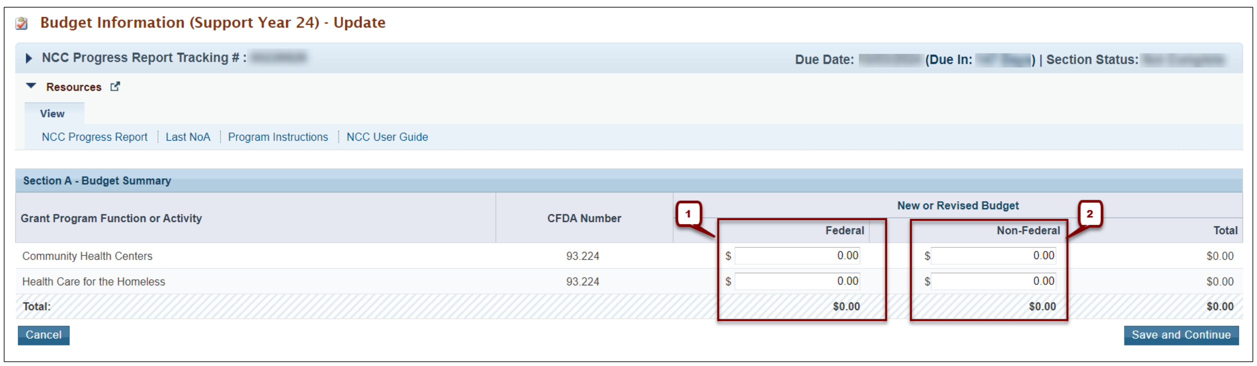


Section A - Budget Summary — Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget Federal	New or Revised Budget Non-Federal	New or Revised Budget 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	$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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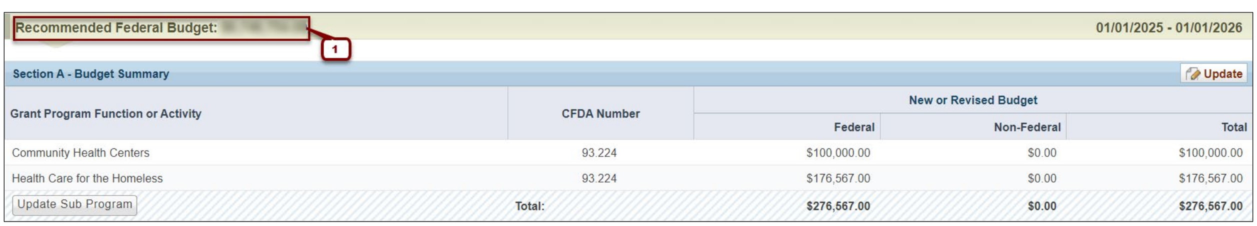
Section A - Budget Summary

Grant Program Function or Activity	CFDA Number	New or Revised Budget Federal	New or Revised Budget Non-Federal	New or Revised Budget 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

Section A - Budget Summary — Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget Federal	New or Revised Budget Non-Federal	New or Revised Budget 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**).

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 24**). The **Budget Information (Support Year) – Update** page opens displaying Section B – Budget Categories (**Figure 25**).

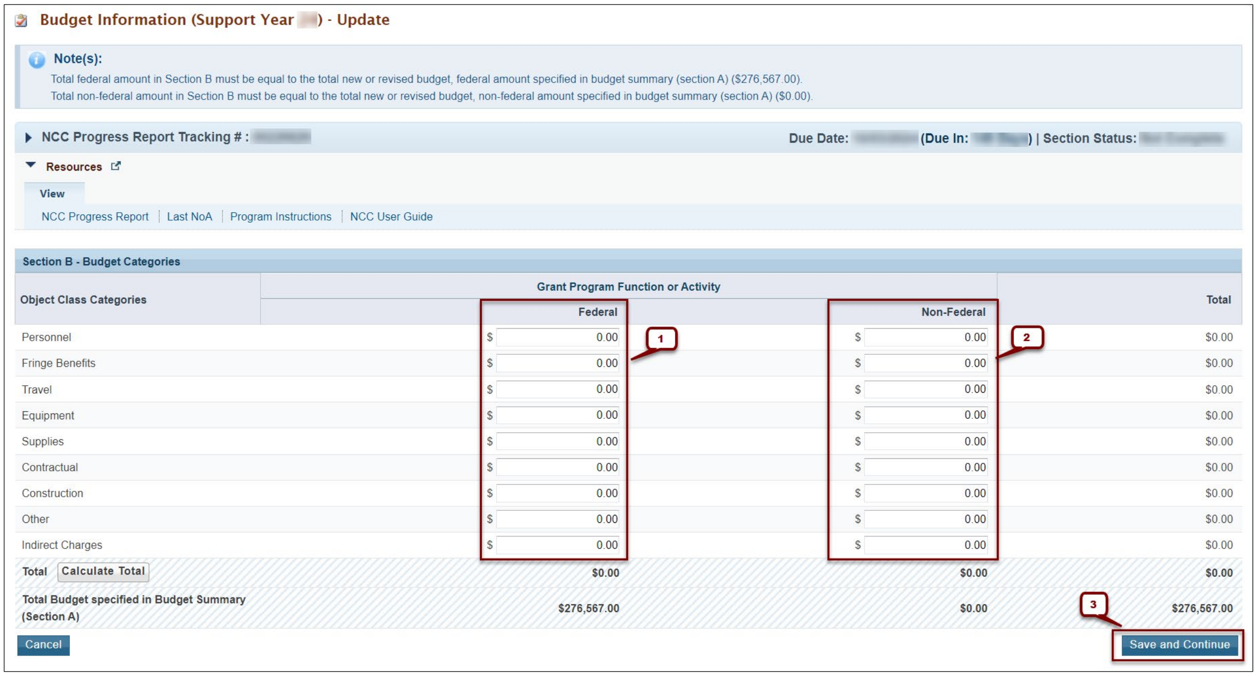
Figure 24: Section B – Budget Categories

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**

8. Enter the federal dollar amount for each applicable object class category under the federal column (**Figure 25**, **1**).
9. 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 Calculate Total	$0.00	$0.00	$0.00
Total Budget specified in Budget Summary (Section A)	$276,567.00	$0.00	$276,567.00

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 25**, **3**) to navigate to the **Budget Details** form (**Figure 19**).
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 26**, **1**).

Figure 26: Section C – Non-Federal Resources

Section C - Non Federal Resources

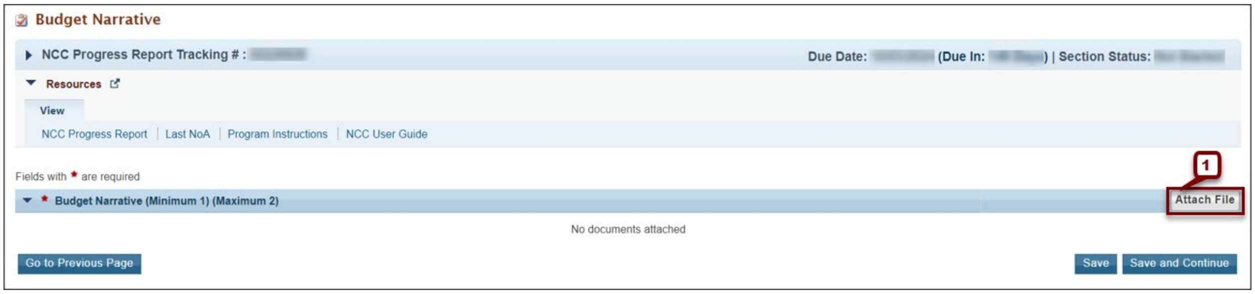
Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Health Care for the Homeless	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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



