HRSA Electronic Handbooks (EHBs)

FY 2025 State and Regional Primary Care Association (PCA) Non-Competing Continuation (NCC) Progress Report

An EHBs User Guide for PCA Award Recipients

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Table of Contents

This user guide describes the steps to submit the Fiscal Year (FY) 2025 State and Regional Primary Care Association (PCA) Cooperative Agreements Non-Competing Continuation (NCC) progress report, hereafter referred to as the "progress report", in HRSA's Electronic Handbooks (EHBs). Use this guide with the NCC progress report instructions and sample forms available on the [PCA TA webpage](#) for complete progress report development and submission guidance.

1. Accessing the FY25 PCA NCC Progress Report

1. Navigate to https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx

2. Enter your EHBs username and password and click the [Login] button.

3. Click on the "Grants" tab on the Navigation Bar (**Figure 1, 1**). The My Grant Portfolio – List page displays.

4. Locate your PCA (U58) award on the My Grant Portfolio – List page.

5. Click the "Grant Folder" link. The Grant Home page displays your PCA award.

6. Click on the "Work on My NCC Report" link under the Submissions section (**Figure 2, 1**). The Submissions-All page displays.

7. Scroll past the search filters and locate the Non-Competing Continuation Progress Report record under the Submission Type heading (**Figure 3, 1**).

8. Click the "**Start**" link to start working on the submission (**Figure 3, 2**). If work has already begun on your NCC progress report submission, click the "**Edit**" link to access your NCC progress report submission.

9. You are directed to the NCC Progress Report – Status Overview page.

2. Components of the FY25 PCA NCC Progress Report

EHBs require the following information to be completed before submitting the FY 2025 PCA NCC progress report to HRSA. The subsequent forms must be filled out and they 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

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

2.1 Completing the Basic Information Forms (SF-PPR & 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 the "**Save and Continue**" button. You are 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.)

2. Click the "**Save**" button to save all your progress.

3. Click the "**Save and Continue**" button.

4. You are directed to the Key Contact/Principal Form.

2.1.1 Completing the Key Contact/Principal Form

All key contacts and principals involved in the project must be listed on the Key Contact/Principal 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:

1. Condition 1: The system has pre-populated key contact(s) from the last Suspension & Debarment (S&D) Review from the most recent budget period.

2. Condition 2: If there is not an S&D Review for the grant in the most recent budget period, the system prepopulates the key contact(s) from the last awarded application or NCC progress report.

3. Condition 3: If no key contact(s) are found, the system does not pre-populate any key contact(s).

2.1.2   To Access the Key Contact/Principal Section

- The page will display automatically after completing the SF-PPR-2 Cover Page Continuation and clicking Save and Continue.

- On the NCC Progress Report - Status Overview page, click the "Update" link for the Key Contact/Principal line item (**Figure 4**, **1**) or:

- 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**) and click the Key Contact/Principal link in the left menu (**Figure 4, 3**).

> **Important Notes:**
>
> 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 before completing and submitting the form in the NCC Progress Report. Provide as much information on the Key Contact/Principal form as possible.

2.1.3   To Add a New Key Contact/Principal

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 is displayed.
5. Verify the information on the confirmation page is correct.
6. Click the Confirm button. The Key Contact/Principal page displays.

2.1.4   To Add an Existing Key Contact/Principal

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 the required fields.
5. Click the Save and Continue button. A confirmation page is displayed.
6. Verify the information on the confirmation page is correct.
7. Click the Confirm button. The Key Contact/Principal page displays.

2.1.5   To Update an Existing Key Contact/Principal

1. Click the Update link next to the contact to be updated (**Figure 9**). The Key Contact/Principal – Update page displays.
2. Update any incorrect information.
3. Provide any information missing from required fields.

FY 2025 State and Regional Primary Care Association (PCA) Non-Competing Continuation (NCC) Progress Report   An EHBs User Guide for PCA Award Recipients

HRSA
Health Resources & Services Administration

4. Click the Save and Continue button. A confirmation page is displayed.

5. Verify the information on the confirmation page is correct.

6. Click the Confirm button. The Key Contact/Principal page displays.

2.1.6   To Delete an Existing Key Contact/Principal

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 is displayed.

3. Click the Confirm button. The Key Contact/Principal page displays.

2.1.7   To Add a Biographical Sketch

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 to attach.

4. Click the Upload button (**Figure 11**, **3**).

> **Important Notes:**
> Biographical sketches are optional on this form for principals and key staff. If they have been updated, they should be included as Attachment 4: Biographical Sketches for Key Staff in your progress report submission.

2.1.7.1   To Update the Description or Delete a Biographical Sketch

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**).

2.1.8   To Save the Key Contact/Principal

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

2.2 Completing the Budget Details Form and Budget Narrative

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 PCA Notice of Award.

1. Update Section B - Budget Categories. The total amount in Section B and Section A must match and 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.

   a. Click the "**Update**" button (**Figure 14**, **1**).

   b. Enter amounts for each object category listed.

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

   c. Click the "**Save and Continue**" button. You are directed back to the Budget Detail Form.

2. Skip Section C-Non Federal Resources, your budget request should reflect the federal PCA funding request only.

3. Complete the Budget Details form for each year included in the NCC by following steps a-c listed above. Navigate between years using the tabs (**Figure 14**, **2**) located at the top of the Budget Narrative Form.

4. Click the "**Save and Continue**" button on the Budget Details Form (**Figure 14**, **3**). You are directed to the Budget Narrative section of your NCC progress report.

5. Upload the Budget Narrative for the upcoming 12-month budget period.

   a. Click the "**Attach File**" button.

   b. Click the "**Choose File**" button and follow the prompts to select the Budget Narrative file from your computer.

   c. Enter a file description.

   d. Click the "**Upload**" button. You are directed to the Budget Narrative Page, where you will see your file. You must upload a minimum of one document but may upload a maximum of two documents.

6. Click the "**Save and Continue**" button.

7. You are directed to the Status Overview page to complete program specific information.

2.3 Completing the Program Specific Information

The Program Specific Information section of the FY 2025 PCA NCC consists of the following forms:

1. FY 2024 Project Narrative Update (**Figure 15**, **1**)

2. FY 2024 Progress Update (**Figure 15**, **2**)

3. FY 2025 Project Work Plan (**Figure 15**, **3**)

2.3.1 FY 2024 Project Narrative Update

The Project Narrative Update form addresses the most significant progresses, challenges, and changes that have impacted your PCA project for the FY 2024 budget period. This form includes progress to date (July 1, 2024, through December 31, 2024) as well as anticipated progress, changes, and challenges for the remainder of the first budget period (January 1, 2025 through June 30, 2025).

You will also address whether you expect that the challenges and changes described will result in changes to your PWPs in the subsequent years of your project's period of performance (July 1, 2025 through June 30, 2027).

2.3.1.1 Completing the Project Narrative Update

1. Click the "**Update**" link under the Options heading for the FY 2024 Project Narrative Update (**Figure 16**, **1**).

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

2. Above the "**Top Successes**" section, click on the "**Add Top Success**" button to add a success description (**Figure 17**, **1**).

3. Provide a detailed description, including the context of the success. Note: There is a 5000-character limit with spaces.

4. Click the "**Save and Continue**" button.

5. Repeat steps 2-4 to add additional successes.

6. Above the "**Significant Challenges**" section, click on the "**Add Challenge**" button to add a challenge (**Figure 17**, **2**).

7. Provide a detailed description of the **Significant Challenge** and the **Strategies to Overcome Significant Challenges**.

8. Click the "**Save and Continue**" button.

9. Repeat steps 6-8 to add additional **Significant Challenges**.

10. Provide a description for the **Changes to Health Center Needs** and ensure it does not exceed 5000 characters, including spaces (**Figure 17**, **3**).

11. Provide a description for the **Significant Activity Changes** and ensure it does not exceed 20,000 characters, including spaces (**Figure 17**, **4**).

12. Provide a description for the **Significant Changes to Collaborations, Partnerships, and Coordinated Activities** and ensure it does not exceed 7,500 characters, including spaces (**Figure 17**, **5**).

13. Provide a description for the **Significant Changes to Evaluation Plan(s)** and ensure it does not exceed 5,000 characters, including spaces (**Figure 17**, **6**).

14. Provide a description for the **Significant Changes to Organizational Resources** and ensure it does not exceed 5,000 characters, including spaces (**Figure 17**, **7**).

15. Provide a description for **Other Expected Changes, or Plans, or Considerations** if applicable and ensure it does not exceed 10,000 characters, including spaces (**Figure 17**, **8**).

16. To save your progress, click the "**Save and Continue**" button to proceed to the **FY 2024 Progress Update** form.

2.3.2   FY 2024 Progress Update Form

Important Notes:

We recommend completing the FY 2024 Progress Update form in the HRSA EHBs before working on the FY 2025 PWP form. The FY 2024 Progress Update form prepopulates the *Current Number* and the *Percentage Progress Toward Objective* fields in the FY 2025 PWP form.

The FY 2024 Progress Update Form will pre-populate data from either the most recently approved PWP Modification or the PWP from the FY24 PCA Application. Once all of the required progress fields for each objective are completed on this form, and the progress fields for each of the activities have been completed, the FY 2024 Progress Update Form will go to "Complete" status.

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

To access the Progress Update form at any time, select Program Specific Information from the left menu when working on the SF-PPR or select the FY 2024 Progress Update from the left menu when working on the Program Specific Information.

1. Click the "**Update**" link under the **Options** heading to update an Objective (**Figure 18**, **1**).
2. Update required fields under Objective Details (**Figure 19**, **1** and **2**).
3. Scroll to the bottom of page and click "**Save**".
4. Scroll to **Key Factors**.
5. Click "**View**" for listed "**Key Factors**", a pop-up screen appears with the Key Factor details.
6. Note: To view Key Factors, click "**View**" (**Figure 20**, **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 21**).
7. After reviewing, click "**Cancel"** to return to the Objective page.
8. Scroll to **Activities**.
9. Click "**Report Progress**" for a listed activity (**Figure 22**, **1**). A pop-up screen appears with the activity's details.
10. Review the prepopulated activities details (**Figure 23**, **2**).
11. Enter **Activity Audience**, **Activity Progress Update**, and **Anticipated Activity Progress** narratives (**Figure 23**, **1**, **3**, and **4**).
12. For **Activity Audience**, provide a description. It must not exceed 7500 characters, including spaces.
13. For **Activity Progress Update**, provide a description. It must not exceed 7500 characters, including spaces.
14. For **Anticipated Activity Progress**, provide a description. It must not exceed 7500 characters, including spaces.
15. Click the "**Save and Continue**" button (**Figure 23**, **5**).
16. Repeat steps 10-15 for each activity listed in the FY 2024 Progress Update.
17. Click "**Save and Continue**" button.
18. Repeat steps 2-11 for each Objective listed.
19. Click the "**Continue**" button.
20. You are directed to the **Additional Objectives** tab of the **FY 2024 Progress Update** (**Figure 24**, **1**)**.**

2.3.2.1   Completing the Additional Objectives Tab

You must report progress made on your Intimate Partner Violence (IPV) Support objective by updating the Additional Objectives tab.

1. Click the "**Update**" link under the **Options** heading to update an Objective (**Figure 24**, **2**).
2. Update required fields under Objective Details (**Figure 23**, **1**, **3**, and **4**).

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

3. Scroll to the bottom of page and click "**Save**".

4. Scroll to Key Factors.

5. Click "**View**" for listed "**Key Factors**", a pop-up screen appears with the Key Factor details.

6. Note: To view Key Factors, click "**View**" (**Figure 20**, **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 21**).

7. After reviewing, click **Cancel** to return to the Objective page.

8. Scroll to Activities.

9. Click "**Report Progress**" for a listed activity (**Figure 22**, **1**). A pop-up screen appears with the activity's details.

10. Review the prepopulated activities details (**Figure 23**, **2**).

11. Enter **Activity Audience**, **Activity Progress Update**, and **Anticipated Activity Progress** narratives (**Figure 23**, **1**, **3**, and **4**).

12. For **Activity Audience**, provide a description. It must not exceed 7500 characters, including spaces.

13. For **Activity Progress Update,** provide a description. It must not exceed 7500 characters, including spaces.

14. For **Anticipated Activity Progress,** provide a description. It must not exceed 7500 characters, including spaces.

15. Click the "**Save and Continue**" button (**Figure 23**, **5**).

16. Repeat steps 10-15 for each activity listed in the FY 2024 Progress Update.

17. Click the "**Continue**" button from the Progress Update page to continue to the **FY 2025 Project Work Plan**

2.3.3   FY 2025 Project Work Plan Form

EHBs pre-populates the FY 2025 Project Work Plan form with information from the most recently approved PWP and the FY 2024 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 to guide you as you update your Project Work Plan form.

To access the FY 2025 Project Work Plan at any time, select Program Specific Information from the left menu when working on the SF-PPR or select the FY 2025 Project Work Plan Update from the left menu when working on the Program Specific Information.

1. Click the "**Update**" link under the Option Heading to update an Objective (**Figure 25**, **1**).

2. Review the Objective Details section (**Figure 26**).

3. Enter Partner Organizations if applicable.

4. Review, Edit, Add, Delete Key Factors.

   o   Review and Edit Key Factors

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

a. Click the "**Update**" link under the Options heading (**Figure 27**, **1**). A pop-up screen appears.

b. Review and Edit Key Factor Type and Key Factor Description fields, as necessary (**Figure 28**, **1** and **2**).

c. Click the "**Save and Continue**" button (**Figure 28**, **3**).

o Add Key Factors

a. Click the "Add Key Factor" button (**Figure 27**, **2**). A popup screen appears.

b. Enter Key factor Type and Key Factor Description fields (**Figure 28**, **1** and **2**).

c. Click the "Save and Continue" button (**Figure 28**, **3**).

o Delete Key Factors

a. Click the dropdown arrow next to the "Update" Link.

b. Select the "Delete" button (**Figure 27**, **3**).

c. Click the "Confirm" button to delete. Click the "Cancel" button to go to the previous screen without deleting a key factor (**Figure 29**, **1** and **2**).

5. Review, Edit, Add, Delete Activities

o Review and Edit Activities

a. Click the "Update" link, a popup screen appears (**Figure 30**, **1**).

b. Review and edit required fields. Activity Audience will be required again, this can be the same as your FY24 Progress Update or an updated Activity Audience (**Figure 31**, **1**).

c. Click the "Save and Continue" button (**Figure 31**, **2**).

o Add Activities

a. Click the "Add Activity" button (**Figure 30**, **2**). A popup screen appears.

b. Enter information in the required fields (**Figure 32**).

c. Click the "Save and Continue" button (**Figure 32**, **1**).

o Delete Activities

a. Click the dropdown arrow next to the "**Update**" link.

b. Select the "**Delete**" button (**Figure 30**, **3**).

c. Click the "**Confirm**" button to delete or click the "**Cancel**" button to go to the previous screen without deleting an activity (**Figure 33**, **1** and **2**).

6. Repeat steps 1-4 for all listed objectives and confirm the status for each is marked as Complete.

7. Click the "**Continue**" button. The Program Specific Forms - Review Page displays.

2.3.4   Completing the Appendices

1. Click the "**Appendices**" link on the left menu (**Figure 34**, **1**). The Appendices page displays.

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

2. Upload the attachments by clicking the associated "**Attach File**" buttons (1-7).
   a. Click the "**Attach File**" button (**Figure 35**, **1**).
   b. Click the "**Choose File**" button. Follow the prompts to select the appropriate file from your computer (**Figure 36**, **1**).
   c. Enter a file description (**Figure 36**, **2**).
   d. Click the "**Upload**" button (**Figure 36**, **3**). The Appendices page displays where your file displays. 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 the "**Save and Continue**" button. You are directed to the NCC Progress Report – Review page.

2.4   Reviewing and Submitting the FY 2025 PCA NCC Progress Report

1. Click the "**Review**" link (**Figure 34**, **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 each section has been completed, submit the progress report to HRSA by following the steps below:
   a. Click the Proceed to Submit button (**Figure 37**, **1**) at the bottom of the NCC Progress Report – Review page. You are directed to a confirmation page.
   b. Click the "**NCC Progress Report Certification**" check box (**Figure 38**, **1**).
   c. Click the "**Submit Report**" button (**Figure 38**, **2**).

Once the progress report is successfully submitted, an automatic pop-up message confirms the application was submitted successfully.

For a record of successful submission in EHBs, capture a screenshot copy of this confirmation notice because EHBs does not generate a confirmation email after the PCA NCC progress report is submitted.

3.   Responding to a PCA NCC Change Request

Progress reports without all the required information are considered incomplete or non-responsive. Incomplete progress reports are returned to the PCA 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 2025 PCA NCC Progress Report section of this user guide. Edit the progress report as indicated in the email sent by HRSA and re-submit the PCA NCC progress report by following the steps in the Reviewing and Submitting the FY 2025 PCA NCC section of this user guide.

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 1: Grants Tab
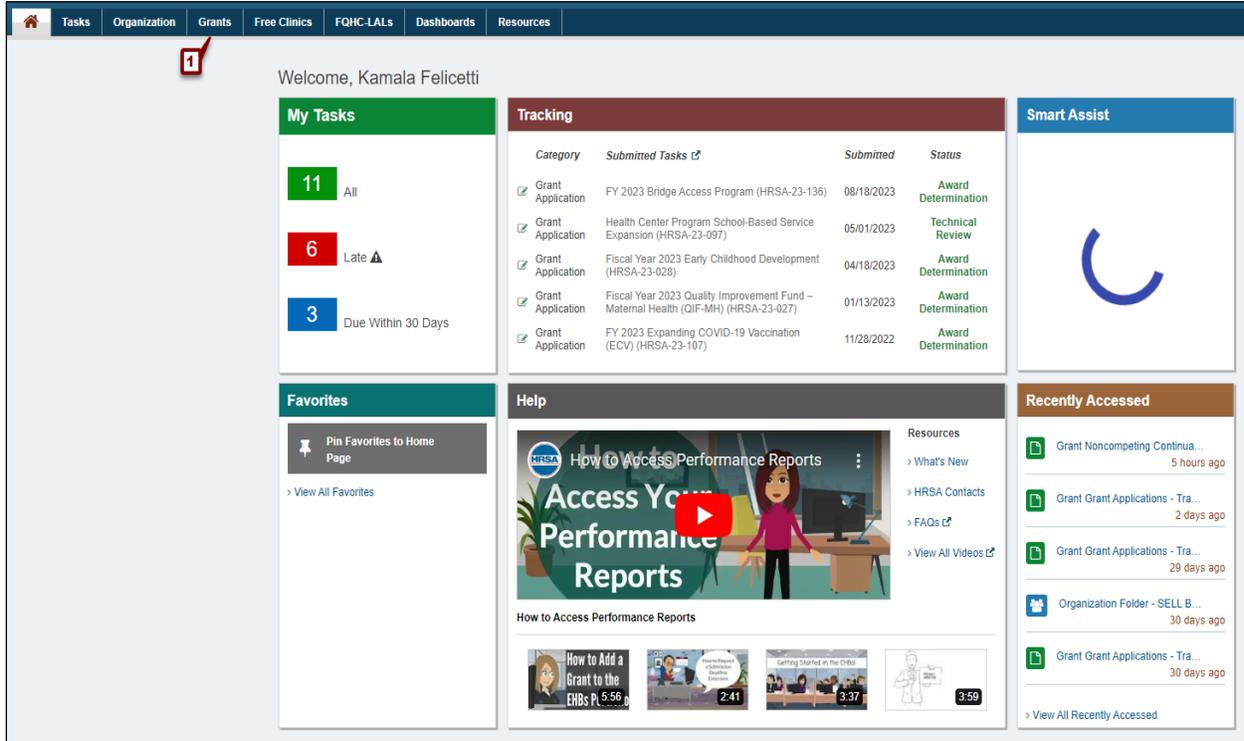
Figure 2: Grant Home - Work on my NCC Report

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients
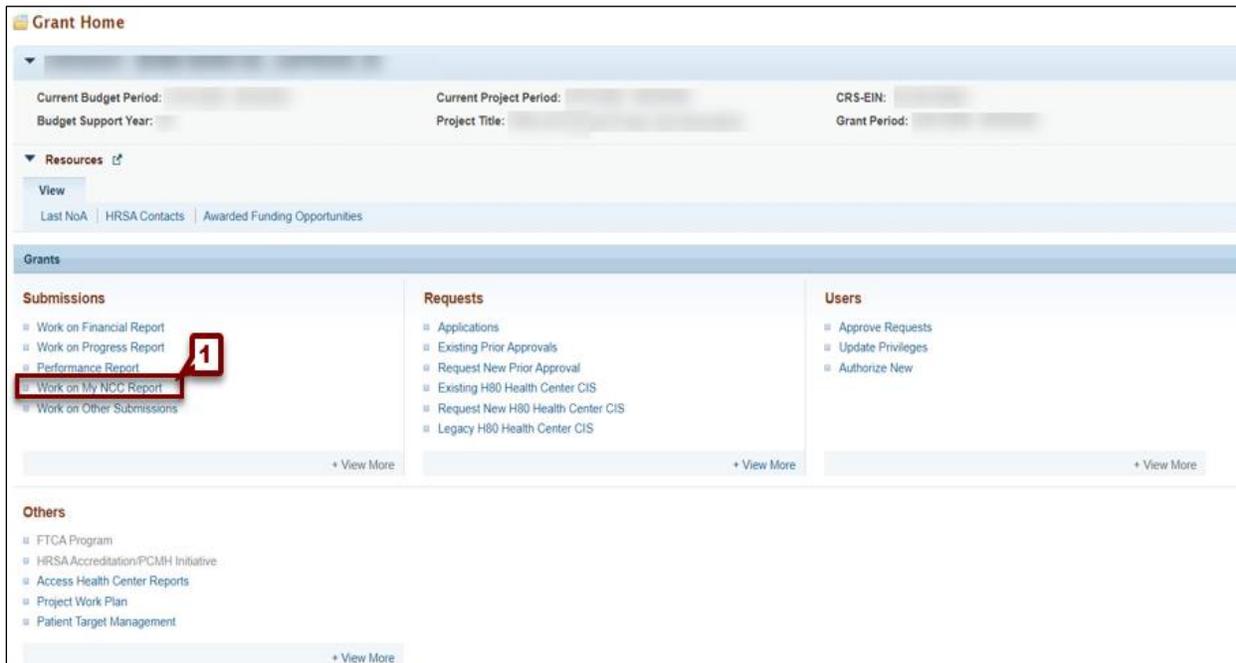
Figure 3: Start the NCC

Figure 4: Accessing the Key Contact/Principal Section of the NCC Progress Report
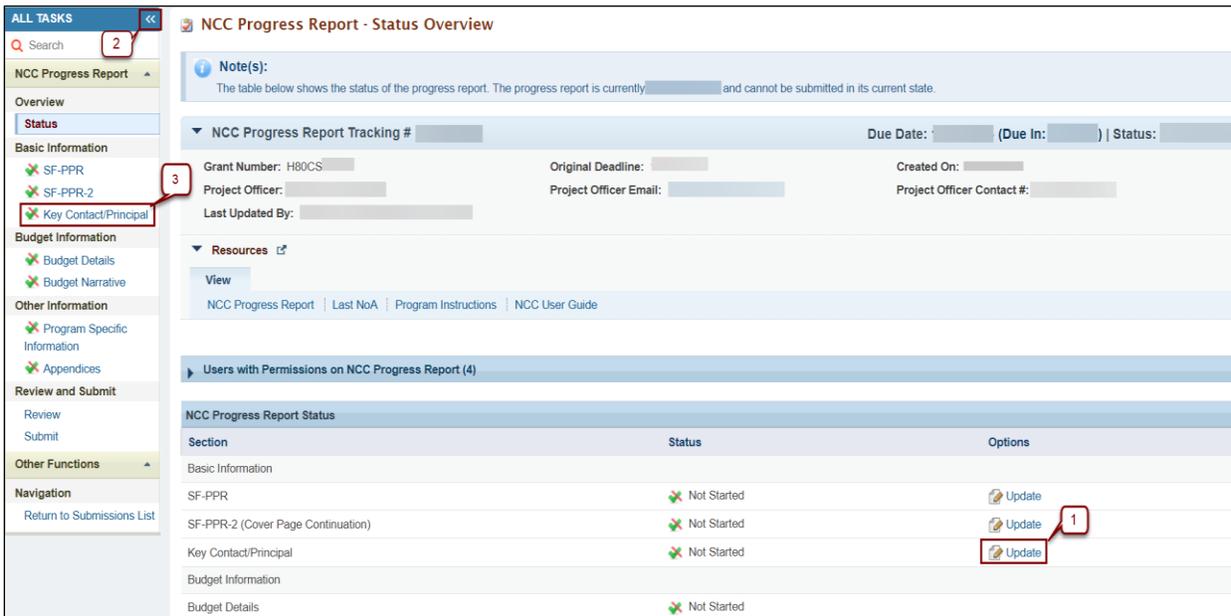
Figure 5: Key Contact/Principal Page

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration
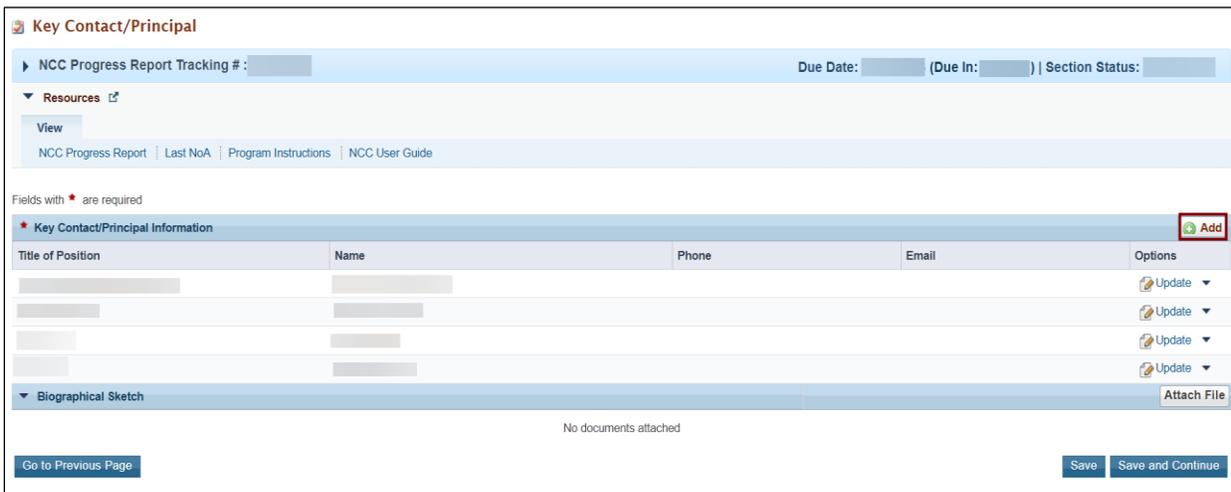
Figure 6: Add New Key Contact/Principal Button

Figure 7: Key Contact/Principal Contact Information

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 8: Add Existing Key Contact/Principal

Figure 9: Update Key Contact/Principal Information

Figure 10: Delete Key Contact/Principal

Figure 11: Upload Biographical Sketch

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 12: Update or Delete Biographical Sketch

Biographical Sketch					Attach File
Document Name	**Size**	**Date Attached**	**Description**		**Options**
test.docx	12 kB				Update Description
					Action
Go to Previous Page					Save / Update Description / Delete

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				Update ▼
Dir c				Update ▼
Dir				Update ▼
Dir				Update ▼
▼ Biographical Sketch				Attach File
	No documents attached			

Go to Previous Page   Save | Save and Continue

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 14: Budget Details

Figure 15: Program Specific Forms (Part 1)

Program Specific Information Status		
Section	Status	Options
Project Information		
FY 2024 Project Narrative Update	Not Started	Update
Project Work Plan Information		
FY 2024 Progress Update	Update Not Complete	Update
FY 2025 Project Work Plan	Not Complete	Update

Figure 16: Program Specific Forms (Part 2)

Program Specific Information Status		
Section	Status	Options
Project Information		
FY 2024 Project Narrative Update	Not Started	Update
Project Work Plan Information		
FY 2024 Progress Update	Update Not Complete	Update
FY 2025 Project Work Plan	Not Complete	Update

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 17: Project Narrative Update Form

Figure 18: Progress Update

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 19: Objective Information - Update

