

HRSA Electronic Handbooks (EHB)

Submitting the FY 2013 National Training and Technical Assistance Cooperative Agreements (NCA) Non-Competing Continuation

Quick Reference Sheet

This quick reference sheet describes the steps for updating and submitting the FY 2013 NCA Non-Competing Continuation (NCC) in the HRSA EHB.

Accessing the FY 2013 NCA NCC Submission

To access your NCA NCC, login to HRSA EHB and open the U30 grant handbook.

Logging In

1. Navigate to <https://grants.hrsa.gov/webexternal/login.asp>.
2. At the Login prompt, enter your username and password.
3. Click the **[Login]** button.
If you do not have a username, then you must register. (Do not create duplicate accounts.)

Opening the Grant Handbook

After logging in, navigate to and open the U30 grant handbook.

1. On the Home page, click the **Grants** tab located at the top of the page.
2. Locate your U30 grant in the list. Click the **Grant Folder** link.
If you do not see your grant, you need to complete the grant portfolio registration.

Locating the FY 2013 NCA NCC

1. In the grant handbook, click the **Work on My NCC Report** link under the **Submissions** heading.
If you do not see the link under the Submission heading, you do not have the appropriate permissions. Refer to the instructions on the grant handbook home page.
2. Locate the record with the heading **Non-Competing Continuation Progress Report**. Click the **Start** link to start working on the submission.
The Start link will become Edit the next time you access this page.

Completing the FY 2013 NCA NCC

The system requires the following details to be completed/submitted for the FY 2013 NCA NCC:

- Standard section – SF-PPR forms and Appendices
- Program Specific Section –
 - Performance Measures Form

- Project Work Plan Form
- Form 12: Organization Contacts

Standard Section – SF-PPR forms

1. On the **Status Overview** page, click the **Update** link for the **SF-PPR** form. Provide required information on the form and complete it.
*The SF-PPR Form contains basic information about your grantee organization and is the cover page for the progress report. Information will be pre-populated from your last application. You can add, update, or delete the Authorizing Official information as desired under the **Authorizing Official (AO) Contact Information** section.*
2. After completing the **SF-PPR** form, click the **[Save and Continue]** button to navigate to the **SF-PPR 2 (Cover Page Continuation)** form. Provide required information on the form and complete it.
 - *The SF-PPR-2 contains information about your grant. Information will be pre-populated from your last application. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.*
 - *If a POC was not added in your last application, the system will list the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as the POC.*
 - *You can modify the Department Name and Division Name if needed. You can also add, update, or delete the POC information.*
3. After completing the **SF-PPR 2** form, click the **[Save and Continue]** button to navigate to the **Budget Details** form for the first support year displayed. Provide required information for the support year and click the **[Save and Continue]** button.

4. Complete the **Budget Narrative** form by uploading one attachment per the NCC instructions. Click the **[Save and Continue]** button to navigate to the **Status Overview** page on the Program Specific Section of the NCC.

Program Specific Section – Performance Measures Form

1. Refer to the information provided in [Appendix A](#) to complete the **Performance Measures** form.

Program Specific Section – Project Work Plan Form

1. Refer to the information provided in [Appendix B](#) to complete the **Project Work Plan** form.

Program Specific Section – Form 12: Organization Contacts

1. Refer to the information provided in [Appendix C](#) to complete the **Organization Contacts** form.
2. After completing **Form 12**, click the [Complete Status](#) link in the left menu to return to the overall **Status Overview** page to complete the **Appendices** section.

Standard Section – Appendices Form

1. On the **Status Overview** page, click the [Update](#) link for the **Appendices** form.
2. Click the **[Attach]** button to navigate to the **Attach Document** page.
3. Select one of the following purpose codes from the Purpose dropdown menu:
 - Attachment 1: Program Narrative Update (required)
 - Attachment 2: Staffing Plan (as applicable)
 - Attachment 3: Position Descriptions for Key Personnel (as applicable)

- Attachment 4: Biographical Sketches for Key Personnel (as applicable)
- Attachment 5: Summary of Contracts/Agreements (as applicable)
- Attachment 6: Other Relevant Documents (as applicable)

4. Click the **[Attach Document]** button to attach a file related to the selected purpose code. Note that you will be able to attach only one document for attachments 1 to 5. You will be able to upload up to two documents for attachment 6.
5. Upload attachments as required by following steps 3 and 4.
6. After completing the **Appendices** form, click the **[Save and Continue]** button to navigate to the **Table of Contents**.

Submitting the FY 2013 NCA NCC

Review the information displayed in the **Table of Contents**. You are now ready to submit the NCC to HRSA.

1. Click the **[Submit to HRSA]** button on the **Table of Contents** at the bottom of the page. You will be taken to a confirmation screen.
2. Your NCC has not been submitted until you confirm it. Click the **[Confirm]** button in the lower right corner of the screen to submit your NCC to HRSA.

1. APPENDIX A: COMPLETING THE PERFORMANCE MEASURES FORM

1. The Performance Measures form lists the performance measures proposed in your FY 2012 NCA NCC.
2. In this form you must provide quantitative and qualitative details on your progress toward each measure in the Progress Towards Goal field.
3. To get to the **Performance Measures** page, click the Performance Measures [Update](#) link in the Program Specific Information Status table. The **Performance Measures** page opens ([Figure 1](#)).
4. The **Performance Measures** page contains the following sections:

- Project Period – The Project Period section is pre-populated with the Start Date and End Date of the Project Period. The Start Date is set to “09/01/2011” and End Date is set to “06/30/2014”. This information is non-editable.
- Performance Measures – This section will be pre-populated with the details about the performance measures proposed FY 2012 NCA NCC. Notice that the status of each record in this section is “Not Complete”.

Figure 1: Performance Measures Page

The screenshot displays the 'PERFORMANCE MEASURES' page. At the top, the overall status is 'NOT COMPLETE'. Below this, the 'Project Period' section shows a start date of 09/01/2011 and an end date of 06/30/2014. The main section contains four performance measure records, each with a 'Not Complete' status:

Performance Measure: National Grantee Satisfaction				Status: Not Complete
Category	National Grantee Satisfaction	Target Goal Description	On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, Grantee satisfaction with T/TA provided by NCFH will increase from an average score of 82 to 85	
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)	

Performance Measure: Program Requirements				Status: Not Complete
Category	Program Requirements T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfulness of NCFH T/TA in assisting HC staff to successfully meet Health Center Program Requirements will increase from an average score of 82 to 85.	
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)	

Performance Measure: Performance Improvement				Status: Not Complete
Category	Performance Improvement T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfulness of NCFH T/TA in helping enhance the performance and operations of Health Centers will increase from an average score of 82 to 85	
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	85.00 (Ratio)	

Performance Measure: Program Development/Analysis				Status: Not Complete
Category	Program Development/Analysis T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfulness of NCFH T/TA in supporting the program development and analysis of health centers will increase by 82 to 85.	
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	85.00 (Ratio)	

At the bottom of the page, there is an 'Add Performance Measure' button and navigation options: 'Go to Previous Page', 'Save', and 'Save and Continue'.

You can perform the following major actions on this screen:

- [Updating Performance Measures](#)
- [Deleting Performance Measures](#)
- [Viewing Performance Measures](#)
- [Adding Performance Measures](#)

1.1. Updating Performance Measures

1. Click the Update link ([Figure 2](#)) to update the information for the performance measure you want to update.

Figure 2: Update a Performance Measure

Performance Measures			
Performance Measure: National Grantee Satisfaction			Status: Not Complete
Category	National Grantee Satisfaction	Target Goal Description	On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, Grantee satisfaction with T/TA provided by NCFH will increase from an average score of 82 to 85
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
Action: View Update Delete			

- The **Update Performance Measure Information** page ([Figure 3](#)) will be displayed for the selected performance measure.

Figure 3: Update Performance Measure Information

Status: Not Complete

Update Performance Measure Information

*Core Function: National Grantee Satisfaction

*Performance Measure: National Grantee Satisfaction
Maximum line(s) allowed approximately: 5 (471 character(s) remaining)

*Target Goal Description: On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, Grantee satisfaction with T/TA provided by NCFH will increase from an average score of 82 to 85
Maximum line(s) allowed approximately: 5 (343 character(s) remaining)

Click "Save" button to save all information within this page. Save

*Numerator Description: Average rating of satisfaction derived from individuals receiving T/TA from NCFH
Maximum line(s) allowed approximately: 5 (420 character(s) remaining)

*Denominator Description: Highest rating for level of satisfaction on a scale from 1 to 10 with 1 being Poor and 10 being Excellent
Maximum line(s) allowed approximately: 5 (395 character(s) remaining)

Click "Save" button to save all information within this page. Save

*Baseline Data: Baseline Year: 2010 (yyyy) Measure Type: Ratio Numerator: 82.00 Denominator: 100.00 Calculated Value: 0.82 (Ratio)

*Projected Data (by End of Project Period): 0.85 (Ratio)

1.1.1 Providing Progress Towards the Goal

Figure 4: Progress Towards Goal

*Progress Towards Goal

Quantitative: 80.00 %

Qualitative:

Maximum line(s) allowed approximately: 5 (298 character(s) remaining)

There are two elements in reporting the Progress Towards Goal:

- Quantitative – This field will be pre-populated from the FY 2012 NCA NCC. You may modify the quantitative data with more current data by updating the existing text.

- Qualitative – Enter a description of the progress made towards the goal.

1.1.2 Updating Remaining Performance Measure Details

1. You can modify the remaining pre-populated Performance Measure information.

Note: You **MUST** enter justification comments in the Comments field if you update any pre-populated information, with the exception of updates to the Quantitative value under Progress towards Goal field.

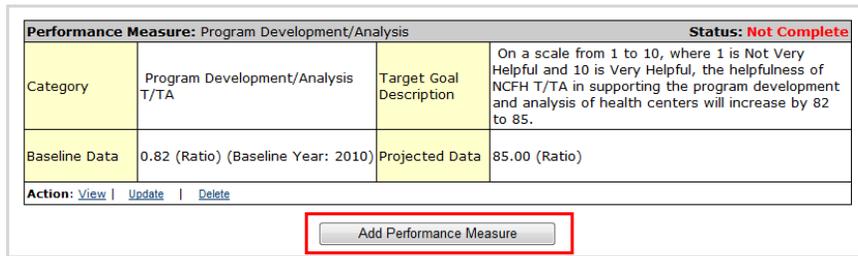
2. When you are finished entering all of the details, click the **Save and Continue** button at the bottom of the form.
- The **Performance Measures** page will open ([Figure 1](#)).

Once the Progress Towards Goal information is saved and any measure updates completed, the system will change the status of that measure to “Complete.”

1.2. Adding Performance Measures

1. To add a performance measure, click the **Add Performance Measure** button at the bottom of the **Performance Measures** page ([Figure 5](#)).

Figure 5: Add Performance Measure Button



2. The **Add Performance Measure Information** page ([Figure 6](#)) will be displayed. Fields marked with an asterisk (*) are required.
3. Click the **Save and Continue** button at the bottom of the screen after you have completed all of the fields.

Figure 6: Add Performance Measure Information Page

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

U30: Training and Technical Assistance National Cooperative Agreements (NCAs) (93.129)
 NCA Progress Report for FY 2013

HELP

Welcome Theresa Lyons to **HRSA EHB UTL10 environment** (Last login date and time 02/05/13 11:51:00 AM)

Performance Measures
[EHB home](#) | [logout](#) | [contact us](#) | [help](#) | [questions/comments](#)

In the "Progress Towards Goal" field, provide quantitative and qualitative details on your progress toward this measure.

Tips:

- Click on the "Save" button often to ensure that the system will save and ... (Show Full Instruction)

Fields marked with an asterisk (*) are required.

ADD PERFORMANCE MEASURE INFORMATION Status: **Not Complete**

Add Performance Measure Information

* Core Function

* Performance Measure Description

* Target Goal Description (Sample Goals)

Click "Save" button to save all information within this page.

* Numerator Description (Examples)

* Denominator Description (Examples)

Click "Save" button to save all information within this page.

* Baseline Data

Baseline Year: (yyyy)

Measure Type:

Numerator:

Denominator:

Calculated Baseline:

Note: Baseline data will be calculated real time based on numerator, denominator and measure type

* Projected Data (by End of Project Period) (Sample Calculation)

* Data Source & Methodology

Click "Save" button to save all information within this page.

* Progress Towards Goal

Quantitative:

Qualitative:

Comments

[Acceptable Use Policy](#) | [Viewers and Flavors](#)

➤ The **Performance Measures** page will open and the new Performance Measure you entered will be listed in the Performance Measures section.

1.3. Deleting Performance Measures

1. Click on the [Delete](#) link for a Performance Measure that you want to delete.

Figure 7: Performance Measure with Delete Link

Performance Measure: Program Requirements			Status: Not Complete
Category	Program Requirements T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfulness of NCFH T/TA in assisting HC staff to successfully meet Health Center Program Requirements will increase from an average score of 82 to 85.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
Action: View Update Delete			

- If you are deleting a Performance Measure that you proposed in your FY 2012 NCA NCC
 - A. Enter appropriate Justification comments before confirming the delete action.

Figure 8: Deleting Performance Measure Proposed in the FY 2012 NCA NCC

DELETE PERFORMANCE MEASURES INFORMATION

Performance Measure: Overall T/TA Grantee Satisfaction			
Core Function	National Grantee Satisfaction	Goal Description	In response to the HRSA/BPHC Grantee Satisfaction Survey question "On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, please rate the overall T/TA services provided by the NCA", average score will increase from 82 in 2010 to 85 in 2014.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
View: Performance Measure Details			

***Provide Justification**

Note: Please provide justification as you are deleting a performance measure that was proposed in your last awarded NCA application/progress report.

Maximum paragraph(s) allowed approximately: 3 (2500 character(s) remaining)

Cancel
Continue to Confirm Delete

- B. Click the [Continue to Confirm Delete](#) button.
 - The Delete Performance Measure confirmation page opens ([Figure 9](#)).
- C. Click the [Confirm Delete](#) button to complete the deletion.

