Fiscal Year (FY) 2022
Primary Care Association (PCA)
Non-Competing Continuation (NCC) Progress Report

Technical Assistance Webinar

Vision: Healthy Communities, Healthy People

Technical Assistance Webpage:
https://bphc.hrsa.gov/program-opportunities/pca
Agenda

• Overview
• Submission Components
• Technical Assistance Resources
Overview
Key Dates

- Progress Report Instructions Available on webpage: December 9, 2021
- Progress Reports Available in EHBs: December 17, 2021
- Progress Reports Due in EHBs: February 9, 2022 (5 p.m. ET)
- Budget Period Start Date: July 1, 2022
Submission Formatting Requirements

• Complete forms and upload attachments directly in EHBs

• Narrative documents:
  ▪ Single-spaced
  ▪ 12 point, easy-to-read font (e.g., Times New Roman, Arial, Calibri)
  ▪ One-inch margins
  ▪ 10 or 11 point font for tables, charts, and footnotes
Project Narrative Update

- **Progress to Date**: January 1, 2021 – December 31, 2021
- **Anticipated Progress**: January 1, 2022 – June 30, 2022

FY 2021 Progress Update

- **Cumulative Progress to Date**: July 1, 2020 – December 31, 2021
- **Activity Progress to Date**: July 1, 2021 – December 31, 2021
- **Anticipated Progress**: January 1, 2022 – June 30, 2022

FY 2022 Project Work Plan (PWP)

- **Plans for the FY 2022 Budget Period**: July 1, 2022 – June 30, 2023
Submission Components
Submission Components Overview

EHBs Forms
- SF-PPR and SF-PPR2
- Budget Information: Budget Details Form
- FY 2021 Progress Update
- FY 2022 Project Work Plan

Attachments
- Budget Narrative (required)
- Attachment 1: Project Narrative Update (required)
- Attachment 2: Health Workforce Supplemental Progress (required)
- Attachments 3 – 12 (as applicable)
What’s In Your FY 2022 Budget

Base Funding + HP-ET Funding + HIV Supplements (as applicable) = Recommend Federal Budget
Basic Information and Budget Forms

SF-PPR and SF-PPR-2 Forms
- Prepopulated information; update as necessary

Budget Information: Budget Details Form

- **Section A: Budget Summary**
  - Amount equals the Recommended Federal Budget total
  - Funding amount is prepopulated and cannot be edited
  - Excludes FY 2020 one-time COVID-19 supplemental funding

- **Section B: Budget Categories**
  - Provide an object class category breakdown for funding amount in Section A
  - Total in Section B should match prepopulated amount in Section A

- **Section C: Non-Federal Resources**
  - Leave blank; do not include other sources of funding
Budget Narrative

- Must include **object class category details** for the next budget period (July 1, 2022 – June 30, 2023)

- Consistent with object class category totals in Section B of the **Budget Information: Budget Details Form**

Refer to the sample Budget Narrative on the PCA TA webpage
Funding Restrictions

• Direct patient care
• Activity costs incurred under the American Rescue Plan (U5F) supplemental funding
• Construction/renovation of facilities
• Activities not aligned with funding
• Reserve requirements for state insurance licensure
• Lobbying/advocacy efforts
• Conference sponsorship (exception: session content development related to the PCA PWP)
FY 2021 Progress Update

Read Appendices A and B

Prepopulated from your most recently approved PWP

Report progress through December 31, 2021:
  • Current Numerator and Denominator
  • Objective Impact
  • T/TA Target
  • Participation, Participant Satisfaction, Participant Behavior Change
  • Activity Progress

Report **anticipated progress** for the remainder of the budget period (January 1, 2022 through June 30, 2022)

Complete the FY 2021 Progress Update in EHBs **BEFORE** working on the FY 2022 PWP
Progress Update Fields To Complete

**Objective Targets**
- Current Numerator
- Current Denominator
- Objective Impact Progress Narrative

**T/TA Targets**
- Formal T/TA Session Target
  - Current Numeric Progress
  - Current Progress Narrative
- Participation Target
  - Current Numeric Progress
  - Current Progress Narrative
- Participant Satisfaction Target
  - Current Numeric Progress
  - Current Progress Narrative
- Participant Behavior Change Target
  - Current Numeric Progress
  - Current Progress Narrative

**Activity Updates**
- Activity Progress Update
- Anticipated Progress
## Progress Toward Target Percentage

<table>
<thead>
<tr>
<th>Field</th>
<th>PCA 1</th>
<th>PCA 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Data Source</td>
<td>SUD-MH</td>
<td>SUD-MH</td>
</tr>
<tr>
<td>Baseline Numerator</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Baseline Denominator</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Baseline Percentage</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Objective Target</td>
<td>95%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Current Numerator</strong></td>
<td><strong>10</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td><strong>Current Denominator</strong></td>
<td><strong>20</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td><strong>Current Percentage</strong></td>
<td><strong>50%</strong></td>
<td><strong>95%</strong></td>
</tr>
<tr>
<td><strong>Progress Toward Target</strong></td>
<td><strong>-800%</strong></td>
<td><strong>50%</strong></td>
</tr>
</tbody>
</table>
## FY 2022 Project Work Plan

<table>
<thead>
<tr>
<th>Editable</th>
<th>Non-Editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Key Factors</td>
<td>• Baseline Data</td>
</tr>
<tr>
<td>• Activity audience, name, description</td>
<td>• Objective Information</td>
</tr>
<tr>
<td>• Expected outcome</td>
<td>• Targets</td>
</tr>
<tr>
<td>• Person/group responsible</td>
<td></td>
</tr>
<tr>
<td>• Target start and end dates</td>
<td></td>
</tr>
<tr>
<td>• Comments</td>
<td></td>
</tr>
</tbody>
</table>

Prepopulated from the information provided in FY 2021 Progress Update
## Attachments

### Required
1. Project Narrative Update
2. Health Workforce Supplemental Progress

### As Applicable
3. Staffing Plan
4. Project Organizational Chart
5. Job Descriptions for Key Personnel
6. Biographical Sketches of Key Personnel
7. Summary of Contracts and Agreements
8. MOA for Regional PCAs
9. Letters of Agreement
10. Indirect Cost Rate Agreement
11. Needs Assessment
12. Other Documents
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, including summary of activities you completed or discontinued: January 1, 2021 – June 30, 2021
  - Challenges (e.g., COVID-19) and activity changes
  - Changes to collaborations, partnerships, and coordinated activities
  - Changes to evaluation plans and dissemination of lessons learned
  - Changes to organizational resources and project staffing
  - Other anticipated changes, plans, or considerations for activities not captured in other parts of the progress report
Provide details of the Health Workforce Supplement progress for HP-ET initiatives 2-6

**Example**

HP-ET3: Percentage of health centers ready to engage with health professions schools and serve as a clinical preceptor site

<table>
<thead>
<tr>
<th>Field Name</th>
<th>U58 Number</th>
<th>FY 2022 NCC Numerator</th>
<th>FY 2022 NCC Denominator</th>
<th>FY 2022 NCC Percentage</th>
<th>FY 2022 NCC Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>U58CS12345</td>
<td>6</td>
<td>18</td>
<td>33.33%</td>
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</tr>
<tr>
<td>Progress Update</td>
<td>Enter your progress update in this row</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Refer to directions for Objective F2: Health Workforce Supplemental Funding in Appendix A, for reporting instructions
- Refer to the PCA TA webpage to download a reporting template
Reminders

• Submissions due in EHBs by 5 PM ET on **February 9, 2022**
• The following are required for submission:
  ✓ SF-PPR and SF-PPR2
  ✓ Budget Information: Budget Details Form
  ✓ Budget Narrative Attachment
  ✓ Attachment 1: Project Narrative Update
  ✓ Attachment 2: Health Workforce Supplement
  ✓ 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 or a lapse in funding
Technical Assistance Resources
PCA Technical Assistance Webpage

- PCA NCC Instructions
- PCA NCC EHBs User Guide
- Presentation Slides
- Technical Assistance Webinar Recording

- Sample Documents
  - Staffing Plan
  - Budget Narrative
  - Progress Update
  - Project Work Plan
# Key Technical Assistance Contacts

| General Technical Assistance | PCA Technical Assistance Website  
https://bphc.hrsa.gov/program-opportunities/pca |
|------------------------------|-----------------------------------------------|
| NCC Progress Report Requirements Questions | Submit a Web Request to the PCA NCC Response Team at:  
https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact Form |
| HRSA EHBs Submission Assistance | Health Center Program Support  
https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact Form or 877-464-4772 |
| Grants or Fiscal questions | Vera Windham  
vwindham@hrsa.gov or 301-443-6859 |
Thank You!

PCA NCC 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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