PROGRAM-SPECIFIC INSTRUCTIONS FOR SUBMITTING THE FY 2015 NON-COMPETING CONTINUATION (NCC) PROGRESS REPORT

State Primary Care Offices
Activity Code: U68

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NOTE: When the Noncompeting Continuation (NCC) Progress Report User Guide (for Generic Grants) is inconsistent with these instructions, please follow these instructions.
PROGRAM-SPECIFIC INSTRUCTIONS FOR SUBMITTING THE FY 2015 NON-COMPETING CONTINUATION (NCC) PROGRESS REPORT

State Primary Care Offices
Activity Code: U68

I. Purpose
Since fiscal year (FY) 2011, the Health Resources and Services Administration (HRSA) has utilized a streamlined process for grantees applying for non-competitive continuation funding. Under this process, current grantees are only required to submit an annual Non-competitive Continuation (NCC) Progress Report within HRSA’s Electronic Handbooks (EHBs). All grantees requesting noncompetitive continuation funding must submit reports in this manner.

The NCC Progress Report is used by HRSA to assess progress for a grantee’s approved project, as well as any significant change(s) to a grantee’s approved funded program. The continuation of grant funding will be based on compliance with applicable statutory and regulatory requirements, including the timely submission of the NCC Progress Report through the EHB, demonstrated organizational capacity to accomplish the project’s goals, satisfactory progress, availability of Congressional appropriations, and a determination that continued funding would be in the best interest of the Government.

II. NCC Progress Report Submission Deadline
Each grantee’s FY2015 NCC Progress Report will be generated as a submission requirement in its Grantee Handbook approximately four months prior to the budget period start date. The following table provides the FY 2015 NCC deadline for your program.

<table>
<thead>
<tr>
<th>Budget Period Start Date</th>
<th>EHB Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2015</td>
<td>January 2, 2015</td>
</tr>
</tbody>
</table>

III. FY 2015 NCC Progress Report Instructions
The NCC Progress Report is a report on progress toward your grant objectives, project barriers and resolutions, and plans for the coming year. Grantees should refer to the HRSA Noncompeting Continuation Progress Report User Guide (For Generic Grants) found in the EHBs for information on accessing and completing the required forms for the NCC Progress Report in the HRSA EHBs. The User Guide can be located at:

NOTE: This report is not intended to be an opportunity to ask for budget or scope changes. Changes in scope, significant re-budgeting (over 25% of the total approved budget or $250,000, whichever is less), and other prior approval actions should be submitted no later than 90 days prior to the end of the budget period, using the current prior approval requests process within the HRSA EHBs. **Requests which require prior approval follow a separate process from the NCC Progress Report submission.** Any NCC Progress Report that includes a request for changes/modifications to the grant will be returned via EHBs and the grantee will be required to revise and resubmit it.

The total size of the NCC should not exceed 20 pages when printed by HRSA. The forms and documents identified on the following pages are required submissions for the FY 2015 NCC Progress Report. Forms are completed in the online system and do not require downloading or uploading; they do not count toward the page limit. All attachments created by the user and uploaded into the system count towards the page limit. Documents should be submitted in the order listed.

Grantees are allowed to upload only the attachments listed below with the NCC Progress Report submission. Each attachment must contain the Grant Number, Project Title, Organization Name, and Principal Investigator/Program Director Name. Grantees must ensure that each attachment is correctly labeled and attached in the “Appendices” section as indicated below.

**Required Sections**

The following sections are required for submitting your NCC Progress Report in HRSA’s EHBs. Please note the information contained in the italicized parentheses; it lets you know whether you should complete the section as a form electronically in the EHBs or upload it as an attachment. The table on pages 8-9 summarizes the required forms and page count.

The EHBs will automatically pre-populate the budget figures for each remaining budget period of your grant. The Total Federal approved budget amount cannot be changed; budget information is no longer viewable/editable with NCC Progress Report submissions. Significant rebudgeting requests must be submitted through the prior approval module within the EHB; grantees should refer to the standard award terms for more specific information.
Basic Information

1. **SF-PPR (EHB form)**
   This page displays the Grantee Organization Information and the Authorizing Official Contact Information. On this page, please confirm the Authorizing Official for the grant award.

2. **SF-PPR – 2 (cover page continuation) (EHB form)**
   This page displays Supplemental Information and the Principal Investigator/Program Director Name for the grant award. On this page, please confirm the Principal Investigator/Program Director Name for the grant award.

Other Information

For instructions on how to navigate and complete the Program Specific Information Forms, please refer to the Noncompeting Continuation (NCC) Progress Report User Guide (for BHW Grants). This document is accessible via the NCC Program Specific User Guide view link under the Resources section of any Program Specific Information forms in the EHBs.

1. **Program Specific Information – Performance Data (EHB Form/OMB Approved)**

The purpose of the Program Specific Office of Management and Budget (OMB) approved form is to provide a comprehensive overview of your project and to provide documentation of project activities, accomplishments, barriers, and resolutions for the 12 month period since the last report.

Using the Program Specific OMB approved form the grantee should complete the following items. Be concise; your response cannot exceed the space provided:

1) Project Objectives and Accomplishments: Succinctly describe up to three (3) of the most important project objectives from the approved grant application (including any approved changes), and summarize program accomplishments under each objective during this reporting period. Where applicable, include the proposed and actual metrics, outputs, or outcomes of each project objective.

   NOTE: The Objectives should be the same from year to year and must be objectives that are approved, either in the original application or in a subsequent prior approval from HRSA. Objectives that do not conform to approved objectives will be considered a change in scope and returned for revisions.
2) **Project Barriers and Resolutions**: Succinctly describe up to three (3) barriers/problems that hampered your project’s ability to successfully implement the approved plan, and detail the activities undertaken to resolve or minimize the effect of these barriers/problems. These barriers do not necessarily have to correspond with the three Project Objectives/Accomplishments from the previous section. Because budget information is not viewable/editable with FY 2015 NCC submissions, it is suggested that you link any of the identified barriers/problems to a delay in activities or potential unobligated funds remaining at the end of the year; and

3) **Technical Assistance Needs**: Clearly identify any technical assistance needs HRSA may be able to provide that will assist your organization in meeting project objectives and/or improve performance.

2. **Appendices** *(EHJ Attachments)*

Refer to the specific instructions in the NCC User Guide document to upload the attachments.

Under the Appendices section of the EHBs, grantees are requested to include only the attachments listed below with the NCC Progress Report submission. Each attachment must contain the Grant Number, Project Title, Organization Name, and Principal Investigator/Program Director Name. Grantees must ensure that each attachment is correctly labeled and attached in the “Appendices” section as follows:

**Attachment 1 - Performance Narrative** – Required: The purpose of the performance narrative is to provide a comprehensive overview of your current staffing, projected progress for the remainder of the current budget year, and plans for the upcoming budget year. This narrative document provides information about the overall progress in meeting the approved and funded objectives of the project, as well as plans for continuation of the project in the coming budget period.

The performance narrative should be submitted as one attachment, and should include the following information in the sequence listed below. The document should be no more than 10 pages in length single-spaced with double-spacing between paragraphs, sections and sub-sections. The font style and size should be easily readable.
a. Project Identifier Information

1) Grant Number
2) Project Title
3) Organization Name
4) Mailing Address
5) Principal Investigator/Program Director Name:
   i. Name and Title
   ii. Phone
   iii. Email

b. Work Plan Progress Summary

Grantees must submit a summary on progress for work plan goals and objectives, which includes:

1) Current staffing: Describe current staffing, including the roles and responsibilities of each staff member and the percent of effort each staff member spends on the award, changes to key personnel (biographical sketches must be uploaded as Attachment 3), and a discussion of any vacancies and difficulties in hiring or retaining staff;

2) Operations: Describe any other significant changes to the project that occurred during the reporting period, including changes to contracts or subcontracts, methodology for achieving goals and objectives, and financial resources. Also, please describe any changes that occurred in the larger organization supporting the award as well as any changes that may have occurred in the overall landscape in which the project operates. Describe why each change was made and how each change is affecting or influencing the project’s goals, objectives, activities, timeframes, and performance.

