



**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

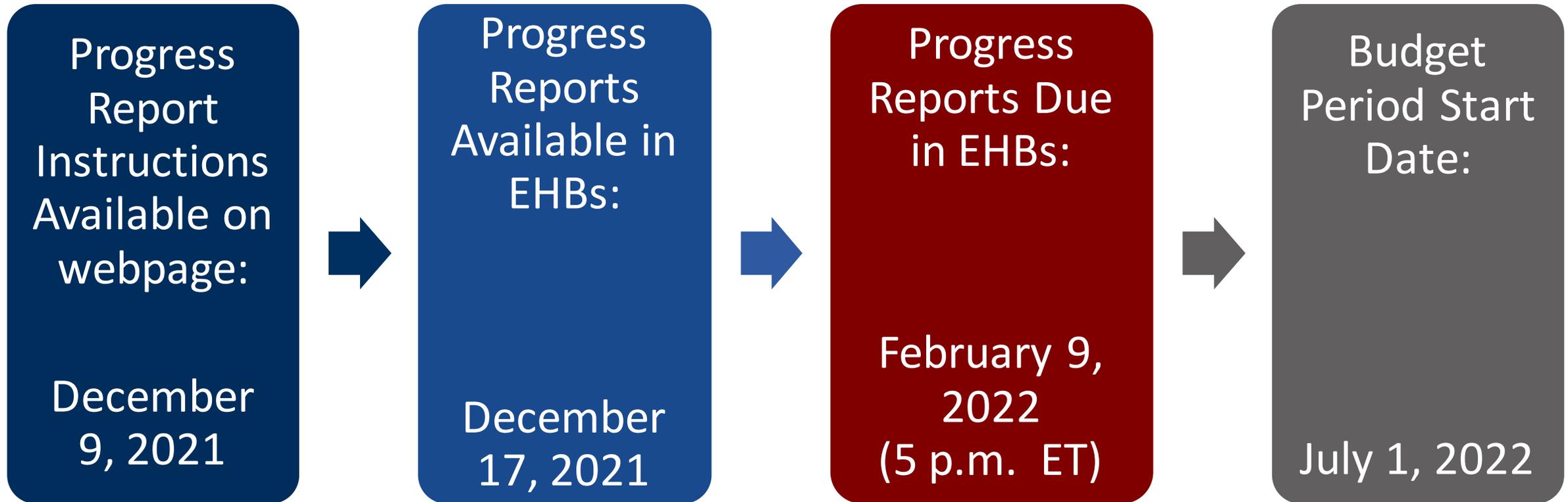
- Overview
- Submission Components
- Technical Assistance Resources



Overview



Key Dates



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



Reporting Timeframes

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

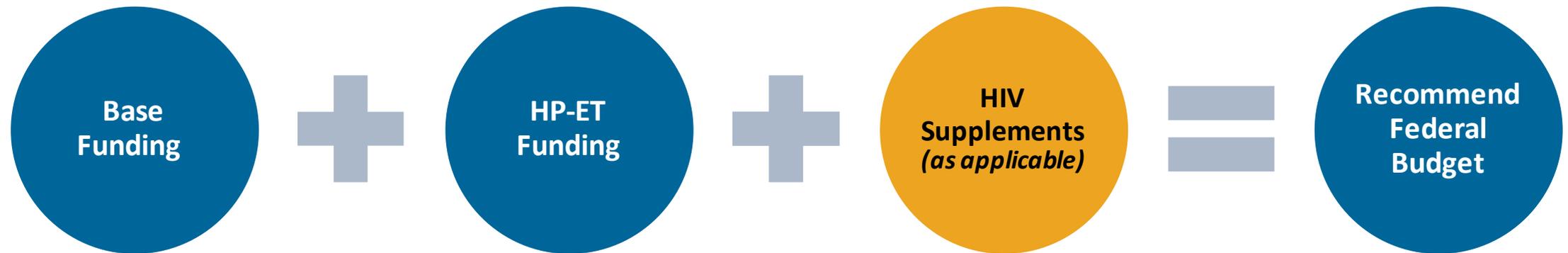
- SF-PPR and SF-PPR2
- Budget Information: Budget Details Form
- FY 2021 Progress Update
- FY 2022 Project Work Plan

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



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

Field	PCA 1	PCA 2
Objective	A1- HIV Supp	A1- HIV Supp
Baseline Data Source	SUD-MH	SUD-MH
Baseline Numerator	18	18
Baseline Denominator	20	20
Baseline Percentage	90%	90%
Objective Target	95%	100%
Current Numerator	10	19
Current Denominator	20	20
Current Percentage	50%	95%
Progress Toward Target Percentage	-800%	50%



FY 2022 Project Work Plan

Prepopulated from the information provided in FY 2021 Progress Update

Editable

- Key Factors
- Activity audience, name, description
- Expected outcome
- Person/group responsible
- Target start and end dates
- Comments

Non-Editable

- Baseline Data
- Objective Information
- Targets



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



Attachment 2: Health Workforce Supplement

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

Field Name	U58 Number	FY 2022 NCC Numerator	FY 2022 NCC Denominator	FY 2022 NCC Percentage	FY 2022 NCC Comments
Example	U58CS12345	6	18	33.33%	
Progress Update	Enter your progress update in this row				

- 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



The screenshot shows the HRSA Health Center Program website. At the top left is the HRSA logo with the text 'Health Center Program'. To the right is a search bar and social media icons for Facebook, YouTube, Instagram, Email, and Twitter. Below the header is a navigation menu with six items: 'Program Requirements', 'Quality Improvement', 'Program Opportunities' (which is highlighted in dark blue), 'Health Center Data', 'Federal Tort Claims Act', and 'About the Health Center Program'. Below the navigation menu is a breadcrumb trail: 'Home > [Program Opportunities](#) > State and Regional Primary Care Association (PCA) Cooperative Agreements'. The main heading of the page is 'State and Regional Primary Care Association (PCA) Cooperative Agreements'.



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/BPHCContact Form
HRSA EHBs Submission Assistance	Health Center Program Support https://bphccommunications.secure.force.com/ContactBPHC/BPHCContact 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



[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:

