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
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
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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| **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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