Fiscal Year 2022 National Health Center Training and Technical Assistance Partners (NTTAPs) Non-Competing Continuation (NCC) Progress Report Question and Answer Session

December 16, 2021, 3:00 p.m. ET

NTTAPs TA webpage: https://bphc.hrsa.gov/program-opportunities/nttap

Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People
Agenda

- Key Dates
- NCC Progress Report Components
- NCC Progress Report Key Changes
- Important Reminders
- Questions and Answers
- Contacts and Resources

Use the Q&A pod to submit your questions
Key Dates

- Instructions available on the NTTAPs Technical Assistance webpage on **December 9, 2021**
- Start submissions in EHBs on **December 17, 2021**
  - System-generated email notifications will be sent to NTTAPs 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**
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
  ▪ Progress on activities you completed or discontinued – New in FY 2022
  ▪ 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
Attachment 3: Staffing Plan

• **A current staffing plan is required – *New in FY 2022***

• **For each position include:**
  - Position Title,
  - Staff Name,
  - Education and Experience Qualifications,
  - General NTTAPs Project Responsibilities,
  - Percentage of Full Time Equivalent (FTE) dedicated to the NTTAPs project,
  - Annual Salary, and
  - Summary of Changes, including the effective date of the change and any forecasted changes

• **A Sample Staffing Plan is available on the NTTAPs TA webpage**
FY 2021 Progress Update

- Prepopulated from your most recently approved PWP
- Where noted in the instructions:
  - Report cumulative progress from July 1, 2020 through December 31, 2021—New in FY 2022
  - Describe activity progress from July 1, 2021 through December 31, 2021 or report annual progress for objectives that align with UDS

Include Progress on:
  - 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)
FY 2022 Project Work Plan

• Prepopulated from the FY 2021 Progress Update
• Complete the FY 2021 Progress Update in EHBs before working on the FY 2022 PWP
• 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)
Key Progress Report Changes

• **Attachment 1: Project Narrative Update**
  - ✓ Summarize and report progress on activities you completed or discontinued
  - ✓ Report actual progress on activities that you reported “Anticipated Progress” for in your FY 2020 Progress Update form (submitted in your FY 21 NTTAPs NCC Progress Report)

• **Attachment 3: Staffing Plan**
  - ✓ Staffing Plan is required

• **FY 2021 Progress Update**
  - ✓ Report cumulative progress: July 1, 2020 to December 31, 2021
Reminders

• Submissions due in EHBs by **5 PM ET on Wednesday, February 9, 2022**
• The following attachments and forms 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

**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, which may result in a late Notice of Award (NoA) issuance or a lapse in funding
Questions & Answers

NTTAPs Response Team

https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form

Technical Assistance Webpage

https://bphc.hrsa.gov/program-opportunities/nttap
### NTTAPs Technical Assistance Contacts

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<th>Topic</th>
<th>Contact</th>
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<tr>
<td>General Information</td>
<td>NTTAPs Technical Assistance webpage <a href="https://bphc.hrsa.gov/program-opportunities/nttap">Link</a></td>
</tr>
<tr>
<td>Budget/Fiscal Questions</td>
<td>Brian Feldman <a href="bfeldman@hrsa.gov">Email</a>, 301-443-3190</td>
</tr>
<tr>
<td>Progress Report Requirement Questions</td>
<td>NTTAPs NCC Response Team <a href="https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Conact_Form">Link</a></td>
</tr>
<tr>
<td>EHBs Submission Assistance</td>
<td>Health Center Program Support <a href="https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Conact_Form">Link</a></td>
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</table>
Thank You!

NTTAPs Response Team
Office of Program and Policy Development (OPPD)
Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)

bphc.hrsa.gov

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