

# FY 2022 State and Regional Primary Care Association (PCA) Non-Competing Continuation (NCC) Progress Report

An EHBs User Guide for PCA Award Recipients

Last updated on: December 9, 2021

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This user guide describes the steps to submit the fiscal year (FY) 2022 State and Regional Primary Care Association (PCA) Cooperative Agreements Non-Competing Continuation (NCC) progress report, hereafter referred to as the progress report, in HRSA's Electronic Handbooks (EHBs). Use this guide with the NCC progress report instructions and sample forms available on the [PCA TA webpage](#) for complete progress report development and submission guidance.

## Accessing the FY 2022 PCA NCC

- 1) **Navigate** to <https://grants.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx>
- 2) **Enter** your EHBs username and password, and **click** the **[Login]** button.
- 3) Access your progress report either by:
  - a) On the Home page, **click** the Tasks tab located at the top of the page. On the Not Completed tab, locate the Task column (**Figure 1, 1**) and look for the record entitled **Noncompeting Continuations (Figure 1, 2)**; or
  - b) On the Home page, **click** the Grants tab located at the top of the page.
    - i) **Locate** your U58 award on the My Grant Portfolio – List page.
    - ii) **Click** the Grant Folder link located under the Options column.
    - iii) On the Grant Home page, **click** on the Work on My NCC Report (**Figure 2, 1**) link under the Submissions section. The system opens the Submissions-All page.
    - iv) **Locate** the record with the submission type: Non-Competing Continuation Progress Report and a deadline of February 9, 2022.
    - v) **Click** the Start link to start working on the submission.

## Completing the FY 2022 PCA NCC Items

EHBs requires you to complete the following information to submit the FY 2022 PCA 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: Budget Details Form
  - a) Budget Details
  - b) Year (Relevant to you)
  - c) Budget Narrative
- 3) Other Information
  - a) Program Specific Information (FY 2021 Progress Update and FY 2022PWP)
  - b) Appendices

## Completing the Basic Information

For Basic Information section forms, most required fields will be pre-populated with your organization's information. Review and update as needed.

- 1) On the **Status Overview** page, click the **Update** link (**Figure 3, 1**) for the **SF-PPR** form. Provide or update the required information as needed.

**Note:** At any point of time, you can click the **Status** link from the side menu under '**Overview**' section to view the completion status of the forms.

- 2) **Click** the Update link for the *SF-PPR* form on the *NCC Progress Report – Status Overview* page to review and update the required information, as needed.
- 3) **Click** Save and Continue, you will be directed to the *SF-PPR-2 (Cover Page Continuation)* page.
- 4) **Review and Update** all required fields of the *SF-PPR-2 (Cover Page Continuation)*
- 5) **Click** Save and Continue (**Figure 4, 1**), you will be directed to the Budget Information: Budget Details Form.

## Completing the Budget Information: 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. You do not need to click the Update button.
- 2) **Update Section B - Budget Categories**
  - a) **Click** the Update button.
  - b) **Enter** amounts for each object category listed.
  - c) **Click** Save and Continue, you will be directed back to the *Budget Detail Form*.

*Note:* The total amounts in Section A (**Figure 5, 1**) and Section B (**Figure 5, 2**) must match and be equal to the recommended Federal Budget Amount show in the top ribbon (**Figure 5, 3**). You may click “Calculate Total” to ensure the amounts entered total the Total Budget Specified in Budget Summary. **Skip Section C- Non Federal Resources**, your budget request should reflect the federal PCA funding request only.
- 3) **Complete** the Budget Information: Budget Details Form for each year included in the NCC by following steps 1-3 listed above. **Navigate** between years using the tabs (**Figure 5, 6**) located at the top of the Budget Narrative Form. If your budget will remain the same between years, you can click the “Copy from Previous Year” (**Figure 5, 4**) button to autopopulate the remaining budget year.
- 4) **Click** Save and Continue (**Figure 5, 5**) on the Budget Information: Budget Details Form, you will be directed to the Budget Narrative section.
- 5) **Upload** the Budget Narrative for the upcoming 12-month budget period. The Budget Narrative must explain the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details Form. Refer to the PCA NCC Instructions for further details on the budget presentation requirements.
  - a) **Click** Attach File (**Figure 6, 1**).
  - b) **Click** Choose File, and follow prompts to select the Budget Narrative file from your computer.
  - c) **Enter** a file description in the text box.
  - d) **Click** Upload. 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.
- 6) **Click** Save and Continue. You will be directed to the Status Overview Page for Program Specific Information.

## Completing the Program Specific Information

The Program Specific Information section of the FY 2022 PCA NCC consists of the following forms:

- FY 2021 Progress Update
- FY 2022 Project Work Plan

To complete each of the forms, **click** Update under Options on the Status Overview page (**Figure 7, 1**). You may return to the Status Overview page at any time by selecting “Status Overview” from the information left menu (**Figure 7, 2**).

## Completing the FY 2021 Progress Update

The system prepopulates the FY 2021 Progress Update form Goals and corresponding Objectives with the information from your most recently approved PWP. Each Objective has Objective Details, Key Factors and Activities.

- 1) **Click** the FY 2021 Progress Update link (**Figure 7, 3**) on the left menu to access FY 2021 Progress Update. The Program Specific Progress Update Status page will appear (**Figure 8**).
- 2) **Click** Update under the Option Heading for the FY 2021 Progress Update (**Figure 8, 1**). The Objective Information - Update page opens; this page contains three sections: Objective Details, Key Factors and Activities. You will update every Objective in every Goal in your FY 2021 Progress Update.
- 3) **Update** the following fields in the Objective Details Section (**Figure 9**). Required fields are marked with a red asterisk.
  - a) In the Current Numerator field **enter** the current numerator (**Figure 9, 1**) based on the definition in Appendix A: Goals and Objectives Development Guide. The number should be a whole number and equal to or greater than 0.
  - b) In the Current Denominator field **enter** the current denominator (**Figure 9, 2**) based on the definition in Appendix A: Goals and Objectives Development Guide. The number should be a whole number and equal to or greater than 0.

**Note:** Once you complete the Current Numerator and Current Denominator fields, the Current Percentage and Progress Toward Target Percentage fields will auto-calculate.
  - c) In the Objective Impact Narrative Progress field **describe** progress toward achieving the predicted overall impact (**Figure 9, 3**). Up to 5,000 characters, counting spaces, are available.
  - d) In the Formal T/TA Target Current Numeric Progress field **enter** the number of health center representatives that have participated in formal T/TA sessions from January 1, 2021 through December 31, 2021 (**Figure 9, 4**).
  - e) In the Formal T/TA Session Target Current Progress Narrative field **describe** your progress toward achieving the Formal T/TA Target (**Figure 9, 5**). Up to 5,000 characters, counting spaces, are available.
  - f) In the Participation Target Current Numeric Progress field **enter** the number of health center representatives that have participated in formal T/TA sessions (**Figure 9, 6**).
  - g) Use the Participation Target Current Progress Narrative field to **describe** your progress toward achieving the Participation Target (**Figure 9, 7**). Up to 5,000 characters, counting spaces, are available.
  - h) In the Participant Satisfaction Target Current Numeric Progress field **enter** the average T/TA satisfaction score over the reporting period based on Formal T/TA Session participant surveys that used a 5 point satisfaction rating scale (**Figure 9, 8**). Report to 2 decimal places (e.g., 2.50).
  - i) Use the Participant Satisfaction Progress Narrative field to **describe** your progress toward achieving the Participant Satisfaction Target (**Figure 9, 9**). Up to 5,000 characters, counting spaces, are available.
  - j) In the Participant Behavior Change Target Current Numeric Progress field **enter** the average T/TA job behavior change score over the reporting period based on Formal T/TA Session follow-up surveys that used a 5-point satisfaction rating scale (**Figure 9, 10**). Report to 2 decimal places (e.g., 2.50).
  - k) Use the Participant Behavior Change Target Progress Narrative field to **describe** your progress toward achieving the Participant Behavior Change Target (**Figure 9, 11**). Up to 5,000 characters, counting spaces, are available.
- 4) **Click** Save and **scroll** down to the Key Factors section (**Figure 10**).

- 5) **Verify** your key factors as needed. The Key Factors are prepopulated from your most recently approved PWP. Key Factors are non-editable.
  - a) **Click** View to review the prepopulated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) ([Figure 10](#) and [Figure 11](#)).
  - b) **Scroll** to Activities ([Figure 12](#))
- 6) Provide updates on your Activities, which are prepopulated from your most recently approved PWP, and cannot be added or deleted.
  - a) **Click** Report Progress for a listed Activity ([Figure 12, 1](#)), a pop-up screen will appear with Activity details.
  - b) **Complete** the Activity Progress Update field by describing what you have achieved ([Figure 13, 1](#)).
  - c) **Complete** the Anticipated Activity Progress field by describing anticipated progress for the remainder of the budget period ([Figure 13, 2](#)).
  - d) **Click** Save and Continue, this will bring you back to the Objective Information – Update form.
  - e) **Repeat** steps b-e for all Goals and Objectives.
    - i) Once you have completed a Goal, **verify** there is a green check mark next to the Goal name on the Progress Update page ([Figure 14, 1](#)).
    - ii) Once you have completed all Goals, **click** continue and you will be directed to the FY 2022 Project Work Plan form.

## Completing the FY 2022 Project Work Plan

EHBs prepopulates the FY 2022 Project Work Plan form with information from your FY 2021 Progress Update. The Activities and Key Factors will be editable, while the information in the Objective Details section will be not editable in the FY 2022 Project Work Plan form.

- 1) **Click** the Update link to access the FY 2022 Project Work Plan from the Status Overview page ([Figure 7, 4](#)). The system then displays the Objective prepopulated from the FY 2021 Progress Update ([Figure 15, 1](#)).
- 2) **Click** the Update link ([Figure 15, 2](#)) to report progress towards a specific Objective. You will be directed to the Objective Information - Update page ([Figure 16](#)). The status column indicates whether or not an Objective has been updated ([Figure 15, 3](#)). Baseline Percentage is calculated based on the values entered in the FY 21 Progress Update.
- 3) **Review** the Objective Details section, this section of the page cannot be edited ([Figure 16, 1](#))
- 4) **Review, Edit, Add, and/or Delete** Key Factors for FY 2022. They are prepopulated from your FY 2021 Progress Update. You may revise, add, and delete Key Factors, ensuring there is a minimum of two and a maximum of five Key Factors for each objective. Ensure there is at least one contributing and one restricting factor for each objective.
  - a) To **review and update** a Key Factor, **click** the Update link ([Figure 17, 2](#)), a popup screen will appear. Review and edit required fields. **Click** Save and Continue.
  - b) To add a Key Factor, **click** the Add Key Factor button ([Figure 17, 1](#)). **Enter** information in the popup screen that appears. **Click** Save and Continue.
  - c) To delete a key factor, **click** the Delete link ([Figure 17, 3](#)). **Click** Confirm if you want to delete, **Click** Cancel to go to previous screen without deleting key factor

