



Fiscal Year 2015 National Training and Technical Assistance Cooperative Agreements Non-Competing Continuation Progress Report (NCC)

Technical Assistance (TA) Presentation

<http://www.hrsa.gov/grants/apply/assistance/nca>

bphcnca@hrsa.gov



Agenda



- Overview
- Required Components
- Budget Presentation
- Project Work Plans
- Required and Additional Attachments
- Submission Reminders and Reviews
- Resources and Contacts
- Questions



Overview



- Progress report must be submitted in the Electronic Handbook (EHB) to receive non-competing continuation funding in FY 2015 (July 1, 2015 – June 30, 2016).
- Instructions for completing the progress report are available in EHB and on the NCA TA website at <http://www.hrsa.gov/grants/apply/assistance/nca>.
- Progress reports due in EHB by **5 PM ET on March 13, 2015**.



EHB Notifications



- System-generated email notifications indicating the availability of the NCC Progress Report sent January 30, 2015.
- Notifications sent to NCA Project Directors and NCA staff with Progress Report edit and submit privileges in EHB.



Required Components



- SF-PPR
- SF-PPR-2
- Budget Information: Budget Details Form
- Budget Narrative
- FY 2014 Project Work Plan Progress Report
- FY 2015 Project Work Plan
- Attachment 1: Program Narrative Update



SF-PPR and SF-PPR-2



- The SF-PPR and SF-PPR-2 forms contains basic information about the organization and cooperative agreement.
- Update editable fields as applicable. For guidance, refer to the NCA EHB User Guide on the NCA TA website.



Budget Details Form



Section A: Budget Summary

- Funding amount is pre-populated and cannot be edited.

Section B: Budget Categories

- Provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits).
- Information in this section must be provided for each remaining year in the project period (i.e., FY 2015 and FY 2016 budget periods).
 - Assume level funding for development of the FY 2016 budget.

Section C: Non-Federal Resources

- The budget request should reflect the federal NCA funding only. Do not provide other sources of funding. Leave Section C blank.



Budget Narrative



- Provide a detailed line-item Budget Narrative that explains each cost in the upcoming 12 month budget period (July 1, 2015 through June 30, 2016).
 - Must be consistent with amounts requested for each object class category in Section B of the Budget Details form.
- Detailed instructions (including the federal salary limit of \$183,300) are included in FY 2015 NCA NCC Instructions.
- Sample Budget Narrative available on NCA TA website.

Line-items (object class categories):

- Personnel Costs
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Costs



Project Work Plans



- EHB will pre-populate two Project Work Plans with information from the last NCA work plan submission:
 1. **FY 2014 Project Work Plan Progress Report:** Report progress on activities included in the work plan since July 1, 2014.
 2. **FY 2015 Project Work Plan:** Revise an editable version of the FY 2014 Project Work Plan to focus only on activities planned for FY 2015.
- Refer to the sample FY 2014 Project Work Plan Progress Report and EHB NCA User Guide on the NCA TA website when completing the project work plans.



FY 2014 Project Work Plan Progress Fields



Field	About this Field
Progress (limit 1,500 characters)	Provide a progress description for each activity. If activities will not be continued in the FY 2015 Project Work Plan or if there has been no progress to date, provide a brief explanation.
Current Value	Provide current data based on all T/TA completed to date to show progress toward each Evaluative Measure Goal. <ul style="list-style-type: none"> • # of formal training/technical assistance sessions • # of health center representatives trained • # between 1.00 and 4.00 representing how well training met the stated objectives • # between 1.00 and 4.00 representing how likely trainees are to apply new information
Narrative Progress Towards Goal (limit 1,500 characters)	Provide narrative details of current progress toward end of Project Period goal for each Evaluative Measure Goal. If there has been no progress to date, provide a brief explanation.
Expected Impact Progress Narrative (limit 1,500 characters)	Describe progress to date toward the identified Expected Impact under each Focus Area. If there has been no progress to date, provide a brief explanation.



FY 2015 Project Work Plan Key Fields



Field	About this Field
Focus Areas	If necessary, delete and add focus areas.
Key Factors (limit 500 characters)	If necessary, update the key factors predicted to contribute to and restrict progress toward reaching each goal.
Activity (limit 200 characters)	<p>Update the activities as needed to reflect activities planned for the upcoming budget period of July 1, 2015 through June 30, 2016.</p> <p>Activities per focus area: minimum – 2; maximum – 8 (max was 5 in the competitive application)</p>
Person/Area Responsible Time Frame Expected Outcome (limit 500 characters)	Update these fields as needed (minimum 1, maximum 5 per activity).
Comments (limit 1,500 characters)	Update/provide supplementary information, as desired.
Evaluative Measures Goals	If Focus Areas are added, new Evaluative Measures goals for the end of the project period (by June 30, 2017) must be established.
Expected Impact (limit 1,500 characters)	The ultimate outcome (expected impact) of all activities under each focus area will be pre-populated. Update as needed. If Focus Areas as added, describe the Expected Impact by the end of the project period (by June 30, 2017).



Attachment 1: Program Narrative Update



1. Discuss broad issues, significant progress, and challenges that have impacted the target audience and the NCA.
2. Discuss any significant changes to collaborations, partnerships, and coordinated activities.
3. Discuss any significant changes to plans for evaluation and dissemination of lessons learned.
4. Discuss any significant changes to project staffing.
5. Discuss any additional progress not captured on the FY 2014 Project Work Plan Progress Report.
6. Any major expected changes/plans/considerations for activities beyond the upcoming budget period.

Reminder - Attachment 1: Program Narrative Update is REQUIRED



Attachments 1 – 6



Attachments 2– 6 (as applicable):

- Attachment 2: Staffing Plan
- Attachment 3: Position Descriptions for Key Personnel
- Attachment 4: Biographical Sketches for Key Personnel
- Attachment 5: Summary of Contracts and Agreements
- Attachment 6: Other Relevant Documents

Reminder - Attachments 2 – 6 to be submitted only as needed



Submission Reminders



- Progress Reports:
 - Available in EHB on January 30, 2015
 - Due in EHB by March 13, 2015 at 5:00 PM ET
- To submit in EHB, you must be the Project Director (PD) or have the appropriate EHB privileges.
- Submissions must not exceed **40 pages** when printed by HRSA (approximately 5 MB).
 - Single-spaced narrative documents with 12 point, easily readable font (e.g., Times New Roman, Arial, Courier) and one-inch margins.
 - Smaller font (no less than 10 point) may be used for tables, charts, and footnotes.



Progress Report Reviews



- Progress reports without all required information will be considered incomplete or non-responsive.
 - Incomplete Progress Reports will be returned via a “request change” notification in EHB with a request for the missing information.
 - If HRSA does not receive the progress report by the established deadline or receives an incomplete or non-responsive progress report, a delay in NoA issuance or a lapse in funding could occur.
- Awards to be announced prior to July 1, 2015 start date.
- Active SAM.gov registration required at time of award.



NCA TA Resources



Resources available on the NCA TA website:

<http://www.hrsa.gov/grants/apply/assistance/nca/>

- FY 2015 NCA NCC Instructions
- NCA EHB User Guide
- Frequently Asked Questions (FAQs)
- Sample Budget Narrative
- Sample Staffing Plan
- Sample Project Work Plan Focus Areas
- Sample FY 2014 Project Work Plan
- Presentation slides and recording of TA presentation



Technical Assistance Contacts



Program questions:

Cheri Daly

BPHCNCA@hrsa.gov

Budget or fiscal questions:

William Davis

WDavis@hrsa.gov

EHB electronic submission question:

BPHC Helpline

<http://www.hrsa.gov/about/contact/bphc.aspx>



Questions