



# Fiscal Year (FY) 2025 National Training and Technical Assistance Partners (NTTAPs) Technical Assistance Presentation

NTTAP TA Webpage: <https://bphc.hrsa.gov/program-opportunities/nttap>

Bureau of Primary Health Care (BPHC)

**Vision: Healthy Communities, Healthy People**



# Agenda

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- FY 2025 NTTAP NCC Progress Report Submission Components
- Submission Reminders
- Technical Assistance Resources



# FY 2025 NTTAP NCC Progress Report Submission Components



# FY 2025 NTTAP NCC Progress Report Submission

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The progress report includes:

- Updates to your organizational information,
- Project updates and any anticipated progress for the FY 2024 budget period, and
- FY 2025 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 2025 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) as applicable.

- **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 2024 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
- Complements the FY 2024 Progress Update and provides context for the FY 2025 Project Work Plan



# FY 2024 Progress Update Form

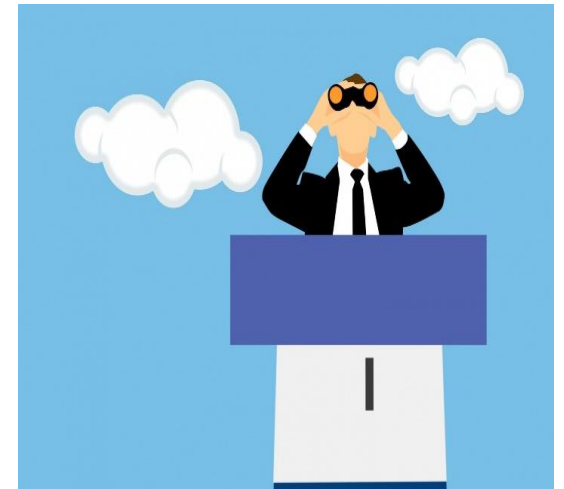
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- Prepopulated from your most recently approved PWP.
- Reports progress on objectives and activities through December 31, 2024
- Report anticipated progress for the remainder of the budget period (January 1, 2025, through June 30, 2025).
- Complete the FY 2024 Progress Update form in EHBs **before** working on the FY 2025 PWP form.

# FY 2025 Project Work Plan (PWP)

- Prepopulated from the most recently approved PWP and FY 2024 Progress Update form.
- Update and describe activities for FY 2025 budget period.
- Add, delete, or revise.
- Activities should contribute to objective target attainment by end of the period of performance.





# FY 2025 PWP-Reminders

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- For the FY 2025 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 2025 budget period:
  - All activities must have a start date on or before July 1, 2025, and
  - End date must be between July 1, 2025, and June 30, 2026.



# 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 varies by funding level.
- Supplemental funding will not be included in the funding level used to determine the minimum number of required activities and learning collaboratives.
- The required numbers of national audience and learning collaborative activities by NTTAP type are outlined in *Table 4: Activity Requirements by Funding Level* of the FY 2025 NTTAP NCC Progress Report Instructions.



# FY 2025 Budget Information Form and Narrative

- Complete the SF-424A Budget Information Form
  - Complete for the FY 2025 budget period.
  - 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 2025 budget period.
  - Be consistent with the totals presented in Section B: Budget Categories of the SF-424A Budget Information form.



# 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



# Submission Reminders



# Progress Report Reminders

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- 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.



# Important Dates

<b>December 6, 2024</b>	<b>Progress report instructions are available on the NTTAP TA webpage</b>
<b>December 19, 2024</b>	<b>Progress reports available in HRSA Electronic Handbooks (EHBs) System-generated email notifications will be sent to the person with the Project Director (PD) role in EHBs</b>
<b>February 11, 2025 (5 p.m. ET)</b>	<b>Progress reports due in EHBs (5 p.m. ET)</b>
<b>July 1, 2025</b>	<b>Budget Period Start Date</b>



# Technical Assistance Resources and Contacts





# Technical Assistance Resources

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- FY 2024 NTTAP NCC Progress Report Instructions
- FY 2024 NTTAP NCC EHBs User Guide
- Frequently Asked Questions
- TA Presentation Slides
- Sample Documents

NTTAP Technical Assistance webpage:  
<https://bphc.hrsa.gov/program-opportunities/nttap>



# 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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