



Fiscal Year (FY) 2024 National Training and Technical Assistance Partners (NTTAPs) Question & Answer Session

NTTAP TA Webpage: <https://bphc.hrsa.gov/funding/funding-opportunities/national-training-technical-assistance-partners-nttaps-cooperative-agreement>

Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Agenda

- FY 2024 NTTAP NCC Progress Report Submission Components
- Questions and Answers
- Submission Reminders
- Technical Assistance Resources



FY 2024 NTTAP NCC Progress Report Submission

The FY 2024 NTTAP NCC progress report includes:

- Updates to your organizational information,
- Project updates and any anticipated progress for the FY 2023 budget period, and
- FY 2024 budget and project work plan (PWP).

Progress reports must be submitted completely in the EHBs using EHBs forms and attachments.



Organizational Information Update Forms

Update your organization's information:

- SF-PPR and SF-PPR-2 Forms: Review and update your Authorizing Official (AO) information, lobbying efforts, areas affected by your project, and the Point of Contact (POC).
- Key Contact/Principal Form:
 - Prepopulated with the principals from the last Suspension and Debarment review for your cooperative agreement.
 - Review the list of names. Add, delete, or edit to include all key contacts and principals involved in the project.
 - Attaching biographical sketches is optional on this form, however updated biographical sketches must be included as *Attachment 4: Biographical Sketches for Key Staff* in the Appendices section of the progress report.



FY 2023 Project Narrative Update Form

- Provide significant progress, challenges, and changes encountered in the current budget period or that are anticipated through the rest of the period of performance:
 - Health center T/TA needs
 - Overall progress
 - Top successes
 - Challenges and strategies to overcome them
 - Collaborations, partnerships, and/or coordinated activities
 - Evaluation and dissemination plans
 - Organizational resources and project staffing
 - Coordination with the National T/TA Center
 - Anything else not captured in other parts of the progress report
- Complements the FY23 Progress Update and provides context for the FY24 PWP.



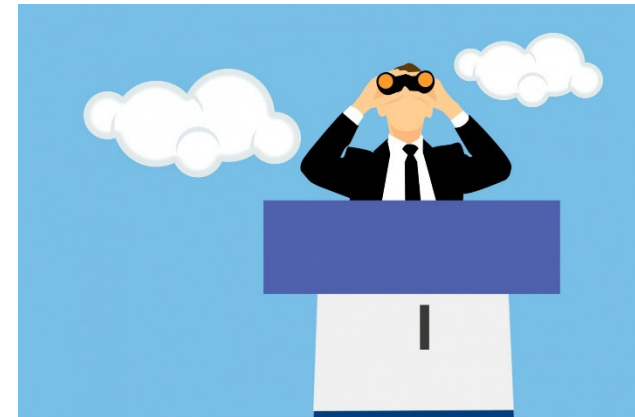
FY 2023 Progress Update Form

- Prepopulated from your most recently approved PWP.
- Report progress on objectives and activities through December 31, 2023:
 - Current Number
 - Objective Impact Narrative Progress
 - T/TA Target Progress (number and narrative)
 - T/TA Engagement
 - T/TA Participation
 - T/TA Usefulness rating
 - Partner Organizations
 - Learning Collaborative Behavior Change (number and narrative)
 - Activity Progress (narrative)
- Report anticipated progress for the remainder of the budget period (January 1, 2024 through June 30, 2024).
- Complete the FY 2023 Progress Update form in EHBs **before** working on the FY 2024 PWP form.



FY 2024 Project Work Plan (PWP)

- Prepopulated from the most recently approved PWP and FY 2023 Progress Update form.
- Update and describe activities for FY 2024 budget period.
- Add, delete, or revise:
 - Objective description (Emerging Issues objective only)
 - Partner organizations
 - Key factors
 - Activity audience, name, description
 - Person/group responsible
 - Target start and end dates
 - Expected outcomes
 - Comments
- Activities should contribute to objective target attainment by end of the period of performance.



FY 2024 PWP Reminders

- For the FY 2024 PWP, you can:
 - Change the emerging issue that you will address.
 - Change the objectives which your learning collaboratives will focus on.
 - Update activities that started during the first budget period if they will be continued. You do not need to change the start date.
- The number of total required activities and learning collaboratives vary by funding level. The requirements are presented as Table 4 of the NCC Instructions. They have not changed since FY 2023.
- For an activity to count towards the minimum required activities for the FY 2024 budget period:
 - All activities must have a start date on or before July 1, 2025, and
 - All activities must have an end date after June 30, 2024.



Attachments

Attachment 1:
Organizational Chart

Attachment 2:
Staffing Plan

Attachment 3:
Job Descriptions for
Key Personnel

Attachment 4:
Biographical Sketches
for Key Personnel

Attachment 5:
Letters of Agreement

Attachment 6:
Summary of Contracts
and Agreements

Attachment 7:
Other Documents

- As needed, include updated attachments if they have changed since you submitted them in your FY 2023 NTTAP application, or if you anticipate updates.
- The FY 2024 NTTAP NCC progress report instructions provides details on what to include for each attachment.



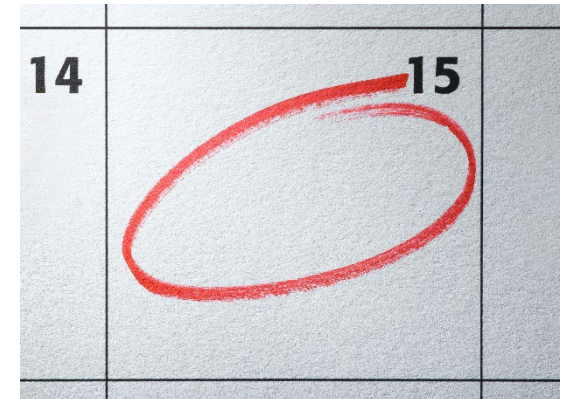
Questions and Answers

Use the Q&A Pod below to ask
your questions.



Important Dates

- Due in EHBs on **February 9, 2024**
- Notices of Award will be released on or around **July 1, 2024**



Technical Assistance Resources

Visit the NTTAP TA webpage for links to progress report instructions and technical assistance resources:

- FY 2024 NTTAP NCC Progress Report Instructions
- FY 2024 NTTAP NCC EHBs User Guide
- Frequently Asked Questions
- TA Presentation Slides
- Sample Documents

<https://bphc.hrsa.gov/funding/funding-opportunities/national-training-technical-assistance-partners-nttaps-cooperative-agreement>



Technical Assistance Contacts

Topic	Contact
Progress Report Questions	NTTAP TA Response Team 301-594-4300 Submit a Web Request using the BPHC Contact Form <ul style="list-style-type: none">• Under Funding, select <i>Non-Competing Continuation (NCC) Progress Reports</i>• Select <i>National Training and Technical Assistance Partners (NTTAP)</i>
Budget/Fiscal Questions	Brian Feldman bfeldman@hrsa.gov 301-443-3190
EHBs Submission Assistance	Health Center Program Support 877-464-4772 Contact Health Center Program Support using the BPHC Contact Form <ul style="list-style-type: none">• Under Technical Support, select <i>EHBs Tasks/EHBs Technical Issues</i>• Select <i>Non-Competing Continuation Reports</i>

