



Fiscal Year (FY) 2023 Health Center Controlled Networks (HCCNs) Non-Competing Continuation (NCC) Progress Report Technical Assistance Webinar

Health Resources & Services Administration (HRSA)

Vision: Healthy Communities, Healthy People

Technical Assistance Webpage: <https://bphc.hrsa.gov/funding/funding-opportunities/health-center-controlled-networks-hccn>



Agenda

- Overview
- Submission Components
- Technical Assistance Resources



Overview



Key Dates

**Progress Reports
Available in
EHBs:**

1/6/2023



**Progress Reports
Due in EHBs:**

**3/6/2023
5 PM ET**

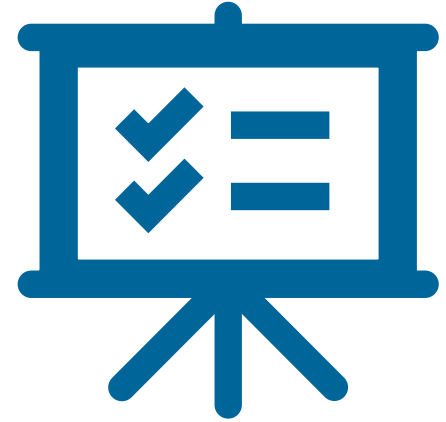


**Budget Period
Start Date:**

8/1/2023

Submission Overview

- All submissions will:
 - Be completed in EHBs
 - Consist of forms and attachments
 - Highlight progress, and anticipated challenges and changes from current budget period (8/1/2022 to 7/31/2023)
 - Include budget information for future budget periods (8/1/2023 to 7/31/2024, and 8/1/2024 to 7/31/2025)
 - Outline future activities in Project Work Plan (PWP)
- Approval of progress report will provide funding for the FY 2023 budget period (8/1/2023 to 7/31/2024)



Submission Components



Submission Components List

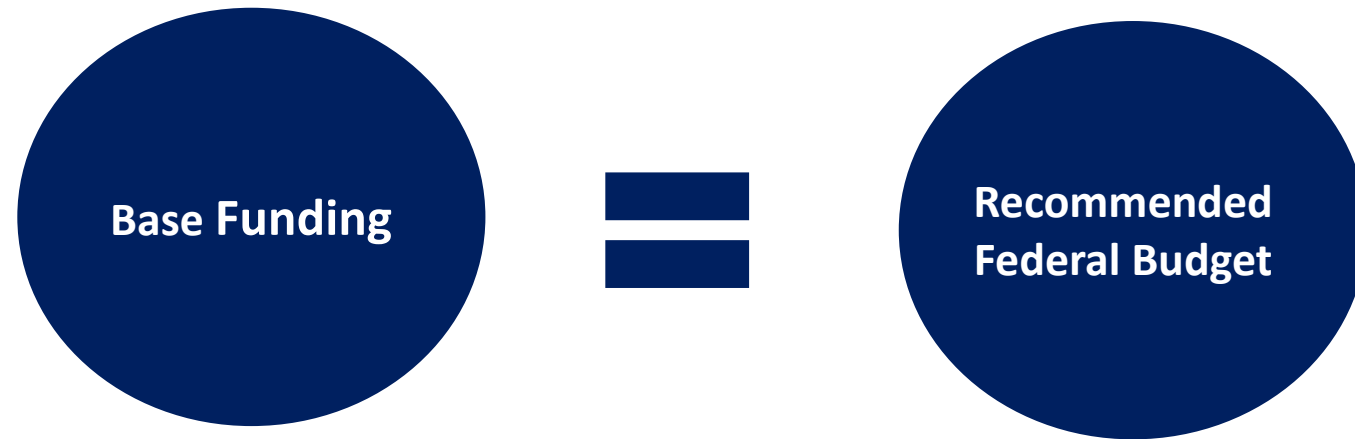
EHBs Forms

- SF-PPR and SF-PPR2
- SF-424A Budget Information
- FY 2022 Project Work Plan Update
- FY 2023 Project Work Plan
- Progress Report Table