Figure 9: Performance Measure Confirm Delete Page

DELETE PERFORMANCE MEASURES INFORMATION			
Performance Measure: Overall T/TA Grantee Satisfaction			
Core Function	National Grantee Satisfaction	Goal Description	In response to the HRSA/BPHC Grantee Satisfaction Survey question "On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, please rate the overall T/TA services provided by the NCA", average score will increase from 82 in 2010 to 85 in 2014.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
Justification	Justification		
View: Performance Measure Details			

- The **Performance Measures** page opens. The Performance Measure you deleted will no longer be listed.
- If you are deleting a new Performance Measure that you proposed in this NCC, you will be able to confirm the deletion without providing any Justification comments.

Note: You are required to provide justification comments when you delete a performance measure that was proposed in your FY 2012 NCA NCC.

1.4. Viewing Performance Measures

1.4.1 Viewing Performance Measures Form

1. To view the Performance Measures form, click the View [Performance Measures](#) link at the bottom of the Project Period section.

Figure 10: View Performance Measure Information

Project Period			
*Start Date (mm/dd/yyyy)	09/01/2011	*End Date (mm/dd/yyyy)	06/30/2014
View: View Performance Measures			

- A read-only version of the Performance Measure will be displayed.

Figure 11: View of Performance Measures Page

PERFORMANCE MEASURES			
DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration		FOR HRSA USE ONLY	
PERFORMANCE MEASURES		Application Tracking Number	Grant Number
		00096071	U30CS09737
		Project Period	
Core Function: National Grantee Satisfaction			
Performance Measure: National Grantee Satisfaction			
Target Goal Description	On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, Grantee satisfaction with T/TA provided by NCFH will increase from an average score of 82 to 85		
Numerator Description	Average rating of satisfaction derived from individuals receiving T/TA from NCFH		
Denominator Description	Highest rating for level of satisfaction on a scale from 1 to 10 with 1 being Poor and 10 being Excellent		
Baseline Data	Baseline Year: 2010 Measure Type: Ratio Numerator: 82.00 Denominator: 100.00 Calculated Baseline: 0.82 (Ratio)	Projected Data (by End of Project Period)	0.85 (Ratio)
Data Source & Methodology	NCFH evaluation of T/TA services; HRSA/BPHC Grantee Satisfaction Survey		
Progress Towards Goal	Quantitative:		
	Qualitative:		
Comments			
Performance Measure: Client surveys			
Target Goal	Raise average survey score from 82% to 90%		

1. Click Close Window to close the pop-up screen and return to the **Performance Measures** page.

2. APPENDIX B: COMPLETING THE PROJECT WORK PLAN

The Project Work Plan form is pre-populated with the Goals and related activities from your FY 2012 NCA NCC. All of the fields in this form will be unlocked to facilitate reporting progress and revision of activities to focus on updated plans for the upcoming 12-month budget period (July 1, 2013 – June 30, 2014).

The Project Work Plan form consists of the following three sections:

- Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)
- Section B - Operational and Administrative Support (Performance Improvement)
- Section C - Program Development/Analysis

The following section describe how to complete each section of the **Project Work Plan** form.

Figure 12: Section A Update Link

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

U30: Training and Technical Assistance National Cooperative Agreements (NCAs) (93.129)
NCA Progress Report for FY 2013

Welcome [username] to HRSA EHB UTL10 environment (Last login date and time 02/05/13 2:05:00 PM)
Status
[EHB home](#) | [logout](#) | [contact us](#) | [help](#) | [questions/comments](#)

The table below shows the status for the program specific information. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.

PROGRAM SPECIFIC INFORMATION STATUS		
Section	Action	Status
Measures and Work Plan		
Performance Measures	Update	NOT COMPLETE
Project Work Plan		
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)	Update	NOT COMPLETE
Section B - Operational and Administrative Support (Performance Improvement)	Update	NOT COMPLETE
Section C - Program Development/Analysis	Update	NOT COMPLETE
Organization Contacts		
Form 12: Organization Contacts	Update	NOT COMPLETE

To update any section in this form – click the [Update](#) link for that section on the **Status Overview** page,
OR

Select the section from the drop-down menu and clicking the [Go](#) button

- For example – click on the [Update](#) link for Section A. The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens (Figure 13).

Figure 13: Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Page

The screenshot displays a web-based interface for a Project Work Plan. At the top, a blue header bar contains the text 'PROJECT WORK PLAN' and a dropdown menu for 'Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)'. Below this, the page title 'Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)' is shown, along with a 'Status: NOT COMPLETE' indicator. The main content area is divided into three sections: 'Target Audience', 'Standard Goals', and 'Additional Goals'. The 'Target Audience' section lists 'Health Centers Serving Special Populations'. The 'Standard Goals' section contains two goals, each with two objectives. Goal A1 is 'Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them.' It includes Objective A1.1 (training opportunities) and Objective A1.2 (increasing staff capacity). Goal A6 is 'Provide technical assistance and tools to assist MCHs in meeting PHS 330 Program Requirements as they relate to the unique features of MSFWs.' It includes Objective A6.1 (increasing tool box utilization) and Objective A6.2 (increasing technical assistance). All goals and objectives are marked as 'NOT COMPLETE'. The interface includes various action buttons such as 'Update Objective', 'Delete Objective', 'Objective Details', 'Add Objective', 'Update Goal', 'Delete Goal', and 'Goal Details'. At the bottom, there are buttons for 'Go to Previous Page', 'Save', and 'Save and Continue'.

Each Project Work Plan section consists of three sections:

- Target Audience
- Standard Goals
- Additional Goals

The Target Audience section displays the target audience selected in Form 1A of your FY 2011 NCA competitive application. It also contains links to view the [FY 2011 NCA Application](#) and the complete [Project Work Plan](#).

Figure 14: Target Audience Section

Target Audience	Health Centers Serving Children in Schools
View:	NCA FY 2011 Application Project Work Plan

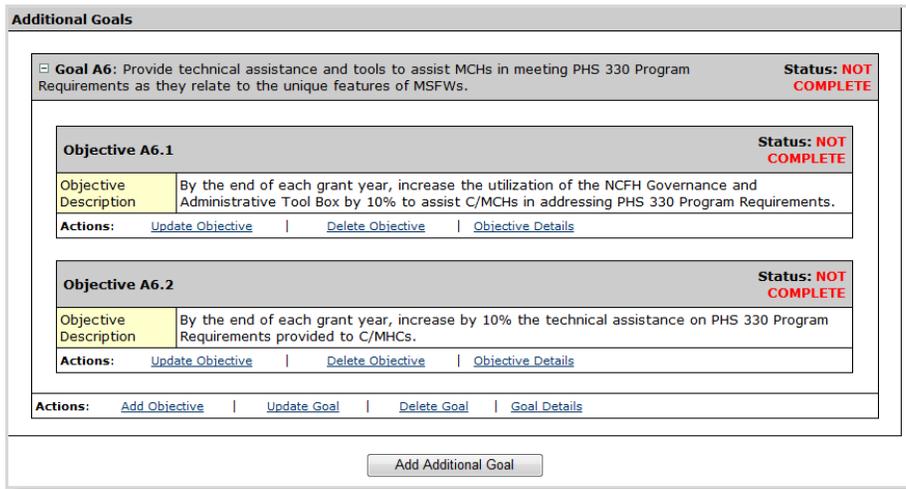
The Standard Goals section is prepopulated with the Objectives proposed under each Standard Goal for that section in the FY 2012 NCA NCC. Each Objective has links to [Update Objective](#), [Delete Objective](#), and [Objective Details](#). Each Standard Goal has links to [Add Objective](#) and [Goal Details](#).

Figure 15: Standard Goals Section

Standard Goals							
<input type="checkbox"/> Goal A1: Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them. Status: NOT COMPLETE							
<table border="1" style="width: 100%;"> <tr> <td style="background-color: #cccccc;">Objective A1.1</td> <td style="text-align: right;">Status: NOT COMPLETE</td> </tr> <tr> <td style="background-color: #ffffcc;">Objective Description</td> <td>By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.</td> </tr> <tr> <td>Actions:</td> <td>Update Objective Delete Objective Objective Details</td> </tr> </table>		Objective A1.1	Status: NOT COMPLETE	Objective Description	By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.	Actions:	Update Objective Delete Objective Objective Details
Objective A1.1	Status: NOT COMPLETE						
Objective Description	By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.						
Actions:	Update Objective Delete Objective Objective Details						
<table border="1" style="width: 100%;"> <tr> <td style="background-color: #cccccc;">Objective A1.2</td> <td style="text-align: right;">Status: NOT COMPLETE</td> </tr> <tr> <td style="background-color: #ffffcc;">Objective Description</td> <td>By the end of year 3, increase the number of C/MHC staff to meet the PHS 330 Program...</td> </tr> <tr> <td>Actions:</td> <td>Update Objective Delete Objective Objective Details</td> </tr> </table>		Objective A1.2	Status: NOT COMPLETE	Objective Description	By the end of year 3, increase the number of C/MHC staff to meet the PHS 330 Program...	Actions:	Update Objective Delete Objective Objective Details
Objective A1.2	Status: NOT COMPLETE						
Objective Description	By the end of year 3, increase the number of C/MHC staff to meet the PHS 330 Program...						
Actions:	Update Objective Delete Objective Objective Details						
<table border="1" style="width: 100%;"> <tr> <td style="background-color: #cccccc;">Objective A5.5</td> <td style="text-align: right;">Status: NOT COMPLETE</td> </tr> <tr> <td style="background-color: #ffffcc;">Objective Description</td> <td>By the end of Year 3, and in partnership with SAF, increase the visibility of migrant health center career opportunities through training opportunities with SAF fellows and alumni members.</td> </tr> <tr> <td>Actions:</td> <td>Update Objective Delete Objective Objective Details</td> </tr> </table>		Objective A5.5	Status: NOT COMPLETE	Objective Description	By the end of Year 3, and in partnership with SAF, increase the visibility of migrant health center career opportunities through training opportunities with SAF fellows and alumni members.	Actions:	Update Objective Delete Objective Objective Details
Objective A5.5	Status: NOT COMPLETE						
Objective Description	By the end of Year 3, and in partnership with SAF, increase the visibility of migrant health center career opportunities through training opportunities with SAF fellows and alumni members.						
Actions:	Update Objective Delete Objective Objective Details						
Actions: Add Objective Goal Details							

The Additional Goals section will be pre-populated with any Additional Goals and related Objectives proposed in the FY 2012 NCA NCC. Each Objective belonging to an Additional Goal has links to [Update Objective](#), [Delete Objective](#), and [Objective Details](#). In addition to having links to [Add Objective](#) and [Goal Details](#), each Additional Goal has links to [Update Goal](#) and [Delete Goal](#).

Figure 16: Additional Goals Section



You can perform the following major actions on these sections.

- [Updating](#)
- [Adding](#)
- [Deleting](#)
- [Viewing](#)

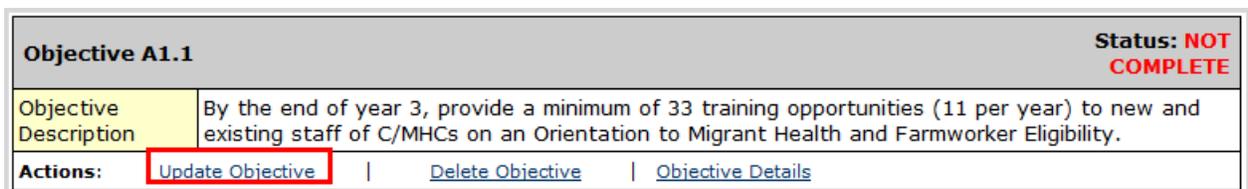
2.1. Updating

The following subsections describe the steps for updating Objectives and Additional Goals:

2.1.1 Updating an Objective

The **Project Work Plan – Update Objective** page is where the NCA completes the Progress Report field for an Objective and modifies the remaining Objective details, if necessary.

Figure 17: Update Objective Page Link



To update an objective, click the [Update Objective](#) link for the Objective to be updated. The **Project Work Plan – Update Objective** page opens.

Figure 18: Update Objective Page

PROJECT WORK PLAN - UPDATE OBJECTIVE A1.1

Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) **Status: NOT COMPLETE**

Goal A1

Goal Description	Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them.
-------------------------	--

View: [Goal Details](#) | [Project Work Plan](#)

Action:

***Objective Description**

Maximum line(s) allowed approximately: 4 (218 character(s) remaining)

By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.

***Time Frame**

Maximum line(s) allowed approximately: 5 (41 character(s) remaining)

Conduct 4, 1 hour webinars per year on Orientation to MH - Sept, March, May, July of each year;
 Conduct 4, 1 hour webinars per year on FW Eligibility - Oct, April, June, August of each year;
 Conduct 3 trainings with the Farmworker Health Network (FHN) at all Migrant Health Stream Forums - Oct, Nov, and Feb of each year;
 Provide on-going consultation to individual health centers - Ongoing;
 Conduct evaluation of all trainings - Ongoing during trainings.

Comments

Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

The Goal to which the Objective belongs is listed in the Goal section at the top of the **Project Work Plan - Update Objective** page. The Goal section also contains links to view the [Goal Details](#) and [Project Work Plan](#). Clicking the [Go to Section A List Page](#) button will open the **Project Work Plan - Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, with all of the goals (Figure 13).

2.1.1.1 **Completing the Progress Report Field**

Figure 19: Progress Report Section

*** Progress Report**

Maximum paragraph(s) allowed approximately: 3 (2500 character(s) remaining)

1. In the Progress Report field, enter a brief description of the progress made towards the stated Objective for the goal.

Note: The Progress Report field is required to be completed for every Objective, even if it was added through this NCC. For Objectives added during this NCC, a simple statement of that fact is sufficient for the Progress Report (e.g., No progress to report for this Objective added during the FY13 NCA NCC).

2.1.1.2 Updating the Remaining Objective Details

1. The Objective Description, Time Frame, and Comments fields can all be updated by modifying the existing text.

Figure 20: Objective Description Update

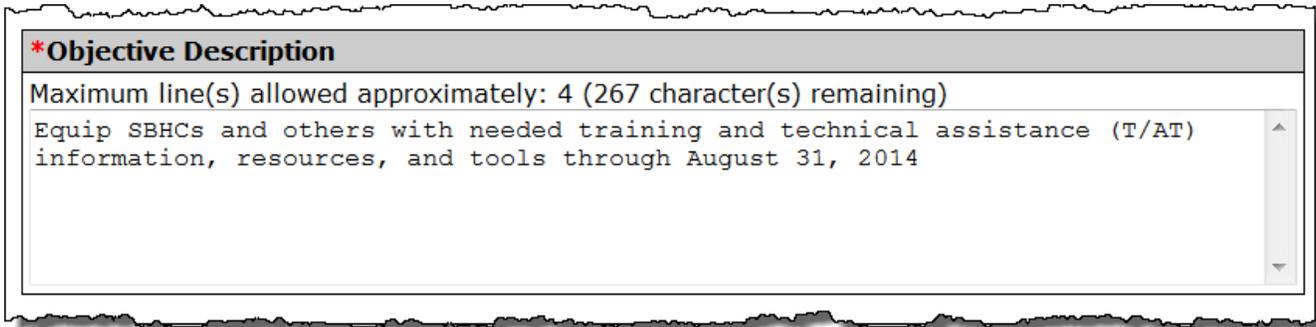


Figure 21: Time Frame Description Update

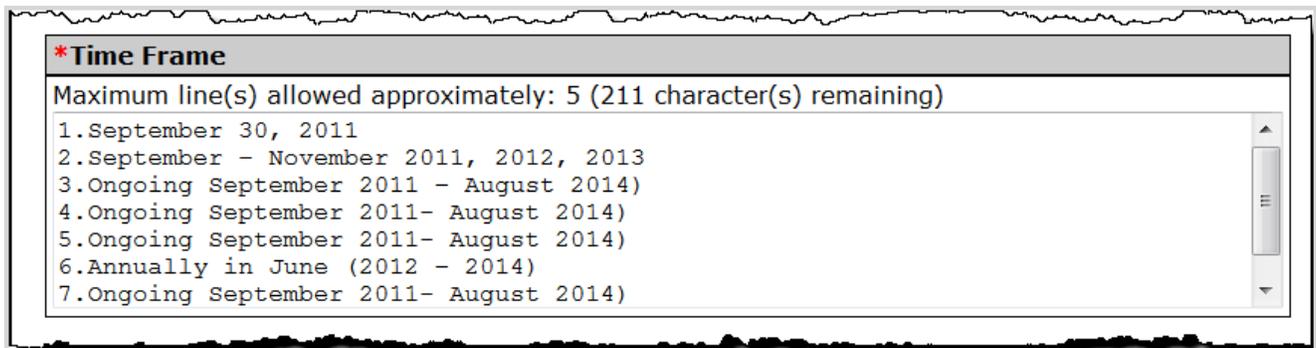
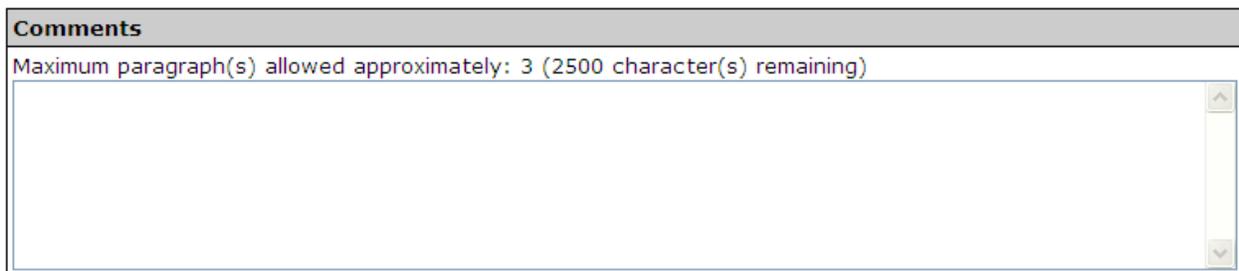


Figure 22: Objective Comment Update



2.1.1.3 Adding an Activity

1. Click the **Add** button under the text.

Figure 23: Add Activity Button

***Activity**

Select	Number	Activity
<input type="checkbox"/>	1	Present webinars monthly
<input type="checkbox"/>	2	Archive webinars on TA section of website
<input type="checkbox"/>	3	Establish a webinar series to address priority TA/T needs
<input type="checkbox"/>	4	Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings)
<input type="checkbox"/>	5	Convene an annual convention for SBHC professionals, state leaders, youth leaders, advocates, and funders offering networking, leadership training, and continuing education on TA/T priority topics
<input type="checkbox"/>	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
<input type="checkbox"/>	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
<input type="checkbox"/>	8	Promote webinar series annually, quarterly, and monthly

2. The **Add** page for the Activity opens (Figure 24).
3. Enter a Description of the new Activity in the first blank Description field.
4. Continue adding as many Activities as necessary. Click the **Add More Activities** button to add as many more rows to the table as necessary to describe all new Activities.
5. Click the **Finished Adding** button to save the changes and return to the **Project Work Plan – Update Objective** page.

Figure 24: Add Activity Page

ADD ACTIVITY - OBJECTIVE A1.1

Objective A1.1

Objective Description: Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014

View: [Goal Details](#) | [Project Work Plan](#)

Action: [Go to Section A List Page](#)

Item Number	Description (Maximum 200 characters)
9	Maximum line(s) allowed approximately: 2 (200 character(s) remaining)
10	Maximum line(s) allowed approximately: 2 (200 character(s) remaining)
11	Maximum line(s) allowed approximately: 2 (200 character(s) remaining)
12	Maximum line(s) allowed approximately: 2 (200 character(s) remaining)
13	Maximum line(s) allowed approximately: 2 (200 character(s) remaining)

Buttons: Cancel, Save, **Save and Continue**, Add More Activities

Note: Remember to frequently click the **Save** button to prevent the system from “timing out” and losing data.

2.1.1.4 Updating Activities

1. Click the Select boxes for the Activities you want to update.
2. Click on the **Update** button under the text.

Figure 25: Update Activity Button

Select	Number	Activity
<input checked="" type="checkbox"/>	1	Present webinars monthly
<input type="checkbox"/>	2	Archive webinars on TA section of website
<input type="checkbox"/>	3	Establish a webinar series to address priority TA/T needs
<input type="checkbox"/>	4	Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings)
<input type="checkbox"/>	5	Convene an annual convention for SBHC professionals, state leaders, youth leaders, advocates, and funders offering networking, leadership training, and continuing education on TA/T priority topics
<input type="checkbox"/>	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
<input type="checkbox"/>	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
<input type="checkbox"/>	8	Promote webinar series annually, quarterly, and monthly

Buttons: Add, **Update**, Delete

3. The **Update** page for the Activities opens ([Figure 26](#))

Figure 26: Update Activity Page

UPDATE ACTIVITY - OBJECTIVE A1.1

Objective A1.1

Objective Description: Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014

View: [Goal Details](#) | [Project Work Plan](#)

Action:

Activity

Item Number	Description (Maximum 200 characters)
1	Present webinars monthly

Maximum line(s) allowed approximately: 2 (176 character(s) remaining)

4. Enter any changes to the description of the activities in the respective Description field for the FY 2013 budget period.
5. Click the button to save the changes and return to the **Project Work Plan – Update Objective** page.

2.1.1.5 Deleting Activities

1. Click the Select box for the Activities you wish to delete.
2. Click the button under the text.

Figure 27: Delete Activity Button

***Activity**

Select	Number	Activity
<input checked="" type="checkbox"/>	1	Present webinars monthly
<input type="checkbox"/>	2	Archive webinars on TA section of website
<input type="checkbox"/>	3	Establish a webinar series to address priority TA/T needs
<input type="checkbox"/>	4	Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings)
<input type="checkbox"/>	5	Convene an annual convention for SBHC professionals, state leaders, youth leaders, advocates, and funders offering networking, leadership training, and continuing education on TA/T priority topics
<input type="checkbox"/>	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
<input type="checkbox"/>	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
<input type="checkbox"/>	8	Promote webinar series annually, quarterly, and monthly

3. The **Delete** page for the Activities opens ([Figure 28](#)).

Figure 28: Delete Activity Page

DELETE ACTIVITY - OBJECTIVE A1.1

Objective A1.1

Objective Description	Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014
------------------------------	---

View: [Goal Details](#) | [Project Work Plan](#)

Action: [Go to Section A List Page](#)

Activity

Item Number	Description (Maximum 200 characters)
1	Present webinars monthly

4. Click the Confirm Delete button to complete the deletion.
5. The **Project Work Plan – Update Objective** page opens.

2.1.1.6 Expected Outcome

Adding, updating, and deleting Expected Outcomes is similar to adding, updating, and deleting Activities. Refer to sections 2.1.1.3, 2.1.1.4, and 2.1.1.5.

2.1.1.7 Data Evaluation and Measurement

Adding, updating, and deleting Data Evaluation and Measurements is similar to adding, updating, and deleting Activities. Refer to sections 2.1.1.3, 2.1.1.4, and 2.1.1.5.

2.1.1.8 Adding a Person/Area Responsible

Adding, updating, and deleting Person(s)/Area(s) Responsible are similar to adding, updating, and deleting Activities. Refer to sections 2.1.1.3, 2.1.1.4, and 2.1.1.5.

2.1.1.9 Updating an Additional Goal

1. To update an Additional Goal - click the [Update Goal](#) action link for that Additional Goal.
2. The **Update Goal** page opens ([Figure 29](#)).

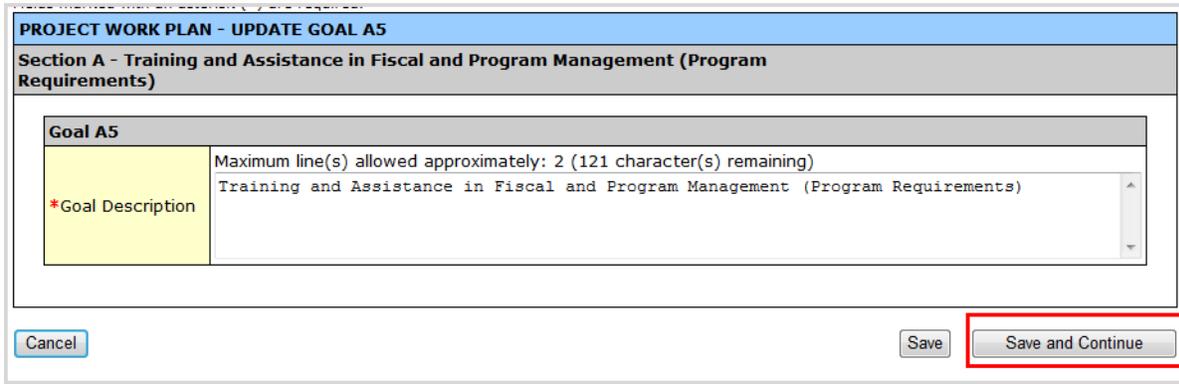
Figure 29: Update Additional Goal Link

Additional Goals

<input type="checkbox"/> Goal A5: Training and Assistance in Fiscal and Program Management (Program Requirements)	Status: NOT COMPLETE
Please add at least one objective.	
Actions: Add Objective Update Goal Delete Goal Goal Details	

3. Enter any changes to the Goal Description.

Figure 30: Update Additional Goal Page



- If you are updating an Additional Goal that you proposed in your FY 2012 NCA NCC, you must provide justification comments.
 - If you are updating an Additional Goal that you proposed in this NCC, you are not required to provide any justification.
4. Click the **Save and Continue** button to return to the **Project Work Plan - Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page.

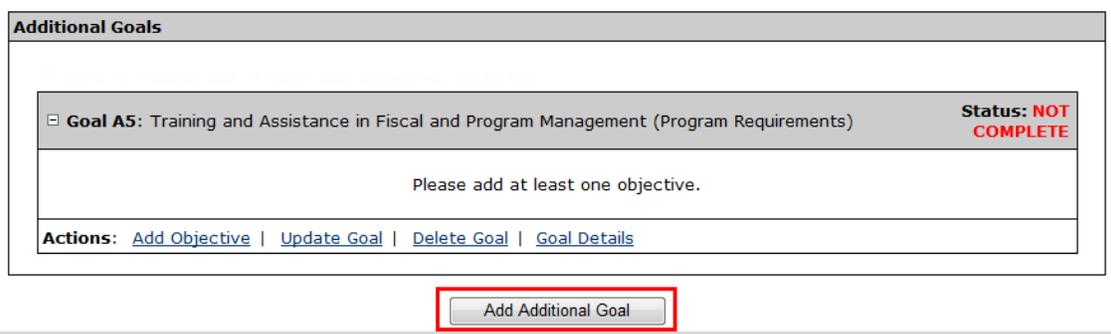
Note: The Goal Description of a Standard Goal *cannot* be updated.

2.2. Adding

The following subsections describe adding Additional Goals and Objectives.

2.2.1 Adding an Additional Goal

Figure 31: Add Additional Goal Button



1. Click the **Add Additional Goal** button at the bottom of the **Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)** page.
- The **Project Work Plan – Add Goal** page opens ([Figure 32](#)).

Figure 32: Project Work Plan – Add Goal Page

2. Enter a Goal Description.
3. Click the **Save and Continue** button. The **Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens.

2.2.2 Adding an Objective

Figure 33: Additional Goals – Add Objective Button

1. Click the **Add Objective** link if you would like to add an Objective to a Goal.
2. Enter a text Objective Description.

Figure 34: Additional Goals – Add Objective Page

PROJECT WORK PLAN - ADD OBJECTIVE A5.1
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Status: **NOT COMPLETE**

Goal A5
Goal Description: Training and Assistance in Fiscal and Program Management (Program Requirements)
View: [Goal Details](#) | [Project Work Plan](#)
Action:

***Objective Description**
Maximum line(s) allowed approximately: 4 (400 character(s) remaining)

***Progress Report**
Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

***Time Frame**
Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

Comments
Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

3. Enter text for the Progress Report, Time Frame, and Comments fields for the new Objective ([Figure 34](#)).
 4. Follow the steps in sections 2.1.1.3, 2.1.1.4, and 2.1.1.5 to complete the Activity, Expected Outcome, Time Frame, and Person/Area Responsible sections of the new Objective.
 5. When all required information has been added for the new Objective, click the **Save and Continue** button.
- The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens.

Note: A Goal must have one Objective, but may have a maximum of 10 Objectives.

Note: You can add a maximum of five Additional Goals in this section, including the Additional Goals proposed in your FY 2012 NCA NCC, if any.

2.3. Deleting

The following subsections describe deleting Objectives and Additional Goals.

2.3.1 Deleting an Objective

1. Click the [Delete Objective](#) Action link under the record of the Objective that you want to delete.

Figure 35: Delete Objective Button

Objective A4.1		Status: NOT COMPLETE
Objective Description	Equip SBHCs with curriculum to implement community health worker roles in their centers by August 31, 2014.	
Actions: Update Objective Delete Objective Objective Details		

- The **Project Work Plan – Delete Objective** page opens ([Figure 36](#)).
- If you are deleting an Objective that you proposed in the FY 2012 NCA NCC:

Figure 36: Deleting Objective Proposed in FY 2012 NCA NCC

PROJECT WORK PLAN - DELETE OBJECTIVE A1.2

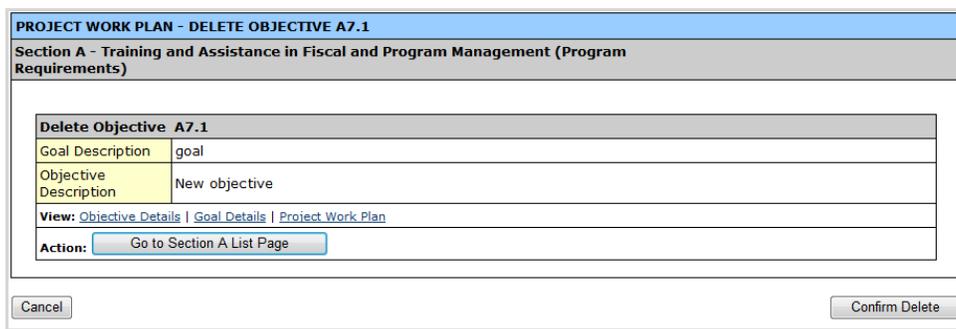
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)

Delete Objective A1.2	
Goal Description	Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them.
Objective Description	Provide Chief Medical Officer (CMO) training to new and existing CMOs of C/MHCs on program requirements, special populations’ needs, leadership responsibilities, and career development.
*Provide Justification	<p>Note: Please provide justification as you are deleting an objective that was proposed in your last awarded NCA application/progress report.</p> <p>Maximum paragraph(s) allowed approximately: 3 (2500 character(s) remaining)</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
View: Objective Details Goal Details Project Work Plan	
Action: <input type="button" value="Go to Section A List Page"/>	

- A. Enter appropriate Justification comments before confirming the delete action.
- B. Click the [Continue to Confirm Delete](#) button.

- The **Project Work Plan – Confirm Delete Objective** page opens. It displays the Goal Description, the Objective Description, and the Justification provided by you for the deletion. It has View links to [Objective Details](#) of the Objective being deleted, [Goal Details](#) of the Goal to which the Objective belongs, and the [Project Work Plan](#).
- C. Click the **Confirm Delete** button to complete the deletion.
- The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The Objective that you deleted is not listed on the page.
- If you are deleting a new Objective that you proposed in this NCC, you will be able to confirm the deletion without providing any Justification comments.

Figure 37: Deleting New Objective



- The **Project Work Plan – Delete Objective** page opens. It displays the Goal Description and the Objective Description. It has View links to [Objective Details](#) of the Objective being deleted and to the [Project Work Plan](#).
- A. Click the **Confirm Delete** button to complete the deletion.
- The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The Objective that you deleted is not listed on the page.

Note: Every Goal must have at least one Objective.

2.3.2 Deleting an Additional Goal

1. Click the [Delete Goal](#) link for the Goal you want to delete.

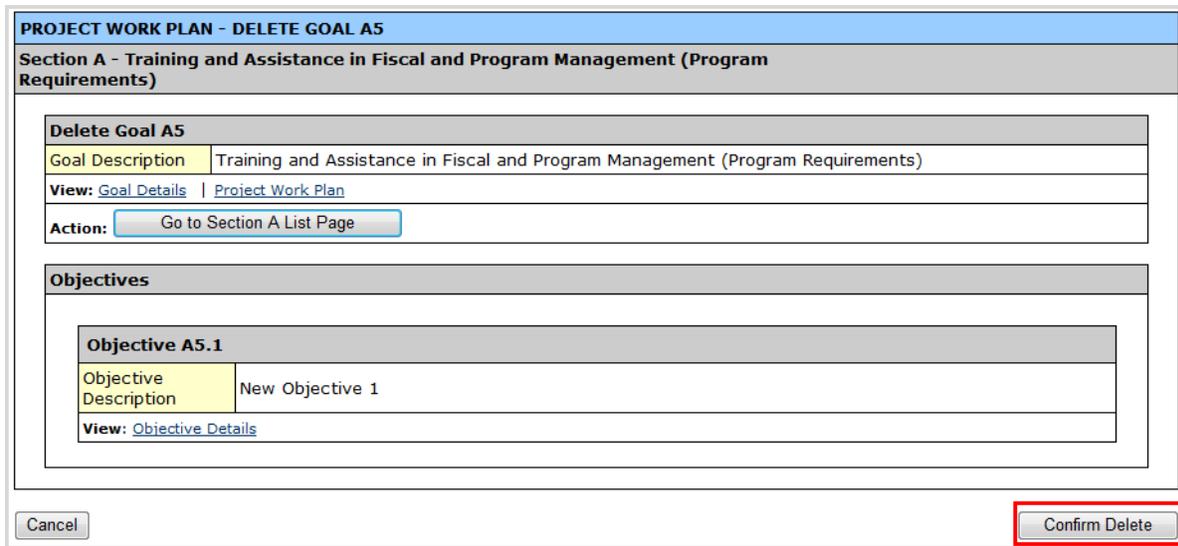
Figure 38: Deleting an Additional Goal Button



- The **Project Work Plan – Delete Goal** page opens. It contains the Goal Description and links to view the [Goal Details](#) and the [Project Work Plan](#). It also contains Objective descriptions, links to view the [Objective Details](#) for every Objective belonging to that Goal, and a **Go to Section A List Page** button.

- If you are deleting an Additional Goal included in your FY 2012 NCA NCC:
 - A. Enter a Justification for the deletion of the Additional Goal.
 - B. Enter a Justification for the deletion of every listed Objective that was included in your FY 2012 NCA NCC. A justification is not collected for any Objectives that you proposed for this Goal in the this NCC.

Figure 39: Delete Goal Page



- C. Click the **Continue to Confirm Delete** button.
 - The **Project Work Plan – Confirm Delete Goal** page opens.
- If you are deleting an Additional Goal that was added in this NCC, click the **Confirm Delete** button.
 - The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The goal you deleted is no longer listed under the **Additional Goals** section.

2.4. Viewing

2.4.1 Viewing Objective Details

1. On the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the **Objective Details** link for the Objective you want to view (Figure 40).
 - The **View Objective Details** page opens as a pop-up (Figure 41).

Figure 40: Objective Details Button

Objective A2.1		Status: NOT COMPLETE
Objective Description	Equip SBHCs with information and resources on emergency preparedness plans through August 31, 2014.	
Actions: Update Objective Delete Objective Objective Details		

Figure 41: View Objective Details Page

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Close Window

VIEW OBJECTIVE DETAILS

Objective A2.1	
Objective Description	Equip SBHCs with information and resources on emergency preparedness plans through August 31, 2014.
Progress Report	
Activity	1. Archive webinar on TA section of NASBHC website 2. Disseminate updated emergency preparedness resources and sample emergency preparedness plan to the field via website, quarterly newsletter, e-blasts, and social media 3. Conduct webinar to orient the field on NASBHC's updated emergency preparedness resources and sample emergency preparedness plan 4. Update NASBHC's current emergency preparedness resources and develop a sample emergency preparedness plan that is downloadable from the NASBHC website.
	1. At least 40 SBHCs will be better informed about emergency preparedness activities.
Person/Area Responsible	1. Program Assistant Outreach and Engagement 2. Program Assistant Outreach and Engagement Team 3. Program Assistant 4. Program Assistant
Time Frame	1. Resources updated by October 2011, Updated plan posted on website by January 2011 2. Webinar conducted by February 2012 3. Ongoing September 2011 – August 2014 4. Ongoing dissemination to the field (January 2012 – August 2014), Modify resources based on feedback from field (February 2012 – August 2014)
Comments	

Close Window

2. Click the **Close Window** button to close the window.
- The **View Objective Details** page closes and you can resume working on the Project Work Plan.

2.4.2 Viewing Goal Details

1. On the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the **Goal Details** link for the Goal that you want to view ([Figure 42](#)).

Figure 42: Goal Details Link

<input type="checkbox"/> Goal A1: Provide national, state and local-level training to school-based health centers and other safety net programs on the unique features of programs providing care to school-aged children.		Status: NOT COMPLETE
Objective A1.1		Status: NOT COMPLETE
Objective Description	Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014	
Actions: Update Objective Delete Objective Objective Details		
Actions: Add Objective Goal Details		

- The **View Goal Details** page opens as a pop-up ([Figure 43](#))

Figure 43: View Goal Details Page

Close Window

VIEW GOAL DETAILS

Goal A1: Provide national, state and local-level training to school-based health centers and other safety net programs on the unique features of programs providing care to school-aged children.

Objective A1.1	
Objective Description	Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014
Progress Report	1. Establish a webinar series to address priority TA/T needs 2. Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings) 3. Present webinars monthly 4. Archive webinars on TA section of website 5. Convene an annual convention for SBHC professionals, state
Time Frame	1. September 30, 2011 2. September - November 2011, 2012, 2013 3. Ongoing September 2011 - August 2014 4. Ongoing September 2011- August 2014 5. Ongoing September 2011- August 2014 6. Annually in June (2012 - 2014) 7. Ongoing September 2011- August 2014 8. Ongoing September 2011- August 2014
Comments	
Justification Comments	

Close Window

2. Click the **Close Window** button to close the window.
- The **View Goal Details** page closes and you can resume working on the Project Work Plan.

2.4.2.1 Viewing the Project Work Plan

1. In the Target Audience block at the top of the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the [Project Work Plan](#) link ([Figure 44](#)).

Figure 44: Project Work Plan Link

Target Audience	Health Centers Serving Children in Schools
View:	NCA FY 2011 Application Project Work Plan

- The **Project Work Plan** page opens, anchored to Section A ([Figure 45](#)). You can view the entire Project Work Plan by using the vertical scroll.

Figure 45: Project Work Plan Page

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[Close Window](#)

PROJECT WORK PLAN As of 2/26/2012 3:54:18 PM

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration PROJECT WORK PLAN	FOR HRSA USE ONLY	
	Application Tracking Number	Grant Number
	00096063	U30CS09738

Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)

Target Audience: Health Centers Serving Children in Schools

Goal A1: Provide national, state and local-level training to school-based health centers and other safety net programs on the unique features of programs providing care to school-aged children.

Justification Comments: Not Applicable

Objective: Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014

Progress Report: [Show All Details](#) | [Hide All Details](#)

Activity	Expected Outcome	Data Evaluation and Measurement	Person/Area Responsible	Time Frame	Comments
1. Present webinars monthly (Hide) 2. Archive webinars on TA section of website (Hide) 3. Establish a training survey and the	1. TA/T needs identified and prioritized based on results from the 2010 NCA, TA quality	1. # of appearances at nat'l and state-level conferences & meetings; # of participants in nat'l-	1. Associate Director of Programs Communications Director Program Assistant (Hide)	1. September 30, 2011 2. September - November 2011, 2012, 2013 3. Ongoing	
respondents (Hide) 2. Develop State Policy Survey protocol (Hide) 3. Analyze & report survey data by: Cleaning, recoding & completing analysis, Creating a report of data, Developing slide deck for the 2011 Survey, Presenting the Survey results to 150 people on webinar (Hide)	Survey... and completed in order to understand state policies affecting SBHCs. (Hide) 3. State Policy Survey will be disseminated and will receive responses from the appropriate parties. (Hide)		Director, Policy to Practice Executive Director (Hide)		

Objective: abc goal ghtghj

Progress Report: [Show All Details](#) | [Hide All Details](#)

Activity	Expected Outcome	Data Evaluation and Measurement	Person/Area Responsible	Time Frame	Comments

[Close Window](#)

2. Click the [Close Window](#) button.
- The **Project Work Plan** page closes and you can resume working on the Project Work Plan.

When all modifications and additions have been made to the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** click the **Save and Continue** button.

The **Project Work Plan, Section B – Operational and Administrative Support (Performance Improvement)** page opens.

Steps described for Section A are applicable to Sections B and C.

3. APPENDIX C: COMPLETING FORM 12: ORGANIZATION CONTACTS

Use **Form 12: Organization Contacts** to list contact information in your current project scope.

3.1. Updating Contact Information

1. Open **Form 12: Organization Contacts**
 2. **Form 12: Organization Contacts** opens prepopulated with contact information provided in FY 2012 NCA NCC.
 3. Click the **Update Information** button in the Contact Person or Chief Executive Officer section, as appropriate.
- The **Contact Information** page opens.

Figure 46: Contact Information

CONTACT INFORMATION	
*Title of Position	CFO
Prefix	Select One
*First Name	Eric
*Last Name	Frank
Middle Initial	
Suffix	Select One If 'Other', please specify
Highest Degree	Select One If 'Other', please specify
Contact Address	
*Email Address	retester1@hotmail.com
*Phone Number	(512) 312 - 5452 Ext:

Go Back Save and Continue

4. Enter or edit information as required.
 5. Click the **Save and Continue** button.
- The **Organization Contacts** page opens.

3.2. Deleting Contact Information

1. Click the **Delete Contact Person** or the **Delete Chief Executive Officer** button, as appropriate.

- The **Contact Information Confirm Delete** page opens.
- 2. Click the **Confirm Delete** button.
- The **Organization Contacts** page opens.

Note: The Contact Person is *required*. If you delete a Contact Person, you must enter another one. Chief Executive Officer information is optional.

3.3. Adding Contact Information

1. Click the **Add Contact Person** or the **Add Chief Executive Officer**, as appropriate.
- The **Contact Information** page opens.
2. Enter or select the information to be added.
3. Click the **Save and Continue** button.
- The **Organization Contacts** page opens.