



Fiscal Year (FY) 2025
Budget Period Progress Report (BPR)
Noncompeting Continuation (NCC)
Technical Assistance Briefing
June 2024

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Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



BPR NCC Technical Assistance Briefing

AGENDA

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



BPR Overview

- Annual progress report detailing progress made since submission of the last application (SAC or BPR), expected progress for the rest of FY 2024, and projected changes for the upcoming FY 2025 budget period.
- Health Center Program award recipients with a period of performance end date NOT in FY 2025 (October 1, 2024 – September 30, 2025) will complete an FY2025 BPR
- Submit electronically in the HRSA Electronic Handbooks (EHBs)
- Instructions and EHBs User Guide available on the BPR technical assistance (TA) webpage
- Reminder: SAM registration at www.sam.gov



FY 2025 Access and Deadline Dates

Budget Period Start Date	HRSA EHBs Access	HRSA EHBs Deadline (5:00 PM ET)
January 1, 2025	June 24, 2024	August 16, 2024
February 1, 2025	July 15, 2024	September 6, 2024
March 1, 2025	August 12, 2024	October 4, 2024
April 1, 2025	September 9, 2024	November 1, 2024
May 1, 2025	October 14, 2024	December 6, 2024
June 1, 2025	November 4, 2024	December 27, 2024



Submission Components

Forms

SF-PPR and SF-PPR-2

SF-424A: Budget Information

Form 1C: Documents on File

Form 3: Income Analysis

Project Narrative Update

Attachment

Budget Narrative

For Reference

Form 5A: Service Provided

Form 5B: Service Sites

**Form 5C: Other
Activities/Locations**

Budget Requirements: *Budget Information*

Recommended Federal Budget: \$276,567.00 1

Section A - Budget Summary Update

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

Update Sub Program

Section B - Budget Categories Update

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

Section C - Non Federal Resources Update

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

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Budget Requirements: *SF-424A: Budget Information*

- Itemize of federal requests and non-federal contributions based on your upcoming FY 2025 12-month budget period
- Must contain costs of each line item within each object class category
- Personnel costs must demonstrate adherence to the salary limitation (currently \$221,900, as of January 2024)



Project Narrative Update: *Key Areas*



Organizational Capacity



Patient Capacity

Project Narrative Update: *Organizational Capacity*

Discuss your progress and any major changes or barriers since the last application (SAC or BPR) that have impacted or may impact the progress. **You should include the following key areas:**

Staffing

Operations

Financial Status

For each key area, discuss:

- **Summary of progress and changes to date**
- **Expected progress for the remainder of the FY 2024 budget period; and**
- **Projected changes for the upcoming FY 2025 budget period.**

The screenshot displays the 'Organizational Capacity' section of the HRSA BPR application form. It includes a header with 'View', 'FY25 BPR User Guide', 'Funding Opportunity Announcement', and 'Change in Scope'. Below the header, there are tabs for 'Organizational Capacity' and 'Patient Capacity'. The main text area contains instructions: 'Discuss your progress and any major changes or barriers to organizational capacity since the last application (SAC or BPR) that have impacted or may impact progress. Include a summary of progress and changes to date, expected progress for the rest of the FY 2024 budget period, and projected changes for the upcoming FY 2025 budget period for the following key areas:'. Below this, there is a section titled 'Organizational Capacity Key Areas' with a sub-header 'Staffing, including key management vacancies'. This section contains three text boxes, each with a 'Maximum 2000 characters' limit. The first box is labeled 'Summary of progress and changes to date', the second is 'Expected progress for the remainder of the FY 2024 budget period', and the third is 'Projected changes for the upcoming FY 2025 budget period'.

The Organizational Capacity question includes separate narrative text boxes, as shown in the screenshot.



Project Narrative Update: Patient Capacity

Discuss any changes that have impacted or may impact patient capacity progress, factors that have adversely affected patient trends, and plans for reaching the projected patient target goal, including (but not limited to) Changes in Scope (CIS), successor-in-interest, or contract or agreement changes.

View

FY25 BPR User Guide | Funding Opportunity Announcement | Change in Scope

Fields with * are required

Organizational Capacity

Patient Capacity

Patient Capacity

Discuss any changes to the project that have impacted or may impact patient capacity progress, factors that have adversely affected patient trends, and plans for reaching the projected patient target goal, including (but not limited to), Changes in Scope (CIS), Successor-in-Interest or Contract or agreement changes.

	Patient Target Goal	% of Patient Target Achieved ⓘ	Patient Target Progress Narrative
Total Unduplicated Patients	14272	0.00%	2000 characters with spaces (Approximately 1 page) <div></div>

Note(s):

- Patient Target Progress Narrative is required, with up to a maximum of 2,000 character limit.
- The Patient Target Goal is pre-populated from the Patient Target Management Module (PTM) in HRSA EHBs.
- The % of Patient Target Achieved is prepopulated using Total Unduplicated Patients (as reported in UDS), divided by patient projections (from the SAC that initiated your current period of performance plus patient projections from selected supplemental funding awarded after the start of the current period of performance), multiplied by 100.

	Projected Number of Patients	% of Patient Target Achieved ⓘ	Patient Capacity Narrative
Total Migratory and Seasonal Agricultural Worker Patients	446 ⓘ	0.00%	2000 characters with spaces (Approximately 1 page) <div></div>

BPR Technical Assistance Contacts

Resource	Contact
General Technical Assistance	The BPR TA webpage contains sample forms, the Electronic Handbooks (EHBs) user guide, and other BPR resources.
Budget/Fiscal Questions	Saul Arana Grants Management Specialist Office of Federal Assistance and Acquisition Management HRSA, Division of Grants Management Operations 301-443-6555 SArana@hrsa.gov
BPR Instructions Questions	BPR Response Team 301-594-4300 Submit a request using the BPHC Contact Form <ul style="list-style-type: none">• Under Funding, select Non-Competing Continuation (NCC) Progress Reports
HRSA EHBs Submission Assistance	Health Center Program Support 1-877-464-4772 Contact Health Center Support using the BPHC Contact Form <ul style="list-style-type: none">• Under Technical Support, select <i>EHBs Task/EHBs Technical Issues</i>• Select <i>Non-Competing Continuation (NCC) Progress Reports</i>



Reminders

- Health Center Program award recipients with a period of performance end date NOT in FY 2025 (October 1, 2024 – September 30, 2025) will complete an FY 2025 BPR
- Ensure SAM registration is active
- Incomplete or non-responsive BPRs will be returned through a Request Change notification
- A late or incomplete BPR ***may result in a delay in Notice of Award issuance*** or a lapse in funding



Thank You!

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Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)



<https://hrsa.my.site.com/support/s/>



301-594-4300

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