



# **FY 2025 State and Regional Primary Care Association Non-Competing Continuation Progress Report**

**Technical Assistance Presentation**  
*December 2024*

**Public Health Analyst, Office of Policy and Program Development**

**Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC)**

**Vision: Healthy Communities, Healthy People**



# AGENDA

- Overview
- Submission Components
- Technical Assistance Resources
- Key Takeaways

# Overview



# Purpose and overview

To provide an overview of what to include in your FY 2025 PCA NCC progress report submission. 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).

## Electronic Handbooks (EHBs) Forms

- SF-PPR and SF-PPR2
- Key Contact/Principal Form
- Budget Details Form
- FY 2025 Project Narrative Update
- FY 2024 Progress Update
- FY 2025 Project Work Plan

## Attachments

- Budget Narrative (required)
- Attachments 1 – 8 (as applicable)



Progress reports must be submitted completely in the HRSA Electronic Handbooks (EHBs) using the EHBs forms and attachments. Refer to *Table 1: Progress Report Section Overview* in the FY 2025 PCA NCC Progress Report instructions once available on the PCA TA Webpage for more details.



# Submission Components



# Organizational Informational 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.



Biographical sketches are optional on this form for principals and key staff unless there are updates from your last submission. In this case, they should be included as *Attachment 4: Biographical Sketches for Key Personnel* in your progress report.



# FY 2024 Project Narrative Update Form

- Provide significant progress, challenges, and changes faced during the current period, or that are anticipated through the rest of the period of performance
  - Top Successes
  - Top Challenges
  - Significant challenges and strategies to overcome them
  - Changes to health center needs
  - Significant activity changes
  - Significant changes to collaborations, partnerships, and/or coordinated activities
  - Significant changes to Evaluation Plan(s)
  - Significant changes to organizational resources
  - Other expected changes, plans, or considerations
- Complements the FY 2024 Progress Update and sets the context for the FY 2025 Project Work Plan (PWP)



**\*Note: The Project Narrative will NOT be submitted as an attachment.**



# FY 2024 Progress Update Form

- Prepopulated from your most recently approved PWP
- Report progress on objectives and activities through December 31, 2024
  - ✓ Current Number
  - ✓ Objective Impact Narrative
  - ✓ T/TA Target Progress (number and narrative)
    - T/TA Session
    - T/TA Participation
    - Participant Rating of T/TA Usefulness
  - ✓ Partner Organizations
  - ✓ Activity Progress Update
  - ✓ Anticipated Activity Progress
- 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. Refer to *Table 3: FY 2024 Progress Update Form Editable Field Guide* in the Progress Report instructions once available on the TA webpage for more details.





# FY 2025 Project Work Plan

- Populated from the most recently approved PWP and FY 2024 Progress Update form
- Update and describe activities for your FY 2025 budget period
- Add, delete, or revise:
  - Objective Description
  - Health Center Supplemental Funding Support
  - Partner Organizations
  - Key Factor type and description
  - Activity Name
  - Activity Description
  - Performance Domain(s)
  - Person/group responsible
  - Target start and end dates
  - Anticipated Outcome
  - Comments
- Activities should contribute towards objective target attainment by the end of the period of performance
- For an activity to count towards the minimum number of activities for the **FY 2025 budget period**, all activities must have a start date on or after July 1, 2025, and an end date on or before June 30, 2026.



Refer to Table 4: FY 2025 PWP Form Editable Guide in the progress report instructions for more details

# FY 2025 Budget Details Form and Narrative

## Budget Details Form

- ***Section A: Budget Summary***
  - Amount equals the Recommended Federal Budget total (**prepopulated**)
- ***Section B: Budget Categories***
  - Provide an object class category breakdown for funding amount in Section A
  - Total in Section B **must** match the prepopulated amount in Section A
- ***Section C: Non-Federal Resources***
  - **Leave blank**; do not include other sources of funding



# Attachments (As Applicable)

**Attachment 1:** Project 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:** Regional Memorandum of Agreement (MOA) (Regional PCAs ONLY)

**Attachment 7:** Summary of Contracts and Agreements

**Attachment 8:** Other Documents



# 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

**December 6, 2024**

**Progress report instructions available on the PCA TA Webpage**

**December 19, 2024**

**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.*

**February 11, 2025 (5 p.m. ET)**

**Progress reports due in EHBs**

**July 1, 2025**

**Budget Period Start Date**



# Technical Assistance Resources and Contacts



# Technical Assistance Resources

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Visit the PCA TA webpage for links to progress report instructions and technical assistance resources:

- FY 2025 PCA NCC Progress Report Instructions
- FY 2025 PCA NCC EHBs User Guide
- Frequently Asked Questions
- TA Webinar Recording and Slides
- Sample Documents

**Access TA Webpage:** <https://bphc.hrsa.gov/funding/funding-opportunities/pca>





# Technical Assistance Contacts

<b>General Technical Assistance</b>	PCA Technical Assistance Webpage <a href="https://bphc.hrsa.gov/funding/funding-opportunities/pca">https://bphc.hrsa.gov/funding/funding-opportunities/pca</a>
<b>PCA TA Response Team</b>	Submit a web request using the <a href="#">BPHC Contact Form</a> <ol style="list-style-type: none"><li>1. Under <b>Funding</b>, select <b>Non-Competing Continuation (NCC) Progress Reports</b></li><li>2. Select <b>Primary Care Association (PCA)</b></li></ol> 301-594-4300
<b>HRSA EHBs Submission Assistance – Health Center Program Support</b>	Submit a request using the <a href="#">BPHC Contact Form</a> <ol style="list-style-type: none"><li>1. Under <b>Technical Support</b> category, select <b>EHBs Task/EHBs Technical Issues</b></li><li>2. Select <b>Non-Competing Continuation (NCC) Progress Reports</b></li></ol>
<b>Grants or Budget Questions</b>	Vera Windham <a href="mailto:vwindham@hrsa.gov">vwindham@hrsa.gov</a> or 301-443-6859



# Thank You!

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## Office of Policy and Program Development

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)

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