



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

Knowledge Check 1 Answer



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



Knowledge Check 2



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

- Populated 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

- Populated 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



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

Topic	Contact
General Information	NTTAP Technical Assistance webpage https://bphc.hrsa.gov/program-opportunities/nttap
Budget/Fiscal Questions	Brian Feldman bfeldman@hrsa.gov 301-443-3190
Progress Report Requirement Questions	NTTAP NCC Response Team Contact Form">https://bphccommunications.secure.force.com/ContactBPHC/BPHC>Contact Form
EHBs Submission Assistance	Health Center Program Support Contact Form">https://bphccommunications.secure.force.com/ContactBPHC/BPHC>Contact Form 1-877-464-4772 from 7 am through 8 pm ET



Questions



Connect with HRSA

Learn more about our agency at:

www.HRSA.gov



[Sign up for the HRSA eNews](#)

FOLLOW US:

