



Health Resources & Services Administration

**FY25 Native Hawaiian Health Care Improvement Act (NHHCIA)  
Non-Competing Continuation (NCC) Progress Report  
Sample Project Work Plan  
(Required for POL)**

The table below is for reference only. Start with the Project Work Plan submitted with your FY24 application (or the version approved by your Program Contact if post-award revisions were required). Update it as needed to highlight any changes planned for the upcoming FY25 budget period (August 1, 2025, through July 31, 2026).

Highlight fields with updates to facilitate HRSA review of proposed changes. Only highlight changes planned for the FY 25 budget period. Follow the column instructions below if you add additional Goals or Key Action Step rows.

OMB No.: 0915-0285. Expiration Date: 04/30/2026

<b>Goal 1:</b>					
<b>Key Action Steps</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Data</b>	<b>Person/Area Responsible</b>	<b>Collaborative Partners</b>
<b>Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.</b>	<b>Include a completion date (month and year) for each action step</b>	<b>Include a predicted outcome for each action step.</b>	<b>Identify the data you will use to tract progress toward the goal.</b>	<b>A responsible person must be identified for each action step.</b>	<b>List partnering agencies or organization(s) that will contribute to this action step</b>

<b>Goal 2:</b>					
<b>Key Action Steps</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Data Source and Evaluation Methodology</b>	<b>Person/Area Responsible</b>	<b>Collaborative Partners</b>
		<b>Highlight areas of change projected for the FY 2025 Budget Period</b>			

Goal 3:					
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible	Collaborative Partners
Highlight areas of change projected for the FY 2025 Budget Period					.

Goal 4:					
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Collaborative Partners	Person/Area Responsible
			Highlight areas of change projected for the FY 2025 Budget Period		.

Public Burden Statement: Health centers (section 330 grant funded and Federally Qualified Health Center look-alikes) deliver comprehensive, high quality, cost-effective primary health care to patients regardless of their ability to pay. The Health Center Program application forms provide essential information to HRSA staff and objective review committee panels for application evaluation; funding recommendation and approval; designation; and monitoring. The OMB control number for this information collection is 0915-0285 and it is valid until 3/31/2023. This information collection is mandatory under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act (42 U.S.C. 254b). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).