3) Plans for the time remaining in the current budget period: Please describe the activities planned and progress expected during the remainder of the budget period. Please include any changes that are anticipated to occur; and

4) Plans for upcoming budget year: Discuss your project plan for the coming budget year, including, where applicable, the number of projected trainees. Based on the approved work plan, provide a detailed statement of the milestones or progress toward the outcome objectives planned for the period for which continuation funds are being sought and a description of the process objectives and activities that will be undertaken to achieve these milestones. Describe and justify any expected changes in direction and efforts and expected changes in personnel and budget allocations. Note, a
request for change to the approved project plan, including significant rebudgeting, must be submitted separately from the NCC Progress Report using EHBs “Prior Approval” module.

**Attachment 2 – Estimated Unobligated Balance - Required:** Include an estimate of the unobligated balance (UOB) of funds and the reason(s) why these funds will not be expended by the end of the current budget period as originally planned. If no unobligated balance of funds is expected by the end of the current budget period, include a statement to this effect.

NOTE: Providing this information is not a guarantee that these funds will be available to request as carry forward funds for the next budget year. Carry forward funds must be requested separately through the HRSA EHBs using the “Prior Approval” submission process and in general should be made at the time the formal Federal Financial Report (FFR) is submitted, or no later than 30 days after the FFR submission. Grantees with grants covered under expanded authority should consult the terms and conditions of their award for additional options related to carrying forward funds. Please discuss plans to carry forward funds with your project officer prior to submitting a formal Prior Approval request for carrying funds forward into the next budget year.

**Attachment 3 – Biographical Sketches and Position Descriptions of New Project Personnel:** Provide Position Descriptions for NEW Project Staff: Position descriptions should include the roles, responsibilities, contact information (e.g. email, mailing address), and qualifications of new project staff hired during the current budget year. Note that a requested change in Project Director (PD) and key personnel is a prior approval action, and should not be requested here.

Biographical Sketches for NEW Key Personnel should be attached using the sample Biographical Sketch form provided in the Appendix of these instructions. The biographical sketch may not exceed three pages per person. This 3-page limit includes the table at the top of the first page.

Biographical sketches should follow the format described below. Complete the educational block at the top of the format page, and at a minimum complete sections A and B.

**Section A:** Personal Statement. Briefly describe why the individual’s experience and qualifications make him/her particularly well-suited for his/her role (e.g., PD/PI) in the project that is the subject of the award.
Section B: Positions and Honors. List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

Section C: Peer-reviewed publications or manuscripts in press (in chronological order). Applicants are encouraged to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on date, importance to the field, and/or relevance to the proposed research. Citations that are publicly available in a free, online format may include URLs along with the full reference (note that copies of publicly available publications are not acceptable as appendix material).

Section D: Other Support. List both selected ongoing and completed (during the last three years) projects (Federal or non-Federal support). Begin with any projects relevant to the project funded in this application. Briefly indicate the overall goals of the projects and responsibilities of the Senior/Key Person identified on the Biographical Sketch.

Attachment 4 – Updated Project Abstract – Required: All grantees must provide a project summary or synopsis (not exceeding one page) of their project reflecting the overall purpose, activities conducted, goals and milestones as well as information on specific populations or topics areas addressed by grant activities (i.e., tribal populations, disadvantaged and/or underrepresented minority focus, cultural competency, HIV/AIDS, veterans, etc.). Begin your summary by re-stating the goals and objectives for which the project was funded.

Attachment 5 – Grantee Initiated Attachment: Include information not required elsewhere. Examples of such information might include: (1) concise examples of any promising practices that contribute to the program’s progress or success; or (2) a summary of any evaluation findings to date.

