

HRSA Electronic Handbooks (EHBs)

FY 2021 Noncompeting Continuation (NCC) / Budget Period Progress Report (BPR)

User Guide for Award Recipients

Last updated on August 4, 2020

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This user guide describes the steps you need to follow to submit an FY 2021 Noncompeting Continuation (NCC)/Budget Period Progress Renewal (BPR) report to HRSA.

1. Accessing the FY 2021 NCC/BPR

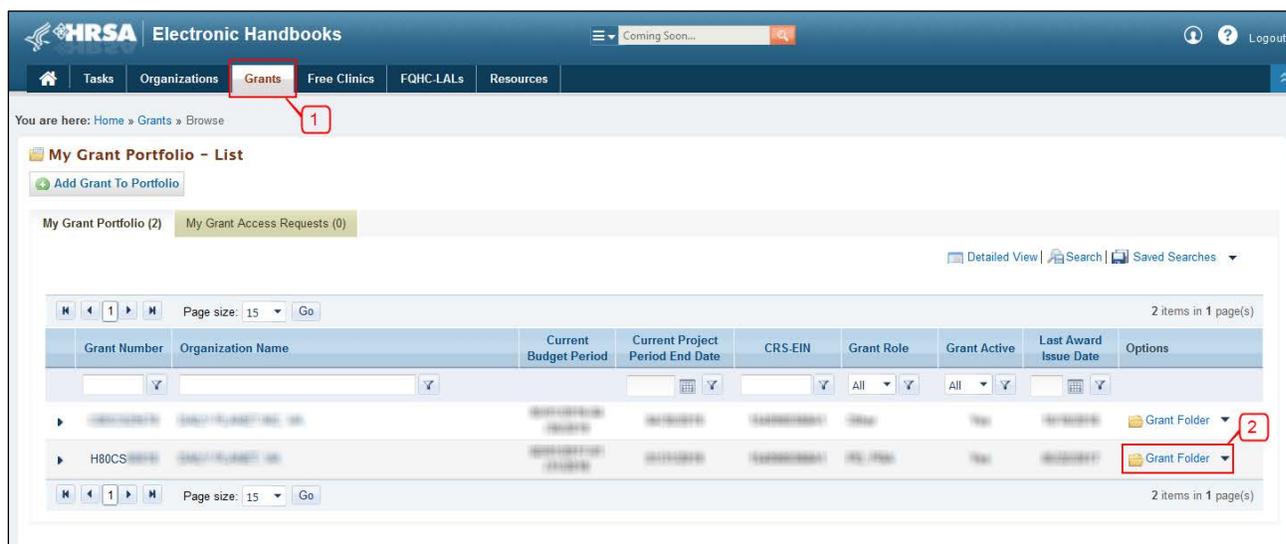
To access the FY 2021 NCC/BPR, follow the steps below:

1. After logging into the HRSA Electronic Handbooks (EHBs), click the Grants tab (**Figure 1, 1**) on the HRSA EHBs **Home** page to navigate to the **My Grant Portfolio – List** page.

IMPORTANT NOTE: If you do not have a username, you must register in the HRSA EHBs. Do not create duplicate accounts. If you experience log in issues or forgot your password, contact the Bureau of Primary Health Care (BPHC) Helpline at <http://www.hrsa.gov/about/contact/bphc.aspx> or (877) 974-2742.

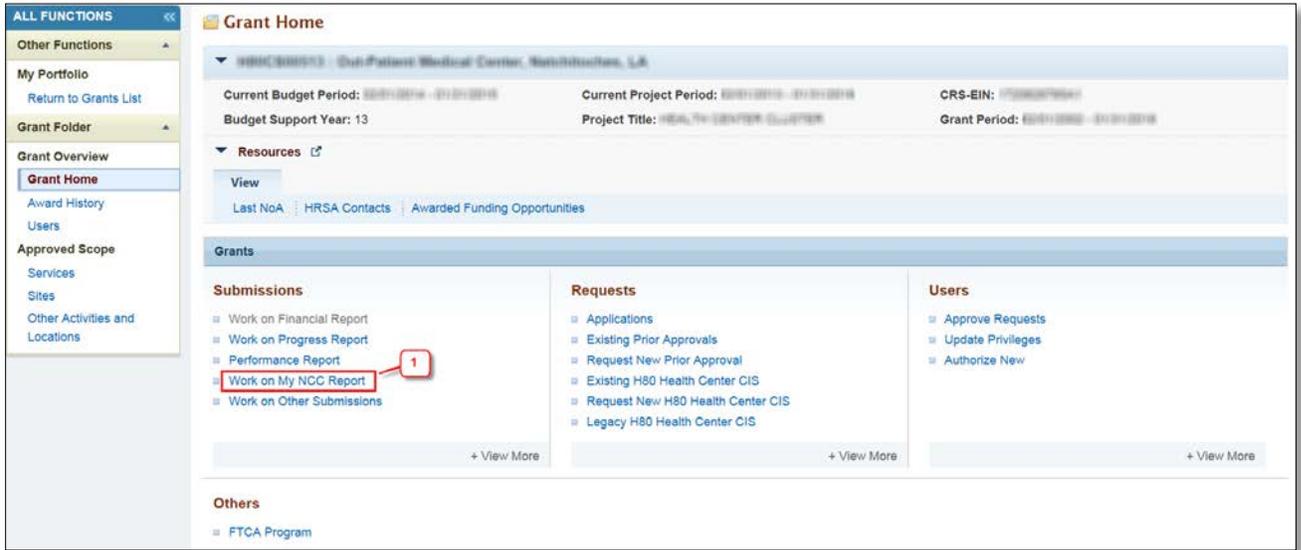
2. Locate your H80 grant in the list and click on the **Grant Folder** link (**Figure 1, 2**). The system navigates to the **Grant Home** page of the H80 grant.

Figure 1: Accessing the H80 Grant Folder



3. On the **Grant Home** page, click on the **Work on My NCC Report** link under the Submissions section (**Figure 2, 1**). The system opens the **Submissions – All** page.

Figure 2: Work on My NCC Report link



4. Locate the record with the heading 'Noncompeting Continuation Progress Report'. Click on the **Start** link to start working on the submission (Figure 3, 1). The system opens the **NCC Progress Report - Status Overview** page of the FY 2021 NCC/BPR (Figure 4).

IMPORTANT NOTE: Once you start working on the NCC/BPR, the system displays the **Edit** link instead of the **Start** link the next time you access this page.

Figure 3: Accessing the NCC Progress Report

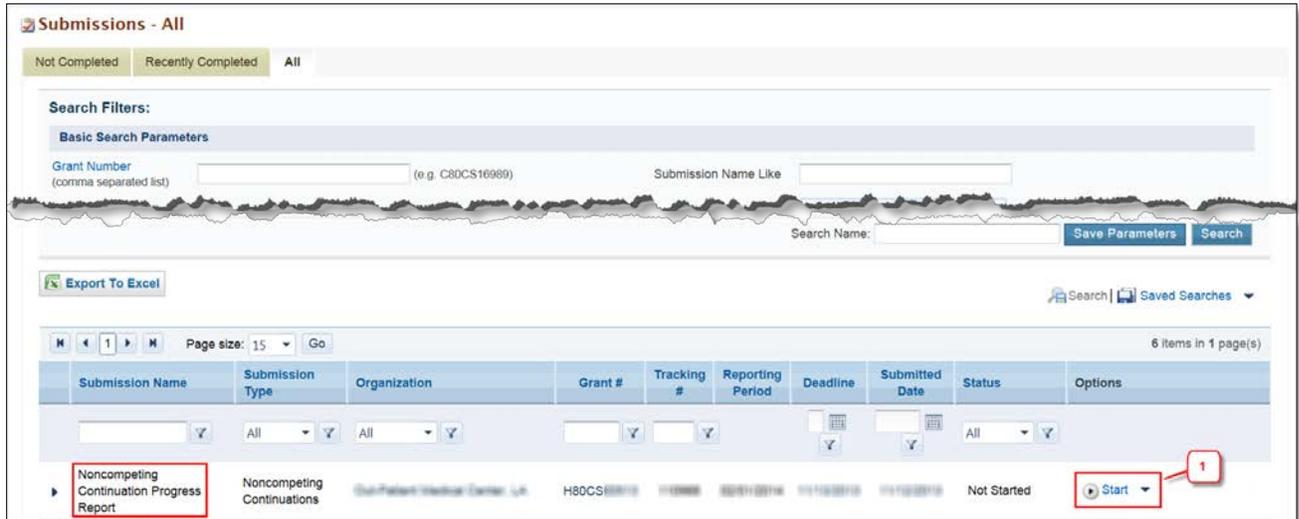


Figure 4: Accessing the NCC Progress Report - Status Overview Page

NCC Progress Report Status		
Section	Status	Options
Basic Information 1		
SF-PPR	✘ Not Started	Update
SF-PPR-2 (Cover Page Continuation)	✘ Not Started	Update
Budget Information 2		
Budget Details	✘ Not Started	
Support Year <input type="text"/>	✘ Not Started	Update
Budget Narrative	✘ Not Started	Update
Other Information 3		
Program Specific Information	✘ Not Started	Update
Appendices	✘ Not Started	Update

The FY 2021 NCC/BPR consists of a standard and a program specific section. You must complete the forms displayed in both of these sections in order to submit your progress report to HRSA.

2. Completing the standard SF-PPR section of the progress report

The standard section of the progress report consists of the following main sections:

- Basic Information ([Figure 4, 1](#))
- Budget Information ([Figure 4, 2](#))
- Other Information ([Figure 4, 3](#))

To complete the standard section of the progress report, follow the steps below:

1. The **SF-PPR** form displays the basic award recipient organization information. Review and update the Authorizing Official (AO) information as necessary, and click the Save and Continue button to proceed to the **SF-PPR-2 (Cover Page Continuation)** form.
2. The **SF-PPR-2 (Cover Page Continuation)** form displays project information related to lobbying activities, areas affected by the project, and the Point of Contact (POC). Update the information on this page as necessary, and click the Save and Continue button to proceed to the **Budget Details** form.
3. To complete the **Budget Details** and **Budget Narrative** forms, refer to the [Completing the Budget Information](#) section of this document. Click on the Save and Continue button of the **Budget Details** form to proceed to the **Budget Narrative** form.
4. Click on the Save and Continue button of the **Budget Narrative** form to navigate to the **Other Information** forms. Refer to the [Completing the Program Specific Forms](#) and [Appendices](#) sections of this user guide for details to complete the **Other Information** forms of the progress report.

2.1 Completing the Budget Information forms

To access the **Budget Details** form, you can choose one of the following options:

1. On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Support Year** line item under the **Budget Details** form ([Figure 5, 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 5, 2). Click on the **Budget Details** link in the left menu (Figure 5, 3).

Figure 5: Accessing the Budget Details form

The screenshot displays the 'NCC Progress Report - Status Overview' page. On the left, the navigation menu is expanded, and 'Budget Details' is highlighted with a red box and a '3' callout. The main content area shows a table of 'NCC Progress Report Status' with columns for Section, Status, and Options. The 'Support Year' row has an 'Update' button highlighted with a red box and a '1' callout.

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Budget Information		
Budget Details	Not Started	
Support Year	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Started	Update
Appendices	Not Started	Update

The **Budget Details** form consists Budget Summary, Budget Categories, and Non Federal Resources (Figure 6).

Figure 6: Budget Details Form

Budget Details

NCC Progress Report Tracking # : 0000000000 Due Date: 01/31/2018 (Due In: 226 Days) | Section Status: Not Released

Resources

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Support Year

Recommended Federal Budget: \$100,000,000 01/31/2018 - 01/31/2018

Section A - Budget Summary

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$0.00	\$0.00	\$0.00
Update Sub Program 1	Total:	\$0.00	\$0.00	\$0.00

Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Charges	\$0.00	\$0.00	\$0.00
Indirect Charges	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Section C - Non Federal Resources

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Go to Previous Page Save Save and Continue

- Under Section A – Budget Summary, click on the Update Sub-Program button (Figure 6, 1). The Sub-Programs – Update page opens (Figure 7).

Figure 7: Sub-Programs – Update Page

Sub Programs - Update

NCC Progress Report Tracking # : 0000000000 Due Date: 01/31/2018 (Due In: 226 Days) | Section Status: Not Released

Resources

View

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Select Sub Program(s)

Select	Program	CFDA
<input checked="" type="checkbox"/>	Community Health Centers	93.224
<input style="border: 1px solid red;" type="checkbox"/>	Health Care for the Homeless	93.224
<input type="checkbox"/>	Migrant Health Centers	93.224
<input type="checkbox"/>	Public Housing	93.224

Cancel 1 Save and Continue

- Select or de-select the sub-programs as applicable.
- Click on the Save and Continue button (Figure 7, 1). The **Budget Details** form re-opens showing the selected sub-program(s) under Section A – Budget Summary (Figure 8, 1).

Figure 8: Section A – Budget Summary showing addition of a sub-program

The screenshot shows a table titled "Section A - Budget Summary". The table has columns for "Grant Program Function or Activity", "CFDA Number", and "New or Revised Budget" (subdivided into "Federal", "Non-Federal", and "Total"). There are two rows of data: "Community Health Centers" and "Health Care for the Homeless", both with CFDA Number 93.224 and budget values of \$0.00. A callout box labeled "1" points to the "Health Care for the Homeless" row. A callout box labeled "2" points to an "Update" button in the top right corner of the table header.

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$0.00	\$0.00	\$0.00
Health Care for the Homeless	93.224	\$0.00	\$0.00	\$0.00
Total:		\$0.00	\$0.00	\$0.00

- To enter or update the budget information for each sub-program, click the Update button displayed in the right corner of the Section A – Budget Summary header (Figure 8, 2). The **Budget Information (Support Year) – Update** page opens displaying Section A – Budget Summary.

Figure 9: Budget Information (Support Year) – Update page for Section A – Budget Summary

The screenshot shows the "Budget Information (Support Year) - Update" page. It includes a header with "NCC Progress Report Tracking #", "Due Date", and "Section Status". Below is a "Resources" section with links for "NCC Progress Report", "Last NoA", "Program Instructions", and "NCC User Guide". The main content is a table titled "Section A - Budget Summary" with columns for "Grant Program Function or Activity", "CFDA Number", "New or Revised Budget" (subdivided into "Federal" and "Non-Federal"), and "Total". The table contains the same two rows as Figure 8. Callout box "1" points to the CFDA Number column, and callout box "2" points to the Non-Federal budget input field.

Grant Program Function or Activity	CFDA Number	New or Revised Budget		Total
		Federal	Non-Federal	
Community Health Centers	93.224	\$ 0.00	\$ 0.00	\$0.00
Health Care for the Homeless	93.224	\$ 0.00	\$ 0.00	\$0.00
Total:		\$0.00	\$0.00	\$0.00

- Under the New or Revised Budget section, enter the amount of federal funds request for the upcoming budget period for each requested sub-program (CHC, MHC, HCH, and/or PHPC) (Figure 9, 1). In the Non-Federal column, enter the non-federal funds for the upcoming budget period for each selected sub-program (Figure 9, 2).
- Click the Save and Continue button. The **Budget Details** form re-opens displaying the updated New or Revised Budget under Section A – Budget Summary (Figure 10).

Figure 10: Section A – Budget Summary after Update

Section A - Budget Summary				
Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$100,000.00	\$0.00	\$100,000.00
Health Care for the Homeless	93.224	\$176,567.00	\$0.00	\$176,567.00
Total:		\$276,567.00	\$0.00	\$276,567.00

- In Section B – Budget Categories, you must provide the federal and non-federal funding distribution across object class categories for the upcoming budget period. Click the Update button provided at the right corner of the Section B header (Figure 11). The Budget Information (Support Year) – Update page opens displaying Section B – Budget Categories (Figure 12).

Figure 11: Section B – Budget Categories

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Charges	\$0.00	\$0.00	\$0.00
Indirect Charges	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

- Enter the federal dollar amount for each applicable object class category under the federal column (Figure 12, 1).
- Similarly, enter the non-federal dollar amount for each applicable object class category under the Non-Federal column (Figure 12, 2).

Figure 12: Budget Information (Support Year) – Update page for Section A – Budget Categories

Budget Information (Support Year) - Update

Note(s):
 Total federal amount in Section B must be equal to the total new or revised budget, federal amount specified in budget summary (section A) (\$276,567.00).
 Total non-federal amount in Section B must be equal to the total new or revised budget, non-federal amount specified in budget summary (section A) (\$0.00).

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

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Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	\$ 0.00	\$ 0.00	\$0.00
Fringe Benefits	\$ 0.00	\$ 0.00	\$0.00
Travel	\$ 0.00	\$ 0.00	\$0.00
Equipment	\$ 0.00	\$ 0.00	\$0.00
Supplies	\$ 0.00	\$ 0.00	\$0.00
Contractual	\$ 0.00	\$ 0.00	\$0.00
Construction	\$ 0.00	\$ 0.00	\$0.00
Other	\$ 0.00	\$ 0.00	\$0.00
Indirect Charges	\$ 0.00	\$ 0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00
Total Budget specified in Budget Summary (Section A)	\$276,567.00	\$0.00	\$276,567.00

Buttons: Calculate Total, Cancel, Save and Continue

- Click the Save and Continue button (Figure 12, 3) to navigate to the **Budget Details** form (Figure 6).
- In Section C – Non-Federal Resources, distribute the non-federal budget amount specified in Section A – Budget Summary across the applicable non-federal resources. Click the Update button provided in the right corner of Section C header to do so (Figure 13, 1).

Figure 13: Section C – Non-Federal Resources

Section C - Non-Federal Resources

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Care for the Homeless	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Buttons: Go to Previous Page, Save, Save and Continue, Update

- Click the Save and Continue button to proceed to the **Budget Narrative** form (Figure 14).

Figure 14: Budget Narrative form

15. On the **Budget Narrative** form, attach a budget justification narrative by clicking on the Attach File button ([Figure 14, 1](#)).
16. Click on the Save and Continue button to navigate to the **Program Specific Information – Status Overview** page.

3. Completing the Program Specific Forms

To access the program specific section of the progress report, you can choose one of the following options:

1. On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Program Specific Information** line item ([Figure 15, 1](#)).
2. 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 15, 2](#)).
3. Click on the **Program Specific Information** link in the left menu ([Figure 15, 3](#)). The Program Specific Information – Status Overview page opens ([Figure 16](#)).

Figure 15: Accessing the program specific information section of the NCC progress report

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **Not Started** and cannot be submitted in its current state.

NCC Progress Report Tracking # : 2019-07-15 **Due Date:** 10/31/2019 (Due In: 206 Days) | **Status:** Not Started

Grant Number: H80CS **Original Deadline:** 10/31/2019 **Created On:** 08/19/2019
Project Officer: Victoria Brinkley **Project Officer Email:** vbrinkley@central.com **Project Officer Contact #:** (202) 400-0200

Last Updated By: (Manager: Mike S. [2019-08-20 10:30:00 AM])

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Users with Permissions on NCC Progress Report

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Budget Information		
Budget Details	Not Started	
Support Year	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Started	Update
Appendices	Not Started	Update

IMPORTANT NOTE: Click on the **Update** link for any form to start updating it. Once completed, click on the **Save and Continue** button to proceed to the next listed form.

Figure 16: Status Overview Page for Program Specific Forms

Section	Status	Options
General Information		
Form 1C - Documents On File	Not Started	Update
Budget Information		
Form 3 - Income Analysis	Not Started	Update
Sites and Services		
Form 5A - Services Provided		
Required Services	Not Started	Update
Additional Services	Not Started	Update
Specialty Services	Not Started	Update
Form 5B - Service Sites	Not Started	Update
Form 5C - Other Activities/Locations	Not Started	Update
Other Forms		
Project Narrative Update		
Organizational Capacity	Not Started	Update
Patient Capacity and Supplemental Awards	Not Started	Update
One Time Funding	Not Started	Update

3.1 Form 1C - Documents On File

Form 1C: Documents on File displays a list of documents to be maintained by an organization.

To complete the **Form 1C**, follow the steps below:

1. In the Management and Finance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 17, 1**).
2. In the Services section, provide the date of last review/revision. (**Figure 17, 2**).
3. In the Governance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 17, 3**).
4. Click Save and Continue to proceed to the next form.

Figure 20: Form 1C

Form 1C - Documents On File

Note(s):
Date of Last Review/Revision must use the date format of MM/DD/YYYY. This listing does not include all policy/procedure documents required to be maintained on file. Records demonstrating implementation of required policies and procedures must also be available for review.

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Fields with * are required

Management and Finance	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
Personnel policies, including selection and dismissal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity practices.	<input type="text"/>	<input type="checkbox"/>
Procurement procedures.	<input type="text"/>	<input type="checkbox"/>
Standards of Conduct/Conflict of Interest policies/procedures.	<input type="text"/>	<input type="checkbox"/>
Financial Management/Accounting and Internal Control policies and/or procedures to ensure awarded Health Center Program federal funds are not expended for restricted activities.	<input type="text"/>	<input type="checkbox"/>
Financial Management/Accounting and Internal Control policies/procedures related to restrictions on the use of federal funds for the purchase of sterile needles or syringes for the hypodermic injection of any illegal drug. ¹ (Only applicable if your organization provides syringe exchange services or is otherwise engaged in syringe service programs; otherwise, indicate as N/A).	<input type="text"/>	<input type="checkbox"/>
Financial Management/Accounting and Internal Control policies/procedures related to restrictions on the use of federal funds to provide abortion services, except in cases of rape or incest or where there is a threat to the life of the mother. ² (Only applicable if your organization provides abortion services; otherwise, indicate as N/A).	<input type="text"/>	<input type="checkbox"/>
Billing and Collections policies/procedures, including those regarding waivers or fee reductions and refusal to pay.	<input type="text"/>	<input type="checkbox"/>

Services	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
Credentialing/Privileging operating procedures.	<input type="text"/>	<input type="checkbox"/>
Coverage for Medical Emergencies During and After Hours operating procedures.	<input type="text"/>	<input type="checkbox"/>
Continuity of Care/Hospital Admitting operating procedures.	<input type="text"/>	<input type="checkbox"/>
Sliding Fee Discount Program policies, operating procedures, and sliding fee schedule.	<input type="text"/>	<input type="checkbox"/>
Quality Improvement/Assurance Program policies and operating procedures that address clinical services and management, patient safety, and confidentiality of patient records.	<input type="text"/>	<input type="checkbox"/>

Governance	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
Governing Board Bylaws.	<input type="text"/>	<input type="checkbox"/>
Co-Applicant Agreement (Only applicable to public entity health centers; otherwise, indicate as N/A.)	<input type="text"/>	<input type="checkbox"/>

Go to Previous Page | Save | Save and Continue

3.2 Form 3 - Income Analysis

Form 3: Income Analysis projects program income, by source, for the upcoming budget period. Click the Update link to get started. This form comprises of Payer Category (Figure 18, 1) and Comments/Explanatory Notes (Figure 18, 2).

Figure 21: Form 3: Income Analysis

Form 3 - Income Analysis

Note(s):
The value in the Projected Income (d) column should equal the value in the Billable Visits (b) column multiplied by the value in the Income per Visit (c) column. If not, explain in the Comments/Explanatory Notes box.

Due Date: 10/02/2018 (Due In: 10 Days) | Section Status:

Resources

Fields with * are required

Payer Category ¹	Patients By Primary Medical Insurance (a) ³	Billable Visits (b) ⁴	Income Per Visit (c) ⁵	Projected Income (d) ⁶	Prior FY Income ⁷
Part 1: Patient Service Revenue - Program Income					
* 1. Medicaid					
* 2. Medicare					
* 3. Other Public					
* 4. Private					
* 5. Self Pay					
6. Total (Lines 1 - 5) Calculate Total and Save ⁸			N/A		
Part 2: Other Income - Other Federal, State, Local and Other Income					
* 7. Other Federal	N/A	N/A	N/A		
* 8. State Government	N/A	N/A	N/A		
* 9. Local Government	N/A	N/A	N/A		
* 10. Private Grants/Contracts	N/A	N/A	N/A		
* 11. Contributions	N/A	N/A	N/A		
* 12. Other	N/A	N/A	N/A		
* 13. Applicant (Retained Earnings)	N/A	N/A	N/A		
14. Total Other (Lines 7 - 13) Calculate Total and Save ⁸	N/A	N/A	N/A		
Total Non-Federal (Non-section 330) Income (Program Income Plus Other)					
15. Total Non-Federal Income (Lines 6 + 14) Calculate Total and Save ⁹	N/A	N/A	N/A		

Comments/Explanatory Notes (if applicable) ²

Approximately 2 pages (Max 2500 Characters): 2500 Characters left.

Go to Previous Page Save Save and Continue

3.2.1 Completing the Payer Category section

The Payer Category section is further divided into the following sub-sections:

- Part 1: Patient Service Revenue - Program Income
- Part 2: Other Income - Other Federal, State, Local and Other Income
- Total Non-Federal (Non-section 330) Income (Program Income Plus Other)

To complete the **Payer Category** section, follow the steps below:

1. In column (a), provide the number of Patients by Primary Medical Insurance for each payer category. Enter 0 if not applicable (Figure 18, 3).
2. In column (b), provide the number of Billable Visits that is greater than or equal to the number of Patients by Primary Medical Insurance, i.e. column (a), for each payer category. Enter 0 if not applicable (Figure 18, 4).
3. In column (c), provide the amount of Income per Visit for each payer category. Enter 0 if not applicable. (Figure 18, 5).

4. In column (d), provide the amount of Projected Income for each payer category. Enter 0 if not applicable ([Figure 18, 6](#)).
5. In column (e), provide the amount of Prior FY Income. Enter 0 if not applicable ([Figure 18, 7](#)).
6. Click the Calculate Total and Save button to calculate and save the values for each Payer Category in Part 1 ([Figure 18, 8](#)).
7. Click the Calculate Total and Save button in the **Total Non-Federal (Non-section 330) Income (Program Income plus Other)** section to calculate and save the values for each Payer Categories in Part 1 and 2 ([Figure 18, 9](#)).

3.2.2 Completing the Comments/Explanatory Notes section

In this section, enter any comments/explanations related to this form ([Figure 18, 2](#)).

1. If the value for any payer category in Projected Income (d) is not equal to the value obtained by multiplying Billable Visits (d) with Income per Visit (c), provide an explanation in this section. Provide justification for each payer category for which these numbers are not equal. If these numbers are equal for all the payer categories, providing comments in this section is optional.
2. Click the Save and Continue button to save your work and proceed to the next form.

3.3 Form 5A – Services Provided

Form 5A: Services Provided is pre-populated with the services in the current H80 scope that HRSA has on file for your organization.

Form 5A will be non-editable. You will be required to visit the Required Services, Additional Services, and the Specialty Services sections at least once in order to change the status of the form to Complete.

Figure 22: Form 5A - Services Provided

Form 5A - Services Provided (Required Services)

Note(s):
Review the list of services retrieved from your scope on file as of '1/1/2020'. If there was a recent change approved for your scope (e.g. through a Change In Scope application), click the 'Refresh From Scope' button below to get your most recent scope on file.

Due Date: 1/1/2020 (Due In: 0 Days) | Section Status: Complete

Resources

Required Services
 Additional Services
 Specialty Services

Service Type	Column I - Direct (Health Center Pays)	Column II - Formal Written Contract/Agreement (Health Center Pays)	Column III - Formal Written Referral Arrangement (Health Center DOES NOT pay)
General Primary Medical Care	[X]	[X]	[..]
Diagnostic Laboratory	[X]	[X]	[X]
Diagnostic Radiology	[..]	[..]	[X]
Screenings	[X]	[X]	[X]
Coverage for Emergencies During and After Hours	[X]	[X]	[X]
Voluntary Family Planning	[X]	[..]	[X]
Immunizations	[X]	[X]	[..]
Well Child Services	[X]	[X]	[..]
Gynecological Care	[X]	[..]	[X]
Obstetrical Care			
Prenatal Care	[..]	[X]	[X]
Intrapartum Care (Labor & Delivery)	[..]	[..]	[X]
Postpartum Care	[..]	[X]	[..]
Preventive Dental	[..]	[..]	[X]
Pharmaceutical Services	[X]	[X]	[X]
HCH Required Substance Abuse Services	[..]	[..]	[..]
Case Management	[X]	[..]	[X]
Eligibility Assistance	[X]	[..]	[..]
Health Education	[X]	[..]	[X]
Outreach	[X]	[..]	[X]
Transportation	[X]	[X]	[X]
Translation	[X]	[X]	[..]

Go to Previous Page

If the pre-populated data on **Form 5A** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (Figure 19, 1).

Form 5A will be complete when the status of the **Required Services**, **Additional Services** and **Specialty Services** sections are all complete. The completed status of these sections is indicated with a green tick mark icon in the section tabs (Figure 19, 2).

After visiting all the sections on **Form 5A**, click the Continue button (Figure 19, 3) to proceed to the next form.

3.4 Form 5B – Service Sites

Form 5B: Service Sites is pre-populated with the sites in the current H80 scope that HRSA has on file for your organization.

Form 5B will be non-editable. You will be required to visit the form at least once in order to change the status of the form to Complete.

Figure 23: Form 5B - Service Sites

The screenshot shows the 'Form 5B - Service Sites' interface. At the top, there is a 'Note(s)' section with a refresh icon and a 'Refresh From Scope' button. Below this is a table titled 'Existing Sites in Scope' with columns for Site Name, Physical Address, Service Site Type, Location Type, Performance Site Address Category, Total Hours of Operation, and Options. The 'Options' column contains 'View' links for each site. A red box highlights the 'Refresh From Scope' button (labeled '1') and the 'View' link for the first site, 'TOWBARS INGLES COMMUNITY HOSPITAL' (labeled '2').

Site Name	Physical Address	Service Site Type	Location Type	Performance Site Address Category	Total Hours of Operation	Options
TOWBARS INGLES COMMUNITY HOSPITAL	, PORT CLINTON, NY 24913-1761	Administrative/Service Delivery Site	Permanent	Accurate	65	View
SILCOCK ENGINEERING	, FISHING CREEK, NY 55022-3616	Service Delivery Site	Permanent	Accurate	40	View
SUPPLILIES AMIN HEALTH CENTER	, TALMAGE, NY 35321-2466	Service Delivery Site	Permanent	Accurate	0	View
TARPAULINS SHOOTING CARE	, PORT CLINTON, NY 92762-1529	Service Delivery Site	Mobile Van	Accurate	30	View
TANKERS NUTRITIONAL	, PINE APPLE, NY 82454-1279	Service Delivery Site	Permanent	Approximate	40	View

If the pre-populated data on **Form 5B** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (Figure 20, 1). If you need to view the details of a particular site displayed on this form, you can do so by clicking on the View link (Figure 20, 2).

Click the Save and Continue button on **Form 5B** to proceed to the next form.

3.5 Form 5C - Other Activities/Locations

Form C – Other Activities/Locations is pre-populated with the activities/locations in the current H80 scope that HRSA has on file for your organization.

Form 5C will be non-editable. You will be required to visit this form at least once in order to change the status of the form to Complete.

Figure 24: Form 5C – Other Activities/Locations

Form 5C - Other Activities/Locations

Note(s):
Review the list of activities and locations retrieved from your scope on file as of [Date]. If there was a recent change approved for your scope (e.g. through a Change In Scope application), click the 'Refresh From Scope' button below to get your most recent scope on file.

Due Date: [Date] (Due In: [Days] Days) | Section Status: [Status]

Resources

Refresh From Scope 1

Type of Activity	Frequency of Activity	Description of Activity	Type of Location(s) where Activity is Conducted
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]

Go to Previous Page | Continue

If the pre-populated data on **Form 5C** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (**Figure 21, 1**).

Click the Continue button on **Form 5C** to proceed to the next form.

3.6 Project Narrative Update

The **Project Narrative Update** form addresses progress and changes that have impacted the community/target population and the award recipient organization over the past year. It also addresses the award recipient’s plans for the upcoming FY 2021 budget period. This form is comprised of the following sections:

1. Organizational Capacity
2. Patient Capacity and Supplemental Awards
3. One-Time Funding Awards

3.6.1 Completing Organizational Capacity

Figure 25: Project Narrative Update (Organizational Capacity)

The screenshot shows the 'Project Narrative Update - Organizational Capacity' form. At the top, there is a 'Note(s)' section with a text area. Below that is the 'Resources' section, which has three tabs: 'Organizational Capacity', 'Patient Capacity and Supplemental Awards', and 'One Time Funding'. The 'Organizational Capacity' tab is selected and expanded, showing a text area for a narrative description. The text area has a character limit of 2000 characters with spaces (approximately 1 page). Below the text area are two buttons: 'Save' and 'Save and Continue'. Red callout boxes are placed over the form: box 1 points to the 'Organizational Capacity' section header, box 2 points to the 'Save and Continue' button, box 3 points to the 'Save' button, and box 4 points to the 'Patient Capacity and Supplemental Awards' tab.

To complete this section, follow the steps below:

1. Provide a narrative description for the Organizational Capacity (Figure 22, 1) section.
2. Click the Save and Continue button (Figure 22, 2) to proceed to the **Patient Capacity and Supplemental Awards** section, OR click the Save button (Figure 22, 3) at the bottom of the **Organizational Capacity** section and select the **Patient Capacity and Supplemental Awards** tab below the **Resources** section (Figure 22, 4).

3.6.1 Completing Patient Capacity and Supplemental Awards

The Patient Capacity and Supplemental Awards section of Project Narrative Update form consists of the following sub-sections:

- Patient Capacity (Figure 23)
- Supplemental Awards (Figure 24)

3.6.1.1 Patient Capacity

In the **Patient Capacity** section, discuss the trend in unduplicated patients served and report progress in reaching the projected number of patients to be served in the identified categories. Explain key factors driving significant changes in patient numbers and any downward trends or limited progress towards the projected patient goals. (Figure 23).

To complete this section, follow the steps below:

1. Review the numbers populated in the **2017 - 2019 Patient Number** columns (Figure 23, 1, 2, 3). These numbers are populated from the respective UDS Reports that you previously submitted to HRSA.

IMPORTANT NOTE:

For the **Total Unduplicated Patients** row (Figure 23, 4), the **2017 - 2019 Patient Numbers** are pre-populated from Table 3a of the respective UDS Reports. If there is no data available to pre-populate, the system displays "Data not available" under these columns. For the **Special Populations** rows (Figure 23, 5), the **2017 - 2019 Patient Numbers** are pre-populated from Table 4 of the respective UDS Reports. If there is no data available to pre-populate, the system displays "Data not available" under these columns. For the **Patients and Visits by Service Type** rows (Figure 24, 1) the **2017 - 2019 Patient**

Numbers are pre-populated from Table 5 of the respective UDS Reports. If there is no data available to pre-populate, the system displays “Data not available” under these columns.

Figure 26: Patient Capacity

Project Narrative Update - Patient Capacity and Supplemental Awards

Note(s):
Describe the progress made from the beginning of a grantee's FY 2020 budget period until the date of BPR submission, the expected progress for the remainder of the budget period, and any projected changes for the FY 2021 budget period.

Resources:
View
FY21 BPR User Guide | Funding Opportunity Announcement

Fields with * are required
 Organizational Capacity Patient Capacity and Supplemental Awards One Time Funding

Patient Capacity

- Referencing the % Change 2017-2019 Trend, % Change 2018-2019, and % Progress Toward Goal columns: Discuss trends in unduplicated patients served and report progress in reaching the projected number of patients. In the Patient Capacity Narrative column, explain any negative trends or limited progress toward the projected patient goals.

Notes:

- 2017-2019 Patient Number data are pre-populated from Table 3a in the UDS Report.
- The Projected Number of Patients value is pre-populated from the Patient Target Management Module in HRSA EHBs. If you have questions related to your Patient Target, contact the Patient Target Response Team. To formally request a change in your Patient Target, you must submit a request via the Patient Target Management Module in HRSA EHBs.

Project Period: [1] [2] [3] [8] [9] [10] [6] [11]

Unduplicated Patients	2017 Patient Number [1]	2018 Patient Number [2]	2019 Patient Number [3]	% Change 2017-2019 Trend [8]	% Change 2018-2019 Trend [9]	% Progress Toward Goal [10]	Projected Number of Patients [6]	Patient Capacity Narrative [11]
Total Unduplicated Patients [4]								2000 characters with spaces (Approximately 1 page)

Notes:

- 2017-2019 Patient Number data are pre-populated from Table 4 in the UDS Report.
- The Projected Number of Patients values is pre-populated from the patient projections in the Service Area Competition (SAC) that initiated your current project period plus the patient projections from selected supplemental funding awarded after the start of the current project period. See the frequently asked questions on the BPR TA webpage for details on the selected supplemental funding patient projections included.
- The Projected Number of Patients values cannot be edited during the BPR submission. If these values are not accurate, provide adjusted projections and an explanation in the Patient Capacity Narrative section.

Project Period: 11/1/2001 - 12/31/2021 [5]

Special Populations	2017 Patient Number [1]	2018 Patient Number [2]	2019 Patient Number [3]	% Change 2017-2019 Trend [8]	% Change 2018-2019 Trend [9]	% Progress Toward Goal [10]	Projected Number of Patients [7]	Patient Capacity Narrative
Total Migratory and Seasonal Agricultural Worker Patients								2000 characters with spaces (Approximately 1 page)
Total People Experiencing Homelessness Patients								2000 characters with spaces (Approximately 1 page)
Total Public Housing Resident Patients								2000 characters with spaces (Approximately 1 page)

Figure 27: Patient Capacity cont.

Notes:

- 2017-2019 Patient Number data are pre-populated from Table 5 in the UDS Report.
- The Projected Number of Patients column is pre-populated from the patient projections in the SAC that initiated your current project period plus the patient projections from selected supplemental funding awarded after the start of the current project period. See the frequently asked questions on the BPR TA webpage for details on the selected supplemental funding patient projections included.
- The Projected Number of Patients values cannot be edited during the BPR submission. If these values are not accurate, provide adjusted projections and an explanation in the Patient Capacity Narrative section.
- (*)The Vision Services category was recently added to SAC, therefore there is no Projected Number of Patients data available at this time.

Project Period: _____

Patients and Visits by Service Type	2017 Patient Number ⓘ	2018 Patient Number ⓘ	2019 Patient Number ⓘ	% Change 2017-2019 Trend ⓘ	% Change 2018-2019 Trend ⓘ	% Progress Toward Goal ⓘ	Projected Number of Patients ⓘ	Patient Capacity Narrative
Total Medical Services Patients								2000 characters with spaces (Approximately 1 page)
Total Dental Services Patients								2000 characters with spaces (Approximately 1 page)
Total Mental Health Services Patients								2000 characters with spaces (Approximately 1 page)
Total Substance Use Disorder Services Patients								2000 characters with spaces (Approximately 1 page)
Total Vision Services Patients								2000 characters with spaces (Approximately 1 page)
Total Enabling Services Patients								2000 characters with spaces (Approximately 1 page)

2. Review the numbers populated in the **Projected Number of Patients** column (Figure 23, 6).

IMPORTANT NOTE:

For the **Total Unduplicated Patients** row (Figure 23, 4), the **Projected Number of Patients** value is pre-populated from the Patient Target noted in the Patient Target Management Module in the HRSA EHBs. For the **Special Populations** rows (Figure 23, 5), the **Projected Number of Patients** values are pre-populated from the patient projections in the application that initiated your current project period (SAC), plus the patient projections from selected supplemental funding awarded after the start of the current project period. Hover over the information icons (Figure 23, 7) for each row to see how the values are being compiled.

3. Review the values displayed in the **% Change 2017-2019 Trend** (Figure 23, 8), **% Change 2018-2019** (Figure 23, 9), and **% Progress Toward Goal** (Figure 23, 10) columns. The system calculates these values using the numbers displayed in the corresponding columns.

IMPORTANT NOTE:

To view the formulas used to calculate these system calculated values, hover over the information icons displayed for those columns headers.

If data is not available for any of the corresponding columns that are used in the formulas, “Data not available” is displayed for the system calculated fields for that patient category.

In the **Patient Capacity Narrative** column (Figure 23, 11), provide a narrative describing your progress for each patient category by referencing the numbers displayed in the **% Change 2017-2019 Trend**, **% Change 2018-2019 Trend**, and **% Progress Toward Goal** columns. If pre-populated patient numbers or projections are not accurate, adjusted projections should also be provided and explained in the **Patient Capacity Narrative** column.

3.6.1.2 Supplemental Awards

In the **Supplemental Awards** section, discuss the progress made in implementing recent supplemental Health Center Program awards (Figure 25).

To complete this section, follow the steps below:

1. Review the information provided under the **Programmatic Goal** column (Figure 25, 1).

Figure 28: Supplemental Awards

Type of Supplemental Award	Programmatic Goal	Supplemental Award Narrative
FY 2019 Integrated Behavioral Health Services (IBHS)	Increase access to high quality integrated behavioral health services, including prevention or treatment of mental health conditions and/or substance use disorders (SUDs), including opioid use disorder (OUD) by December 31, 2020	2000 characters with spaces (Approximately 1 page)
FY 2019 New Access Points (NAP) Satellite	Achieve operational status and increase the number of patients by December 31, 2020	2000 characters with spaces (Approximately 1 page)
FY 2020 Ending HIV Epidemic - Primary Care HIV Prevention (PCHP)	Expand HIV prevention services that decrease the risk of HIV transmission by December 31, 2020	2000 characters with spaces (Approximately 1 page)

2. In the **Supplemental Award Narrative** column (Figure 25, 2), provide a narrative progress towards goals for each award that you received. Describe the key contributing and restricting factors toward meeting the goals, and plans for sustaining progress or overcoming barriers. Comments are not required for awards you did not receive.

3.6.2 Completing One-Time Funding Awards

In the **One-Time Funding Awards** section, use checkboxes in the Allowable Activities column (Figure 26, 1) to indicate the allowable activities that are taking place or have taken place in the organization. Use the Activities column (Figure 26, 2) to discuss those activities. If you did not receive a One-Time Funding Award, “Not applicable” may be entered in the Activities column.

Figure 29: One-Time Funding Awards

Save your information and proceed to the **Clinical/Financial Performance Measures** section.

3.6.3 Completing the Project Narrative Update forms

The **Project Narrative Update** form will be complete when the status of all the 3 sections is complete. The completed status of all these sections is indicated with a green tick mark in the section tabs (**Figure 27**).

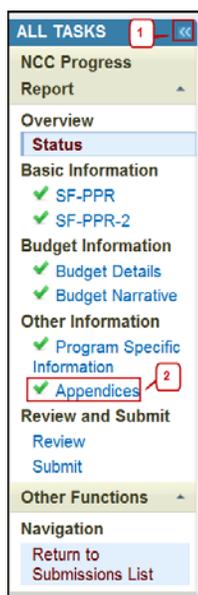
Figure 30: Completed Project Narrative Update Sections



4. Completing the Appendices Form

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 28, 1**). Click on the **Appendices** link (**Figure 28, 2**) to navigate to the **Appendices** form.

Figure 31: Left Navigation Menu



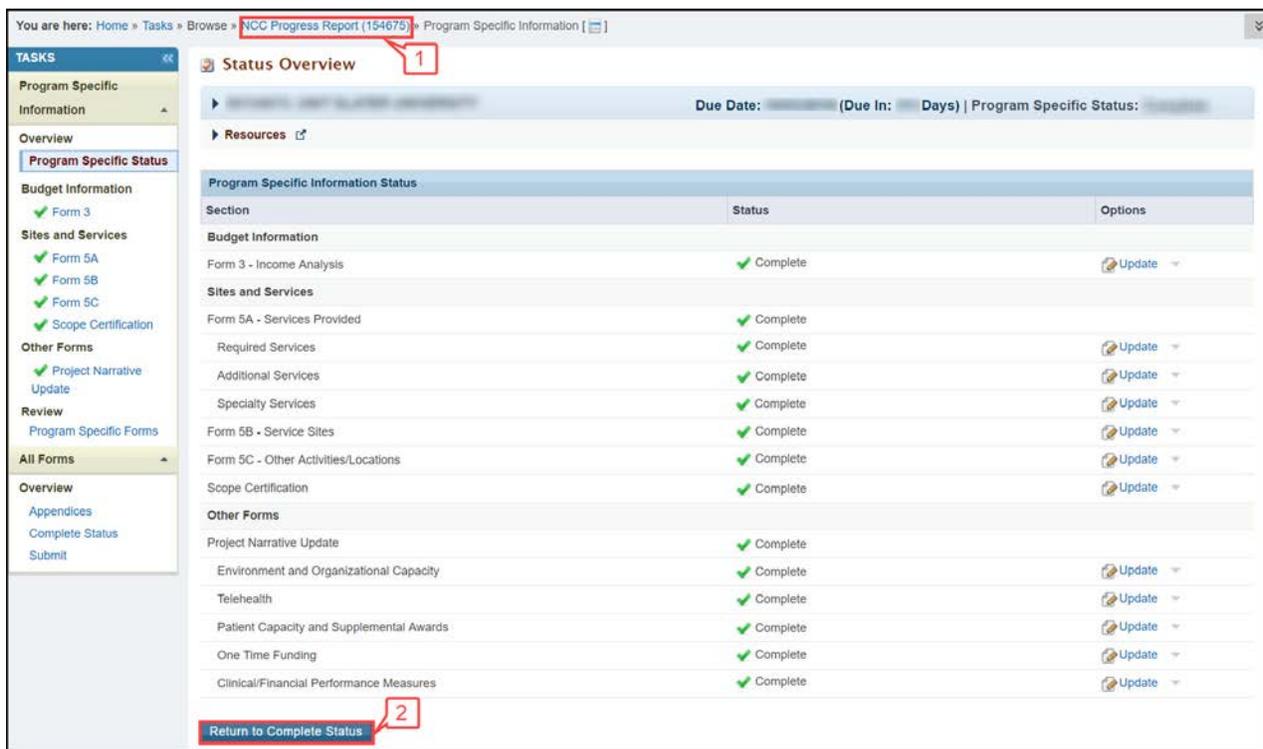
2. The **Appendices** form allows you to attach one additional standard document that your grant program requires when you submit your Progress Report. Attachments are NOT required for FY 2021 NCC/BPR.
3. Click on the Save button to mark this form as Complete. Click on Save and Continue button to navigate to the **NCC Progress Report – Review** page.

5. Reviewing and Submitting the FY 2021 NCC/BPR to HRSA

To review your progress report, follow the steps below:

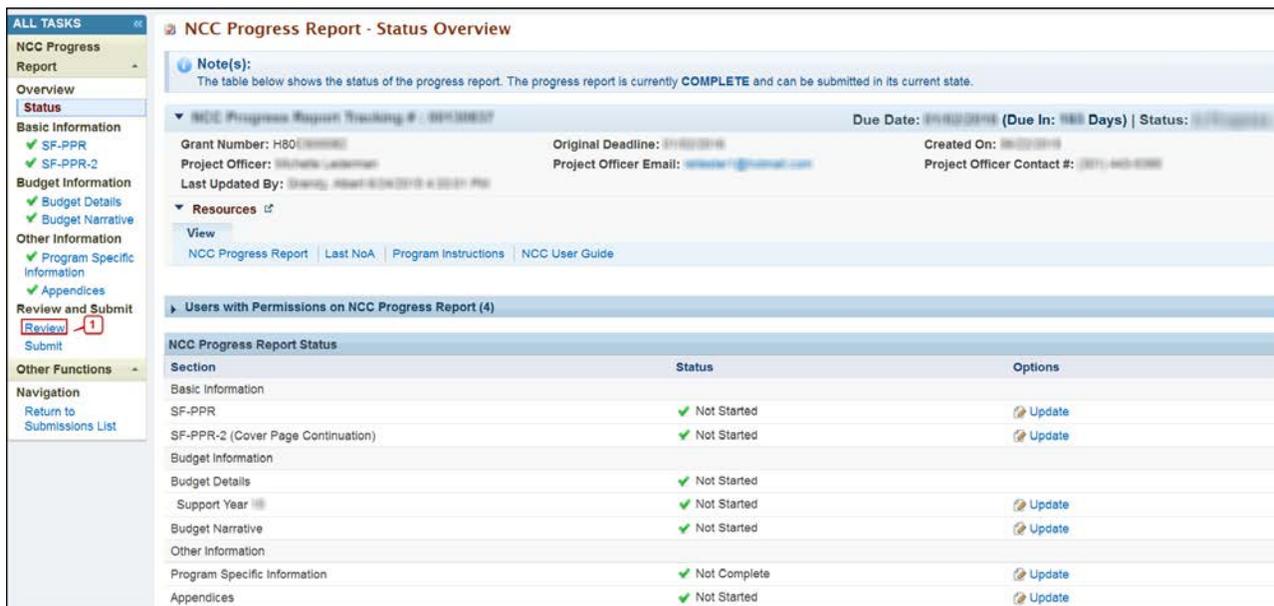
1. Click on the **NCC Progress Report** link in the navigation links displayed at the top of any program specific form (**Figure 29, 1**).
2. On the program specific **Status Overview** page, click on the Return to Complete Status button (**Figure 29, 2**). The system navigates to the NCC Progress Report – Status Overview page (**Figure 30, 1**).

Figure 32: Accessing the standard section of the NCC progress report



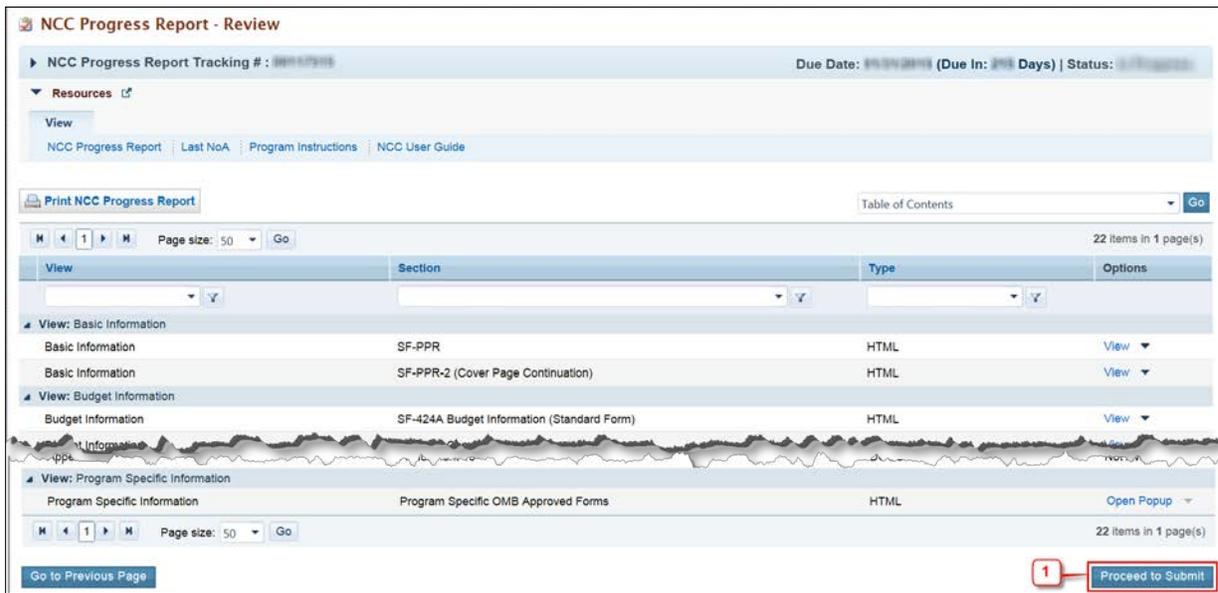
3. On the **NCC Progress Report - Status Overview** page, click the **Review** link in the Review and Submit section of the left menu (**Figure 30, 1**). The system navigates to the **NCC Progress Report- Review** page.

Figure 33: Review link



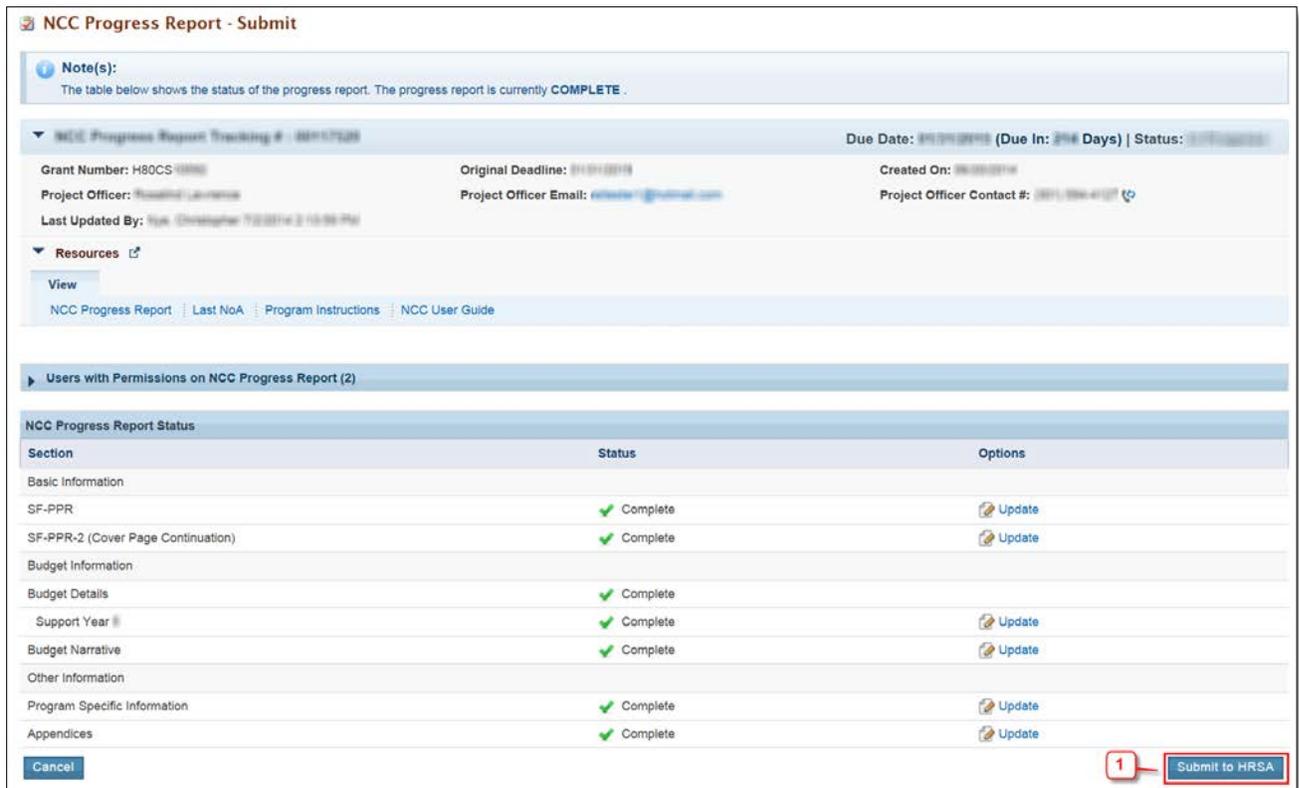
4. Verify the information displayed on the **NCC Progress Report - Review** page.
5. If you are ready to submit the progress report to HRSA, click the Proceed to Submit button at the bottom of the **Review** page (**Figure 31, 1**).

Figure 34: Proceed to Submit button on the NCC Progress Report – Review page



6. The system navigates to the **NCC Progress Report – Submit** page (Figure 32).

Figure 35: NCC Progress Report – Submit page



7. Click the Submit to HRSA button at the bottom of the **Submit** page (Figure 32, 1).

8. The system navigates to a **NCC Progress Report – Confirm Submit** page (Figure 33).

Figure 36: NCC Progress Report – Confirm Submit page

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 #: 001107520 **Due Date:** 11/30/2018 (Due In: 214 Days) | **Status:** 11/30/2018

Grant Number: H80CS **Original Deadline:** 11/30/2018 **Created On:** 11/30/2018
Project Officer: Rosalind Lawrence **Project Officer Email:** rlawrence@hrsa.gov **Project Officer Contact #:** 801-596-4127
Last Updated By: User: Christopher T. [2018-11-30 10:58 AM]

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

NCC PROGRESS REPORT CERTIFICATION [View Report](#)

I 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.

Cancel **Submit Report**

9. Certify the statement displayed under the NCC Progress Report Certification section of the **NCC Progress Report – Confirm Submit** page (Figure 33, 1), and click the Submit Report button to submit the NCC/BPR to HRSA (Figure 33, 2).
10. If you experience any problems with submitting the application in the HRSA EHBs, contact the **BPHC Helpline** at 1-877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET) or send an email through the Web Request Form at <http://www.hrsa.gov/about/contact/bphc.aspx>.

5.1 Accessing your submitted H80 Applications/Progress Reports

You may need to reference your submitted H80 applications/progress reports when completing your FY 2021 NCC/BPR. You can access your submitted H80 applications/progress reports through the H80 Grant Folder by following the steps below:

1. Click the **Grants** tab located at the top of the **Project Narrative Update** form to access your Grant Portfolio (Figure 34).

Figure 37: Grants Tab



2. Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (Figure 35).

Figure 38: Accessing the H80 Grant Folder

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H80	Curtis V. Cooper Primary Health Center Inc., SA							Grant Folder
	CURTIS V COOPER PRIMARY HEALTH CARE INC, SA							Grant Folder

- To Click the **Applications** link under the **Requests** section on the **Grant Home** page (Figure 36). The system navigates to the **Applications – All** search page (Figure 37).

Figure 39: Applications link

Grant Home

Current Budget Period: [] Current Project Period: [] CRS-EIN: []
 Budget Support Year: [] Project Title: [] Grant Period: []

Resources

View
 Last NoA | HRSA Contacts | Awarded Funding Opportunities

Grants

Submissions

- Work on Financial Report
- Work on Progress Report
- Performance Report
- Work on My NCC Report
- Work on Other Submissions

Requests

- Applications**
- Existing Prior Approvals
- Request New Prior Approval
- Existing H80 Health Center CIS
- Request New H80 Health Center CIS
- Legacy H80 Health Center CIS

Users

- Approve Requests
- Update Privileges
- Authorize New

- Expand the **Advanced Search Parameters** section of the **Applications - All** search page by clicking the arrow icon (Figure 37, 1). In the Status field under this section, un-select all the statuses except Completed (Figure 37, 2).

Figure 40: Applications – All search Page

Applications - All

Grants.gov Applications Pending Validation: 0

Not Completed | Recently Completed | All

Search Filters:

Basic Search Parameters

EHBs Tracking Number [] (e.g. 00012322) Project Title Like []

Announcement Number [] (e.g. HRSA-04-003) Organization []

Application Deadline (mm/dd/yyyy) Between [] And [] Grants.Gov Tracking Number [] (e.g. GRANT00012345)

Advanced Search Parameters

Application Parameters

Status []

- In Progress
- Completed
- Change Request

Application Type []

- All
- New
- Competing

Grants.Gov Received Date Between [] And [] Submitted On (mm/dd/yyyy) Between [] And []

Display Options

Sort Method (Grid | Custom)

Search Name: [] Save Parameters Search

- Click the Search button located at the bottom of this page to access the completed applications (**Figure 37, 3**). The system navigates to the **Applications – All** results page displaying the completed applications submitted for the H80 grant.
- Locate the applicable Service Area Competition (SAC) or New Access Point (NAP) applications and click the **Application** link to access the program specific forms (**Figure 38**).

Figure 41: Applications – All results Page

Application Deadline	Date Submitted	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
							Completed	Application
							Completed	Application
				N/A			Completed	Application
				N/A			Completed	Application
				N/A			Completed	Application
				N/A			Completed	Application
		HRSA-12-088			Service Area Competition (SAC) HRSA 12-088		Completed	Application
							Completed	Application

- Navigate to the **H80 Grant Folder** by clicking the Grants tab at the top of the page and then clicking the **Grant Folder** link for the applicable H80 grant (refer to steps 1 and 2 of this section). Click the **Work on My NCC Report** link under the **Submissions** section on the **Grant Home** page (**Figure 39**). The system navigates to the **Submissions – All** page displaying all the Noncompeting continuation progress reports for the H80 grant.

Figure 42: Work on My NCC Report link

Grant Home

Resources

View

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Grants

Submissions

- Work on Financial Report
- Work on Progress Report
- Performance Report
- Work on My NCC Report**
- Work on Other Submissions

Requests

- Applications
- Existing Prior Approvals
- Request New Prior Approval
- Existing H80 Health Center CIS
- Request New H80 Health Center CIS
- Legacy H80 Health Center CIS

Users

- Approve Requests
- Update Privileges
- Authorize New

- Locate the applicable NCC progress report(s) and click the **Noncompeting Continuations** link to access the program specific forms (**Figure 40**).

Figure 43: Submissions – All Page

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis & Cooper Primary Health Center, Inc., CA	H80(00000)	100000	00000000	00000000		Not Started	Start
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis & Cooper Primary Health Center, Inc., CA	H80(00000)	100000	00000000	00000000	00000000	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis & Cooper Primary Health Center, Inc., CA	H80(00000)	110000	00000000	00000000	00000000	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis & Cooper Primary Health Center, Inc., CA	H80(00000)	100170	00000000	00000000	00000000	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis & Cooper Primary Health Center, Inc., CA	H80(00000)	70000	00000000	00000000	00000000	Submitted	Noncompeting Continuations

6. Submitting a Change Requested Progress Report

HRSA will send a 'Change Requested' email to you if your NCC/BPR needs to be revised. To revise your progress report, access it in the HRSA EHBs using the steps described in the section titled [Accessing the FY 2021 NCC/BPR](#) of this user guide. Edit the progress report as indicated in the email sent by HRSA, and re-submit the NCC/BPR by following the steps in section [Reviewing and Submitting the FY 2021 NCC/BPR to HRSA](#) of this user guide.

IMPORTANT NOTE: A HRSA reviewer may cancel (or override) a change request after you have re-submitted a change requested NCC/BPR, or if you have not responded to a previous change request in a timely manner.

If a HRSA reviewer cancels the change request, you will receive a Change Request cancellation email. After you receive this email, you will not be able to revise your NCC/BPR. HRSA will review the last NCC/BPR that you submitted.