Attachments

- Budget Narrative (required)
- Attachment 1: Project Narrative Update (required)
- Attachments 2 – 9 (as applicable)

FY 2023 Budget



The Recommended Federal Budget does not include the one-time supplemental funding added to the FY 2022 Awards

Basic Information and Budget Forms

SF-PPR and SF-PPR-2 - Update as needed

SF-424A Budget Information Form:

- Section A: Budget Summary – Prepopulated with Recommended Future Support (Box 33) in most recent Notice of Award (NoA)
- Section B: Budget Categories – Enter details for two upcoming budget periods
 - Object class category breakdown (e.g., Personnel, Fringe, Contractual Costs)
 - Total must match the prepopulated amount in Section A
- Section C: Non-Federal Resources – Leave blank



Budget Narrative

- Provides information for only the upcoming 12-month budget period (8/1/2023 to 7/31/2024)
- Explains the amounts requested for each row in Section B: Budget Categories of the SF-424A Budget Information form
 - Personnel costs (including Personnel Justification Table) and fringe benefits
 - Travel
 - Equipment and supplies
 - Contractual services and other costs
 - Indirect costs (if you have an Indirect Cost Agreement)
- Sample Budget Narrative is available on the [HCCN TA Webpage](#)

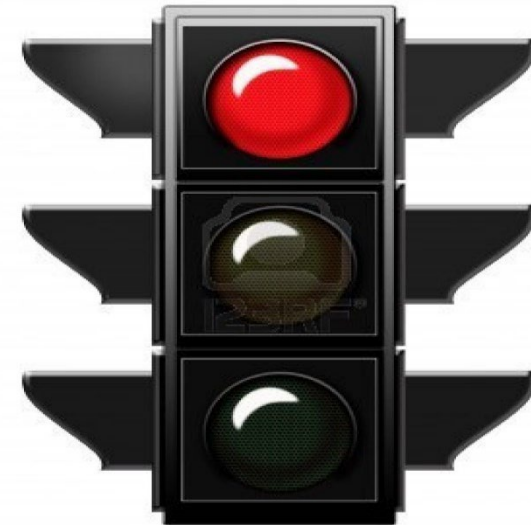
Note: HCCN funding must not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II of the [Federal Executive Pay scale](#) (pg.6)



Funding Restrictions

Unallowable costs include, but are not limited to:

- Equipment, supplies, or staffing for use at the health center level or any other individual health center operational costs
- Direct patient care
- Incentives (e.g., gift cards, food)
- Construction/renovation costs
- Facility or land purchases, or
- Vehicle purchases



FY 2022 Project Work Plan Update

The FY 2022 Project Work Plan (PWP) Update outlines progress on objective data and activities proposed in your FY 2022 HCCN Application for the current budget period

- FY 2022 PWP Update form will be prepopulated from most recent PWP
- Denominator will prepopulate from the PHC Module
- Editable Fields:
 - *Current Numerator*
 - *Progress Toward Target Percentage Narrative*
 - *Supporting Organizations*
 - *Activity Progress Update*
 - *Anticipated Progress*



FY 2023 Project Work Plan

The FY 2023 PWP outlines activities that will support the attainment of your objective targets for the upcoming 12-month budget period (8/1/2023 through 7/31/2024)

- FY 2023 PWP form will be prepopulated from your most recent PWP
- Complete the FY 2022 PWP Update first before completing the FY 2023 PWP
- Editable Fields:
 - *Supporting Organizations*
 - *Key Factor Type*
 - *Key Factor Description*
 - *Activity Name*
 - *Activity Description*
 - *Activity Start Date*
 - *Activity End Date*



Progress Report Table

- Includes PHCs in network for at least four months by 1/31/2022
- Gather data from each PHC to complete form
- Complete form for each PHC in the EHBs, do not include as an attachment
- PHC section of form includes health center name and grant/look-alike Number
 - Information on form prepopulated



Attachments

1: Project Narrative Update *(required)*

2: Project Organizational Chart *(as applicable)*

3: Staffing Plan *(as applicable)*

4: Position Descriptions for Key Project Staff *(as applicable)*

5: Biographical Sketches for Key Project Staff *(as applicable)*

6: Summary of Contracts and Agreements *(as applicable)*

7: Letter(s) of Support *(as applicable)*

8: Communications Plan *(as applicable)*

9: Other Documents *(as applicable)*



Attachment 1: Project Narrative Update Overview

Discuss significant progress, activity changes, and challenges since your application and any anticipated changes and challenges for the remainder of the budget period

- Progress
- Challenges and activity changes
- Changes to collaborations, partnerships, and coordinated activities
- Changes to project staffing
- Other significant expected changes, plans, or considerations



Attachments 2-9: Overview

Update attachments 2-6 if changes have been made since your FY 2022 HCCN application, or are anticipated during the current budget period (8/1/2022 through 7/31/2023)

- Attachment 7: Letter(s) of Support (*new and optional*)
 - Needed for any new partnerships and collaborations; not needed for existing partnerships and collaborations
 - Letters must be dated, addressed to organization, and contain details of type of support organization will provide to help achieve objectives
 - Distinct and separate from organizations that you have a contract or agreement
- Attachment 8: Communications Plan (*new and optional*)
- Attachment 9: If applicable, you must also include:
 - A copy of your most recent Indirect Cost Rate Agreement
 - Updated network bylaws
 - Updated PHC Needs Assessment Summary



Technical Assistance and Resources



Submission Formatting Requirements



- Attachment must be uploaded
- 40 page maximum suggested
- Single-spaced
- One-inch margins
- 12 point, easy-to-read font
- 10 or 11 point font for tables, charts, and footnotes



Reminders

- Progress Reports are due in EHBs by 3/6/2023, 5 PM ET
- Submission elements include:
 - SF-PPR and SF-PPR2
 - SF-424A Budget Information
 - FY 2022 Project Work Plan Update
 - FY 2023 Project Work Plan
 - Progress Report Table
 - Budget Narrative
 - Attachment 1: Project Narrative Update
 - Attachments 2-9 (as applicable)
- Progress reports that lack required information will be considered incomplete or non-responsive and will be returned via a “Change Requested” notification in EHBs.
- Progress reports not submitted by the established deadline, is incomplete/non-responsive, a delay in NoA issuance or a lapse in funding could occur.



HCCN Technical Assistance Webpage

HCCN TA Webpage: <https://bphc.hrsa.gov/program-opportunities/funding-opportunities/hccn>

Resources

- HCCN NCC Instructions
- HCCN NCC EHBs User Guide
- Presentation Slides
- Sample Topic Areas for Activities
- Technical Assistance Webinar Recording

Sample Documents

- Budget Narrative
- Communications Plan
- Contracts and Agreements
- FY 2022 Project Work Plan Update
- FY 2023 Project Work Plan
- Staffing Plan



Key Technical Assistance Contacts

General Technical Assistance	HCCN Technical Assistance Website https://bphc.hrsa.gov/program-opportunities/funding-opportunities/hccn
HCCN NCC Progress Report Questions	Submit a request using the BPHC Contact Form <ul style="list-style-type: none">• Under <i>Funding</i>, select <i>Non-Competing Continuation (NCC) Progress Reports</i>• Select Health Center Controlled Network (HCCN)
HRSA EHBs Submission Assistance	Health Center Program Support Submit a request using the BPHC Contact Form <ul style="list-style-type: none">• Under <i>Technical Support</i>, select <i>EHBs Task/EHBs Technical Issues</i>• Select <i>Non-Competing Continuation (NCC) Progress Reports</i>
Budget or Fiscal Questions	Mona Thompson mthompson@hrsa.gov or 301-443-3429



Thank You!

HCCN Response Team

Office of Program and Policy Development (OPPD)

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)

Q & A Session

February 2nd at 1 PM ET



Sign up for the *Primary Health Care Digest*

bphc.hrsa.gov

