Fiscal Year (FY) 2022
Primary Care Association (PCA)
Non-Competing Continuation (NCC) Progress Report
Question and Answer Session

Technical Assistance Webpage:

https://bphc.hrsa.gov/program-opportunities/pca

Vision: Healthy Communities, Healthy People

Agenda

- Key Dates
- Submission Formatting Requirements
- Reporting Timeframes
- Reminders
- Questions and Answers
- Contacts and Resources

Use the **Q&A** to submit your questions

Key Dates

- Instructions available on the PCA Technical Assistance webpage on **December 9, 2021**

- Start submissions in EHBs on **December 17, 2021**

  - *System-generated email notifications will be sent to PCA Project Directors (PD)*
  - *Must be listed as PD or have the correct EHBs privileges to submit the progress report*

- Due in EHBs on **February 9, 2022 by 5:00 PM ET**

- Notices of Award will be released on or around **July 1, 2022**

Submission Formatting Requirements

- Complete forms and upload attachments directly in EHBs

- Narrative documents:

  - Single-spaced

  - 12 point, easy-to-read font (e.g., Times New Roman, Arial, Calibri)

  - One-inch margins

  - 10 or 11 point font for tables, charts, and footnotes

HRSA
Health Center Program

Submission Components Overview

EHB Forms
- SF-PPR and SF-PPR2
- Budget Information: Budget Details Form
- FY 2021 Progress Update
- FY 2022 Project Work Plan

Attachments
- Budget Narrative (required)
- Attachment 1: Project Narrative Update (required)
- Attachment 2: Health Workforce Supplemental Progress (required)
- Attachments 3 – 12 (as applicable)

Reporting Timeframes

Project Narrative Update

- **Progress to Date:** January 1, 2021 – December 31, 2021
- **Anticipated Progress:** January 1, 2022 – June 30, 2022

FY 2021 Progress Update

- **Cumulative Progress to Date:** July 1, 2020 – December 31, 2021
- **Activity Progress to Date:** July 1, 2021 – December 31, 2021
- **Anticipated Progress:** January 1, 2022 – June 30, 2022

FY 2022 Project Work Plan (PWP)

- **Plans for the FY 2022 Budget Period:** July 1, 2022 – June 30, 2023

Funding Restrictions

- Direct patient care
- Activity costs incurred under the American Rescue Plan (U5F) supplemental funding
- Construction/renovation of facilities
- Activities not aligned with funding
- Reserve requirements for state insurance licensure
- Lobbying/advocacy efforts
- Conference sponsorship (exception: session content development related to the PCA PWP)

Reminders

- Submissions due in EHBs by **5 PM ET on Wednesday, February 9, 2022**
- The following are required for submission:
  - ✓ SF-PPR and SF-PPR2
  - ✓ Budget Information: Budget Details Form
  - ✓ Budget Narrative Attachment
  - ✓ Attachment 1: Project Narrative Update
  - ✓ Attachment 2: Health Workforce Supplement
  - ✓ FY 2021 Progress Update
  - ✓ FY 2022 Project Work Plan

Incomplete Progress Reports

- Progress reports without all required information will be considered incomplete or non-responsive
- Incomplete submissions will be returned with a request for the missing information, which may result in a late Notice of Award or a lapse in funding
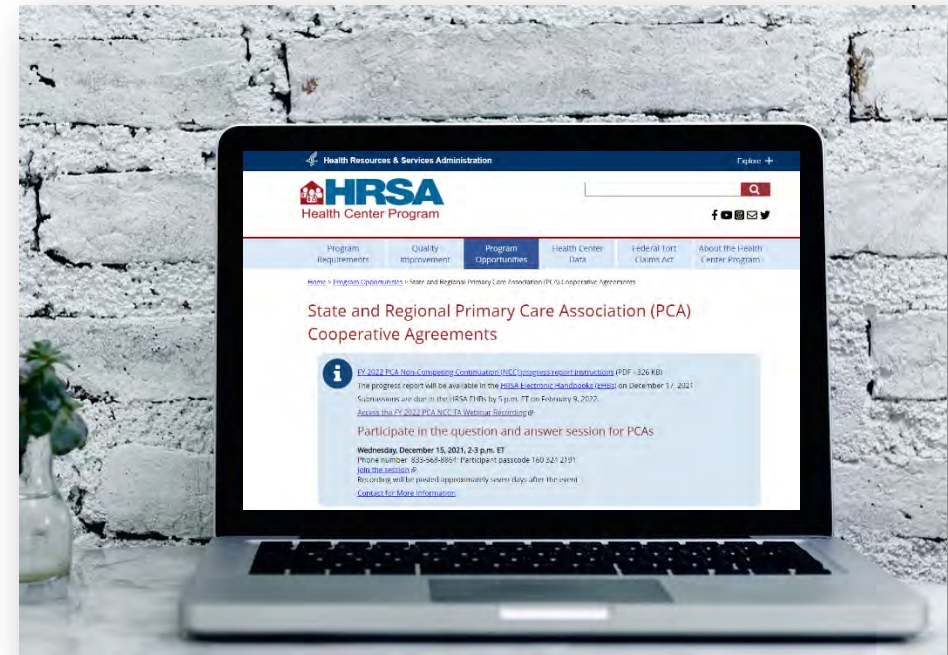
Question & Answers

PCA Response Team

https://www.hrsa.gov/about/contact/bphc.aspx

Technical Assistance Web Page

https://bphc.hrsa.gov/program-opportunities/pca

Key Technical Assistance Contacts

General Technical Assistance	PCA Technical Assistance Website https://bphc.hrsa.gov/program-opportunities/pca
NCC Progress Report Requirements Questions	Submit a Web Request to the PCA NCC Response Team at: https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form
HRSA EHBs Submission Assistance	Health Center Program Support https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form or 877-464-4772
Grants or Fiscal Questions	Vera Windham vwindham@hrsa.gov or 301-443-6859

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