NOTE: Attachments 1, 2 and 4 are required. All other attachments are based on project events occurring during the reporting period. If no changes have occurred, then no other attachments are required. In addition, the grantee has the ability to submit one self-initiated attachment (Grantee Initiated Attachment 5) considered to be of key importance to the project.

In summary, the NCC progress report should consist of the following components:

<table>
<thead>
<tr>
<th>Progress Report Section</th>
<th>Required?</th>
<th>Form Type</th>
<th>Counted in Page Limit?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Progress Report Section</td>
<td>Required?</td>
<td>Form Type</td>
<td>Counted in Page Limit?</td>
</tr>
<tr>
<td>-------------------------</td>
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<td>------------------------</td>
</tr>
<tr>
<td><strong>BASIC INFORMATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SF-PPR</td>
<td>Yes</td>
<td>EHB Form</td>
<td>No</td>
</tr>
<tr>
<td>SF-PPR 2</td>
<td>Yes</td>
<td>EHB Form</td>
<td>No</td>
</tr>
<tr>
<td><strong>OTHER INFORMATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Specific Information – Performance Data</td>
<td>Yes</td>
<td>OMB Approved Forms</td>
<td>No</td>
</tr>
<tr>
<td><strong>APPENDICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachment 1 - Performance Narrative</td>
<td>Yes</td>
<td>EHB Attachment</td>
<td>Yes; cannot exceed 10 pages in length</td>
</tr>
<tr>
<td>Attachment 2 – Estimated Unobligated Balance</td>
<td>Yes</td>
<td>EHB Attachment</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachment 3 – Biographical Sketches and Position Descriptions of New Project Staff</td>
<td>No</td>
<td>EHB Attachment</td>
<td>No; 3 page limit each person, if submitted</td>
</tr>
<tr>
<td>Attachment 4 – Updated Project Abstract</td>
<td>Yes</td>
<td>EHB Attachment</td>
<td>Yes; 1 page limit</td>
</tr>
<tr>
<td>Attachment 5 – Grantee Initiated attachment</td>
<td>No</td>
<td>EHB Attachment</td>
<td>Yes, if submitted</td>
</tr>
</tbody>
</table>

**IV. Technical Assistance**
Grantees may obtain programmatic technical assistance by contacting the appropriate Project Officer, as listed on the most recent Notice of Award:

- Judy Humphrey  
  Telephone: (301) 443-2309  
  E-mail: jhumphrey@hrsa.gov  

- Kristen Jackson  
  Telephone: (301) 594-4519  
  E-mail: kjackson@hrsa.gov  

- Tracey Martin  
  Telephone: (301) 594-4462  
  E-mail: tmartin@hrsa.gov  

- Melvin Whitfield  
  Telephone: (301) 594-4454  
  E-mail: mwhitfield@hrsa.gov  

- Santford Williams  
  Telephone: (301) 594-3817  

- Jennifer Mitchell  
  Telephone: (301) 443-0015
Grantees may obtain additional information regarding business, administrative or fiscal issues related to the NCC submission by contacting:

Carolyn J. Cobb
Grants Management Specialist
Division of Grants Management Operations, OFAM/HRSA
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD  20857
Telephone:  (301) 443-0829
E-mail: ccobb2@hrsa.gov

Grantees may need assistance when working online to submit their information electronically through HRSA’s EHBs. For assistance with submitting information in HRSA’s EHBs (i.e. technical system issues), contact the HRSA Contact Center, Monday-Friday, 8:00 a.m. to 8:00 p.m. ET:

HRSA Contact Center
Phone: (877) 464-4772
TTY: (877) 897-9910
Web:  http://www.hrsa.gov/about/contact/ehbhelp.aspx
**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. **DO NOT EXCEED THREE PAGES PER PERSON.**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**EDUCATION/TRAINING** *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)*

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE <em>(if applicable)</em></th>
<th>MM/YY</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Please refer to the application instructions in order to complete this section.