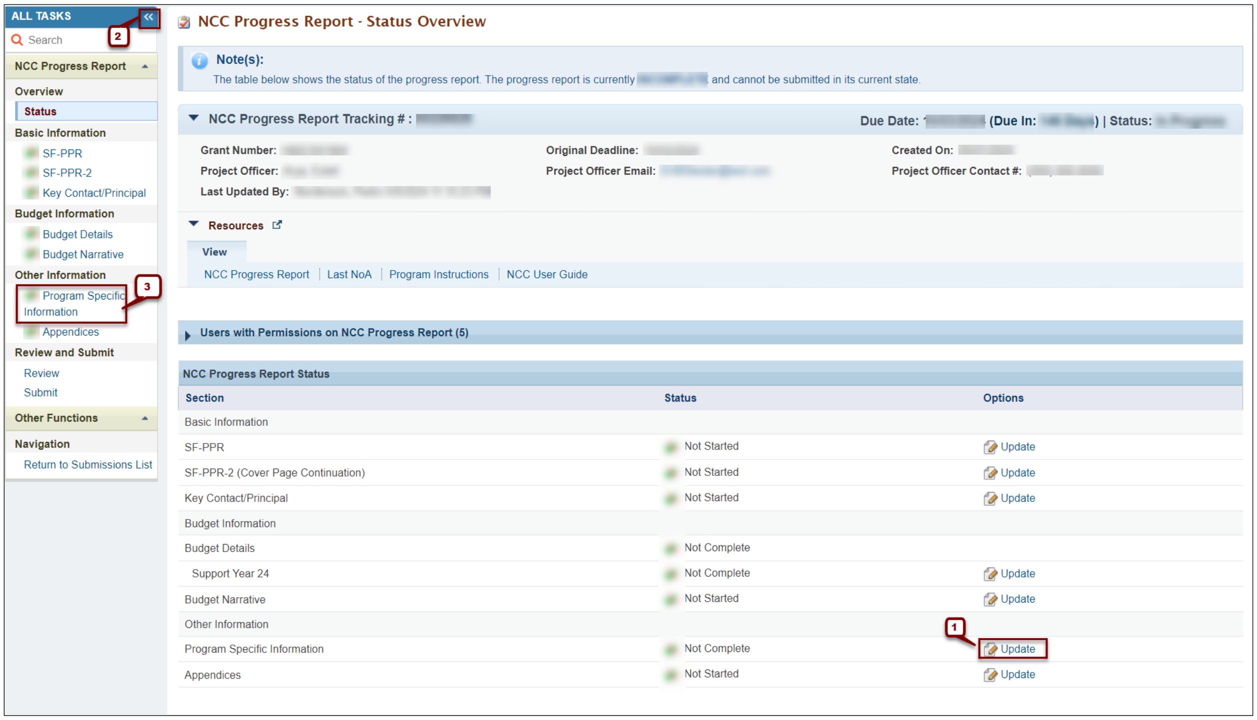
13. On the **Budget Narrative** form, attach a budget justification narrative by clicking on the **Attach File** button (**Figure 27**, **1**).
14. Click on the Save and Continue button to navigate to the **Program Specific Information – Status** Overview page.

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**).

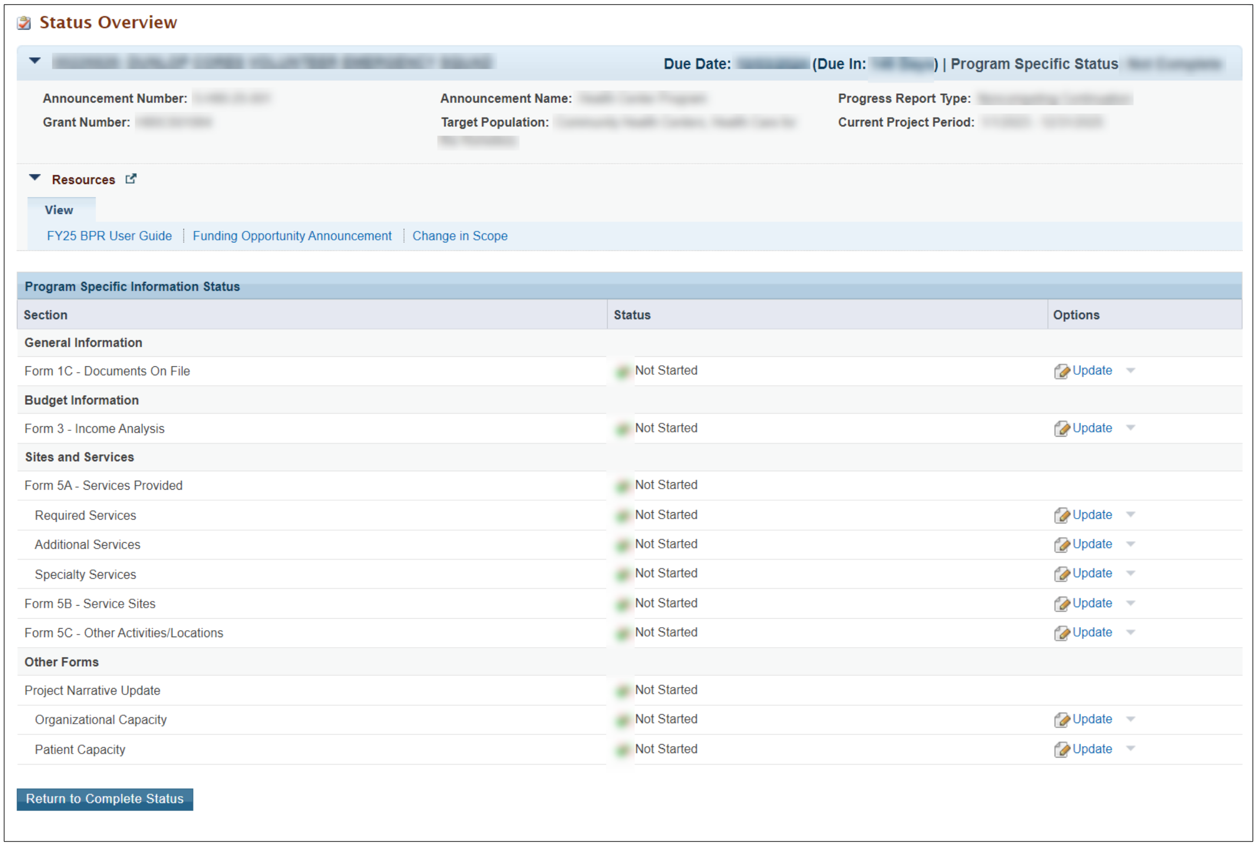
Figure 28: Accessing the Program Specific Information Section of the NCC Progress Report



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

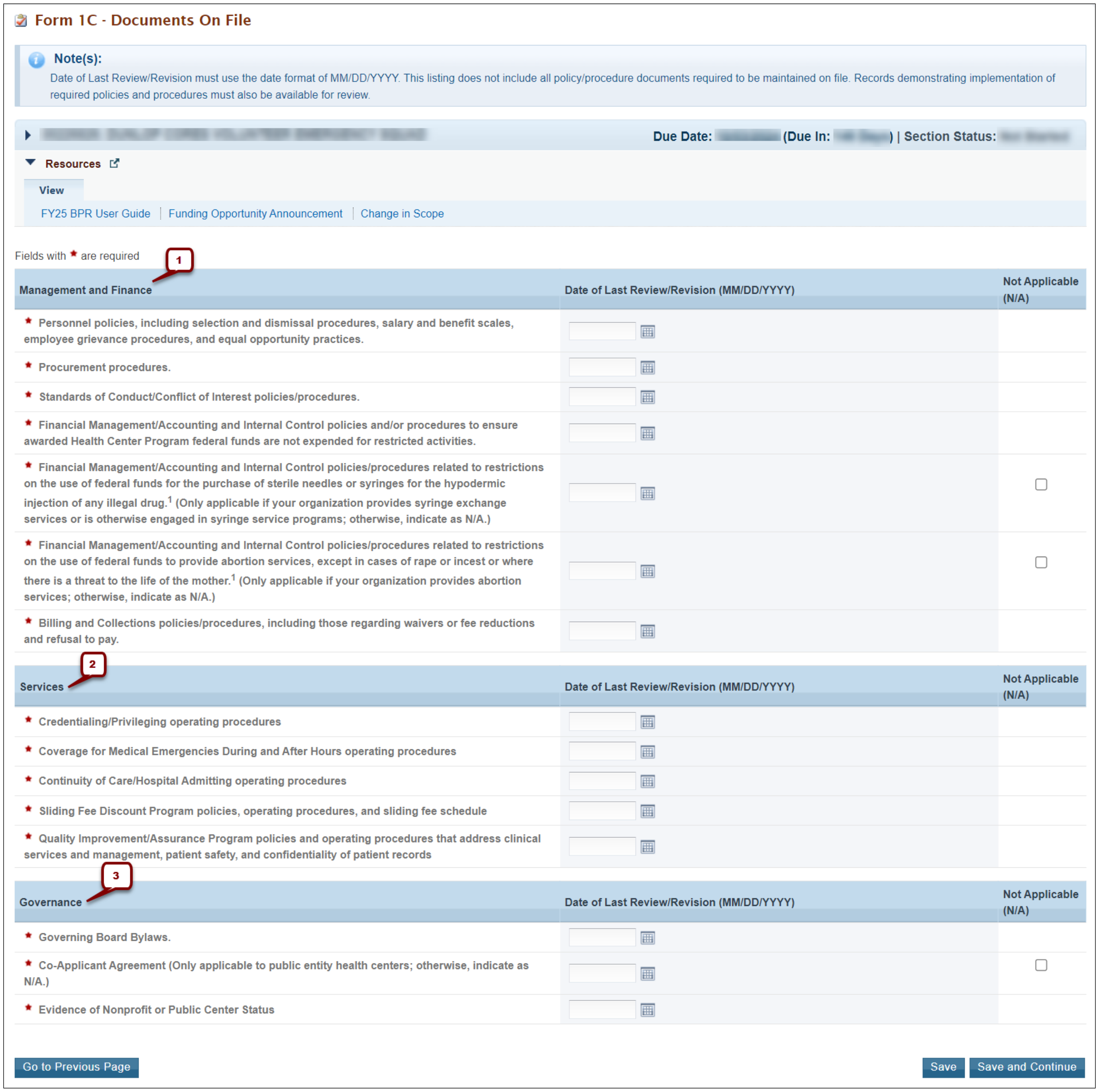


3.1 Form 1C - Documents on File

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

1. In the Management and Finance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 30**, **1**).
2. In the Services section, provide the date of last review/revision (**Figure 30**, **2**).
3. In the Governance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 30**, **3**).
4. 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:

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View

FY25 BPR User Guide | Funding Opportunity Announcement | Change in Scope

Fields with * are required

1

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.)		☐
* 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.)		☐
* Billing and Collections policies/procedures, including those regarding waivers or fee reductions and refusal to pay.		

2

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		

3

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.)		☐
* Evidence of Nonprofit or Public Center Status		

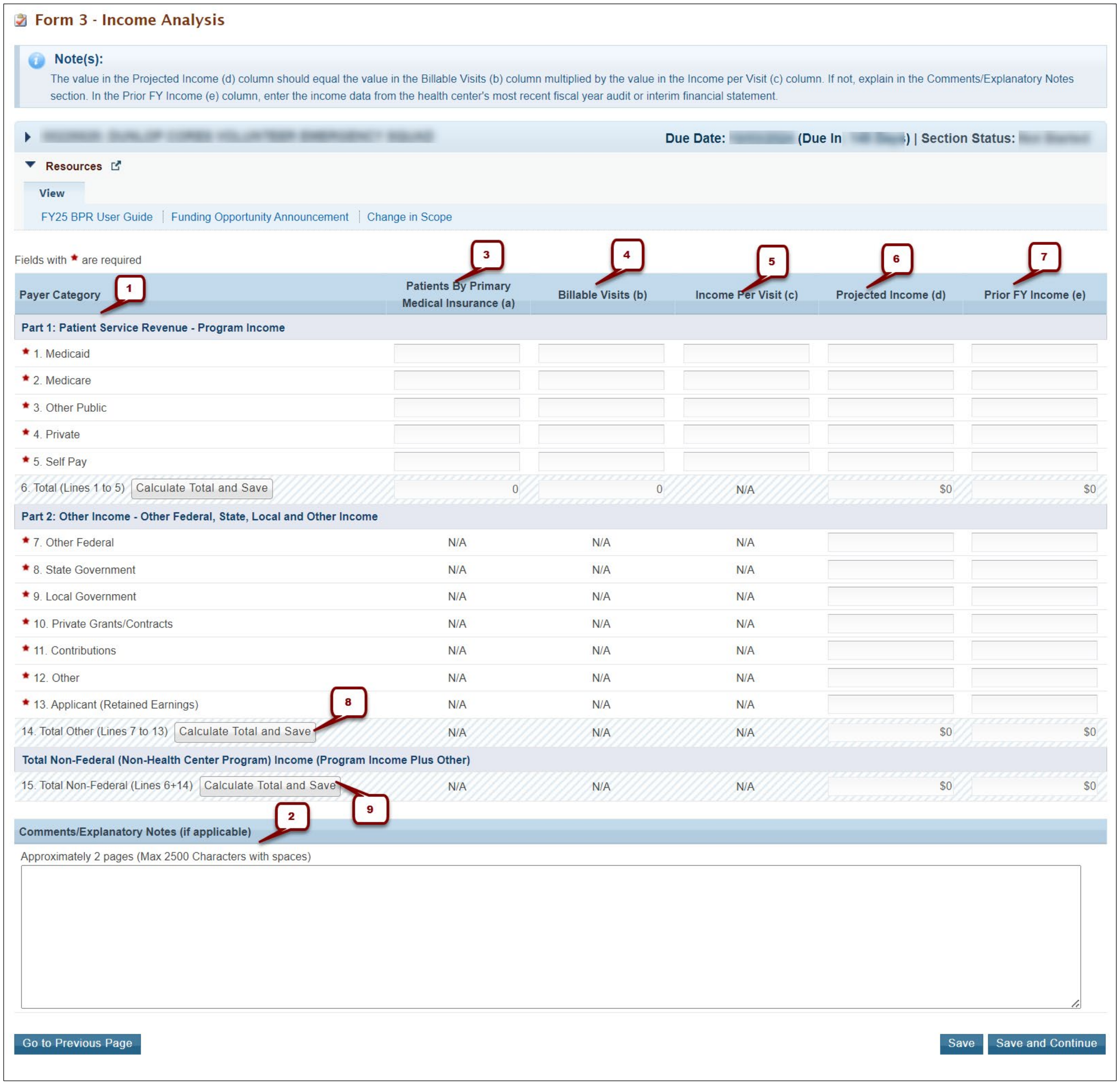
Go to Previous Page | Save | Save and Continue

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:

Resources

View

FY25 BPR User Guide | Funding Opportunity Announcement | Change in Scope

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	$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	$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	$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**).

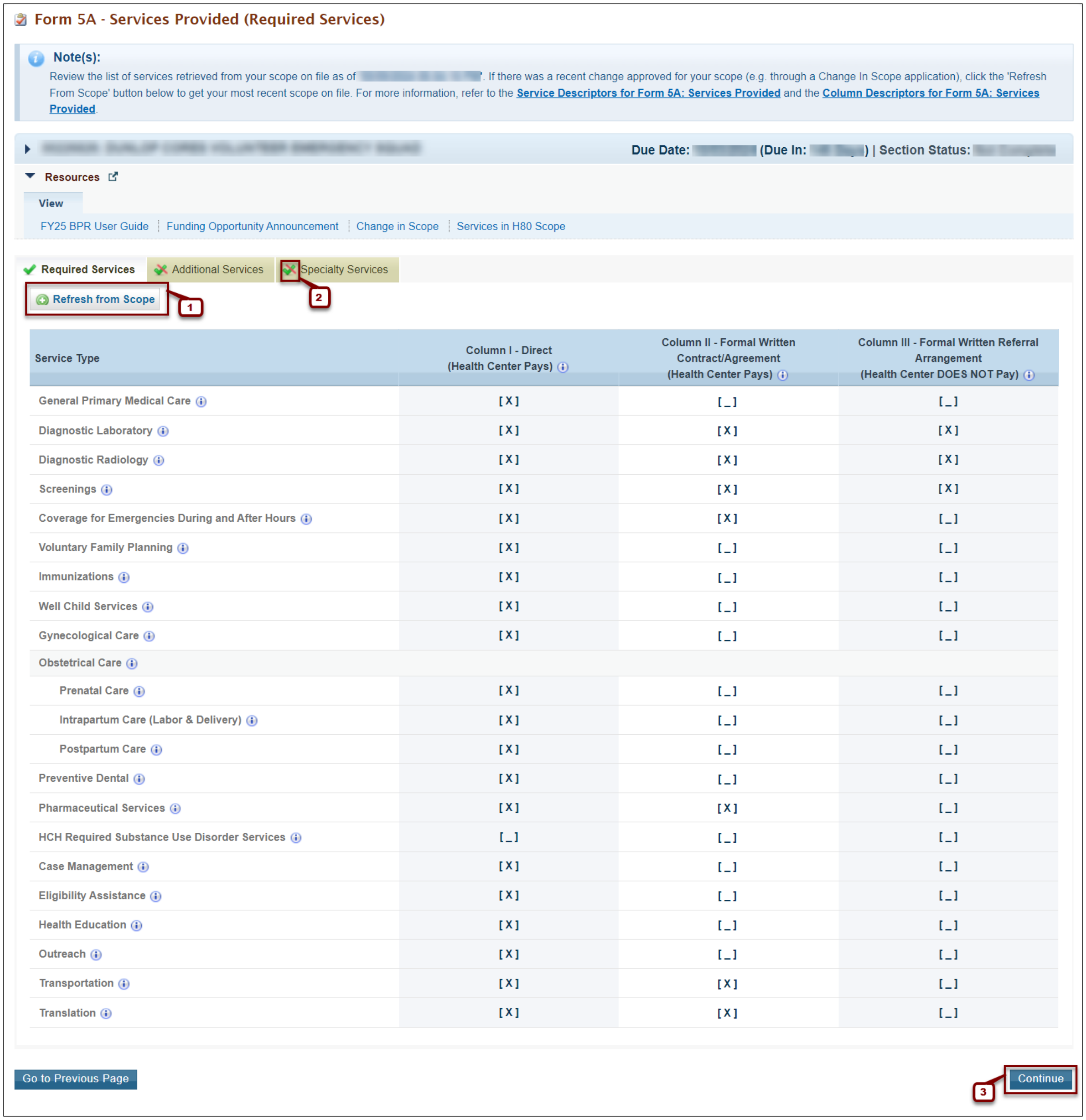
1. If the value for any payer category in Projected Income (d) is not equal to the value obtained by multiplying Billable Visits (d) with Income per Visit (c), provide an explanation in this section. Provide justification for each payer category that these numbers are not equal. If these numbers are 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



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**).

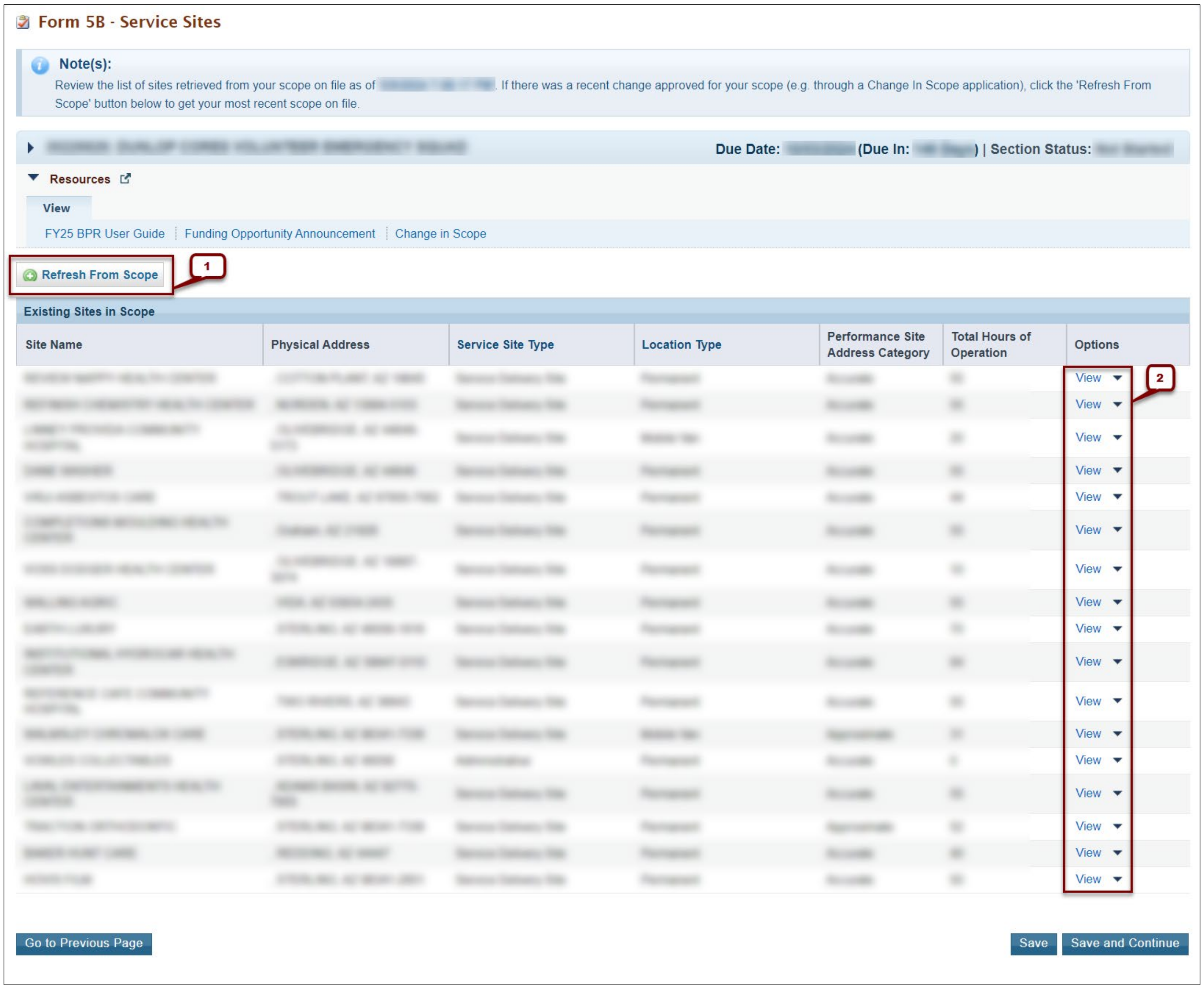
After visiting all the sections on **Form 5A**, click the Continue button (**Figure 32**, **3**) to proceed to the next form.

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



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**).

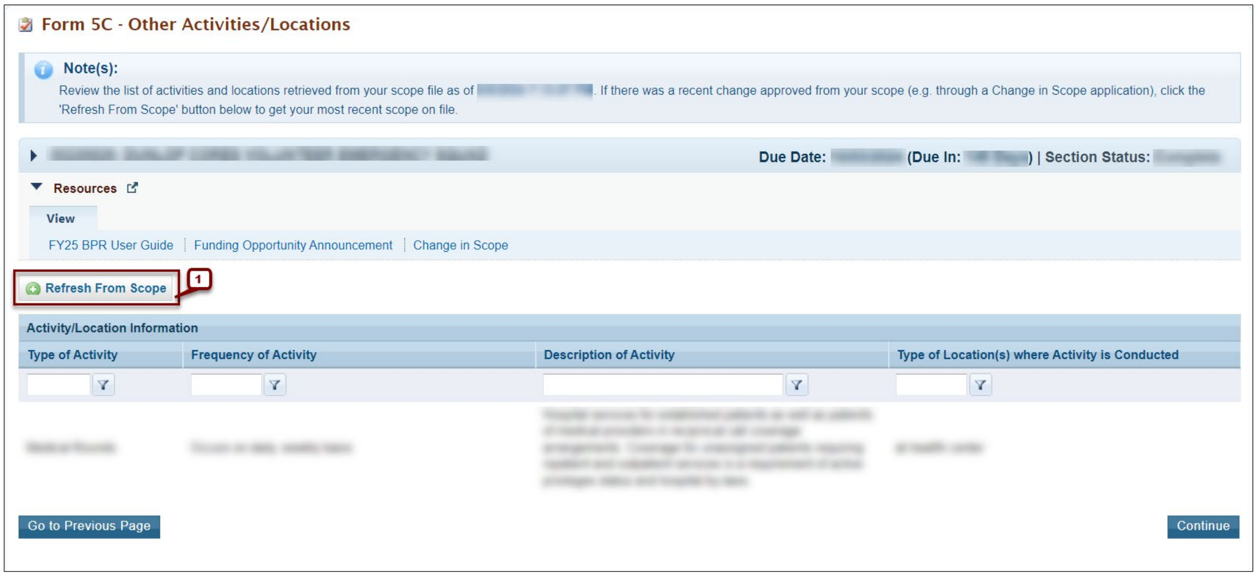
Click the Save and Continue button on **Form 5B** to proceed to the next form.

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



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.

