

FY 2024 National Training and Technical Assistance Cooperative Agreements (NTTAP) Non- Competing Continuation (NCC) Progress Report

An Electronic Handbooks (EHBs) User Guide for
Award Recipients

Last updated on December 7th, 2023

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Log into EHBs

1. **Navigate** to <https://grants.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx>.
2. **Enter** your EHBs username and password.
3. You will be directed to the EHBs Home Page.

Accessing the FY 2024 NTTAP NCC Progress Report

To access your *FY 2024 NTTAP NCC progress report* from the EHBs Homepage, follow the steps below:

1. **Click** on the “Grants” tab on the Navigation Bar, (**Figure 1, 1**) you will be directed to the *My Grant Portfolio – List page*
2. **Locate** your NTTAP (U30) award on the *My Grant Portfolio – List page*.
3. **Click** the “Grant Folder” link, you will be directed to the *Grant Home* page for your NTTAP award.
4. **Click** on the “Work on My NCC Report” link under the *Submissions* section, you will be directed to the *Submissions-All* page (**Figure 2, 1**).
5. **Scroll** past the search filters and **locate** the *Non-Competing Continuation Progress Report* record under the *Submission Type* heading (**Figure 3, 1**).
6. **Click** the “Start” link to start working on the submission (**Figure 3, 2**). If you have already started working on your NCC progress report submission, **click** “Edit” link to access your NCC progress report submission.
7. You will be directed to the NCC Progress Report – Status Overview page

Completing the Components of the FY 2024 NTTAP NCC

EHBs requires you to complete the following information to submit the FY 2024 NTTAP NCC progress report to HRSA. The subsequent forms need to be filled and can be found on the *NCC Progress Report – Status Overview* page:

1. Basic Information:
 - a. SF-PPR
 - b. SF-PPR-2 (Cover Page Continuation)
 - c. Key Contact/Principal Information
2. Budget Information:
 - a. Budget Details
 - b. Budget Narrative
3. Other Information
 - a. Program Specific Information
 - b. Appendices

Completing the Basic Information Forms (SF-PPR and SF-PPR-2)

1. **Click** the “Update” link for the *SF-PPR* form on the *NCC Progress Report – Status Overview* page.
 - a. **Review and Update** required information as needed: (Contact HCPS or refer to the [NCC Progress Report User Guide for Generic Grants](#) for more details on how to update the form).
 - b. **Click** “Save and Continue” button, you will be directed to the *SF-PPR-2 (Cover Page Continuation)* page.
 - c. **Review and Update** all required fields of the *SF-PPR-2 (Cover Page Continuation)* (Contact HCPS or refer to the [NCC Progress Report User Guide for Generic Grants](#) for more details on how to update the form.)
 - d. **Click** “Save and Continue” button, you will be directed to the *Budget Details Form*.

Completing Key Contact/Principal Form

Key Contact/Principal Form: All key contacts and principals involved in the project must be listed on the form. The Principal Investigator/Project Director must always be listed on the Key Contact/Principal form. Key Contact information is pre-populated in the NCC progress reports when it meets one of the two conditions listed below; else, it will rely on condition 3:

- Condition 1: The system has pre-populated key contact(s) from the last S&D Review from the most recent budget period.
- Condition 2: If there is not an S&D Review for the grant in the most recent budget period, the system pre-populates the key contact(s) from the last awarded application or NCC progress report.
- Condition 3: If no key contact(s) are found, the system does not pre-populate any key contact(s).

To access the Key Contact/Principal section, you can choose one of the following options:

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Key Contact/Principal** line item (**Figure 4, 1**).
- Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (**Figure 4, 2**).
- Click on the **Key Contact/Principal** link in the left menu (**Figure 4, 3**).

IMPORTANT NOTE: The Principal Investigator/Project Director must always be listed on the Key Contact/Principal form. Recipients are reminded to complete Suspension and Debarment reviews by reviewing SAM.gov for any personnel identified as Key Contacts/Principals prior to completing and submitting the Form in the NCC progress report. Please provide as much information on the Key Contact/Principal Form as possible.

To add a new **Key Contact/Principal**, follow the steps below:

1. Click the Add button on the **Key Contact/Principal** page (**Figure 5**). The system navigates to the **Key Contact/Principal – Add** page.
2. Click the Add New **Key Contact/Principal** button (**Figure 6**).
3. Complete the required fields as indicated by the red asterisks (**Figure 7**).
4. Click the Save and Continue button (**Figure 7**). A confirmation page will display.
5. Verify the information on the confirmation page is correct.
6. Click the Confirm button. The **Key Contact/Principal** page will display.

To add an existing **Key Contact/Principal**, follow the steps below:

1. Select the **Key Contact/Principal** to be added (**Figure 8, 1**).
2. Click the Add Selected Person button (**Figure 8, 2**).
3. Review the contact information displayed.
4. Provide any information missing from required fields.
5. Click the Save and Continue button. A confirmation page will display.
6. Verify the information on the confirmation page is correct.
7. Click the Confirm button. The **Key Contact/Principal** page will display.

To Update a **Key Contact/Principal**, follow the steps below:

1. Click the Update link next to the contact to be updated (**Figure 9**). The **Key Contact/Principal – Update** page will display.
2. Update any incorrect information.
3. Provide any information missing from required fields.
4. Click the Save and Continue button. A confirmation page will display.
5. Verify the information on the confirmation page is correct.

6. Click the Confirm button. The **Key Contact/Principal** page will display.

To delete a **Key Contact/Principal**, follow the steps below:

1. Click the drop-down arrow next to the Update link.
2. Click the Delete link from the pop-up menu (**Figure 10**). A confirmation page will display.
3. Click the Confirm button. The **Key Contact/Principal** page will display.

To add a biographical sketch, follow the steps below:

IMPORTANT NOTE: Biographical sketches are optional on this form for principals and key staff. They should be included as [Attachment 4: Biographical Sketches for Key Staff](#) in your progress report submission. Users can upload attachments (no max limit).

1. Click the Attach File button under the Biographical Sketch section (**Figure 11,1**).
2. Click the Choose File button (**Figure 11, 2**).
3. Select the document from your computer you want to attach.
4. Click the Upload button (**Figure 11, 3**).

To update the description or delete a biographical sketch, follow the steps below:

1. Click the arrow next to the Update Description link.
2. Click the Update Description link to update the biographical sketch (**Figure 12**).
3. Click the Delete link to delete the biographical sketch (**Figure 12**).

To Save the **Key Contact/Principal** information, follow the steps below:

1. Click the Save and Continue button on the **Key Contact/Principal** page to proceed to the next form (**Figure 13**).

Completing the Budget Details Form and Budget Narrative

1. **Review Section A-Budget Summary.** For *Section A: Budget Summary*, the funding amount is pre-populated for your reference and cannot be edited. This figure corresponds with the recommended future support figure (Box 33) provided in your most recent NTTAP Notice of Award.
2. **Update Section B - Budget Categories**
 - a. Click the “Update” button (**Figure 14, 1**).
 - b. Enter amounts for each object category listed.
 - c. Click “Save and Continue” button, you will be directed back to the *Budget Detail Form*.

Note: The total amount in Section B and Section A should be equal to the recommended Federal Budget Amount. You may click “Calculate Total” to ensure the amounts entered total the Total Budget Specified in Budget Summary.
3. **Skip Section C- Non Federal Resources**, your budget request should reflect the federal NTTAP funding request only.
4. **Complete the Budget Details Form** for each year included in the NCC by following steps 1-3 listed above. **Navigate** between years using the tabs (**Figure 14, 2**) located at the top of the *Budget Narrative Form*.
5. Click “Save and Continue” button on the *Budget Details Form* (**Figure 14, 3**), you will be directed to the *Budget Narrative* section of your NCC progress report.

6. **Upload** the *Budget Narrative* for the upcoming 12-month budget period.
 - a. **Click** on the “Attach File” button
 - b. **Click** “Chose File” button, and follow prompts to select the Budget Narrative file from your computer
 - c. **Enter** a file description
 - d. **Click** “Upload” button, you will be directed to the *Budget Narrative Page*, where you will see your file. You must upload a minimum of one document and may upload a maximum of two documents.
7. **Click** “Save and Continue” button
8. *You will be directed to the Status Overview page to complete program specific information.*

Completing the Program Specific Information

The Program Specific Information section of the FY 2024 NTTAP NCC consists of the following forms:

1. FY 2023 Project Narrative Update ([Figure 15, 1](#))
2. FY 2023 Progress Update ([Figure 15, 2](#))
3. FY 2024 Project Work Plan ([Figure 15, 3](#))

FY 2023 Project Narrative Update

The Project Narrative Update form addresses the most significant progresses, challenges, and changes that have impacted your NTTAP project for the FY 2023 budget period. This form includes progress to date (July 1, 2023 through December 31, 2023) as well as anticipated progress, changes, and challenges for the remainder of the first budget period (January 1, 2024, through June 30, 2024). You will also address whether you expect that the challenges and changes described will result in changes to your PWP's in the subsequent years of your project's period of performance (July 1, 2024 through June 30, 2026). This form comprises of the following questions.

To access the Project Narrative Update at any time you can select Program Specific Information from the left menu when working on the SF-PPR or select the FY 2023 Project Narrative Update from the left menu when working on the Program Specific Information.

1. Click "Update" link under the Option heading for the *FY 2023 Project Narrative Update* ([Figure 16, 1](#)).
2. Provide a description for the **Changes to Health Center Needs** and ensure it does not exceed 5000 characters, including spaces ([Figure 17, 1](#)).
3. Provide a description for the **Significant Overall Progress** and ensure it does not exceed 20,000 characters, including spaces ([Figure 17, 2](#)).
4. **Adding Top Successes and Significant Challenges (Minimum 1, Maximum 5)**

In the "Top Successes" section:

- a) Click on "**Add Top Success**" to add a success description.
 - Click on "**Add Top Success**": Find the button that allows you to add information in the Top Success Fields ([Figure 18, 1](#)).
 - Start Filling the **Required Field**: Start by filling in the text field. This is a required field, so provide a concise description for the success. Provide a detailed description, including the context of the success ([Figure 20, 1](#)).
Note* there is a 5000-character limit with spaces.
 - If, at any point, you decide not to proceed with adding a Top Success entry, locate the "**Cancel**" button.
 - After canceling, your changes will be discarded, and you will return to the previous state without saving any modifications.
 - If you want to save your progress, click the "**Save and Continue**" button.
 - The "**Save and Continue**" button allows you to proceed to the next step while preserving your current progress.
- b) Perform addition actions for added Top Successes.
 - Identify the Top success for which you want to access more options.
 - Look for a dropdown menu next to "**Update**" link below "**Options**" column ([Figure 18, 2](#)).

- Clicking on the dropdown menu will display “**Update**” and “**Delete**” actions (**Figure 19**).
 - Select and execute the action you want from the expanded options.
 - If you want to update an item, Locate the item you want to update. Click on the “**Update**” option associated with the item (**Figure 19, 1**).
 - Make the necessary changes to the information you want to update.
 - After making the updates, save your changes. This will involve clicking a “**Save and Continue**” button.
 - For deleting a Top Success, Locate the item you want to delete.
 - Click on the “**Delete**” option associated with the item (**Figure 19, 2**).
 - Deleting is a critical action, and systems usually ask for confirmation. Confirm that you want to proceed with the deletion.
 - After deleting, you will return to the previous screen.
- c) System allows up to five of the most significant successes.
- d) You can add multiple success descriptions using the “**Add Top Success**” button.
5. **Significant Challenges (Minimum 1, Maximum 5)**
- In the “Significant Challenges” section:
- a) Click on “**Add Challenge**” to add a challenge description along with its strategy.
- Click on “**Add Challenge**”: Find the button that allows you to add information in the Significant Challenges Fields (**Figure 18, 3**).
 - Start by filling in the text fields. These are required fields, so provide a concise description for the “**Significant Challenge**” and “**Strategies to Overcome Significant Challenges**”. Provide a detailed description (**Figure 21, 1**).
 - Note* there is a 5000-character limit with spaces for the text fields.
 - If, at any point, you decide not to proceed, locate the “Cancel” button.
 - After canceling, your changes will be discarded, and you will return to the previous state without saving any modifications.
 - If you want to save your progress, click the “**Save and Continue**” button.
 - The “Save and Continue” button allows you to proceed to the next step while preserving your current progress.
- b) Perform additional actions for added Top Successes.
- Identify the challenge for which you want to access more options.
 - Look for a dropdown menu next to “**Update**” link below “**Options**” column (**Figure 18, 4**).
 - Clicking on the dropdown menu will display “**Update**” and “**Delete**” actions (**Figure 19**).
 - Select and execute the action you want from the expanded options.
 - If you want to update an item, Locate the item you want to update. Click on the “**Update**” option associated with the item (**Figure 19, 1**).
 - Make the necessary changes to the information you want to update.
 - After making the updates, save your changes. This will involve clicking a “**Save and Continue**” button.
 - For deleting a Top Success, Locate the item you want to delete.
 - Click on the “**Delete**” option associated with the item (**Figure 19, 2**).
 - Deleting is a critical action, and systems usually ask for confirmation. Confirm that you want to proceed with the deletion.
 - After deleting, you will return to the previous screen.

- c) Describe up to five significant challenges that impact objectives and target attainment.
- d) You can add multiple challenge descriptions using the "**Add Challenge**" button.
- 6. **Significant Changes to Collaborations, Partnerships, and Coordinated Activities**
Provide a description and ensure it does not exceed 5000 characters, including spaces.
- 7. **Significant Changes to Evaluation Plan**
Provide a description and ensure it does not exceed 5000 characters, including spaces.
- 8. **Significant Changes to Organizational Resources**
Provide a description and ensure it does not exceed 5000 characters, including spaces.
- 9. **Significant Changes to Coordination with the National T/TA Center**
Provide a description and ensure it does not exceed 5000 characters, including spaces.
- 10. **Other Expected Changes, Plans, and Considerations**
Provide a description and ensure it does not exceed 10,000 characters, including spaces.
- 11. **To Go to Previous Page**
 - a. Find the button that is labeled "**Go To Previous Page**" at the bottom of the page (**Figure 18, 5**).
 - b. Click on this button to navigate to the previous page.
- 12. **To Save and View Any Errors**
 - a. Search for a button labeled "**Save**" on the screen (**Figure 18, 6**).
 - b. It is positioned at the bottom of the page.
 - c. Click the "**Save**" Button
 - d. If there are any errors with the data, System will display errors on the screen to be fixed.
 - e. After making changes or entering information, click on the "**Save**" button.
 - f. A confirmation message will appear, indicating that your changes have been saved.
- 13. **To Save and Continue to the Next Page**
 - a. Look for a button that explicitly mentions "**Save and Continue**" at the bottom of the screen (**Figure 18, 7**).
 - b. Click the "**Save and Continue**" Button.
 - c. Click on the "**Save and Continue**" button after completing a section or making changes.
 - d. If there are any errors with the data, System will display errors on the screen to be fixed.
 - e. After making changes or entering information, click on the "**Save and Continue**" button.
 - f. A confirmation message will appear, indicating that your changes have been saved.
 - g. This action will save your progress and takes you to the FY 2023 Progress Update Form.

FY 2023 Progress Update Form

The *FY 2023 Progress Update Form* prepopulates the predefined Objectives and Metrics for your NTTAP type. Each Objective has Objective Targets, Key Factors, and Activities that you provided in your initial NTTAP application and/or subsequent approved PWP. Required fields are annotated with a red asterisk next to the field name. In addition, each required field include a tool tip icon you can use to help guide yourself as you update your *FY 2023 Progress Update Form* (**Figure 23, 1 & 2**).

To access the Progress Update Form at any time you can select Program Specific Information from the left menu when working on the SF-PPR or select the FY 2023 Progress Update from the left menu when working on the Program Specific Information.

1. Click “Update” link under the Option heading for the *FY 2023 Progress Update* (Figure 22, 1)
2. Click “Update” link under the Option heading to update an *Objective* (Figure 22, 1)
3. **Update** required fields under *Objective Details* (Figure 23)
4. **Scroll** to bottom of page and **click** “Save”
5. Scroll to Key Factors
6. Click “View” for listed “Key Factors” (Image), a pop-up screen will appear with the Key Factor details.
Note: To view *Key Factors*, **click** “View” (Figure 27, 1) and review the pre-populated, non-editable information for each Key Factor in the pop-up window (Key Factor Type, Key Factor Description) (Figure 28).
7. After reviewing, click cancel to go back to Objective page.
8. **Scroll** to *Activities*
9. **Click** “Report Progress” for a listed activity (
10. Figure 24, 1), a pop-up screen will appear with the activities details.
11. **Review** the prepopulated activities details (Figure 25)
12. **Enter** *Activities Progress Update* and *Anticipated Activity Progress* narratives (Figure 26, 1 and 2)
13. For *Activities Progress Update*, Provide a description and ensure it does not exceed 7500 characters, including spaces.
14. For *Anticipated Activity Progress*, Provide a description and ensure it does not exceed 7500 characters, including spaces.
15. **Click** “Save and Continue” (Figure 26, 3)
16. **Repeat** steps 6-9 for each activity listed in the *FY 2023 Progress Update*.
17. **Click** “Save and Continue” button
18. **Repeat** steps 2-11 for each *Objective* listed.
19. **Click** “Continue”
20. *You will be directed to the FY 2024 Project Work Plan Form*

FY 2024 Project Work Plan Form

EHBs pre-populates the FY 2024 Project Work Plan form with information from the most recently approved PWP and the FY 2023 Progress Update form. Revise the editable fields to outline activities planned for the upcoming budget period. In addition, each required field includes a tool tip icon you can use to help guide you as you update your Project Work Plan form (Figure 30, 1).

To access the FY 2024 Project Work Plan at any time you can select Program Specific Information from the left menu when working on the SF-PPR or select the FY 2024 Project Work Plan Update from the left menu when working on the Program Specific Information.

1. Click “Update” link under the Option Heading to update an *Objective* (Figure 29, 1)
2. Review *Objective Details* section (Figure 30)
3. Review, Edit, Add, Delete Key Factors
 - a. Review and Edit Key Factors
 - i. Click the “Update” link under the Options heading, a pop-up screen will appear (Figure 31, 1)
 - ii. Review and Edit *Key Factor Type* and *Key Factor Description* fields, as necessary (Figure 32, 1 and 2)
 - iii. Click “Save and Continue” button (Figure 32Figure 33, 3)
 - b. Add Key Factors
 - i. Click “Add Key Factor” Button a popup screen will appear (Figure 31, 2)
 - ii. Enter *Key factor Type* and *Key Factor Description* fields (Figure 33, 1 and 2)
 - iii. Click “Save and Continue” button (Figure 33, 3)
 - c. Delete Key Factors
 - i. Click dropdown arrow next to “Update” Link
 - ii. Select “Delete” button (Figure 31, 3)
 - iii. Click “Confirm” button if you want to delete, Click “Cancel” button to go to previous screen without deleting key factor (Figure 34, 1 and 2)
4. Review, Edit, Add, Delete Activities
 - a. Review and Edit Activities
 - i. Click “Update” link, a popup screen will appear (Figure 35, 1)
 - ii. Review and Edit required fields (Figure 36)
 - iii. Click “Save and Continue” button (Figure 36, 1)
 - b. Add Activities
 - i. Click “Add Activity” Button a popup screen will appear (Figure 35, 2)
 - ii. Enter information in required fields (Figure 37)
 - iii. Click “Save and Continue” button (Figure 37, 1)
 - c. Delete Activities
 - i. Click dropdown arrow next to “Update” Link
 - ii. Select “Delete” button (Figure 35, 3)
 - iii. Click “Confirm” button if you want to delete, Click “Cancel” button to go to previous screen without deleting activity (Figure 38, 1 and 2)
5. Repeat steps 1-4 for all listed objectives and the status for each is marked Complete.
6. Click “Continue” button. You will be directed to the Program Specific Forms - Review Page.

Completing the Appendices

1. Click “Appendices” link, located on the left menu (**Figure 39, 1**), you will be directed to the *Appendices* page
2. Upload the attachments by clicking the associated “Attach File” buttons (1-7)
 - a. Click “Attach File” button (**Figure 40, 1**)
 - b. Click “Choose File” button, and follow prompts to select the appropriate file from your computer (**Figure 41, 1**)
 - c. Enter a file description (**Figure 41, 2**)
 - d. Click “Upload” button (**Figure 41, 3**), you will be directed to the *Appendices* Page, where you will see your file. Each attachment allows for a maximum of one file per attachment. If you have multiple documents to attach, combine them into one file to upload into the EHBs.
3. Click “Save and Continue” button.

You will be directed to the NCC Progress Report – Review page

Reviewing and Submitting the FY 2024 NTTAP NCC

1. Click the “Review” link (**Figure 39, 2**) under the ‘Review and Submit’ section in the left menu
2. **Review** the information displayed in the resulting *NCC Progress Report – Review* page. If you have completed each section, you are ready to submit the progress report to HRSA by following the steps below:
 - a. Click the Proceed to Submit button (**Figure 42, 1**) at the bottom of the *NCC Progress Report – Review* page, you will be directed to a confirmation page.
 - b. Click “NCC Progress Report Certification” check box (**Figure 43, 1**)
 - c. Click “Submit Report” button (**Figure 43, 2**).

Once you submit the progress report successfully, you receive an automatic confirmation pop-up message from the system indicating the application was submitted successfully. If you would like written confirmation of your successful submission in EHBs, make a screenshot copy of this confirmation notice - EHBs does not generate a confirmation email after you submit your NTTAP NCC progress report.

Responding to an NTTAP NCC Change Request

Progress reports without all required information will be considered incomplete or non-responsive. Incomplete progress reports will be returned to the NTTAP in EHBs via a ‘Change Requested’ email notification sent by HRSA with a request for the missing information. To revise your progress report, access it in EHBs using the steps described in *Accessing the FY 2024 NTTAP NCC* section of this user guide. Edit the progress report as indicated in the email sent by HRSA and re-submit the NTTAP NCC progress report by following the steps in the *Reviewing and Submitting the FY 2024 NTTAP NCC* section of this user guide.

Appendix: Figures

Figure 1: Grants Tab

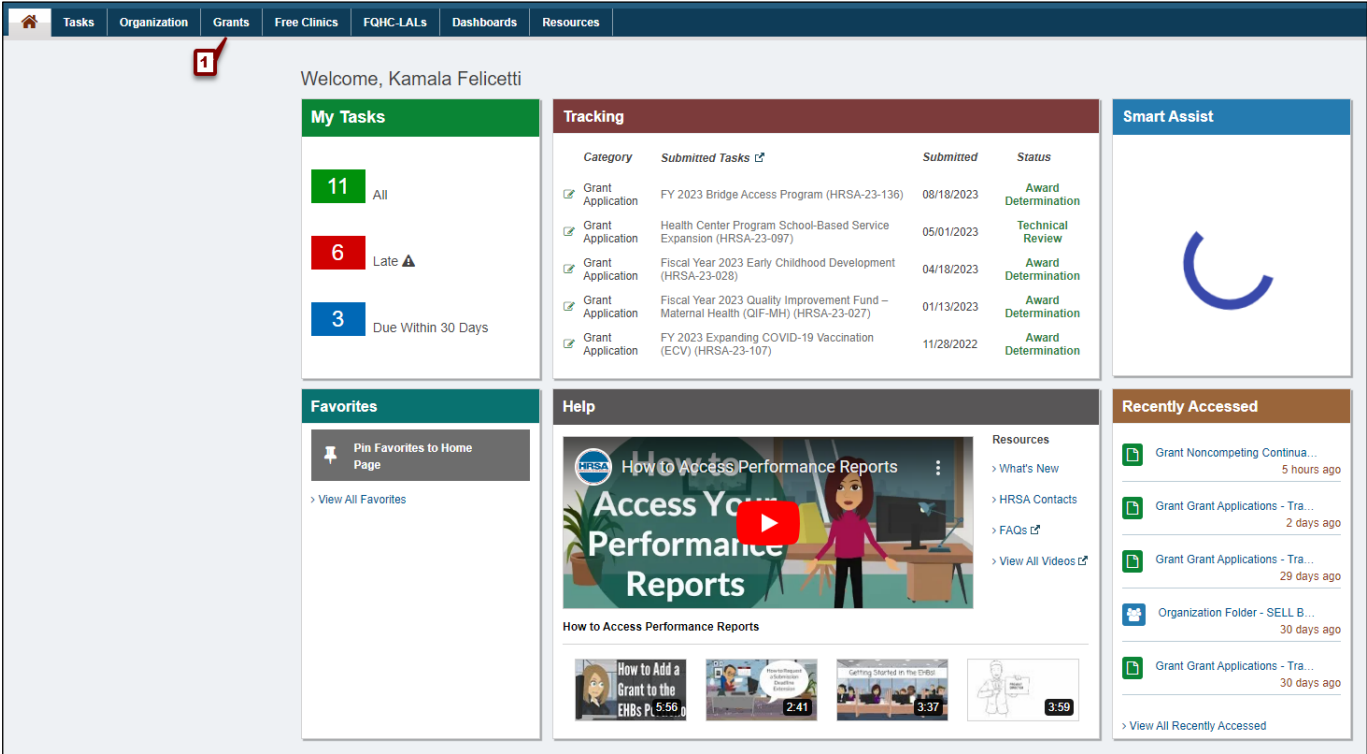


Figure 2: Grant Home - Work on my NCC

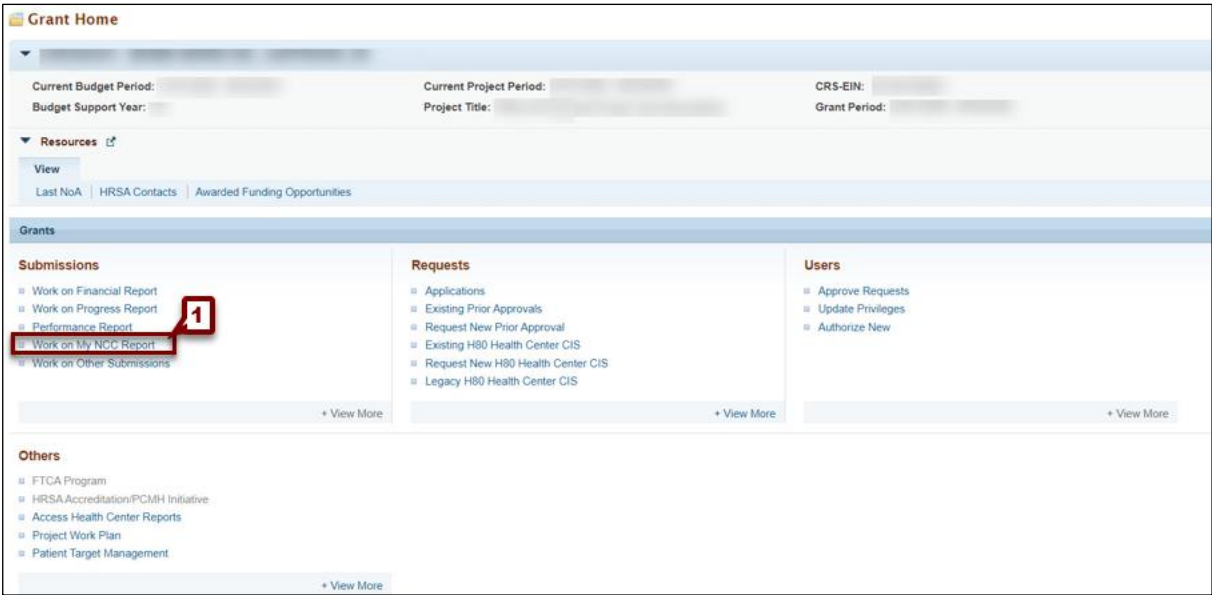


Figure 3: Start the NCC

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
	All	All						All	
Noncompeting Continuation Progress Report									Start

