



Fiscal Year (FY) 2020 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



Key Dates

**Progress Reports
Available in
EHBs:**

January 24, 2020



**Progress Reports
Due in EHBs:**

**March 24, 2020
5 p.m. ET**



**NOA Release
(estimated):**

August 1, 2020

Submission Formatting Requirements

- Forms completed directly in EHBs
- Attachments must be uploaded
- Narrative documents:
 - Single-spaced
 - 12 point, easy-to-read font (e.g., Times New Roman, Arial, Calibri)
 - One-inch margins
 - 10 or 11 point font for tables, charts, and footnotes



Submission Content

- Progress to date (August 1, 2019 - February 29, 2020)
- Expected progress for the remainder of the current budget period (March 1, 2020-July 31, 2020)
- Plans for the (upcoming) FY 2020 budget period (August 1, 2020 - July 31, 2021)



Knowledge Check

Which of the following will you report on in the NCC? Choose all that apply.

- a) Progress to date (August 1, 2019 - February 29, 2020)
- b) Expected progress for the remainder of the current budget period (March 1, 2020-July 31, 2020)
- c) Plans for the (upcoming) FY 2020 budget period (August 1, 2020 - July 31, 2021)
- d) All of the above

Knowledge Check

The correct answer is d) All of the above.

- a) Progress to date (August 1, 2019 - February 29, 2020)
- b) Expected progress for the remainder of the current budget period (March 1, 2020-July 31, 2020)
- c) Plans for the (upcoming) FY 2020 budget period (August 1, 2020 - July 31, 2021)
- d) **All of the above.**

- D is correct because you will provide information for all three time periods.



Submission Components



Submission Components

EHBs Forms

- SF-PPR and SF-PPR2
- Budget Information: Budget Details Form
- FY 19 Project Work Plan Update
- FY 20 Project Work Plan
- Progress Report Table

Attachments

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



Budget Forms

- SF-PPR and SF-PPR2
 - Update as needed
- Budget Details Form
 - **Section A: Budget Summary**
 - Prepopulated with August 1, 2020 to July 31, 2021 funding amount
 - **Section B: Budget Categories**
 - Object class category breakdown (e.g., Personnel, Fringe Benefits)
 - Total should match the prepopulated amount in Section A
 - **Section C: Non-Federal Resources**
 - Leave blank



Budget Narrative

- Attach a detailed line-item Budget Narrative
 - Consistent with the object class category amounts
 - Sample available on the HCCN Technical Assistance website



Funding Restrictions

- Health Center Operational Costs, including:
 - Equipment
 - Supplies
 - Staffing
- Direct patient care
- Fundraising
- Incentives (e.g., gift cards, food)
- Construction/renovation costs
- Facility or land purchases
- Vehicle purchases



FY 2019 Project Work Plan Update

- Prepopulated with data from the FY 2019 application
 - Baseline Data included for reference and not editable
- For each objective, enter the current numerator and denominator
 - Refer to the Goals and Objectives Development Guide
 - Current Percentage and Progress Toward Target Percentage will auto-calculate
- Describe progress made toward achieving each Target Percentage
- Provide progress for each activity
- See Appendix A in the Instructions for details



FY 2020 Project Work Plan

- Prepopulated from FY 2019 application and FY 2019 Project Work Plan Update
- If previous data was not accurate, you may enter updated:
 - Baseline data
 - Target percentage
- Update activities for the FY 2020 budget period
- See Appendix B in the Instructions for details



Progress Report Table

- Complete for each PHC
- Patient Details:
 - Total Patients field prepopulated with 2018 UDS data
 - Provide the number of PHC sites (Baseline) from August 1, 2019
 - Number of Sites (Current) prepopulated from Form 5B
- See Appendix C in the Instructions for details

Knowledge Check

Where should you provide current data for each objective in the NCC?

- a) FY 2019 Project Work Plan Update
- b) FY 2020 Project Work Plan
- c) Progress Report Table



Knowledge Check

The correct answer is a) FY 2019 Project Work Plan Update

- a) **FY 2019 Project Work Plan Update**
- b) FY 2020 Project Work Plan
- c) Progress Report Table

You will provide the current numerator and denominator for each objective in the FY 2019 Project Work Plan Update, in alignment with the Goals and Objectives Development Guide. After entering the numerator and denominator, the Current Percentage and Progress Toward Target Percentage will auto-calculate.



Attachments

1: Project Narrative

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: Project Narrative

- Discuss *significant* updates from August 1, 2019 through February 29, 2020:
 - Progress
 - Challenges and activity changes
 - Changes to collaborations, partnerships, and coordinated activities
 - Changes to project staffing
 - Other significant expected changes, plans, or considerations
- Expand on information from the FY 2019 Project Work Plan Update and FY 2020 Project Work Plan
 - Do not duplicate information



Technical Assistance Resources



HCCN Technical Assistance Webpage

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

- HCCN NCC Instructions
- HCCN NCC EHBs User Guide
- Presentation Slides
- Technical Assistance Webinar Recording
- Sample Documents
 - Staffing Plan
 - Budget Narrative
 - FY 2019 Project Work Plan Update
 - FY 2020 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">• Submit a Web Request to the HCCN NCC Response Team at: https://bphccommunications.secure.force.com/ContactBPHC/BPHCContact Form
HRSA EHBs Submission Assistance	<ul style="list-style-type: none">• Health Center Program Support• https://bphccommunications.secure.force.com/ContactBPHC/BPHCContact Form or 877-464-4772
Business, Administrative, or Fiscal questions	<ul style="list-style-type: none">• Christie Walker• cwalker@hrsa.gov• 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)

bphc.hrsa.gov



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