



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



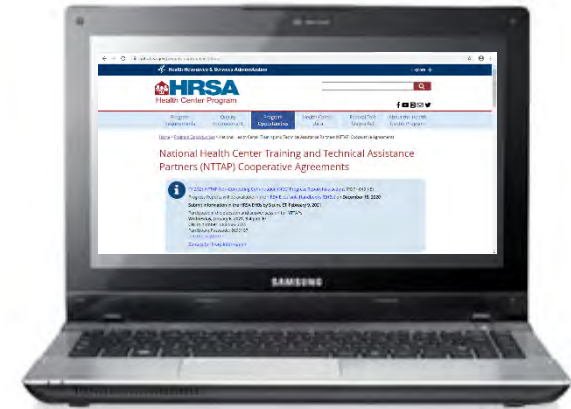
Questions & Answers

NTTAPs Response Team

[https://bphccommunications.secure.force.com/ContactBPHC/BPHC Contact Form](https://bphccommunications.secure.force.com/ContactBPHC/BPHC>Contact Form)

Technical Assistance Webpage

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



NTTAPs Technical Assistance Contacts

Topic	Contact
General Information	NTTAPs 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	NTTAPs 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



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



[Sign up for the *Primary Health Care Digest*](#)



Connect with HRSA

Learn more about our agency at:

www.HRSA.gov



[Sign up for the HRSA eNews](#)

FOLLOW US:

