

## **NCA-NCC Technical Assistance Call Transcript**

**Moderator: Kay Cook**

**March 12, 2013**

**12:00 pm CT**

Coordinator: Thank you all for standing by. Welcome to today's conference call. At this time, all lines are on listen-only for today's conference.

Once again, all lines are on listen-only until the question and answer portion of our call at which time you will be prompted to press Star 1 on your touch-tone phone.

Please be sure to record your name when prompted so that I may introduce you to ask your question.

The conference is being recorded and if you have any objections you may disconnect at this time.

I will now turn the conference over to our host Ms. Olivia Shockey. Ma'am you may proceed.

Olivia Shockey: Thank you. I'm Olivia Shockey in the Office of Policy and Program Development within the Bureau of Primary Health Care at HRSA. I want to take this opportunity to thank you all for participating in today's Technical Assistance Call for the Non-Competing Continuation for the NCAs.

Just a quick note about something coming down the pike, I want to remind everyone there is an invitation to join together in the meeting at the upcoming P&I. The meeting was going to be March 21 from 2:00 to 4:00 PM in Room 8206. So, if you have the time and availability we encourage you to all gather for that meeting at the conference.

I also want to note that this year's Non-Competing Continuation is going to be very similar to last year's. It's the last year that you'll be reporting Non-Competing Continuation progress for your overall project period. So, we did not make any drastic changes so that things seemed pretty familiar and straightforward. We have allowed a little bit of extra time on the back end for getting submissions into HRSA. So, we hope that that will alleviate some of the stress that you felt last year in trying to compete complete your NCAs in a very condensed timeframe. Beth Levitz is going to walk you through the components of this year's NCC. So, I'll turn it over to Beth to do the technical part of today's presentation.

Beth Levitz: Hello. Welcome to the National Training and Technical Assistance Cooperative Agreements Technical Assistance call. I'm Beth Levitz, the Lead for the NCA Cooperative Agreements Program in the Office of Policy and Program Development within the Bureau of Primary Health Care. My role is to facilitate planning and development of the NCA Cooperative Agreements Program and to provide technical assistance in the process.

If you haven't already, please visit the web meeting link at <https://hrsa.connectsolutions.com/ncanccta>. This will give you access to the interactive presentation within Adobe Connect. Otherwise, it's available at the NCA Technical Assistance Web site also identified on Slide 2. A recording and transcript will be available within a week of today's call on the Technical Assistance Web site.

The purpose of today's call is to highlight deadlines and details concerning the submission process, Standard Form Performance and Progress Report, the budget to include the Budget Details Form and Budget Narrative, the Program Narrative Update, the Project Work Plan, Performance Measures, resources, and TA contacts.

NCA's must submit noncompeting continuations, also known as the NCCs, through HRSA's Electronic Handbook or EHB.

The 2013 fiscal year will begin July 1, 2013 and end on June 30, 2014.

The NCA NCC instructions are available at the NCA Technical Assistance Web site.

NCCs, commonly referred to as progress reports, are due no later than 5:00 PM Eastern time on April 24 and may not exceed 40 pages. The table on Pages 5 and 6 of the instructions notate which elements of the NCC will count toward the page limit.

On February 27, your organization received a notification announcing availability of the NCC module in EHB. A follow-up notification was then sent through your Project Officer with specific details concerning today's call.

Looking at Slide 6 the required components of the NCC are listed: Pages 1 and 2 of the SF- PPR, the Budget Details Form with the corresponding Budget Narrative, Form 12 Organization Contacts, Project Work Plan, and Performance Measures.

Within EHB, Form 12 will default to a complete status and requires no action from you. The form is pre-populated with organization contacts and information is available for you to update if necessary. In other words, no action is required if your contacts do not need updated. If

your organization contacts do need updated within the system please use Form 12 to do so.

On the Budget Details Form in Section A, the federal request will match Line 13 of your most recent Notice of Award and cannot be edited.

Section B will list line item details of the budget. All totals of each line item must align with the same line item in the Budget Narrative.

Within Section C, please do not provide other sources of funding.

The Budget Narrative is a document that will be drafted by the NCA usually using any type of compatible word processing program. The Budget Narrative will have line items or budget class categories that correspond with those of Section B of the Budget Details Form: personnel, fringe benefits, travel, equipment, supplies, contracts, other, and indirect costs. The details described in each cost element should justify how each contributes to the project's objectives. A sample Budget Narrative is available at the Technical Assistance Web site.

Moving on to the Project Work Plan, it will pre-populate with the totals submitted in the FY 2012 NCA NCC the NCC that you submitted last year. Standard goals cannot be deleted but can be updated. Additional goals can be updated, added, or deleted. Progress must be entered for each objective. Any updates, edits or deletions to objective details and its activities, expected outcomes, data evaluation measurements, personnel responsible, and timeframes must be described in the comments field. Be sure to discuss any major changes with your Project Officer before submitting. Instructions for the Project Work Plan can be found in Appendix A of the instructions beginning on Page 12.

Regarding objectives, there are two major ways or options to report progress for every objective. If the pre-populated objective will be retained use the Progress Report Field to report progress made since July 1, 2012 and edit the objective description field as indicated to give plans for FY 2013. In other words, you'll report progress made since July 1 in the Progress Report Field. Other fields will be updated to reflect any changes or updates for the FY 2013 budget period.

If the pre-populated objective will be significantly changed or replaced with something completely new for FY 2013, delete the objective that is there and use the narrative box that appears to both report progress on the objective that is being deleted and justify the deletion. A new objective can then be added to replace deleted objective. Provide an update for each objective in the Progress Report Text Box on the form for those that are not being deleted. Again, if you are deleting an objective to then replace it with another that is significantly different, provide progress in the notice for deletion box that will appear once you attempt to delete the objective.

On to the Performance Measures Form, Slide 11 provides some highlights to the performance measures, which I will describe while viewing Slide 12.

The Performance Measures Form will pre-populate with details from the 2012 NCA NCC just like the rest of the NCC. Progress will be reported in the quantitative and qualitative Progress Towards Goal fields.

Only the Progress Towards Goal fields for quantitative and qualitative, the subfields within the Progress Towards Goal fields, as well as the comments field should be altered for the four required performance measures identified on Slide 12.

One important item to note is that the Grantee Satisfaction Survey from 2012 on which you would normally use to gauge your progress did not address the four required performance measures. When completing the 2013 NCC Performance Measures Form progress should be based on other available data sources such as UDS information and organizational surveys. If other sources are not available, you may use the results from the 2011 Grantee Satisfaction Survey for the quantitative progress fields and any anecdotal evidence for the qualitative progress field. If you would like to use the 2011 Grantee Satisfaction Survey and have not retained a copy, you can contact your Project Officer listed on your last Notice of Award.

Other relevant performance measures beyond the four required may also be identified. Details for performance measures are in Appendix B of the instructions beginning on Page 15.

Moving on to the Program Narrative Update, the Program Narrative Update will be uploaded in Attachment 1. Since it is a required attachment, you will not be able to successfully submit the NCC without it. The Program Narrative Update will discuss broad issues and changes that have occurred since July 1, 2012, the FY 2012 budget start date.

To kind of go over what is included under the five items of the Program Narrative Update: Item 1 provides an opportunity to describe overarching progress beyond what is captured in the individual progress object progress updates in the Project Work Plan. This item provides you with the opportunity to describe big picture progress and propose changes. Item 2 is similar to item 1 but it focuses on big picture outcomes versus progress as a result of the TA objectives including highlighting how challenges have been overcome beyond what is captured in the individual objective progress updates in the

Project Work Plan. Item 3 provides an opportunity to describe changes and linkages or partnerships. This is the only place in the NCC where this information is requested. Item 4 provides an opportunity to describe changes and updates to the Staffing Plan beyond what is captured in Attachment 2. Challenges experienced in recruiting and retaining key management projects staff should be discussed in this section. Item 5 provides the only opportunity within the entire NCC and all of its components to describe plans beyond the FY 2013 budget period, which runs July 1, 2013 through June 30, 2013. It provides the opportunity to describe any plans in the grand scheme of things that you may not be able, or aren't given the opportunity, to highlight anywhere else within the NCC. As a caution, significant changes should be discussed with your Project Officer prior to submitting the NCC. These discussions should occur prior to April 24 when the NCC is due.

Attachments 2 through 6 are noted, "as applicable." The Staffing Plan, Position Descriptions for Key Personnel, Biographical Sketches for Key Personnel, Summaries of Contracts and Agreements, and other relevant documents should be updated if any updates are necessary.

Otherwise, an upload is not required to successfully submit. It isn't necessary to upload a document that simply says, "Not applicable." Samples of Attachments 2 through 4 can be found on the NCA Technical Assistance web site.

Before we wrap up the briefing some very important reminders. Reports are due in EHB by 5:00 PM Eastern Time on April 24. Failure to submit or an incomplete NCC could delay issuance of a Notice of Award for the fiscal year 2013 or create a lapse in funding.

Some resources are listed on Slide 13. I would definitely like to highlight the NCA Technical Assistance Web site.

You should be able to view the web site within Adobe currently. The yellow box does include a link to today's Adobe Connect presentation, the instructions, the list of - the revised List of Notice that was sent from the Project Officer, today's presentation in its PowerPoint format, Frequently Asked Questions, as well as the EHB Quick Reference sheet that will help you maneuver through the NCC within the EHB. Also within this box will be posted the transcript and the recording of today's presentation, once it's available within the week.

Scrolling down if you would like to refer back to the Funding Opportunity Announcement that these funds were awarded under it is available at the link under Program Requirements.

Olivia Shockey: Beth we're not seeing that slide.

Beth Levitz: Oh, you aren't?

Olivia Shockey: Can you click again just to try navigating there?

Beth Levitz: And if you aren't able to view it we may be having a technical glitch or our technical personnel may be able to remedy this situation so that the viewers can see the web site within Adobe Connect.

Olivia Shockey: That's fine. You can just describe it in case they can't see it.

Beth Levitz: Otherwise moving on, I was highlighting that the sample forms and documents are available on the web site as well as other resources and links to both the BPHC NCA inbox and other personnel to contact which brings us to the last slide, the technical assistance contacts.

Please contact your Project Officer with any questions relating to the content of your NCC, especially the Program Narrative Update, the Performance Measures or the Project Work Plan.

For questions related to the instructions, please feel free to contact me either by emailing [bphcnca@hrsa.gov](mailto:bphcnca@hrsa.gov) or calling 301-594-4300 and you'll be sent to the correct person to help you work through your issue.

For budget related questions we would like to encourage you to contact your Grants Management Specialist identified on your last Notice of Award or you can contact Brian Feldman who is the contact for the NCA program within grants. His direct email is available or he can be reached at 301-443-3190.

For any electronic completion and submission questions or technical issues please contact the BPHC help line. They can be emailed or called. They are great at responding to issues. They have a working knowledge of the program as it relates to EHB.

No questions were submitted to the NCA inbox prior to today's call. At this time, I would like to ask for our call coordinator (Jill) to open the lines for questions.

Coordinator: Thank you. If you would like to ask a question please press Star 1 on your touch-tone phone and please record your name at this time. Once again, please press Star 1 and record your name.

We have a question from (Sylvia Pertita). Your line is open.

(Sylvia Pertita): Thanks. I have a quick question. On the Program Narrative Update Attachment 1 for those five different points that we have to cover, should that be for the overall award plan or per goal and objective?

Beth Levitz: That is concerning the overall project. It really focuses on items that aren't covered within the Project Work Plan.

We do encourage you to consider the information provided in each section so that there isn't any duplication of information.

(Sylvia Pertita): Got it. Okay thank you.

Coordinator: Once again, if you would like to ask a question please press Star 1 and record your name at this time.

We have no further questions.

Beth Levitz: Okay great. I would like to thank everybody for tuning into today's call. If you do have any questions after the call that we didn't address or that you haven't yet thought of please don't hesitate to contact me by phone or we especially encourage you to email the [bphcnca@hrsa.gov](mailto:bphcnca@hrsa.gov) inbox. It is accessible by many staff within HRSA who have subject matter knowledge of the program. Thank you everyone.

Coordinator: That does conclude today's conference call. We thank you all for participating. You may now disconnect and have a great rest of your day.