Figure 4: Accessing the Key Contact/Principal section of the NCC Progress Report

ALL TASKS

Search

NCC Progress Report

Overview

Status

Basic Information

SF-PPR

SF-PPR-2

Key Contact/Principal

Budget Information

Budget Details

Budget Narrative

Other Information

Program Specific Information

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Review and Submit

Review

Submit

Other Functions

Navigation

Return to Submissions List

NCC Progress Report - Status Overview

Note(s):

The table below shows the status of the progress report. The progress report is currently [] and cannot be submitted in its current state.

NCC Progress Report Tracking # [] Due Date: [] (Due In: []) | Status: []

Grant Number: H80CS [] Original Deadline: [] Created On: []

Project Officer: [] Project Officer Email: [] Project Officer Contact #: []

Last Updated By: []

Resources

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Users with Permissions on NCC Progress Report (4)

NCC Progress Report Status

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Key Contact/Principal	Not Started	Update
Budget Information		
Budget Details	Not Started	

Figure 5: Key Contact/Principal page

Key Contact/Principal

NCC Progress Report Tracking #: [] Due Date: [] (Due In: []) | Section Status: []

Resources

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with * are required

* Key Contact/Principal Information

Title of Position	Name	Phone	Email	Options
[]	[]	[]	[]	Update
[]	[]	[]	[]	Update
[]	[]	[]	[]	Update
[]	[]	[]	[]	Update

Biographical Sketch

Attach File

No documents attached

Go to Previous Page

Save Save and Continue

Figure 6: Add New Key Contact/Principal button

Key Contact/Principal - Add

NCC Progress Report Tracking # :

Due Date: (Due In:) | Section Status:

Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Add New Key Contact/Principal

Choose Person to Add as Key Contact/Principal

Select	Name	Role	Email
<input type="radio"/>		BO	
<input type="radio"/>		Budget Personnel, Other, PD	
<input type="radio"/>		POC	
<input type="radio"/>		AO	

Go Back

Add Selected Person

Figure 7: Key Contact/Principal contact information

Key Contact/Principal - Add

NCC Progress Report Tracking # : 00213819 Due Date: 09/02/2023 (Due In: 52 Days) | Section Status: Complete

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Fields with * are required

Key Contact/Principal Information

Title

Prefix

* Last Name

* First Name

Middle Name

Suffix

Organization Affiliation

Contact Information

* Email Address (username@domain.com)

* Phone Number

Fax Number

* **Mailing Address (Required)**

Address Type ☒ Domestic Address ☐ International Address Refresh

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

☐ * Address Street Number * Street Name

Select One Number

☐ * PO Box Only Number

☐ * Rural Route Type Select Route Number Box

* City (Required if Zip is not specified)

Urbanization (Used only for Puerto Rico(PR))

* State (Required if City is specified)

* Zip Code (Lookup) (Required if City is not specified)

Go Back Save and Continue

Figure 8: Add existing Key Contact/Principal

Key Contact/Principal - Add

NCC Progress Report Tracking # : Due Date: (Due In: Days) | Section Status:

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Add New Key Contact/Principal

Choose Person to Add as Key Contact/Principal

Select	Name	Role	Email
<input type="radio"/>		BO	
<input type="radio"/>		Budget Personnel, Other, PD	
<input type="radio"/>		POC	
<input type="radio"/>		AO	

Go Back Add Selected Person

Figure 9: Update Key Contact/Principal Information







★ Key Contact/Principal Information ➕ Add				
Title of Position	Name	Phone	Email	Options
Dir of Medical Support Services				 Update ▼
				 Update ▼
Dir of Facilities				 Update ▼
Dir of QI				 Update ▼
Chief Financial Officer				 Update ▼
Dir of IT				 Update ▼

Figure 10: Delete Key Contact/Principal



★ Key Contact/Principal Information ➕ Add				
Title of Position	Name	Phone	Email	Options
Dir of Medical Support Services				<div> <div>Action</div> <div>  Update </div> <div>  Delete </div> </div>
				<div> <div>Update</div> <div>Delete</div> </div>
Dir of Facilities				
Dir of QI				<div> <div>Update</div> </div>

Figure 11: Upload Biographical Sketch

▼ Biographical Sketch

★ Document ⓘ

Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,msg,jpg,jpeg,tif,xfd,xlsx,docx,ppt,pptx,vsd
Allowable Document Size: 100 MB

Choose File

No file chosen

Approximately 1/4 page ⓘ (Max 500 Characters without spaces): 500 Characters left.

Description

Upload

Cancel

No documents attached

Go to Previous Page

Save

Save and Continue

Figure 12: Update or Delete Biographical Sketch




Biographical Sketch				Attach File
Document Name	Size	Date Attached	Description	Options
test.docx	12 kB	10/10/2023		<div>  Update Description <div> Action <div>  Update Description  Delete </div> </div> </div>

Figure 13: Key Contact/Principal

Key Contact/Principal

NCC Progress Report Tracking # :
 Due Date: (Due In:) | Section Status:

Resources

View

 NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with * are required

*** Key Contact/Principal Information**
Add

Title of Position	Name	Phone	Email	Options
Dir <input type="text"/>	<input type="text"/>			Update
Dir <input type="text"/>	<input type="text"/>			Update
Dir <input type="text"/>	<input type="text"/>			Update
Dir <input type="text"/>	<input type="text"/>			Update

Biographical Sketch
Attach File

No documents attached

Go to Previous Page
 Save
Save and Continue

Figure 14: Budget Details

Budget Details

NCC Progress Report Tracking # :
 Due Date: | Section Status:

Resources

View

 NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Support Year 17
 Support Year 18

Recommended Federal Budget: \$547,285.00

Section A - Budget Summary
Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget		Total
		Federal	Non-Federal	
National Health Center Training and Technical Assistance Partners Cooperative Agreements (NTTAP)				
Total:				

Section B - Budget Categories
Update

Object Class Categories	Grant Program Function or Activity	Total
Personnel	National Health Center Training and Technical Assistance Partners Cooperative Agreements (NTTAP)	
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total Direct Charges		
Indirect Charges		
Total		

Section C - Non Federal Resources
Update

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
National Health Center Training and Technical Assistance Partners Cooperative Agreements (NTTAP)						
Total:						

Go to Previous Page
 Save
Save and Continue

Figure 15: Program Specific Forms (Part 1)

Program Specific Information Status		
Section	Status	Options
Project Information		
FY 2023 Project Narrative Update	Not Started	<div>1</div> Update ▾
Project Work Plan Information		
FY 2023 Progress Update	Not Complete	<div>2</div> Update ▾
FY 2024 Project Work Plan	Not Complete	<div>3</div> Update ▾

Figure 16: Program Specific Forms (Part 2)










Program Specific Information Status		
Section	Status	Options
Project Information		
FY 2023 Project Narrative Update	 Not Started	 Update 
Project Work Plan Information		
FY 2023 Progress Update	 Not Complete	 Update 
FY 2024 Project Work Plan	 Not Complete	 Update 

Figure 17: Project Narrative Update (Part 1)

Project Narrative Update

Note(s):

Report the most significant progress, challenges, and changes that have impacted your NTTAP project since the start of your award (July 1, 2023) through December 31, 2023. In addition, include anticipated progress, changes, and challenges for the remainder of the first budget year (January 1, 2024, through June 30, 2024). Information included on this form should build upon, and not duplicate, information that is included in your FY 2023 Project Update Form.

00222732: [REDACTED] **Due Date:** [REDACTED] | **Section Status:** Not Started

Resources

View

[FY 2024 NTTAP NCC User Guide](#) | [FY 2024 NTTAP NCC Instructions](#) | [FY 2023 NTTAP NOFO](#) | [FY 2023 NTTAP Application](#)

Fields with * are required

- 5000 characters with spaces

* Changes to Health Center Needs ⓘ
- 20,000 characters with spaces

* Significant Overall Progress ⓘ

Figure 18: Project Narrative Update (Part 2)

Add Top Success

Top Successes (Minimum 1) (Maximum 5)

Top Success	Options
	Update
	Update
	Update
	Update

Note(s):

Describe up to five significant challenges that impact achievement of objectives and target attainment.

Add Challenge

Significant Challenges (Minimum 1) (Maximum 5)

Significant Challenge	Strategies to Overcome Significant Challenges	Options
		Update
<div>★ Significant Changes to Collaborations, Partnerships, and Coordinated Activities</div>	<div>5000 characters with spaces</div> <div></div>	
<div>★ Significant Changes to Evaluation Plan</div>	<div>5000 characters with spaces</div> <div></div>	
<div>★ Significant Changes to Organizational Resources</div>	<div>5000 characters with spaces</div> <div></div>	
<div>★ Significant Changes to Coordination with the National T/TA Center</div>	<div>5000 characters with spaces</div> <div></div>	
<div>Other Expected Changes, Plans, or Considerations</div>	<div>10,000 characters with spaces</div> <div></div>	

Go to Previous Page

SaveSave and Continue

21

Figure 19: Project Narrative Update (Additional Actions)

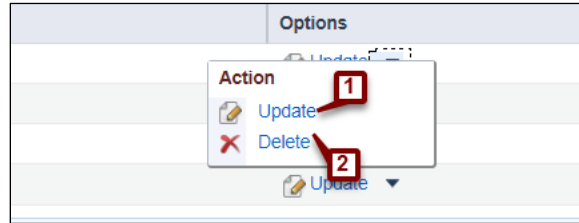


Figure 20: Add Top Success

A screenshot of a form titled 'Add Top Success'. At the top, it says 'Fields with * are required'. On the left, there is a red callout box with the number '1' pointing to a red star icon next to the label 'Top Success'. Below the label is a large text area. At the top of the text area, it says '5000 characters with spaces (Approximately 2 pages)'. At the bottom left of the form is a 'Cancel' button, and at the bottom right is a 'Save and Continue' button.

Figure 21: Add Challenge and Strategy

A screenshot of a form titled 'Add Challenge and Strategy'. At the top, it says 'Fields with * are required'. On the left, there is a red callout box with the number '1' pointing to a red star icon next to the label 'Significant Challenge'. Below the label is a large text area. At the top of the text area, it says '5000 characters with spaces (Approximately 2 pages)'. To the right of this text area is another large text area. At the top of this second text area, it says '5000 characters with spaces (Approximately 2 pages)'. Between the two text areas, there is a red star icon next to the label 'Strategies to Overcome Significant Challenges'. At the bottom left of the form is a 'Cancel' button, and at the bottom right is a 'Save and Continue' button.

Figure 22: Progress Update

A screenshot of a table titled 'Objectives'. The table has columns: Objective, Baseline Data, Objective Target, Percent Progress Toward Objective Target, Number of Key Factors, Number of Activities, Number of Learning Collaborative, Status, and Options. There are several rows of data. A red callout box with the number '1' points to the 'Options' column for the first row. The 'Options' column contains a dropdown menu with an 'Update' option and a pencil icon.

Figure 23: Objective Information - Update

Objective Information - Update

20221987 Due Date

Resource - IF

View

11/14/2022 User Guide | Status of Training Opportunity | Program Information | FY 2020 Application | FY 2021/2024/2027 Program Report

Notes:

20221987: Training Opportunity - Training Targets between July 1, 2022 through December 31, 2023

Objective Entry

Objective ID:

Objective Description:

Baseline Number/Number:

Baseline Data Source:

Contributions

Objective Target:

Percent Progress toward Objective Target:

Objective Report Narrative:

Objective Report Narrative Progress

Training and Technical Assistance (TTA) Baseline Target:

Training and Technical Assistance (TTA) Baseline Target - Progress Number:

Training and Technical Assistance (TTA) Baseline Target - Progress Narrative:

Training and Technical Assistance (TTA) Participation Target:

Training and Technical Assistance (TTA) Participation Target - Progress Number:

Training and Technical Assistance (TTA) Participation Target - Progress Narrative:






Participant Rating of Training and Technical Assistance (TTA) Baseline Target:

Participant Rating of Training and Technical Assistance (TTA) Baseline Target - Progress Number:

Participant Rating of Training and Technical Assistance (TTA) Baseline Target - Progress Narrative:

Other Organizations:

Figure 24: Activities

Activities (Minimum 2) (Maximum 12)								
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Start Date	End Date	Activity Progress Update	Anticipated Activity Progress	Options
Learning Collaborative	Learning Collaborative	Learning Collaborative	Learning Collaborative	2022-07-01	2022-12-31	Learning Collaborative	Learning Collaborative	 Report Progress ▼
National Audience	National Audience	National Audience	National Audience	2022-07-01	2022-12-31	National Audience	National Audience	 Report Progress ▼
National Audience	National Audience	National Audience	National Audience	2022-07-01	2022-12-31	National Audience	National Audience	 Report Progress ▼
National Audience	National Audience	National Audience	National Audience	2022-07-01	2022-12-31	National Audience	National Audience	 Report Progress ▼
National Audience	National Audience	National Audience	National Audience	2022-07-01	2022-12-31	National Audience	National Audience	 Report Progress ▼

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

Figure 25: Report Progress (Read Only)

Report Progress

Note(s):

Fields with are required

Activity Name

Need(s) Activity Addresses

Activity Audience

Activity Description

Figure 26: Report Progress (Update)

Report Progress

Expected Activity Outcome

Activity Progress Update

Anticipated Activity Progress

Comments

Cancel

Save and Continue

Figure 27: Key Factors

Key Factors (Minimum 2) (Maximum 5)		
Key Factor Type	Description	Options
Contributing	CHCI is a national leader in team-based care, with full integration of medical, dental, and... (+ View More)	<div><div>View</div></div>
Restricting	Health centers have limited resources (e.g. funding, space, time, available workforce) to diversify... (+ View More)	<div><div>View</div></div>

Figure 28: View Key Factor

View Key Factor

Key Factor Type ⓘ

☒ Contributing ☐ Restricting

Key Factor Description ⓘ

500 characters with spaces (Approximately 1/4 page)

Cancel

Figure 29: Project Work Plan

Objectives								
Objective	Objective Target	Percent Progress Toward Objective Target	Number of Key Factors	Number of Activities	Number of Learning Collaboratives	Status		Options
Access to Comprehensive Care								Update ▾
Emerging Issues								Update ▾
Preparedness for Emergencies and Environmental Impacts on Health								Update ▾
Advancing Health Equity								Update ▾
Clinical Career Pathway development								Update ▾
Team-based care								Update ▾
Health Care Team development								Update ▾

Figure 30: Objective Details

Objective Details

Objective ⓘ

Objective Description ⓘ

Baseline Data Source ⓘ

Current Number ⓘ

Objective Target ⓘ

Percent Progress Toward Objective Target ⓘ

Objective Impact Narrative ⓘ

Training and Technical (T/TA) Sessions Target ⓘ

Training and Technical Assistance (T/TA) Participation Target ⓘ

Participant Rating of Training and Technical Assistance (T/TA) Usefulness Target ⓘ

Partner Organizations Field ⓘ

Figure 31: Key Factors

Add Key Factor

Key Factors (Minimum 2) (Maximum 5)

Key Factor Type	Description
Contributing	Test Contributing Factor

Note(s):

Action: Update, Delete

Figure 32: Update Key Factor

Update Key Factor

Fields with * are required

* Key Factor Type: Contributing (selected) Restricting

* Key Factor Description: 500 characters with spaces (Approximately 1/4 page)

Cancel Save and Continue

Figure 33: Add New Key Factor

Update Key Factor

Fields with * are required

* Key Factor Type: Contributing (selected) Restricting

* Key Factor Description: 500 characters with spaces (Approximately 1/4 page)

Cancel Save and Continue

Figure 34: Delete Key Factor

Delete Key Factor

Warning:
You are about to delete this Key Factor along with all of its information.
Please confirm if you would like to proceed with this action.

Key Factor Type: Contributing

Key Factor Description: Test Contributing Factor

Cancel Confirm

Figure 35: Activities

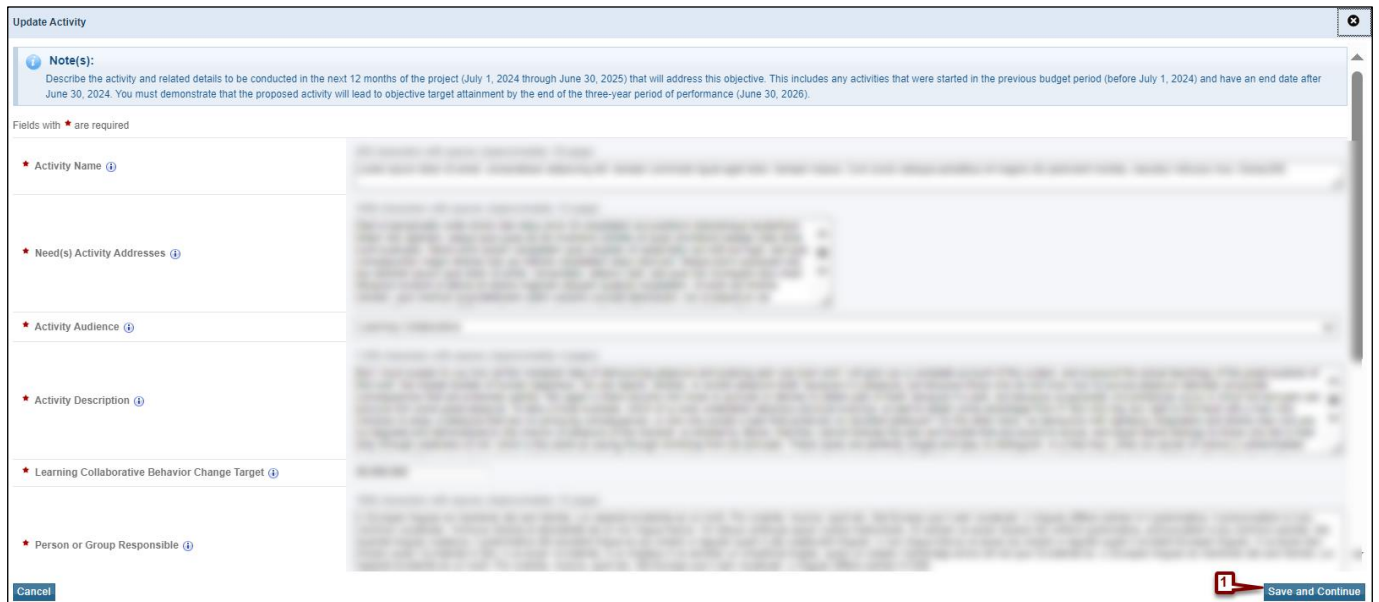


Activities (Minimum 2) (Maximum 12)					
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Expected Outcome	Options
Learning Collaborative	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean...	But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was...	Li Europan lingues es membres del sam familie. Lor separat existentie es un myth. Por scientie...	The European languages are members of the same family. Their separate existence is a myth. For	<div> <div>1</div> <div>3</div> <div>Update</div> <div>Delete</div> </div>

Go to Previous Page

Save Save and Continue

Figure 36: Update Activity



Note(s):
Describe the activity and related details to be conducted in the next 12 months of the project (July 1, 2024 through June 30, 2025) that will address this objective. This includes any activities that were started in the previous budget period (before July 1, 2024) and have an end date after June 30, 2024. You must demonstrate that the proposed activity will lead to objective target attainment by the end of the three-year period of performance (June 30, 2026).

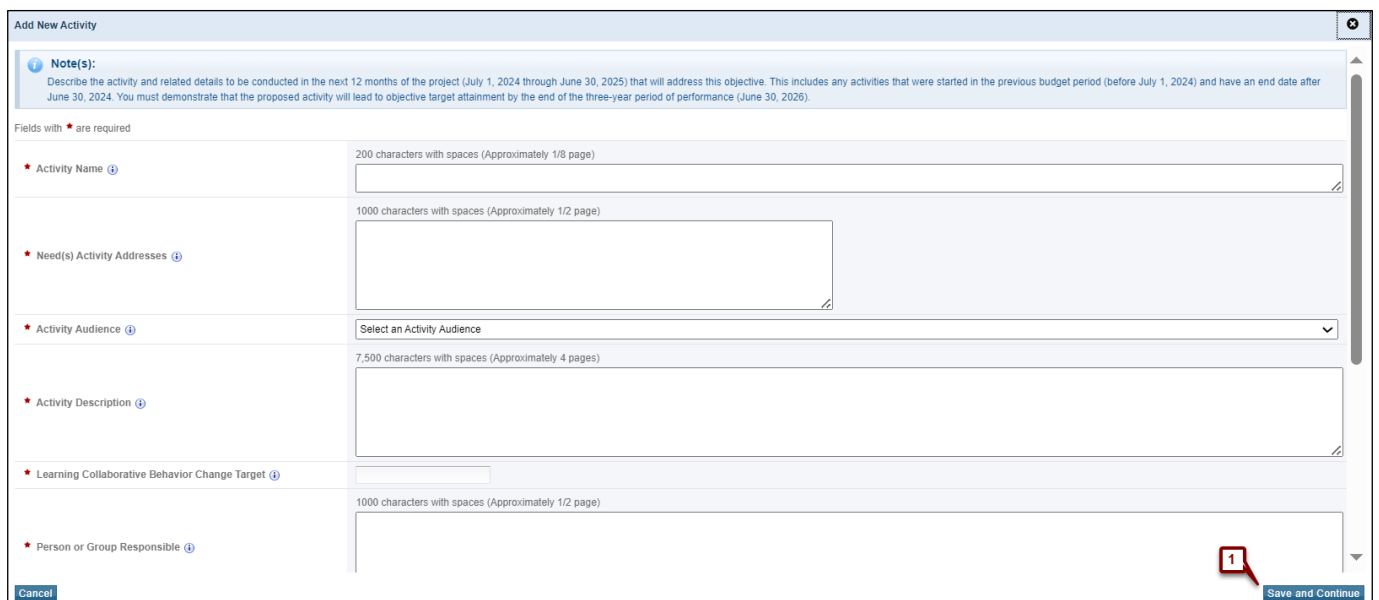
Fields with * are required

- * Activity Name
- * Need(s) Activity Addresses
- * Activity Audience
- * Activity Description
- * Learning Collaborative Behavior Change Target
- * Person or Group Responsible

Cancel

1 Save and Continue

Figure 37: Add New Activity



Note(s):
Describe the activity and related details to be conducted in the next 12 months of the project (July 1, 2024 through June 30, 2025) that will address this objective. This includes any activities that were started in the previous budget period (before July 1, 2024) and have an end date after June 30, 2024. You must demonstrate that the proposed activity will lead to objective target attainment by the end of the three-year period of performance (June 30, 2026).

Fields with * are required

- * Activity Name (200 characters with spaces (Approximately 1/8 page))
- * Need(s) Activity Addresses (1000 characters with spaces (Approximately 1/2 page))
- * Activity Audience (Select an Activity Audience)
- * Activity Description (7,500 characters with spaces (Approximately 4 pages))
- * Learning Collaborative Behavior Change Target
- * Person or Group Responsible (1000 characters with spaces (Approximately 1/2 page))

Cancel

1 Save and Continue

Figure 38: Delete Activity

Add New Activity

Warning:
You are about to delete this Activity along with all of its information. Please confirm if you would like to proceed with this action.

Activity Name

Need(s) Activity Addresses

Activity Audience

1 Cancel **2** Confirm

Figure 39: Left Menu

ALL TASKS <<

🔍 Search

NCC Progress Report ▲

Overview

Status

Basic Information

- ✕ SF-PPR
- ✕ SF-PPR-2
- ✕ Key Contact/Principal

Budget Information

- ✕ Budget Details
- ✓ Budget Narrative

Other Information

- ✕ Program Specific Information **1**
- ✓ Appendices

Review and Submit

- Review
- 2** Submit

Other Functions ▲

Navigation

[Return to Submissions List](#)

Figure 40: Appendices

Appendices

NCC Progress Report Tracking # :

Due Date: Due In: | Section Status:

Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Attachment 1: Organizational Chart (As Applicable) (Maximum 1)

Attach File

No documents attached

Attachment 2: Staffing Plan (As Applicable) (Maximum 1)

Attach File

No documents attached

Figure 41: Attach File

Attachment 1: Organizational Chart (As Applicable) (Maximum 1)

Attach File

Document

Allowable Document Types: doc,rtf,bst,wpld,pdf,xls,msg,jpeg,gif,xltx,docx,ppt,pptx,vnd
Allowable Document Size: 100 MB

Choose File

No file chosen

Approximately 1/4 page (Max 500 Characters without spaces): 500 Characters left.

Description

Upload

Cancel

No documents attached

Figure 42: Review NCC

NCC Progress Report - Review

NCC Progress Report Tracking #: 00221997 Due Date: 04/02/2024 (Due In: 162 Days) | Status: In Progress

Resources of

[View](#)

NCC Progress Report | Last N/A | Program Instructions | NCC User Guide

[Print NCC Progress Report](#) [Table of Contents](#)

Page size: 10 Go 21 Items in 1 page(s)

View	Section	Type	Options
View: Basic Information			
Basic Information	SF-PPR	HTML	View
Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML	View
Basic Information	Performance Narrative	DOCUMENT	Not Available
View: Budget Information			
Budget Information	SF-42AA Budget Information	HTML	View
Budget Information	Budget Narrative (FY24 NAP RSD CRAFT.docx)	DOCUMENT	View
View: Appendices			
Appendices	Attachment 1	DOCUMENT	Not Available
Appendices	Attachment 2	DOCUMENT	Not Available
Appendices	Attachment 3	DOCUMENT	Not Available
Appendices	Attachment 4	DOCUMENT	Not Available
Appendices	Attachment 5	DOCUMENT	Not Available
Appendices	Attachment 6	DOCUMENT	Not Available
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
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Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View
Appendices	Attachment 7 (Relevant Document 1.docx)	DOCUMENT	View

Page size: 10 Go 21 Items in 1 page(s)

[Go to Previous Page](#) [Proceed to Submit](#)

Figure 43: Submit NCC

NCC Progress Report - Confirm Submit

Confirmation:
You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the **Submit Report** button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the **Cancel** button to return to the previous screen.

NCC Progress Report Tracking

Grant Number: [redacted] Original Deadline: [redacted] Created On: [redacted] Due Date: [redacted] Status: [redacted]
Project Officer: [redacted] Project Officer Email: [redacted] Project Officer Contact #: [redacted]
Last Updated By: [redacted]

Resources [View](#)

[NCC Progress Report](#) | [Last NOA](#) | [Program Instructions](#) | [NCC User Guide](#)

1 *** NCC PROGRESS REPORT CERTIFICATION** [View Report](#)

Certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.
☐ Please check the box to electronically sign the NCC Progress Report.

2 [Submit Report](#)

[Cancel](#)

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Last Login: 11/19/20 12:37:00 PM ET Product: ENR