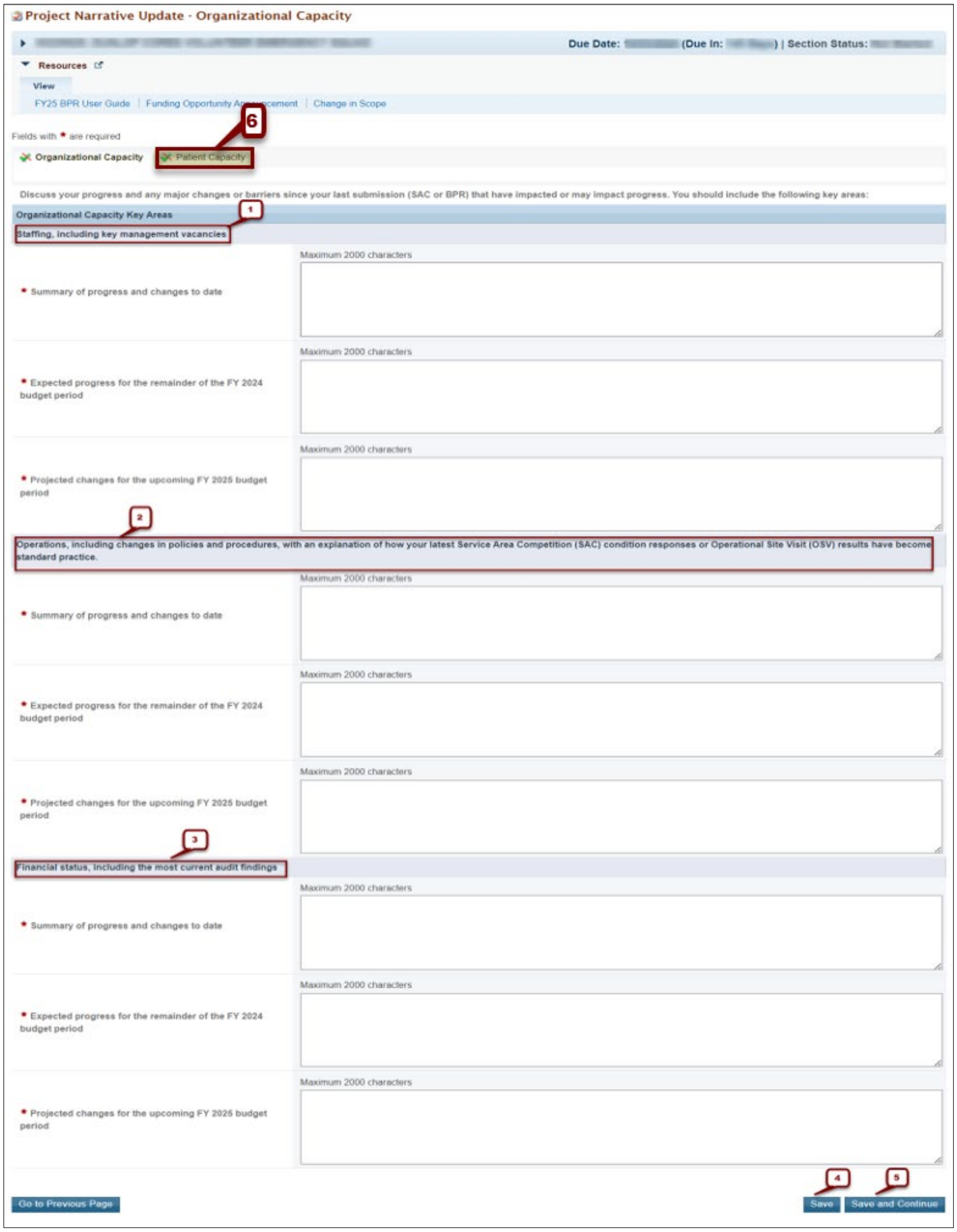
3.6 Project Narrative Update

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)



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

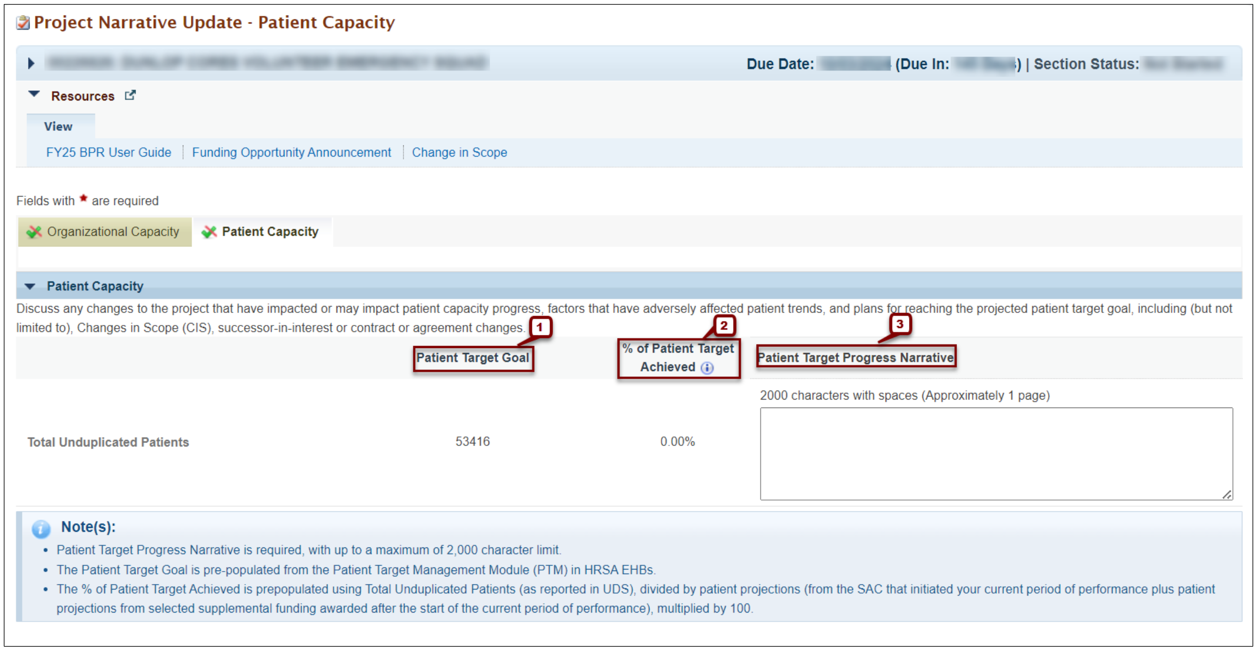
In the **Patient Capacity** section, discuss any changes to the project that have impacted or may impact patient capacity progress, factors that have contributed to a downward patient trend, and plans for reaching the projected patient target goal, including (but not limited to), Changes in Scope (CIS),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

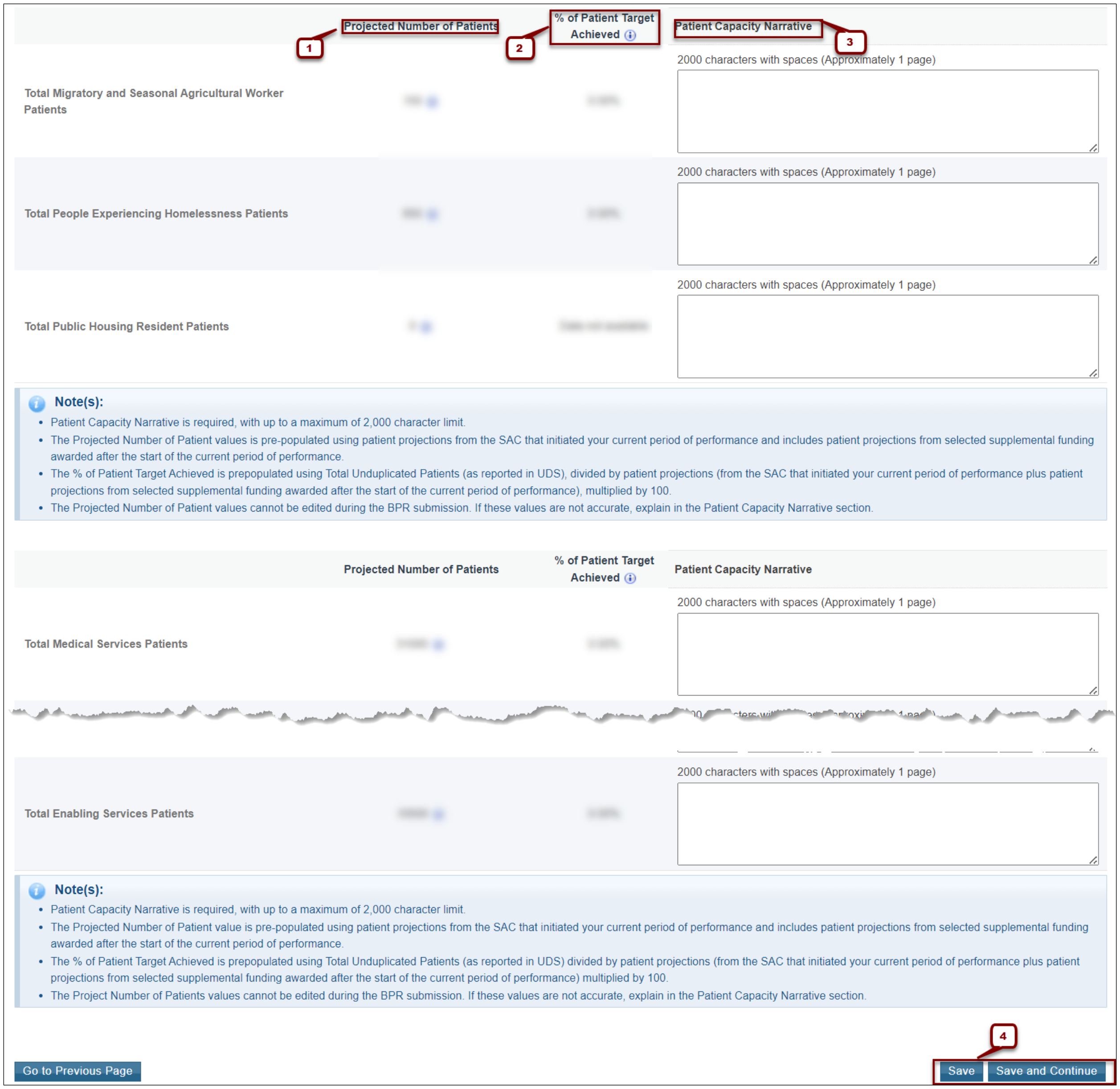


IMPORTANT NOTES:

- 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.



IMPORTANT NOTES:

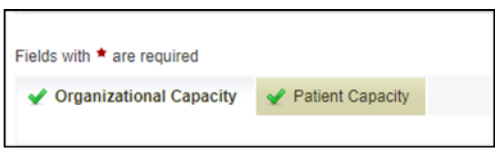
- Patient Capacity Narrative is required, with up to a maximum of 2,000-character limit.
- The Projected Number of Patients value is pre-populated using patient projections from the SAC that initiated your current period of performance and includes patient projections from selected supplemental funding 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**).

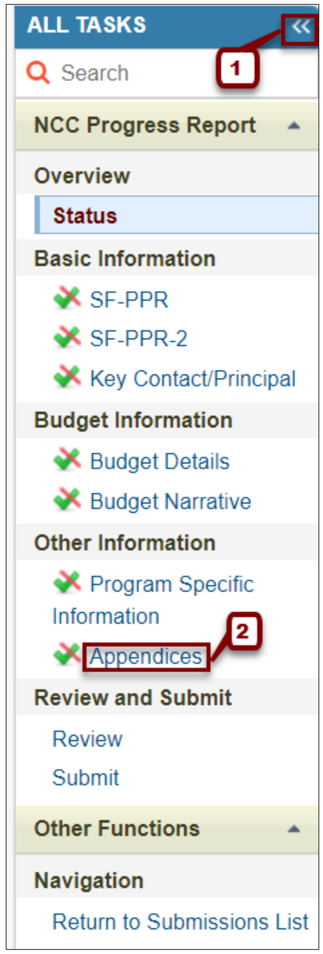
Figure 38: Completed Project Narrative Update Sections



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



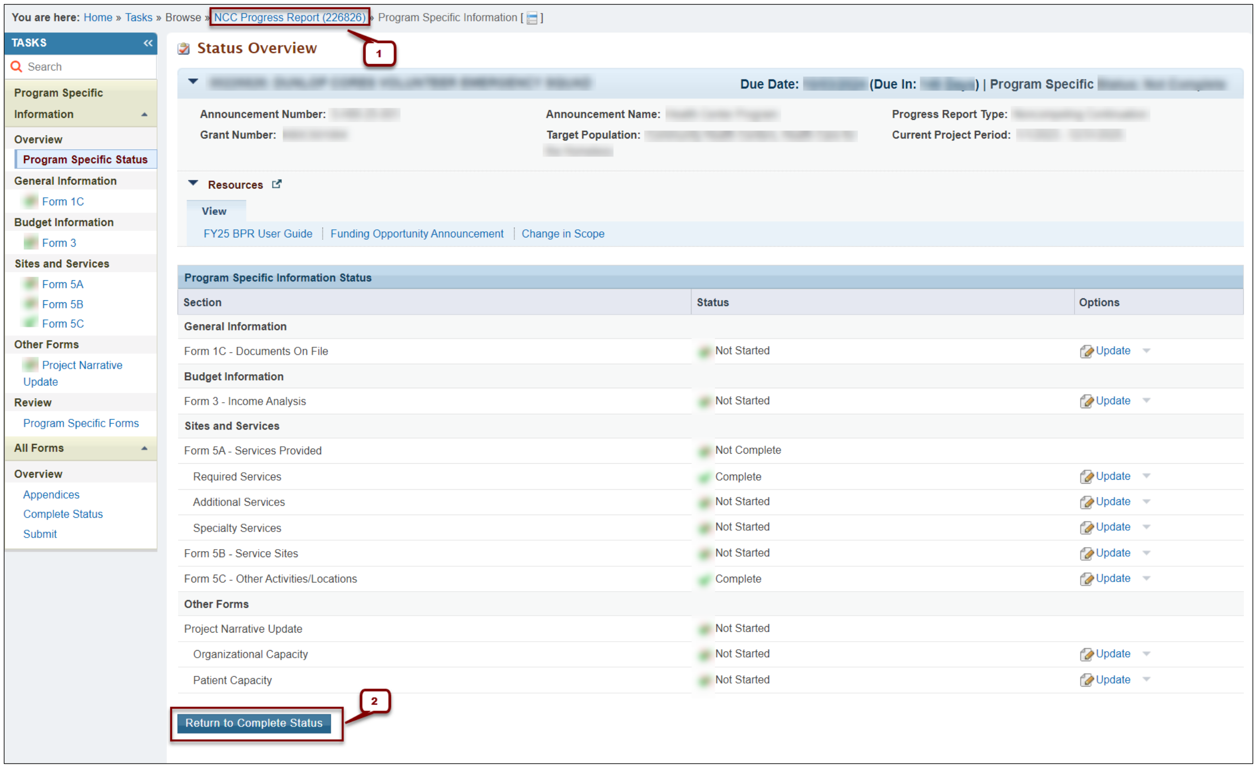
2. The **Appendices** form allows you to attach one other standard document. This attachment is not mandatory.
3. Click on the Save button to mark this form as Complete. Click on the Save and Continue button to navigate to the **NCC Progress Report – Review** page.

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**).

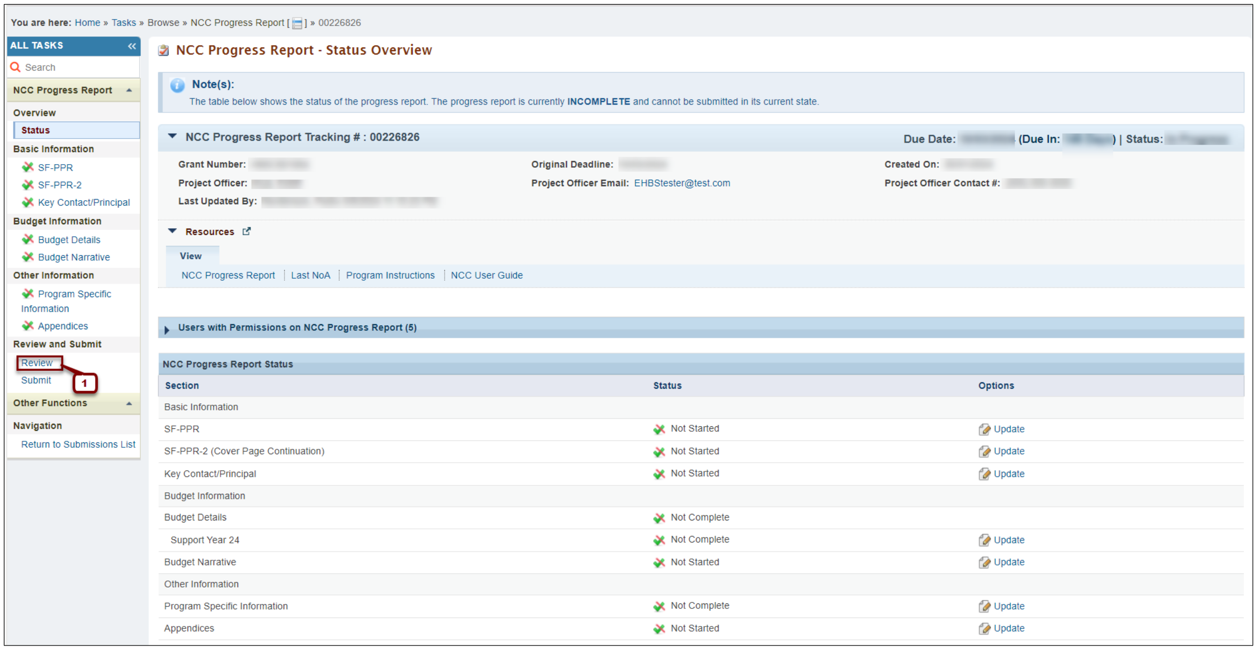
Figure 40: Accessing the Standard Section of the NCC Progress Report



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

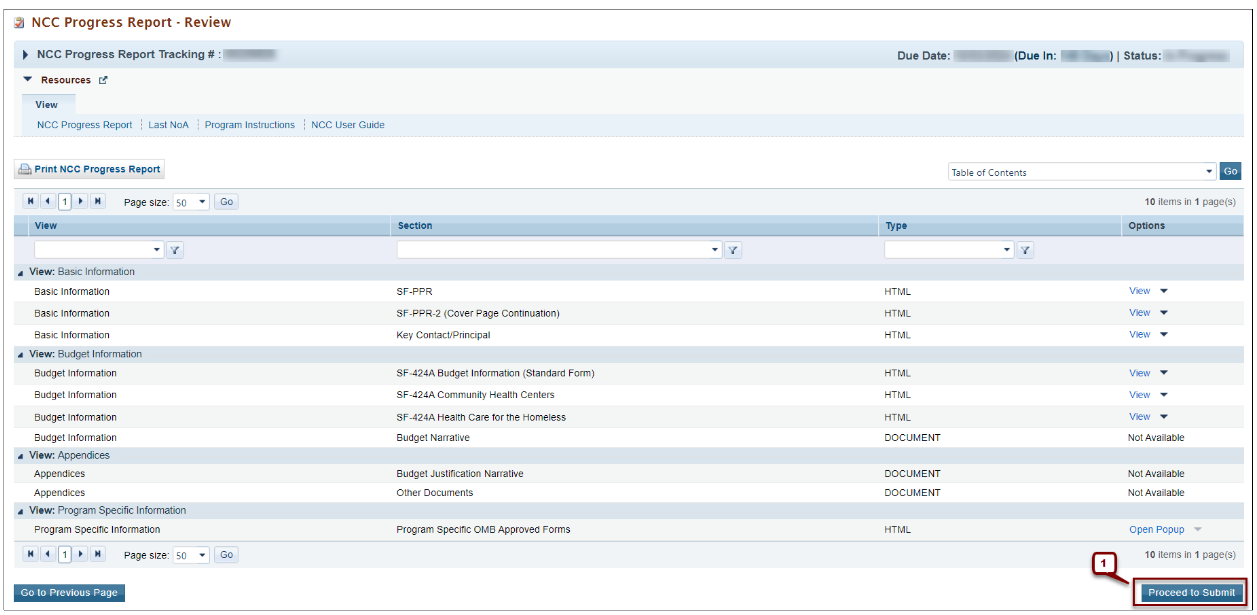
2. On the **NCC Progress Report - Status Overview** page, click the Review link in the Review and Submit section of the left menu (**Figure 41**, **1**). The system navigates to the **NCC Progress Report** - Review page.

