Fiscal Year (FY) 2022 National Training and Technical Assistance Partners (NTTAP)

Technical Assistance Webinar

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

Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People
Agenda

• Overview
• Components
• Submission Requirements and Reminders
• Technical Assistance Resources
Overview
Submission Requirements

• Timely submission and approval of your progress report will make funding available for the fiscal year (FY) 2022 Budget Period

• Forms are completed directly in EHBs and attachments are uploaded
  ▪ Single-spaced narrative documents in 12 point font with one inch margins
  ▪ Smaller font (no less than 10 point) may be used for tables, charts, and footnotes
  ▪ It is suggested that your progress report not exceed 40 pages
Submission Reporting Timeframes

Provide progress achieved during the following time periods:

- Cumulative Numerical Progress (July 1, 2020 – December 31, 2021)
- Narrative Progress (January 1, 2021 - December 31, 2021)
- Anticipated progress (January 1, 2022 - June 30, 2022)
- Plans for the FY 2022 budget period (July 1, 2022 - June 30, 2023)
Key Dates

• Instructions available on the NTTAP Technical Assistance website on **December 9, 2021**

• Start submissions in EHBs on **December 17, 2021**
  ▪ 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, 2022, by 5:00 PM ET**

• Notices of Award will be released on or around **July 1, 2022**
Knowledge Check 1

True or False:

NTTAPs must submit a complete progress report in EHBs, and the progress report must be approved by HRSA to receive continuation of funding for FY 2022.

A. True
B. False
True or False:

NTTAPs must submit a complete progress report in EHBs, and the progress report must be approved by HRSA to receive continuation of funding for FY 2022.

A. True
B. False
Submission Components
Submission Components continued

**Forms**
- SF-PPR and SF-PPR-2
- Budget Information: Budget Details
- FY 2021 Progress Update
- FY 2022 Project Work Plan (PWP)

**Attachments**
- Budget Narrative (required)
- Attachment 1: Project Narrative Update (required)
- Attachment 3: Staffing Plan (required)
- Attachments 2, 4-8 (as applicable)
Basic Information and Budget Forms

- **SF-PPR and SF-PPR-2 Forms**
  - Prepopulated information; update as necessary

- **Budget Information: Budget Details Form**
  - **Section A: Budget Summary**
    - Amount equals the Recommended Federal Budget total
    - Funding amount is prepopulated and cannot be edited
    - Excludes FY 2020 one-time COVID-19 supplemental funding
  - **Section B: Budget Categories**
    - Provide an object class category breakdown for funding amount in Section A
    - Total in Section B should match prepopulated amount in Section A
  - **Section C: Non-Federal Resources**
    - Leave blank; do not include other sources of funding
Budget Narrative Attachment

- Provides object class category details for the next budget period (July 1, 2022 – June 30, 2023)
- Consistent with object class category totals in Section B of Budget Information: Budget Details form
- A sample Budget Narrative is available on the NTTAP Technical Assistance webpage
Funding Restrictions

Unallowable uses of NTTAP funding include, but are not limited to:

- Direct patient care
- Activity costs incurred under FY 2021 American Rescue Plan (U3F) supplemental funding
- Construction/renovation
- Reserve requirements for state insurance licensure
- Lobbying and advocacy efforts
- Activities that do not align with intent of NTTAP cooperative agreement
- Conference sponsorship

*Note: Content development of individual program sessions related to the NTTAP Project Work Plan is allowable*
True or False:

NTTAPs may pay for development of T/TA workshops and provide financial support for conferences with HRSA funding, if conferences contribute to achievement of objectives and activities.

A. True
B. False
Knowledge Check 2 Answer

True or False:

NTTAPs may pay for development of T/TA workshops and provide financial support for conferences with HRSA funding, if conferences contribute to achievement of objectives and activities.

A. True

B. False
Attachments

Attachment 1: Project Narrative Update (required)
Attachment 2: Organizational Chart (as applicable)
Attachment 3: Staffing Plan (required)
Attachment 4: Job Descriptions for Key Personnel (as applicable)
Attachment 5: Biographical Sketches for Key Personnel (as applicable)
Attachment 6: Summary of Contracts and Agreements (as applicable)
Attachment 7: Indirect Cost Rate Agreement (as applicable)
Attachment 8: Other Relevant Documents (as applicable)
Attachment 1: Project Narrative Update

• Must expand on and not duplicate information in the Progress Update

• Timeframes:
  ▪ Project updates: January 1, 2021 – December 31, 2021
  ▪ Anticipated changes: January 1, 2022 – June 30, 2022

• Provide significant updates related to:
  ▪ Overall progress and challenges encountered on specific activities: January 1, 2021 – December 31, 2021
  ▪ Activities you completed or discontinued: January 1, 2021 – June 30, 2021
  ▪ Changes to collaborations, partnerships, and/or coordinated activities, including with the National Training and Technical Assistance Center
  ▪ Changes to evaluation and dissemination plans
  ▪ Changes to organizational resources and project staffing
  ▪ Other anticipated changes, plans, or considerations for activities not captured in other parts of the progress report

• Describe how changes support objective achievement
FY 2021 Progress Update

• Prepopulated from your most recently approved PWP
• Report progress through December 31, 2021:
  ▪ Current Numerator/Number and Denominator
  ▪ Objective Impact Progress
  ▪ T/TA Target Progress
  ▪ Participation/Satisfaction/Behavior Change Progress
  ▪ Activity Progress
• Report anticipated progress for the remainder of the budget period (January 1, 2022 through June 30, 2022)
• Complete the FY 2021 Progress Update in EHBs before working on the FY 2022 PWP
FY 2022 Project Work Plan

• Prepopulated from the FY 2021 Progress Update
• Update to outline activities for FY 2022 budget period (July 1, 2022-June 30, 2023)
• Can add, delete, or revise:
  ▪ Key factors
  ▪ Activity audience, name, description
  ▪ Expected outcome
  ▪ Person/group responsible
  ▪ Target start and end dates
  ▪ Comments
• Activities should contribute to Objective Target attainment by end of the period of performance (June 30, 2023)
Supplemental Funding

• Report progress made on any supplemental activities in the FY 2021 Progress Update
• If supplemental activities will continue, update them in 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
- Late or incomplete submissions may result in a late Notice of Award or a lapse in funding
Reminders continued

- Submissions due in EHBs by 5PM ET on **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 3: Staffing Plan
  - FY 2021 Progress Update
  - FY 2022 Project Work Plan
Technical Assistance Resources
NTTAP Technical Assistance Webpage

https://bphc.hrsa.gov/program-opportunities/nttap

- NTTAP NCC Instructions
- NTTAP NCC EHBs User Guide
- Frequently Asked Questions
- TA Presentation Slides and Webinar Recording
  - Call-in information for Live Q&A webinar – December, 16, 2021 at 3 pm ET
- Sample Documents:
  - Budget Narrative
  - Progress Update
  - Project Work Plan
  - Staffing Plan
  - Summary of Contracts and Agreements
# NTTAP Technical Assistance Contacts

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>NTTAP Technical Assistance webpage</td>
</tr>
<tr>
<td></td>
<td><a href="https://bphc.hrsa.gov/program-opportunities/nttap">https://bphc.hrsa.gov/program-opportunities/nttap</a></td>
</tr>
<tr>
<td>Budget/Fiscal Questions</td>
<td>Brian Feldman</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bfeldman@hrsa.gov">bfeldman@hrsa.gov</a></td>
</tr>
<tr>
<td></td>
<td>301-443-3190</td>
</tr>
<tr>
<td>Progress Report Requirement Questions</td>
<td>NTTAP NCC Response Team</td>
</tr>
<tr>
<td></td>
<td><a href="https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form">https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form</a></td>
</tr>
<tr>
<td>EHBs Submission Assistance</td>
<td>Health Center Program Support</td>
</tr>
<tr>
<td></td>
<td><a href="https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form">https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form</a></td>
</tr>
<tr>
<td></td>
<td>1-877-464-4772 from 7 am through 8 pm ET</td>
</tr>
</tbody>
</table>
Questions
Connect with HRSA

Learn more about our agency at:

www.HRSA.gov

Sign up for the HRSA eNews

FOLLOW US: