



Fiscal Year (FY) 2021 Health Center Controlled Networks (HCCN) Non-Competing Continuation (NCC) Progress Report

Technical Assistance Webinar

Vision: Healthy Communities, Healthy People

Technical Assistance Webpage:

<https://bphc.hrsa.gov/program-opportunities/funding-opportunities/hccn>



Agenda

- Overview
- Submission Components
- Technical Assistance Resources



Overview



Submission Overview

- Submission will:
 - Be completed in EHBs
 - Consist of forms and attachments
 - Provide updates on activities since the FY 2020 NCC progress report (March 1, 2020 through February 28, 2021)
- Approval will provide funding for the FY 2021 budget period (August 1, 2021 through July 31, 2022)



Key Dates

**Progress Reports
Available in
EHBs:**

January 15, 2021



**Progress Reports
Due in EHBs:**

**March 18, 2021
5 p.m. ET**



**Budget Period
Start Date:**

August 1, 2021

Submission Formatting Requirements

- Forms completed directly in EHBs
- Attachments must be uploaded, 50 pages maximum
- Narrative documents:
 - Single-spaced
 - One-inch margins
 - 12 point, easy-to-read font
 - 10 or 11 point font for tables, charts, and footnotes



Submission Components



Forms and Attachments

EHBs Forms

- SF-PPR and SF-PPR2
- Budget Information: Budget Details Form
- FY 2020 Project Work Plan Update
- FY 2021 Project Work Plan
- Progress Report Table

Attachments

- Budget Narrative (required)
- Attachment 1: Project Narrative Update (required)
- Attachments 2 – 7 (as applicable)



Basic Information and Budget Forms

- **SF-PPR and SF-PPR-2** - Update as needed
- **Budget Details Form:**
 - Section A: Budget Summary – Prepopulated with August 1, 2021 to July 31, 2022 funding amount
 - Section B: Budget Categories – Enter details
 - ✓ Object class category breakdown (e.g., Personnel, Fringe, Contractual Costs)
 - ✓ Total should match the prepopulated amount in Section A
 - Section C: Non-Federal Resources – Leave blank



Budget Narrative

- Provides information for the upcoming 12-month budget period (August 1, 2021 to July 31, 2022)
- Explains the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details Form

Funding Restrictions

Unallowable costs include, but are not limited to:

- Equipment, supplies, or staffing for use at the health center level or any other individual health center operational costs
- Direct patient care
- Incentives (e.g., gift cards, food)
- Construction/renovation costs
- Facility or land purchases, or
- Vehicle purchases



FY 2020 Project Work Plan Update: **General**

- Prepopulated from the FY 2020 Project Work Plan (PWP)
- Collects progress on current budget period activities (August 1, 2020 through July 31, 2021)
- Complete the FY 2020 PWP Update before the FY 2021 PWP
- See Appendix A in the instructions for details



FY 2020 Project Work Plan Update: **Progress**

- Enter the current numerator
- Denominator will prepopulate from the Progress Report Table - **NEW**
- Describe progress
 - Provide progress from August 1, 2020 to February 28, 2021 in the Activity Progress Update field
 - Provide anticipated progress for March 1, 2021 to July 31, 2021 in the Anticipated Progress field - **NEW**



FY 2020 Project Work Plan Update: **COVID-19**

- New Activities
 - Can add to each objective (limit of 4 activities per objective)
 - Must correspond with Request for Information response
- Existing Activities
 - Answer “Is this activity supported by/expanded with FY 2019 COVID-19 supplemental funding?”
 - Describe in the narrative progress fields



FY 2021 Project Work Plan

- Prepopulated from FY 2020 Project Work Plan and FY 2020 Project Work Plan Update
- Outline plans for the upcoming 12-month budget period (August 1, 2021 through July 31, 2022)
- Add, delete, and/or revise Key Factors and Activities
- See Appendix B in the instructions for details