Figure 41: Review Link



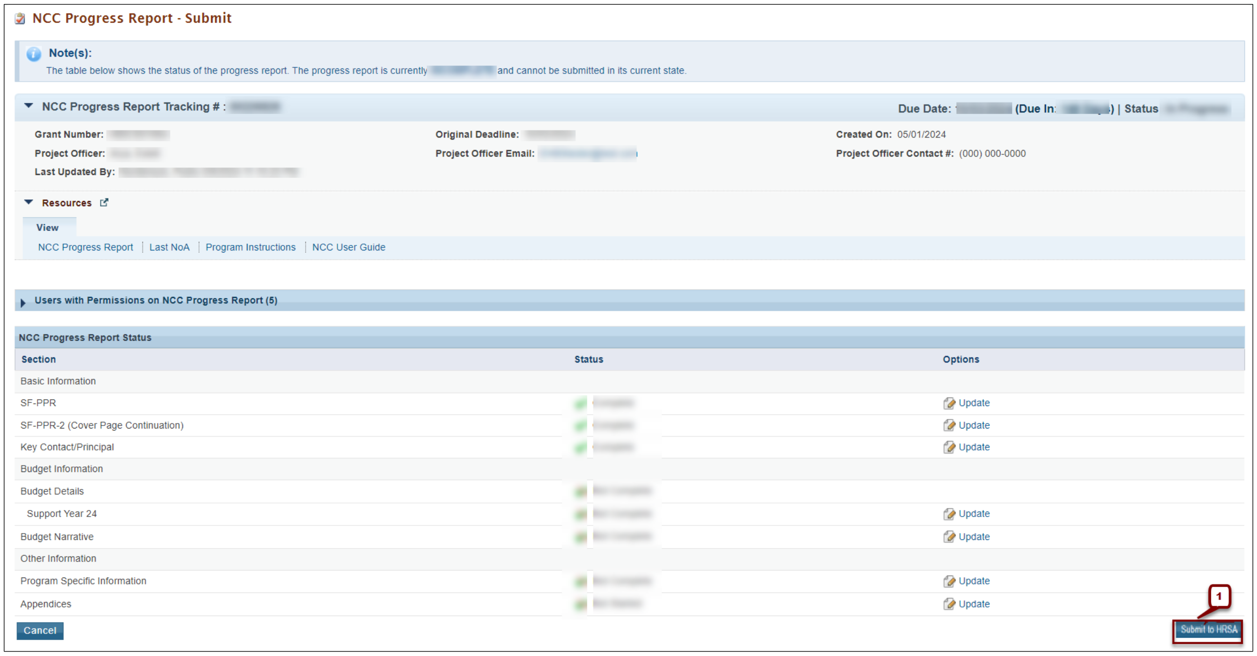
3. Verify the information displayed on the NCC Progress Report - Review page.
4. If you are ready to submit the progress report to HRSA, click the Proceed to Submit button at the bottom of the **Review** page (**Figure 42**, **1**).

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



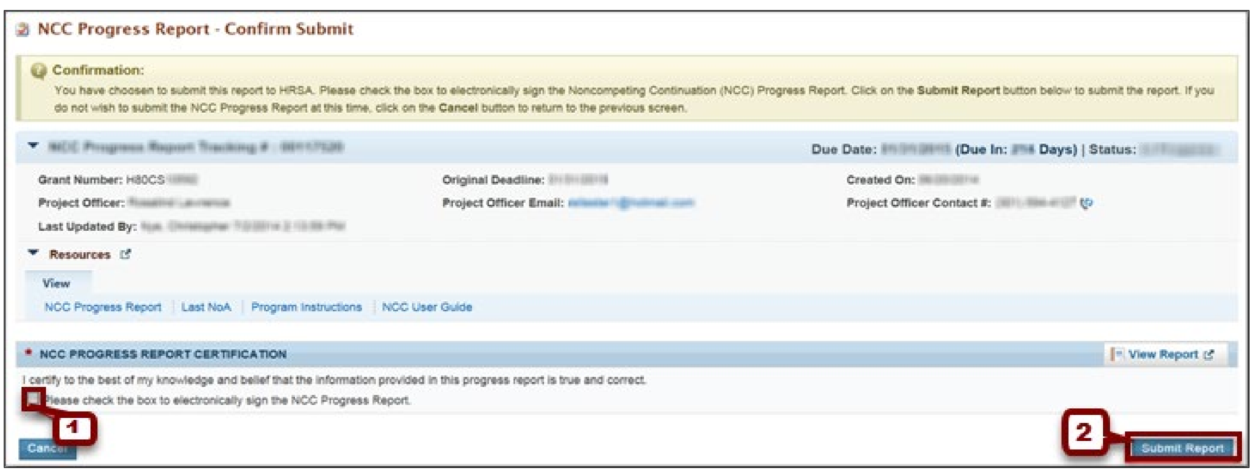
➢ The system navigates to the NCC Progress Report – Submit page (**Figure 43**).

Figure 43: NCC Progress Report – Submit Page



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



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

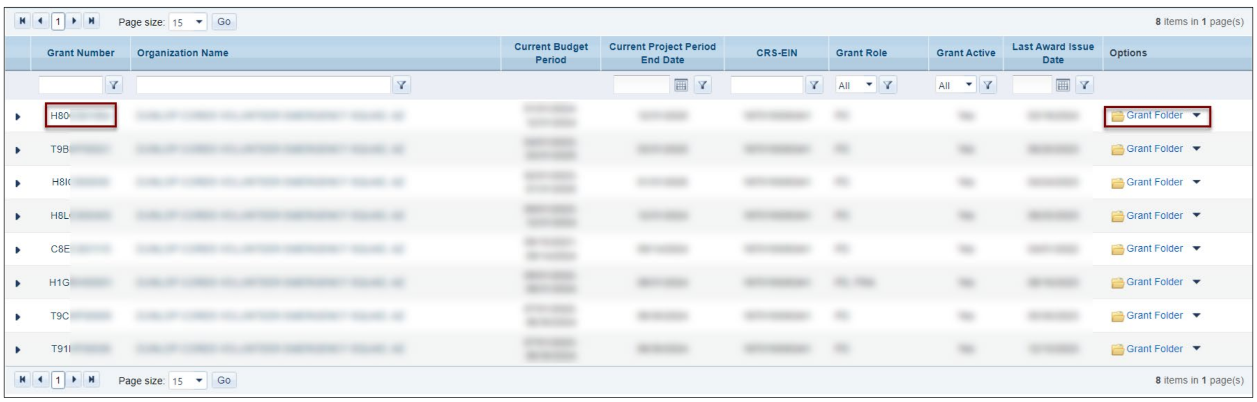
You may need to reference your submitted H80 applications/progress reports when completing your FY 2024 NCC/BPR. You can access your submitted H80 applications/progress reports through the H80 Grant Folder by following the steps below:

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

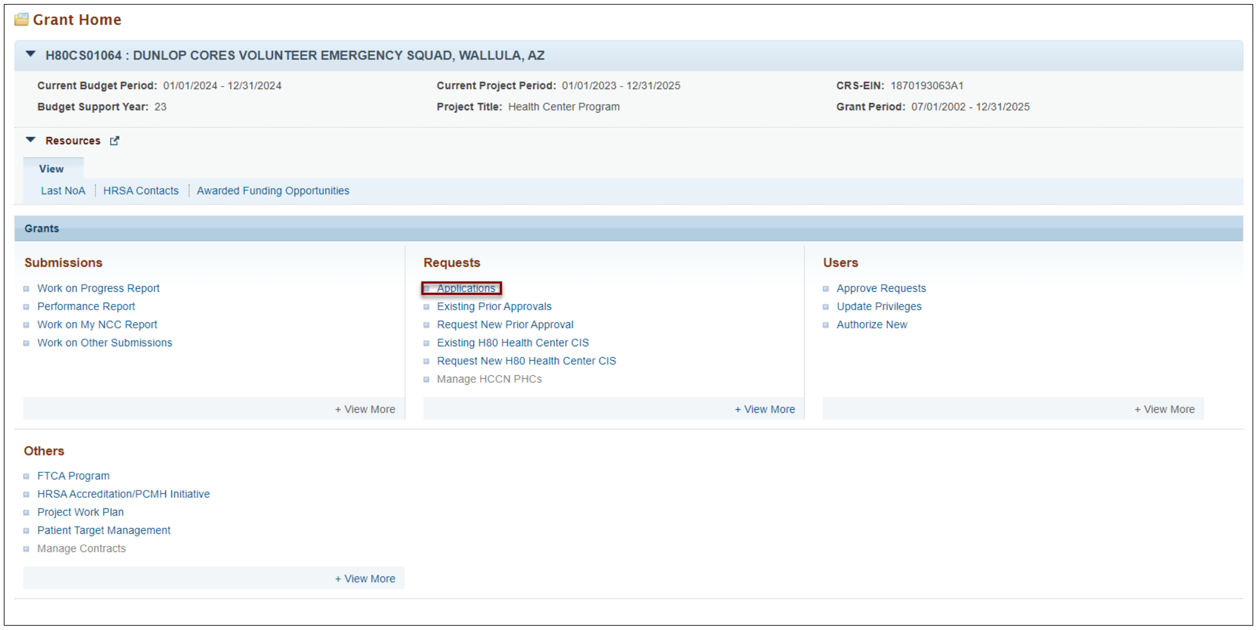
2. Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (**Figure 46**).

Figure 46: Accessing the H80 Grant Folder



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**).

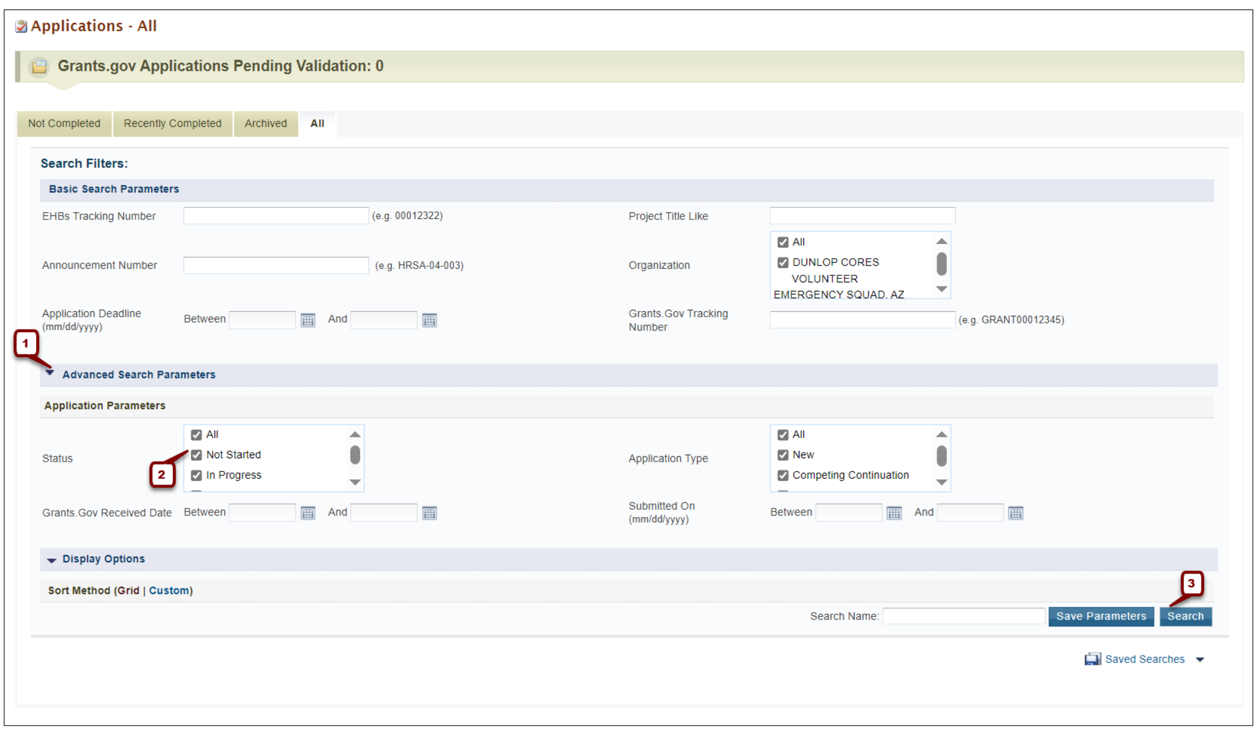
Figure 47: Applications Link



- ➢ The 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

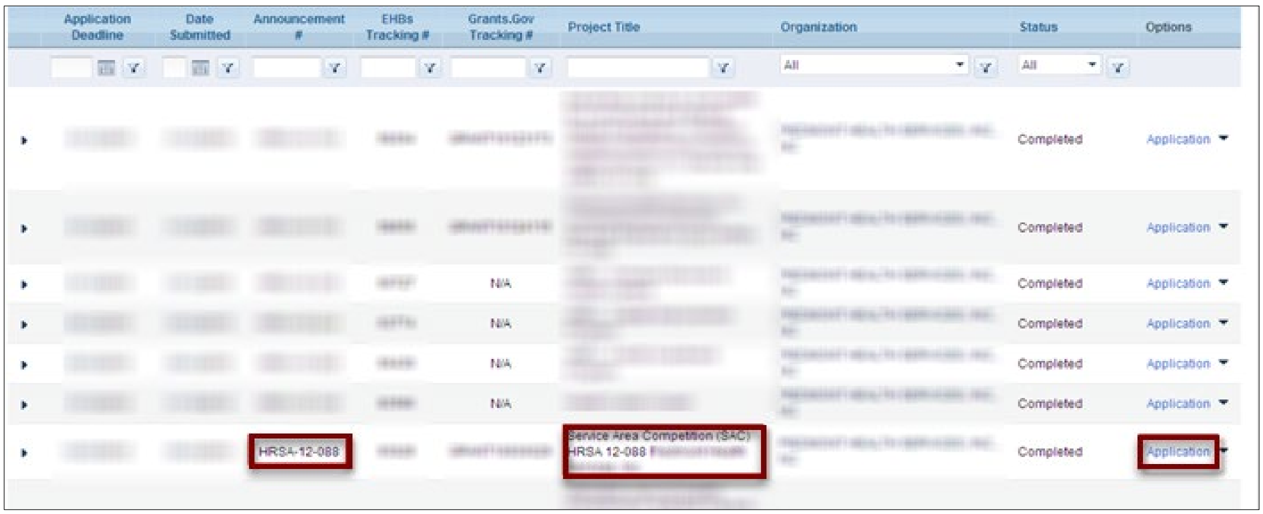


c. Click the Search button located at the bottom of this page to access the completed applications (**Figure 48**, **3**).

➢ 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**).

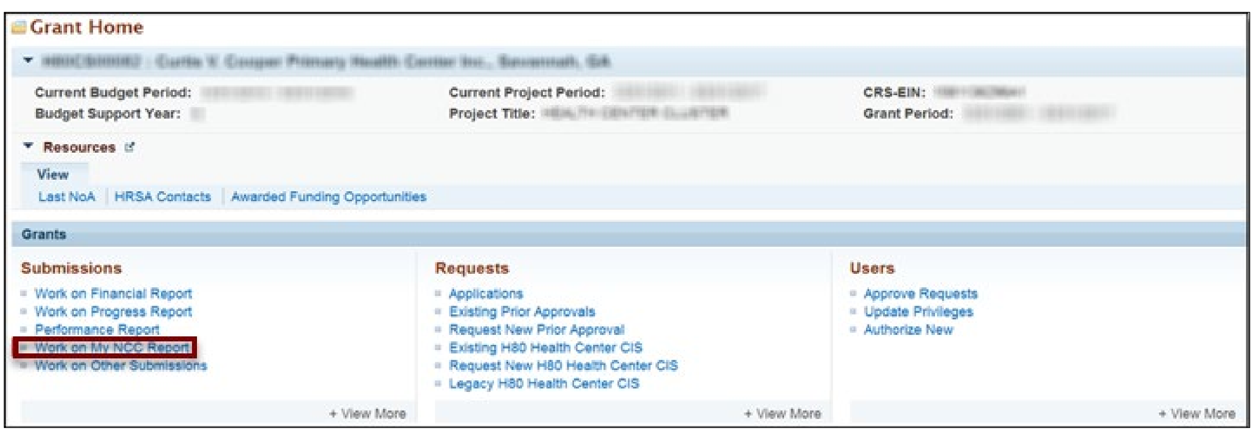
Figure 49: Applications – All Results Page



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



➢ 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

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.