Fiscal Year (FY) 2021 Budget Period Progress Report (BPR) Noncompeting Continuation (NCC) Technical Assistance Briefing

July 2020

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Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People
BPR NCC Technical Assistance Briefing

AGENDA

• Overview
• Updates
• Access and Deadline Dates
• Submission Components
• Budget Requirements
• Project Narrative Update
• Resources and Contacts
• Reminders
Overview

• Annual progress report

• Streamlined submission that should include COVID-19 updates

• Submit electronically in the HRSA Electronic Handbooks (EHBs)

• Instructions and EHBs User Guide available on BPR TA webpage

• Reminder: SAM registration at www.sam.gov
Updates

Removed
- Scope Certification Form
- Performance Measures
- Environment and Telehealth narrative questions

Added
- COVID-19 impact should be discussed wherever appropriate
- Vision Services added to Patient Capacity Table

Updated
- Awards in Supplemental Awards Table
- Awards in One-Time Funding Awards Table
## Access and Deadline Dates

<table>
<thead>
<tr>
<th>Budget Period Start Date</th>
<th>HRSA EHBs Access</th>
<th>HRSA EHBs Deadline (5:00 PM ET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2021</td>
<td>July 17, 2020</td>
<td>September 8, 2020</td>
</tr>
<tr>
<td>February 1, 2021</td>
<td>August 3, 2020</td>
<td>September 25, 2020</td>
</tr>
<tr>
<td>March 1, 2021</td>
<td>August 17, 2020</td>
<td>October 9, 2020</td>
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<tr>
<td>April 1, 2021</td>
<td>September 14, 2020</td>
<td>November 6, 2020</td>
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<tr>
<td>May 1, 2021</td>
<td>October 19, 2020</td>
<td>December 11, 2020</td>
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<tr>
<td>June 1, 2021</td>
<td>November 16, 2020</td>
<td>January 8, 2021</td>
</tr>
<tr>
<td>September 1, 2021</td>
<td>January 4, 2021</td>
<td>February 26, 2021</td>
</tr>
</tbody>
</table>
Submission Components

Form
- SF-PPR and SF-PPR-2
- Budget Information: Budget Details
- Form 1C: Documents on File
- Form 3: Income Analysis
- Project Narrative Update

Document
- Budget Narrative

Fixed
- Forms 5A, 5B, 5C
Budget Requirements: Budget Information

1. Recommended Federal Budget: $795,007,088

2. 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

3. Section B - Budget Categories
   - Object Class Categories
     - Grant Program Function or Activity
     - Federal
     - Non-Federal
     - Total
   - Personnel: $0.00, $0.00, $0.00
   - Fringe Benefits: $0.00, $0.00, $0.00
   - Travel: $0.00, $0.00, $0.00
Budget Requirements:

Budget Narrative Attachment

• Provide one-year itemization of federal request and non-federal contributions

• Must contain costs of each line item within each object class category from the Budget Information: Budget Details form

• Personnel costs must demonstrate adherence to the salary limitation (currently $197,300)
Project Narrative Update: Sections

- Organizational Capacity
- Patient Capacity
- Supplemental Awards
- One-Time Funding Awards
In each section, address/report the following:

**FY 2020 Budget Period**
- Report progress and changes to date
- Report impact of COVID-19
- Report expected progress for the remainder of the FY 2020 budget period

**FY 2021 Budget Period**
- Report projected changes for the FY 2021 budget period
Project Narrative Update: Organizational Capacity

Major changes since the start of the budget period that have impacted or may impact progress
Project Narrative Update: Patient Capacity

Total Unduplicated Patients

MHC, HCH, PHPC Patients

Patients by Service Type
Project Narrative Update: Supplemental Awards

Discuss the following:

- Status and progress toward achieving goals
- Key factors impacting progress
- Plans for ensuring goal achievement

For the following awards:

- FY 2019 Integrated Behavioral Health Services (IBHS)
- FY 2019 New Access Points (NAP) Satellite
- FY 2020 Ending the HIV Epidemic: Primary Care HIV Prevention (PCHP)
Project Narrative Update: One-Time Funding Awards

In EHBs:
- Use new checkboxes to easily note completed allowable activities/purchases
- Use narrative boxes to discuss the allowable activities (identified via checkmark) and their impact

For the following FY 2019 awards:
- Quality Improvement Award (QIA)
- Oral Health Infrastructure (OHI)
## Resources and Contacts

<table>
<thead>
<tr>
<th>Resource/Issue</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information on Completing the BPR and Sample TA Materials</td>
<td><a href="https://bphc.hrsa.gov/program-opportunities/funding-opportunities/continuation">https://bphc.hrsa.gov/program-opportunities/funding-opportunities/continuation</a></td>
</tr>
<tr>
<td>Instructions-Related Questions</td>
<td>Karen Fitzgerald <a href="http://www.hrsa.gov/about/contact/bphc.aspx">http://www.hrsa.gov/about/contact/bphc.aspx</a> 301-594-4300</td>
</tr>
<tr>
<td>Budget-Related Questions</td>
<td>Travis Wright <a href="mailto:twright@hrsa.gov">twright@hrsa.gov</a> 301-594-4244</td>
</tr>
<tr>
<td>EHBs Issues</td>
<td>HRSA Health Center Program Support <a href="http://www.hrsa.gov/about/contact/bphc.aspx">http://www.hrsa.gov/about/contact/bphc.aspx</a> 877-464-4772</td>
</tr>
</tbody>
</table>
Reminders

✓ Nearly all Health Center Program award recipients will complete an FY 2021 BPR
  ▪ Those with a 2- or 3-year period of performance that ended in FY 2021 received a 1-year extension
  ▪ Those with a period of performance end date NOT in FY 2021 (October 1, 2020 – September 30, 2021)

✓ Ensure SAM registration is active

✓ Incomplete or non-responsive BPRs will be returned through a Request Change notification

✓ A late or incomplete progress report may result in a delay in Notice of Award issuance or a lapse in funding

✓ FAQs available on the BPR TA webpage
Thank You!

Karen Fitzgerald, MPH
Public Health Analyst, Office of Policy and Program Development (OPPD)
Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)

https://www.hrsa.gov/about/contact/bphc.aspx
301-594-4300

bphc.hrsa.gov

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