Progress Report Table

- Prepopulated with Participating Health Centers (PHCs) that were or have been part of your HCCN for 6 months or more
- Complete questions for each PHC for the period of March 1, 2020 through February 28, 2021
- Number of PHC sites (Baseline):
 - ✓ Prepopulated if PHC was included in your FY 2020 progress report
 - ✓ Provide if PHC joined your HCCN in the last year

See Appendix C in the instructions for details



Attachments

1: Project Narrative Update (required)

2: Project Organizational Chart

3: Staffing Plan

4: Position Descriptions for Key Project Staff

5: Biographical Sketches for Key Project Staff

6: Summary of Contracts and Agreements

7: Other Documents



Attachment 1: Overview

- In the Project Narrative Update, discuss *significant* updates from March 1, 2020 through February 28, 2021:
 - Progress
 - Challenges and activity changes
 - Changes to collaborations, partnerships, and coordinated activities
 - Changes to project staffing
 - Other significant expected changes, plans, or considerations



Attachment 1: Additional Guidance

- **Organize the Narrative:** Use the headings in the instructions to structure the Project Narrative Update
- **Highlight End of FY 2020 Progress:** Include highlights for any significant activity progress between March 1 and July 31, 2020
- **Provide Significant Missing FY 2020 Information:** Include data and/or information not included in your FY 2020 progress report (e.g., Progress Report Table data from PHCs unable to provide it at that time)



Attachment 1: Missing Information Examples

Examples from the Progress Report Table:

- **Example 1** - Goal B: Advance Interoperability: In the last 12 months, did this PHC complete a security risk analysis?
- **Example 2** - Goal B: Advance Interoperability: In the last 12 months, did this PHC experience a data breach or ransomware event?

Provide information in the Project Narrative Update if the FY 2020 progress report included a “No” to either question but should have been “Yes”

Attachments 2-7 (as applicable)

- Attachments 2-6: Updates to previous attachments
- Attachment 7: Other relevant documents to support the progress report (e.g., survey instruments, needs assessment reports, evaluations). If applicable, you must include:
 - A copy of your most recent Indirect Cost Rate Agreement
 - Updated network bylaws
 - Information on activities and uses of FY 2019 COVID-19 supplemental funding not captured in the Project Narrative Update or FY 2020 PWP Update form



Technical Assistance Resources



HCCN Technical Assistance Webpage

<https://bphc.hrsa.gov/program-opportunities/hccn>

Includes:

- HCCN NCC Instructions
- HCCN NCC EHBs User Guide
- Presentation Slides
- Technical Assistance Webinar Recording

Sample Documents:

- Staffing Plan
- Budget Narrative
- FY 2020 Project Work Plan Update
- FY 2021 Project Work Plan



Key Technical Assistance Contacts

General Technical Assistance	<ul style="list-style-type: none">• HCCN Technical Assistance Website• https://bphc.hrsa.gov/program-opportunities/funding-opportunities/hccn
NCC Progress Report Requirements Questions	<ul style="list-style-type: none">• HCCN NCC Response Team• ContactForm">https://bphccommunications.secure.force.com/ContactBPHC/BPHC Contact Form
HRSA EHBs Submission Assistance	<ul style="list-style-type: none">• Health Center Program Support• ContactForm">https://bphccommunications.secure.force.com/ContactBPHC/BPHC Contact Form or 877-464-4772
Administrative or Fiscal questions	<ul style="list-style-type: none">• Christie Walker• cwalker@hrsa.gov or 301-443-7742



Thank You!

HCCN Response Team

Office of Program and Policy Development (OPPD)

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)

Q & A Session

January 27 at 2 p.m. ET

bphc.hrsa.gov



[Sign up for the *Primary Health Care Digest*](#)



Connect with HRSA

Learn more about our agency at:

www.HRSA.gov



[Sign up for the HRSA eNews](#)

FOLLOW US:

