

FY 2021 National Training and Technical Assistance Cooperative Agreements (NTTAP) Non- Competing Continuation (NCC) Progress Report

An Electronic Handbooks (EHBs) User Guide for
Award Recipients

Last updated on December 7, 2020

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Log into EHBs

1. **Navigate** to <https://grants.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx>.
2. **Enter** your EHBs username and password.

You will be directed to the EHBs Home Page.

Accessing the FY 2021 NTTAP NCC Progress Report

To access your *FY 2021 NTTAP NCC Progress Report* from the EHBs Homepage, follow the steps below:

1. **Click** on the “Grants” tab on the Navigation Bar, (**Figure 1, 1**) you will be directed to the *My Grant Portfolio – List page*
2. **Locate** your NTTAP (U30) award on the *My Grant Portfolio – List page*.
3. **Click** the “Grant Folder” link, you will be directed to the *Grant Home page* for your NTTAP award.
4. **Click** on the “Work on My NCC Report” link under the *Submissions* section, you will be directed to the *Submissions-All page (Figure 2, 1)*.
5. **Scroll** past the search filters and **locate** the *Non-Competing Continuation Progress Report* record under the *Submission Type* heading (**Figure 3, 1**).
6. **Click** the “Start” link to start working on the submission (**Figure 3, 2**). If you have already started working on your NCC progress report submission, **click** “Edit” link to access your NCC progress report submission.

You will be directed to the *NCC Progress Report – Status Overview page*

Completing the Components of the FY 2021 NTTAP NCC

EHBs requires you to complete the following information to submit the FY 2021 NTTAP NCC to HRSA. The subsequent forms need to be filled and can be found on the *NCC Progress Report – Status Overview page*:

1. Basic Information:
 - a. SF-PPR
 - b. SF-PPR-2 (Cover Page Continuation)
2. Budget Information:
 - a. Budget Details
 - b. Year (Relevant to you)
 - c. Budget Narrative
3. Other Information
 - a. Program Specific Information
 - b. Appendices

Completing the Basic Information Forms (SF-PPR and SF-PPR-2)

1. **Click** the “Update” link for the *SF-PPR* form on the *NCC Progress Report – Status Overview page*.
 - a. **Review and Update** required information as needed: (Contact HCPS or refer to the [NCC Progress Report User Guide for Generic Grants](#) for more details on how to update the form).
 - b. **Click** “Save and Continue” button, you will be directed to the *SF-PPR-2 (Cover Page Continuation) page*.
 - c. **Review and Update** all required fields of the *SF-PPR-2 (Cover Page Continuation)* (Contact HCPS or refer to the [NCC Progress Report User Guide for Generic Grants](#) for more details on how to update the form.)
 - d. **Click** “Save and Continue” button, you will be directed to the *Budget Details Form*.

Completing the Budget Details Form and Budget Narrative

1. **Review** *Section A-Budget Summary*. For *Section A: Budget Summary*, the funding amount is pre-populated for your reference and cannot be edited. This figure corresponds with the recommended future support figure (Box 13) provided in your most recent NTTAP Notice of Award.
2. **Update** *Section B - Budget Categories*
 - a. **Click** the “Update” button (**Figure 4, 1**).
 - b. **Enter** amounts for each object category listed.
 - c. **Click** “Save and Continue” button, you will be directed back to the *Budget Detail Form*.

Note: The total amount in Section B and Section A should be equal to the recommended Federal Budget Amount. You may click “Calculate Total” to ensure the amounts entered total the Total Budget Specified in Budget Summary.
3. **Skip** *Section C- Non Federal Resources*, your budget request should reflect the federal NTTAP funding request only.
4. **Complete** the *Budget Details Form* for each year included in the NCC by following steps 1-3 listed above. **Navigate** between years using the tabs (**Figure 4, 2**) located at the top of the *Budget Narrative Form*.
5. **Click** “Save and Continue” button on the *Budget Details Form* (**Figure 4, 3**), you will be directed to the *Budget Narrative* section of your NCC Progress Report.
6. **Upload** the *Budget Narrative* for the upcoming 12-month budget period.
 - a. **Click** on the “Attach File” button
 - b. **Click** “Chose File” button, and follow prompts to select the Budget Narrative file from your computer
 - c. **Enter** a file description
 - d. **Click** “Upload” button, you will be directed to the *Budget Narrative Page*, where you will see your file. You must upload a minimum of one document and may upload a maximum of two documents.
7. **Click** “Save and Continue” button

You will be directed to the Status Overview Page for Program Specific Information.

Completing the Program Specific Information

Completing the Program Specific Information. The Program Specific Information section of the FY 2021 NTTAP NCC consists of the following forms:

1. FY 2020 Progress Update ([Figure 5, 1](#))
2. FY 2021 Project Work Plan ([Figure 5, 2](#))

FY 2020 Progress Update Form

The *FY 2020 Progress Update Form* prepopulates the predefined Objectives and Metrics for your NTTAP type. Each Objective has Objective Targets, Key Factors, and Activities that you provided in your initial NTTAP application and/or subsequent approved PWP. Required fields are annotated with a red asterisks next to the field name. In addition, each required field include a tool tip icon you can you to help guide you as you update your *FY 2020 Progress Update Form* ([Figure 7, 1 & 2](#)).

1. **Click** “Update” link under the Option Heading for the *FY 2020 Progress Update* ([Figure 5, 1](#))
2. **Click** “Update” link under the Option Heading to update an *Objective* ([Figure 6, 1](#))
3. **Update** required fields under *Objective Details* ([Figure 7](#))
4. **Scroll** to bottom of page and **click** “Save”
5. **Scroll** to *Activities*
6. **Click** “Report Progress” for a listed activity ([Figure 8, 1](#)), a pop-up screen will appear with the activities details.
7. **Review** the prepopulated activities details ([Figure 9](#))
8. **Enter** *Activities Progress Update* and *Anticipated Activity Progress* narratives ([Figure 10, 1 and 2](#))
9. **Click** “Save and Continue” ([Figure 10, 3](#))
10. **Repeat** steps 6-9 for each activity listed in the *FY2020 Progress Update*.
11. **Click** “Save and Continue” button
12. **Repeat** steps 2-11 for each *Objective* listed
13. **Click** “Continue”

You will be directed to the FY 21 PWP Form

Note: To view *Key Factors*, **click** “View” ([Figure 11, 1](#)) and review the pre-populated, non-editable information for each Key Factor in the pop-up window (Key Factor Type, Key Factor Description) ([Figure 12](#)).

FY 2021 Project Work Plan Form

EHBs pre-populates the FY 2021 Project Work Plan form with information from the FY 2020 Progress Update. Revise the editable fields as needed to outline activities planned for the upcoming budget period. In addition, each required field include a tool tip icon you can you to help guide you as you update your Progress Update Form ([Figure 14, 1](#)).

1. Click “Update” link under the Option Heading to update an *Objective* ([Figure 13, 1](#))
2. Review *Objective Details* section ([Figure 14](#))
3. Review, Edit, Add, Delete Key Factors
 - a. Review and Edit Key Factors
 - i. Click “Update” link, a popup screen will appear ([Figure 15, 1](#))
 - ii. Review and Edit *Key Factor Type* and *Key Factor Description* fields, as necessary ([Figure 16, 1 and 2](#))
 - iii. Click “Save and Continue” button ([Figure 16, 3](#))
 - b. Add Key Factors
 - i. Click “Add Key Factor” Button a popup screen will appear ([Figure 15, 2](#))
 - ii. Enter *Key factor Type* and *Key Factor Description* fields ([Figure 17, 1 and 2](#))
 - iii. Click “Save and Continue” button ([Figure 17, 3](#))
 - c. Delete Key Factors
 - i. Click dropdown arrow next to “Update” Link
 - ii. Select “Delete” button ([Figure 15, 3](#))
 - iii. Click “Confirm” button if you want to delete, Click “Cancel” button to go to previous screen without deleting key factor ([Figure 18, 1 and 2](#))
4. Review, Edit, Add, Delete Activities
 - a. Review and Edit Activities
 - i. Click “Update” link, a popup screen will appear ([Figure 19, 1](#))
 - ii. Review and Edit required fields ([Figure 20](#))
 - iii. Click “Save and Continue” button ([Figure 20, 1](#))
 - b. Add Key Factors
 - i. Click “Add Key Factor” Button a popup screen will appear ([Figure 19, 2](#))
 - ii. Enter information in required fields ([Figure 21](#))
 - iii. Click “Save and Continue” button ([Figure 21, 1](#))
 - c. Delete Key Factors
 - i. Click dropdown arrow next to “Update” Link
 - ii. Select “Delete” button ([Figure 19, 3](#))
 - iii. Click “Confirm” button if you want to delete, Click “Cancel” button to go to previous screen without deleting activity ([Figure 22, 1 and 2](#))
5. Repeat steps 1-4 for all listed objectives and the status for each is marked Complete.
6. Click “Continue” button

Completing the Appendices

1. Click “Appendices” link, located on the left menu (Figure 23, 1), you will be directed to the *Appendices* page
2. Upload the attachments by clicking the associated “Attach File” buttons (1-7)
 - a. Click “Attach File” button (Figure 24, 1)
 - b. Click “Chose File” button, and follow prompts to select the appropriate file from your computer (Figure 25, 1)
 - c. Enter a file description (Figure 25, 2)
 - d. Click “Upload” button (Figure 25, 3), you will be directed to the *Appendices* Page, where you will see your file. Each attachment allows for a maximum of one file per attachment. If you have multiple documents to attach, combine them into one file to upload into the EHBs.
3. Click “Save and Continue” button.

You will be directed to the *NCC Progress Report – Review page*

Reviewing and Submitting the FY 2021 NTTAP NCC

1. Click the “Review” link (Figure 23, 2) under the ‘Review and Submit’ section in the left menu
2. **Review** the information displayed in the resulting *NCC Progress Report – Review* page. If you have completed each section and they appear as complete, you are ready to submit the progress report to HRSA following the steps below:
 - a. Click the Submit to HRSA button (Figure 26, 1) at the bottom of the *NCC Progress Report – Submit* page, you will be directed to a confirmation page.
 - b. Click “NCC Progress Report Certification” check box (Figure 27, 1)
 - c. Click “Submit Report” button (Figure 27, 2).

Once you submit the progress report successfully, you receive an automatic confirmation pop-up message from the system indicating the application was submitted successfully. If you would like written confirmation of your successful submission in EHBs, make a screenshot copy of this confirmation notice - EHBs does not generate a confirmation email after you submit your NTTAP NCC Progress Report.

Responding to an NTTAP NCC Change Request

Progress reports without all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned to the NTTAP in EHBs via a ‘Change Requested’ email notification sent by HRSA with a request for the missing information. To revise your Progress Report, access it in EHB using the steps described in *Accessing the FY 2021 NTTAP NCC* section of this user guide. Edit the progress report as indicated in the email sent by HRSA and re-submit the NTTAP NCC Progress Report by following the steps in section *Reviewing and Submitting the FY 2021 NTTAP NCC* of this user guide.

Appendix: Figures

Figure 1: Grants Tab

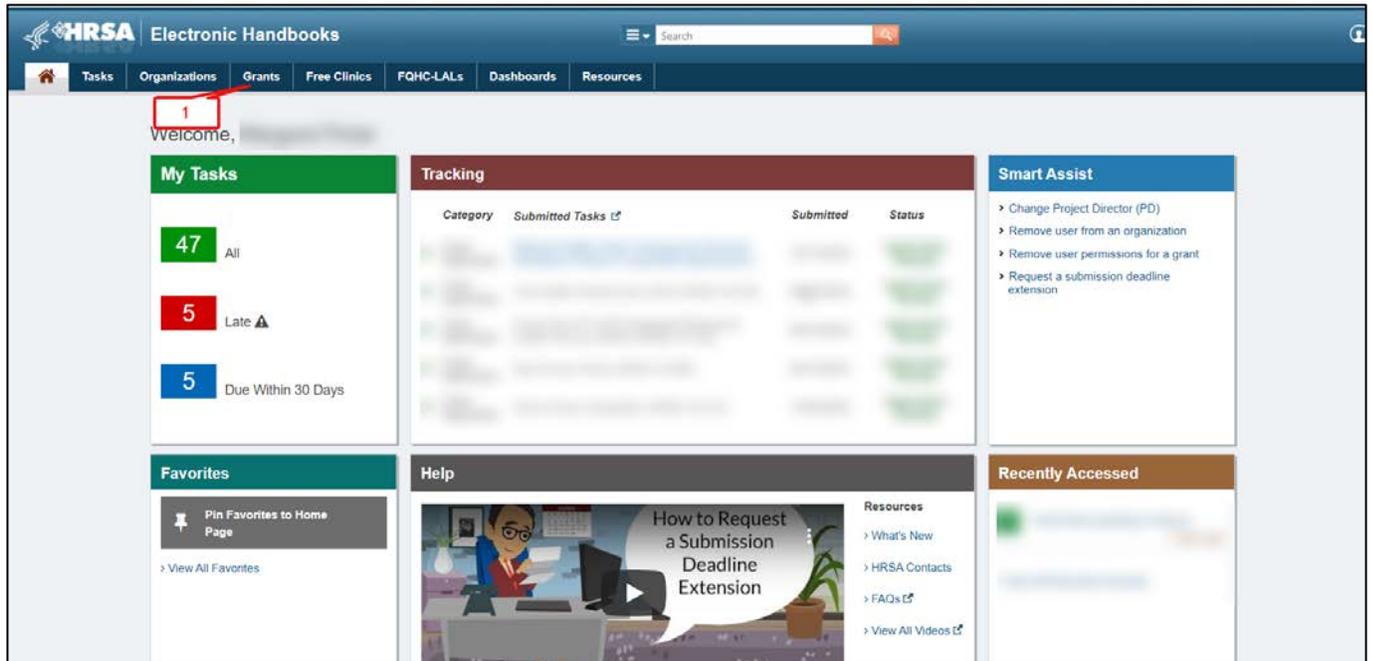


Figure 2: Grant Home - Work on my NCC

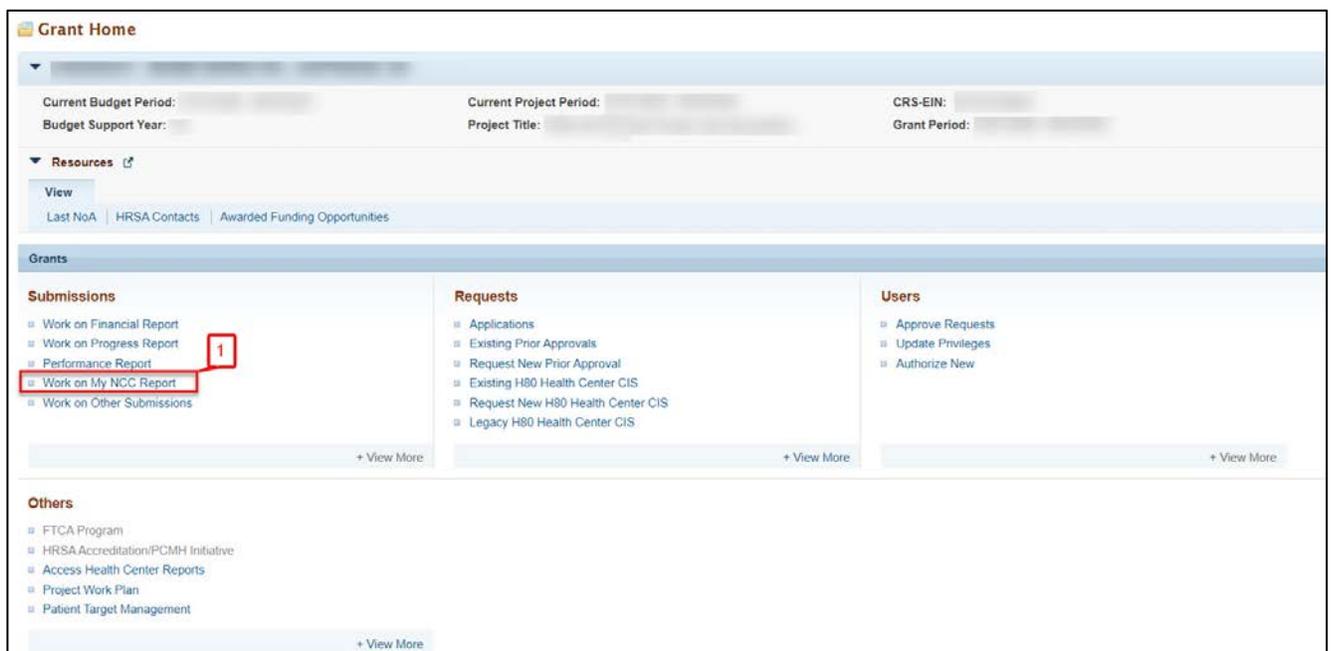


Figure 3: Start the NCC

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options	
	All	All						All	Start	
Noncompeting Continuation Progress Report		Noncompeting Continuations								Start

Figure 4: Budget Details

Budget Details

NCC Progress Report Tracking #: [] Due Date: [] Section Status: []

Resources

View: NCC Progress, Last NoA, Program Instructions, NCC User Guide

Support Year 7, Support Year 8

Recommended Federal Budget: []

Section A - Budget Summary [Update]

Grant Program Function or Activity	CFDA Number	New or Revised Budget		Total
		Federal	Non-Federal	
National Health Center Training and Technical Assistance Partners Cooperative Agreements				
Total:				

Section B - Budget Categories [Update]

Object Class Categories	Grant Program Function or Activity		Total
	National Health Center Training and Technical Assistance Partners Cooperative Agreements		
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
Total Direct Charges			
Indirect Charges			
Total			

Section C - Non Federal Resources [Update]

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Total:						

Go to Previous Page [Save] [Save and Continue]

Figure 5: Program Specific Forms

Program Specific Information Status

Section	Status	Options
Project Work Plan Information		
FY 2020 Progress Update	Not Complete	[Update]
FY 2021 Project Work Plan	Not Complete	[Update]

Figure 6: Progress Update

Objectives								
Objective	Metric	Baseline Data	Objective Target	Number of Key Factors	Number of Activities	Number of Activity Audiences	Status	Options
Objective 1: Access to comprehensive care	Increase the number of health centers that develop their clinical care teams to provide access to integrated, comprehensive primary health care (e.g., primary medical, oral, mental, substance use disorder, vision, enabling services)						Not Complete	1  Update ▼
Objective 2: Emerging issues	Increase the number of health centers that receive clinical workforce development-focused T/TA to address emerging issues and/or maximize impacts of supplemental funding in one of the following areas						Not Complete	 Update ▼

Figure 7: Objective Information - Update

Objective Information - Update

00182665: Due Date: | Section Status:

Resources

View

NTTAP 2021 User Guide | Notice of Funding Opportunity | FY 2020 Application | Program Instructions

Notes(s):
 You must describe progress toward all approved Objectives and related activities from July 1, 2020 through December 31, 2020. Also describe anticipated progress for the remainder of the budget period (January 1, 2021 through June 30, 2021), clearly differentiating between actual and anticipated progress.

Fields with * are required.

Objective Details

Objective: Objective 1: Access to comprehensive care

Objective Description: Increase the number of health centers that develop their clinical care teams to provide access to integrated, comprehensive primary health care (e.g., primary medical, oral, mental, substance use disorder, vision, enabling services)

Baseline Data Source: [Redacted]

Baseline Numerator/Number: [Redacted]

* Current Numerator/Number: [Redacted] 2

Objective Target: [Redacted]

Percent Progress Toward Objective Target: [Redacted]

Objective Impact Narrative: [Redacted]

* Objective Impact Narrative Progress: [Redacted]

Formal Training and Technical (TITA) Session Target - National Audience: [Redacted]

* Formal Training and Technical (TITA) Session Target Progress - Number National Audience: [Redacted]

* Formal Training and Technical (TITA) Session Target Progress - Narrative National Audience: [Redacted]

Formal Training and Technical (TITA) Session Target - Learning Collaborative Audience: [Redacted]

* Formal Training and Technical (TITA) Session Target Progress - Number Learning Collaborative Audience: [Redacted]

* Formal Training and Technical (TITA) Session Target Progress - Narrative Learning Collaborative Audience: [Redacted]

Participation Target: [Redacted]

* Participation Target Progress - Number: [Redacted]

* Participation Target Progress - Narrative: [Redacted]

Participant Satisfaction Target: [Redacted]

* Participant Satisfaction Progress - Number: [Redacted]

* Participant Satisfaction Progress - Narrative: [Redacted]

Participant Behavior Change Target: [Redacted]

* Participant Behavior Change Progress - Number: [Redacted]

* Participant Behavior Change Progress - Narrative: [Redacted]

Figure 8: Activities

Activity Name	Activity Description	Person/Group Responsible	Start Date	End Date	Activity Progress	Anticipated Activity Progress	Options
							 Report Progress
							 Report Progress

Figure 9: Report Progress (Read Only)

Report Progress

Note(s):
Provide the Activity Progress and Anticipated Activity Progress for each Activity.

Fields with are required

Activity Audience	
Activity Name	
Activity Description	

Cancel Save and Continue

Figure 10: Report Progress (Update)

Report Progress

1 7500 characters with spaces

* Activity Progress Update ⓘ

2 7500 characters with spaces

* Anticipated Activity Progress ⓘ

Comments

Cancel Save and Continue 3

Figure 11: Key Factors

▼ Key Factors (Minimum 2) (Maximum 5)

Key Factor Type	Description	Options
Contributing		View 1
Restricting		View

Figure 12: View Key Factor

View Key Factor

Key Factor Type ⓘ Contributing Restricting

Key Factor Description

500 characters with spaces (Approximately 1/4 page)

Cancel

Figure 13: Project Work Plan

Objectives								
Objective	Metric	Baseline Data	Objective Target	Number of Key Factors	Number of Activities	Number of Activity Audiences	Status	Options
Objective 1: Access to comprehensive care	Increase the number of health centers that develop their clinical care teams to provide access to integrated, comprehensive primary health care (e.g., primary medical, oral, mental, substance use disorder, vision, enabling services)						Not Complete	Update 1
Objective 2: Emerging issues	Increase the number of health centers that receive clinical workforce development-focused T/TA to address emerging issues and/or maximize impacts of supplemental funding in one of the following areas						Not Complete	Update

Figure 14: Objective Details

Objective Details

Objective ⓘ Objective 1: Access to comprehensive care

Objective Description ⓘ 1 Increase the number of health centers providing access to integrated, comprehensive primary health care (e.g., primary medical, oral, mental, substance use disorder, vision, enabling services)

2500 characters with spaces (Approximately 2 pages)

Baseline Data Source ⓘ

Numerator/Number ⓘ

Objective Target ⓘ

Objective Impact Narrative ⓘ

2500 characters with spaces (Approximately 2 pages)

Formal Training and Technical (T/TA) Session Target National Audience ⓘ

Formal Training and Technical (T/TA) Session Target Learning Collaborative Audience ⓘ

Participation Target ⓘ

Participant Satisfaction Target ⓘ

Participant Behavior Change Target ⓘ

Figure 15: Key Factors

Add Key Factor 2

Key Factors (Minimum 2) (Maximum 5)

Key Factor Type	Description	Options
Contributing		
Restricting		

Action

Update 1

Delete 3

Figure 16: Update Key Factor

The screenshot shows the 'Update Key Factor' form. At the top, it says 'Update Key Factor' with a close button. Below that, it states 'Fields with * are required'. The first field is 'Key Factor Type' with a red star and an information icon, marked with callout 1. It has two radio buttons: 'Contributing' (selected) and 'Restricting'. The second field is 'Key Factor Description' with a red star and an information icon, marked with callout 2. It has a text area with a character limit of '500 characters with spaces (Approximately 1/4 page)'. At the bottom, there are 'Cancel' and 'Save and Continue' buttons, with callout 3 pointing to the 'Save and Continue' button.

Figure 17: Add New Key Factor

The screenshot shows the 'Add New Key Factor' form. At the top, it says 'Add New Key Factor' with a close button. Below that, it states 'Fields with * are required'. The first field is 'Key Factor Type' with a red star and an information icon, marked with callout 1. It has two radio buttons: 'Contributing' and 'Restricting'. The second field is 'Key Factor Description' with a red star and an information icon, marked with callout 2. It has a text area with a character limit of '500 characters with spaces (Approximately 1/4 page)'. At the bottom, there are 'Cancel' and 'Save and Continue' buttons, with callout 3 pointing to the 'Save and Continue' button.

Figure 18: Delete Key Factor

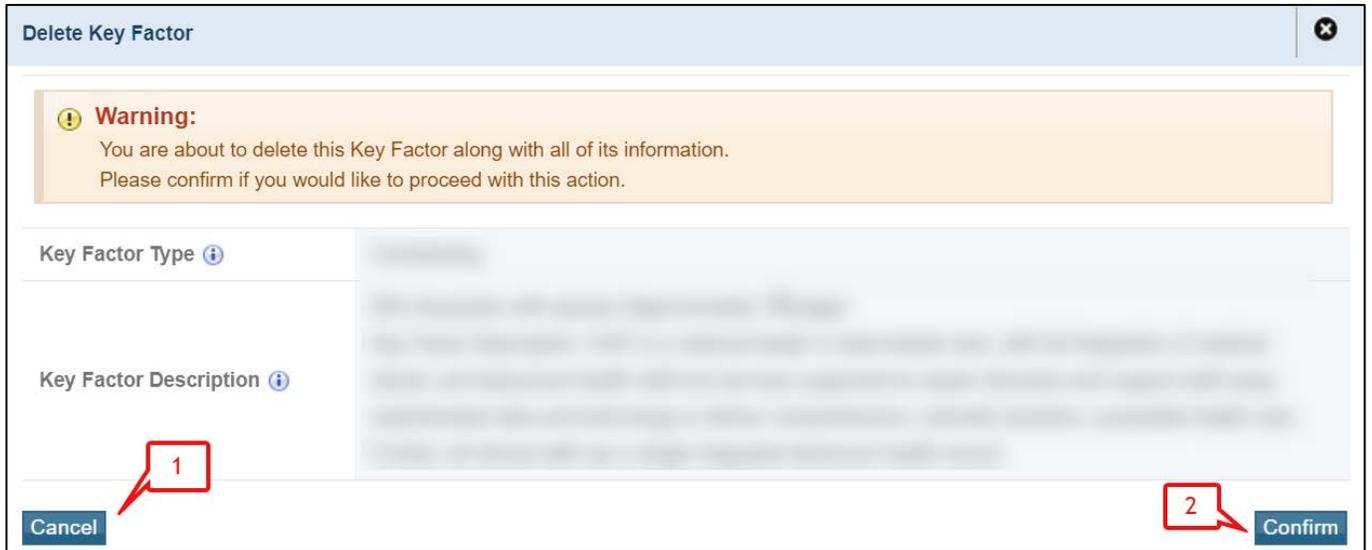


Figure 19: Activities



Figure 20: Update Activity

Update Activity

Note(s):
Describe the activities and related details to be conducted in the next 12 months of the project (July 1, 2021 through June 30, 2022) that will address each objective. You must demonstrate that proposed activities will lead to Objective Target attainment by the end of the three-year period of performance (June 30, 2023).

Fields with * are required

- * **Activity Audience** (i)
- * **Activity Name** (i)
200 characters with spaces (Approximately 1/8 page)
- * **Activity Description** (i)
7,500 characters with spaces (Approximately 4 pages)

1000 characters with spaces (Approximately 1/2 page)

Cancel **Save and Continue**

Figure 21: Add New Activity

Add New Activity

Note(s):
Describe the activities and related details to be conducted in the next 12 months of the project (July 1, 2021 through June 30, 2022) that will address each objective. You must demonstrate that proposed activities will lead to Objective Target attainment by the end of the three-year period of performance (June 30, 2023).

Fields with * are required

- * **Activity Audience** (i)
Select an Activity Audience
- * **Activity Name** (i)
200 characters with spaces (Approximately 1/8 page)
- * **Activity Description** (i)
7,500 characters with spaces (Approximately 4 pages)

1000 characters with spaces (Approximately 1/2 page)

Cancel **Save and Continue**

Figure 22: Delete Activity

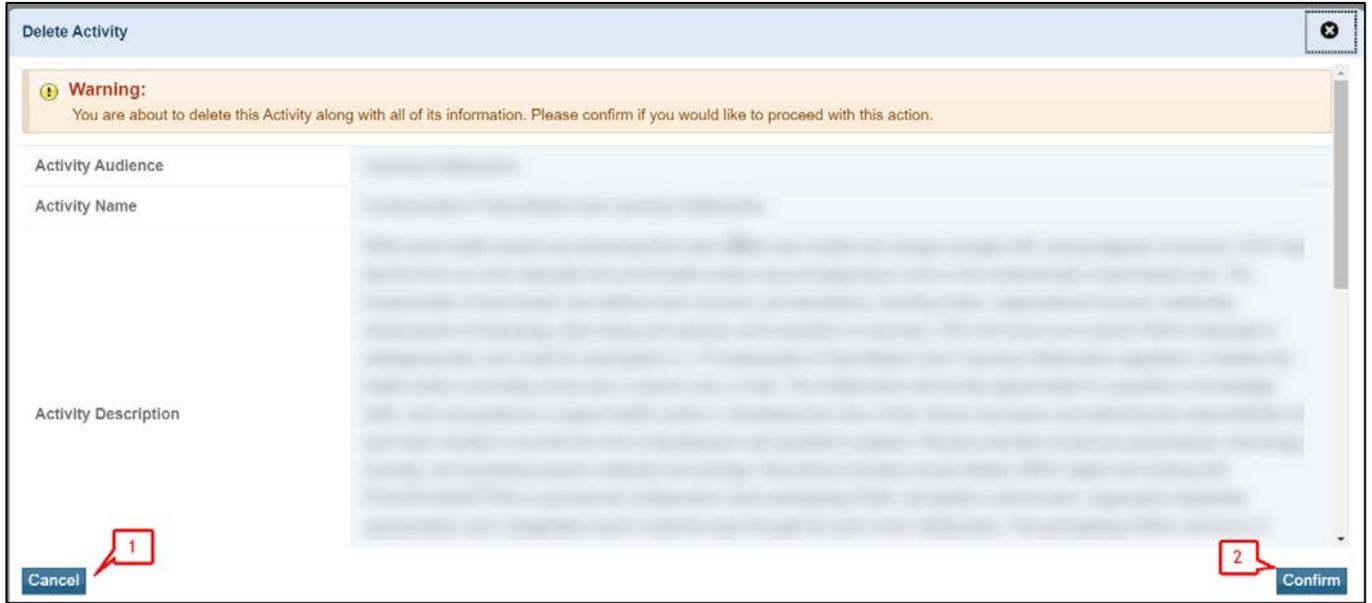


Figure 23: Left Menu



Figure 24: Appendices

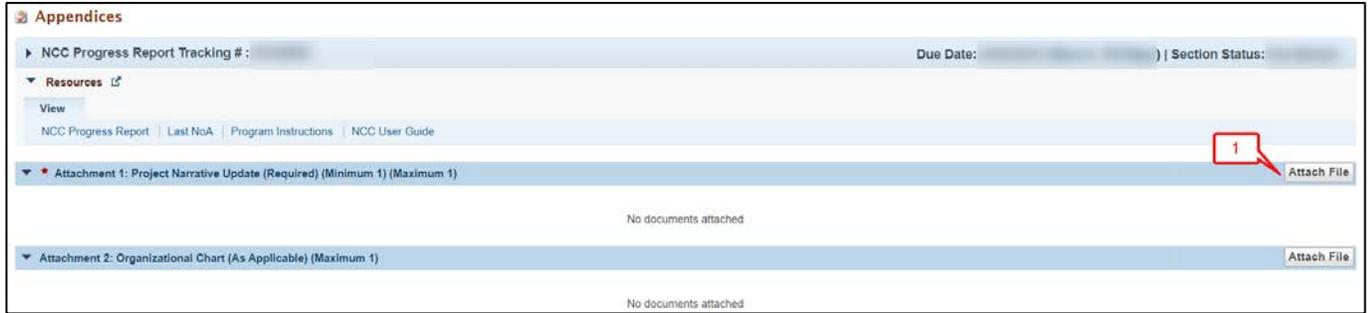


Figure 25: Attach File

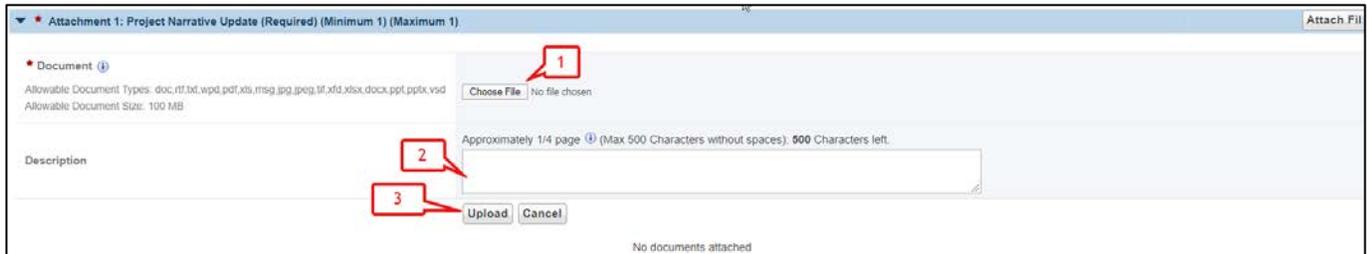


Figure 26: Review NCC

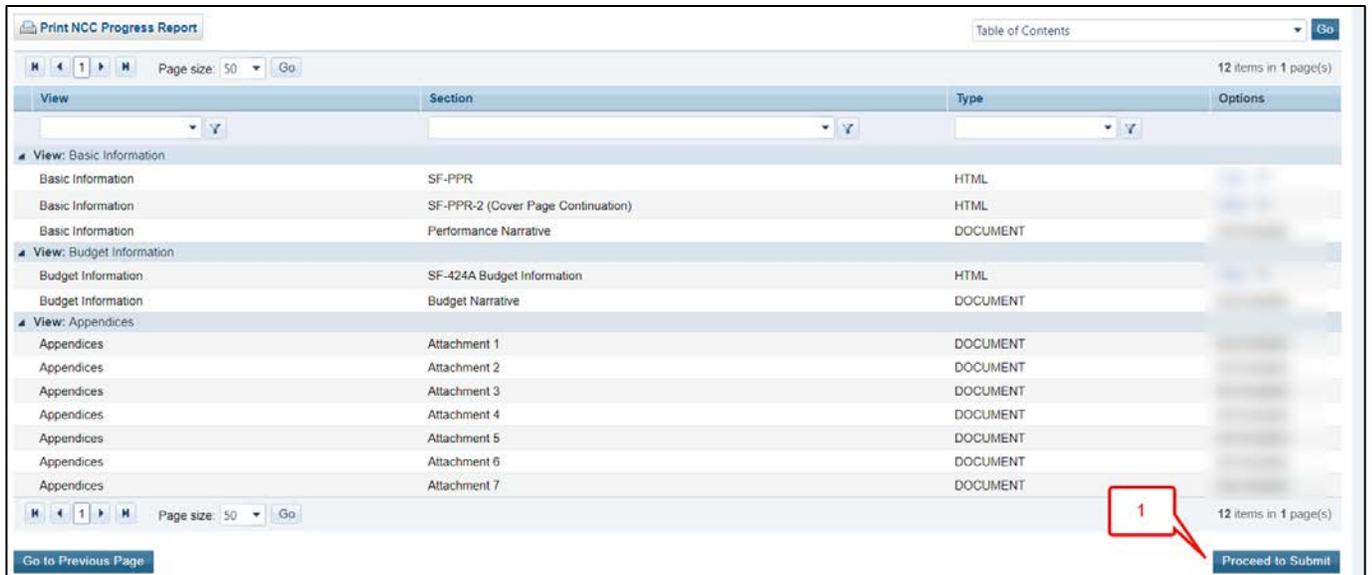


Figure 27: Submit NCC

NCC Progress Report - Confirm Submit

Confirmation:
You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the **Submit Report** button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the **Cancel** button to return to the previous screen.

NCC Progress Report Tracking Due Date: | Status:

Grant Number: | Original Deadline: | Created On: |
Project Officer: | Project Officer Email: | Project Officer Contact #: |
Last Updated By: |

Resources View

[NCC Progress Report](#) | [Last NOA](#) | [Program Instructions](#) | [NCC User Guide](#)

1 **NCC PROGRESS REPORT CERTIFICATION** View Report [of](#)

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.
 Please check the box to electronically sign the NCC Progress Report.

2 **Submit Report**

Cancel

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Last Login: 11/19/20 12:37:00 PM ET Product: EHRs