



# Fiscal Year (FY) 2024 National Training and Technical Assistance Partners (NTTAPs) Technical Assistance Presentation

NTTAP TA Webpage: <https://bphc.hrsa.gov/funding/funding-opportunities/national-training-technical-assistance-partners-nttaps-cooperative-agreement>

**Bureau of Primary Health Care (BPHC)**

**Vision: Healthy Communities, Healthy People**



# Agenda

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- FY 2024 NTTAP NCC Progress Report Submission Components
- Submission Reminders
- Technical Assistance Resources



# FY 2024 NTTAP NCC Progress Report Submission Components



# FY 2024 NTTAP NCC Progress Report Submission

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The purpose of this presentation is to provide an overview on what to include in your FY 2024 NTTAP NCC progress report (referred to as progress report) submission.

The progress report includes:

- Updates to your organizational information,
- Project updates and any anticipated progress for the FY 2023 budget period, and
- FY 2024 budget and project work plan (PWP).

Progress reports must be submitted completely in the EHBs using EHBs forms and attachments. Refer to *Table 1: Progress Report Section Overview* in the FY 2024 NTTAP NCC Progress Report Instructions for more details.



# Organizational Information Update Forms

Update your organization's information:

- SF-PPR and SF-PPR-2 Forms: Review and update your Authorizing Official (AO) information, lobbying efforts, areas affected by your project, and the Point of Contact (POC).
- Key Contact/Principal Form:
  - Prepopulated with the principals from the last Suspension and Debarment review for your cooperative agreement.
  - Review the list of names. Add, delete, or edit to include all key contacts and principals involved in the project.
  - Attaching biographical sketches is optional on this form, however updated biographical sketches must be included as *Attachment 4: Biographical Sketches for Key Staff* in the Appendices section of the progress report.



# FY 2023 Project Narrative Update Form

- Provide significant progress, challenges, and changes encountered in the current budget period, or that are anticipated through the rest of the period of performance:
  - Health center T/TA needs
  - Overall progress
  - Top successes
  - Challenges and strategies to overcome them
  - Collaborations, partnerships, and/or coordinated activities
  - Evaluation and dissemination plans
  - Organizational resources and project staffing
  - Coordination with the National T/TA Center
  - Anything else not captured in other parts of the progress report
- Complements the FY23 Progress Update and sets the context for the FY24 PWP.



# FY 2023 Progress Update Form

- Prepopulated from your most recently approved PWP.
- Report progress on objectives and activities through December 31, 2023:
  - Current Number
  - Objective Impact Narrative Progress
  - T/TA Target Progress (number and narrative)
    - T/TA Engagement
    - T/TA Participation
    - T/TA Usefulness rating
  - Partner Organizations
  - Learning Collaborative Behavior Change (number and narrative)
  - Activity Progress (narrative)
- Report anticipated progress for the remainder of the budget period (January 1, 2024 through June 30, 2024).
- Complete the FY 2023 Progress Update form in EHBs **before** working on the FY 2024 PWP form.



# FY 2024 PWP

- Prepopulated from the most recently approved PWP and FY 2023 Progress Update form.
- Update and describe activities for FY 2024 budget period.
- Add, delete, or revise:
  - Objective description (Emerging Issues objective only)
  - Partner organizations
  - Key factors
  - Activity audience, name, description
  - Person/group responsible
  - Target start and end dates
  - Expected outcomes
  - Comments
- Activities should contribute to objective target attainment by end of the period of performance.





# FY 2024 PWP-Reminders

- For the FY 2024 PWP, you can:
  - Change the emerging issue that you will address.
  - Change the objectives which your learning collaboratives will focus on.
  - Update activities that started during the first budget period if they will be continued. You do not need to change the start date.
- For an activity to count towards the minimum required activities for the FY 2024 budget period:
  - All activities must have a start date on or before July 1, 2025, and
  - All activities must have an end date after June 30, 2024.



# Activity Requirement by Funding Level

Base Funding Level	Minimum number of activities across all objectives per budget period	Minimum number of learning collaboratives led per budget period
\$0—\$550,000	16 minimum activities	2 learning collaboratives
\$550,001—\$1,000,000	20 minimum activities	3 learning collaboratives
\$1,000,001—\$1,500,000	24 minimum activities	4 learning collaboratives
\$1,500,001—\$2,000,000	32 minimum activities	5 learning collaboratives
\$2,000,001—\$7,000,000	72 minimum activities	10 learning collaboratives

- The number of total required activities and learning collaboratives vary by funding level.
- Supplemental funding will not be included in the funding level used to determine the minimum numbers of required activities and learning collaboratives.
- The required numbers of national audience and learning collaborative activities by NTTAP type are outlined in the *Appendix: Required Objectives by NTTAP Type* of the FY 2024 NTTAP NCC Progress Report Instructions.



# FY 2024 Budget Information Form and Narrative

- Complete the SF-424A Budget Information Form
  - Complete for both FY 2024 and FY 2025 budget periods.
  - Review Section A: Budget Summary, and complete Section B: Budget Categories.
  - Skip Section C: Non-Federal Resources.
- Upload a line-item Budget Narrative
  - Complete for only FY 2024 budget period.
  - Be consistent with the totals presented in Section B: Budget Categories of the SF-424A Budget Information form.
  - A sample Budget Narrative and Justification Table is available on the [NTTAP Technical Assistance webpage](#).



# Attachments

**Attachment 1:**  
Organizational Chart

**Attachment 2:**  
Staffing Plan

**Attachment 3:**  
Job Descriptions for  
Key Personnel

**Attachment 4:**  
Biographical Sketches  
for Key Personnel

**Attachment 5:**  
Letters of Agreement

**Attachment 6:**  
Summary of Contracts  
and Agreements

**Attachment 7:**  
Other Documents

- As needed, include updated attachments if they have changed since you submitted them in your FY 2023 NTTAP application, or if you anticipate updates.
- The FY 2024 NTTAP NCC progress report instructions provides details on what to include for each attachment.



# Submission Reminders



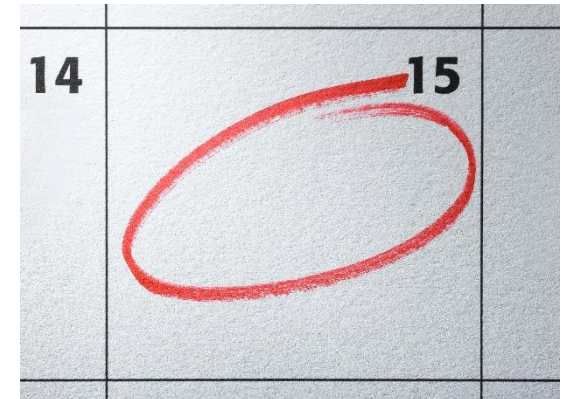
# Progress Report Reminders

- The progress report should not exceed 25 pages. This includes attachments but not forms.
- Attachments must be single-spaced with a 12-point font. A 10-point font may be used for charts, tables, or footnotes.
- Progress reports without all required forms and attachments will be considered incomplete.
  - Missing information will be requested through a "Change Requested" notification in EHBs.
  - Late or incomplete submissions may result in a late Notice of Award or a lapse in funding.



# Important Dates

- Instructions available on the NTTAP Technical Assistance website on **December 8, 2024**
- Start submissions in EHBs on **December 15, 2023**
  - System-generated email notifications will be sent to NTTAP 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, 2024**
- Notices of Award will be released on or around **July 1, 2024**



# Technical Assistance Resources and Contacts





# Technical Assistance Resources

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Visit the [NTTAP TA webpage](#) for links to progress report instructions and technical assistance resources:

- FY 2024 NTTAP NCC Progress Report Instructions
- FY 2024 NTTAP NCC EHBs User Guide
- Frequently Asked Questions
- TA Presentation Slides
- Call-in information for the live Q&A session
- Sample Documents



# Technical Assistance Contacts

Topic	Contact
<b>Progress Report Questions</b>	<b>NTTAP TA Response Team</b> 301-594-4300 Submit a Web Request using the <a href="#">BPHC Contact Form</a> <ul style="list-style-type: none"><li>• Under Funding, select <i>Non-Competing Continuation (NCC) Progress Reports</i></li><li>• Select <i>National Training and Technical Assistance Partners (NTTAP)</i></li></ul>
<b>Budget/Fiscal Questions</b>	<b>Brian Feldman</b> <a href="mailto:bfeldman@hrsa.gov">bfeldman@hrsa.gov</a> 301-443-3190
<b>EHBs Submission Assistance</b>	<b>Health Center Program Support</b> 877-464-4772 Contact Health Center Program Support using the <a href="#">BPHC Contact Form</a> <ul style="list-style-type: none"><li>• Under Technical Support, select <i>EHBs Tasks/EHBs Technical Issues</i></li><li>• Select <i>Non-Competing Continuation Reports</i></li></ul>



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