Figure 20: Key Factors

Figure 21: Key Factors - View

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

Figure 22: Activities

Figure 23: Report Progress - Update

Figure 24: Additional Objectives

Figure 25: Project Work Plan

Figure 26: Objective Details

Figure 27: Key Factors

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

Figure 28: Update Key Factors

Figure 29: Delete Key Factor

Figure 30: Activities

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 31: Update Activity

Figure 32: Add New Activity

Figure 33: Delete Activity

Figure 34: Left Menu

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration
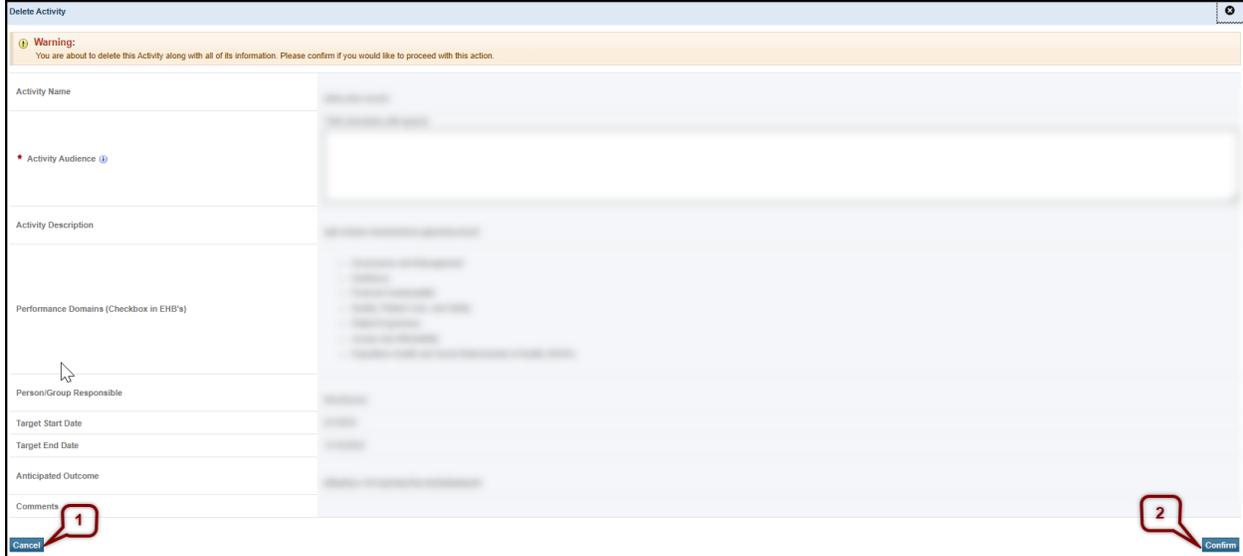
Figure 35: Appendices
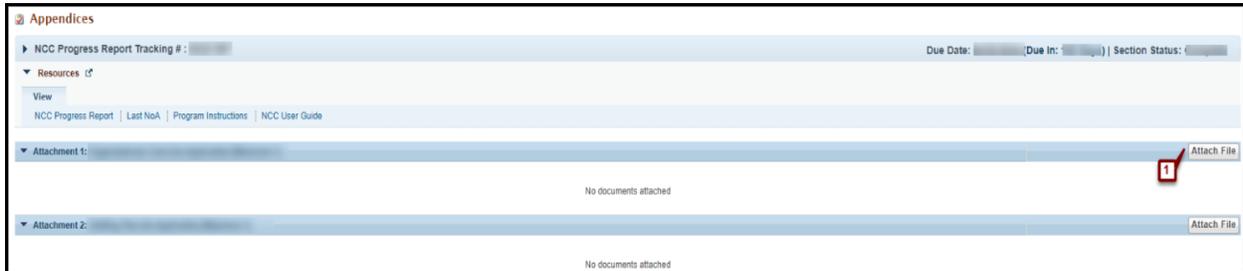
Figure 36: Attach File

Figure 37: Review NCC

FY 2025 State and Regional
Primary Care Association (PCA)
Non-Competing Continuation
(NCC) Progress Report

An EHBs User Guide for PCA
Award Recipients

HRSA
Health Resources & Services Administration

Figure 38: Submit NCC