- d) **Scroll** to the Activities section.
- 5) **Review, Edit, Add, and/or Delete Activities** for FY 2022. Activities are prepopulated from your FY 2021 Progress Update. You may revise, add, and delete activities. You must update the Targeted Start and Targeted End Date fields for each and have a minimum of two and may have a maximum of five Activities for each objective.
- a) To **review and update** an Activity:
    - i) **Click** on the update link (**Figure 18, 2**). The Update Activity Overlay will pop up and required fields will be prepopulated using the FY 2021 ProgressUpdate.
    - ii) **Update** fields as needed, and then **click** Save and Continue (**Figure 20, 2**). Required fields marked with a red asterisk (**Figure 20, 1**).
    - iii) **Click** Save and Continue (**Figure 20, 2**).
  - b) To **add** a new Activity:
    - i) **Click** the Add Activity button (**Figure 18, 1**). The Add Activity Overlay will pop up with blank fields for you to complete.
    - ii) **Complete** all sections marked with a red asterisk (**Figure 19, 1**).
    - iii) **Click** Save and Continue (**Figure 19, 2**).
  - c) To **delete** an Activity:
    - i) **Click** the Delete link (**Figure 18, 3**). The Delete Activity Overlay will pop up prompting you to press the **Confirm** button on the bottom right of the overlay to remove the activity (**Figure 21, 1**).
  - d) When you are done updating your Activities for an individual objective:
    - i) **Click** Save and Continue (**Figure 18, 4**). This will return you to the Project Work Plan page (**Figure 15**).
    - ii) **Click** Continue in the lower right hand corner to proceed to the next objective (**Figure 15, 4**).
  - e) When you have updated Activities for every objective the Program Specific Forms- Review page will pop up (**Figure 15**).
  - f) **Review and confirm** your Program Specific forms:
    - i) **Click** View to review your FY 2021 Progress Update and your FY 2022 Project Work Plan (**Figure 22, 1**).
    - ii) **Review** both documents.
    - iii) **Click** Continue to Complete Status (**Figure 22, 2**). This will return you to the NCC Progress Report – Status Overview page (**Figure 3**).

## Completing the Appendices

- 1) **Note:** Attachments 1-2 are required and Attachments 3-12 should be submitted as applicable.
- 2) **Click** the Update link (**Figure 3, 2**) next to Appendices, on the NCC Progress Report - Status Overview page. The Appendice page will load (**Figure 23**).
- 3) Upload the attachments:
  - a) **Click** the Attach File button (**Figure 23, 1**). Refer to the PCA NCC progress report instructions for detailed information about the attachments.
  - b) **Click** Choose File (**Figure 24, 1**) to select your file and then follow prompts to select the appropriate file from your computer.

- c) **Enter** a file description in the text box.
  - d) **Click** Upload (**Figure 24, 2**) to upload the file to EHBs. If you upload a document in error and need to replace it, select Delete (**Figure 25, 1**).
  - e) Once your document is uploaded, the Attach File icon will change to a Max 1 Allowed button (**Figure 25, 2**).
- 4) **Click** Save and Continue to proceed. You will be directed to the NCC Progress Report – Review page.

## Reviewing and Submitting your FY 2021 PCA NCC

- 1) Review the NCC Progress Report to ensure that all information is accurate:
  - a) **Click** the Review link on the left menu (**Figure 26, 1**) to land on the NCC Progress Report – Review page.
  - b) Access each form:
    - i) **Click** View under the Options menu (**Figure 26, 2**); or
    - ii) **Click** the **NCC Progress Report** link at the top of the left navigation menu (**Figure 26, 3**).
- 2) Submit your progress report to HRSA:
  - a) **Click** the Proceed to Submit button at the bottom of the NCC Progress Report Review page (**Figure 26, 4**). The system navigates to the NCC Progress Report Standard Section Review page (**Figure 27**).
  - b) Click the **Submit to HRSA** in the bottom right (**Figure 27, 1**). A confirmation page appears (**Figure 28**).
  - c) **Click** the NCC Progress Report Certification box (**Figure 28, 1**).
  - d) **Click** the Submit Report button (**Figure 28, 2**). Your progress report has not been submitted until you confirm the submission.
  - e) **Take** screenshot of confirmation message  
**Note:** Once you submit the progress report, you will receive an automatic confirmation 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 because EHBs does not generate a confirmation email after you submit your PCA NCC Progress Report.

## Responding to a PCA NCC Change Request

- 1) Progress reports without all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a 'Change Requested' email notification sent by HRSA with a request for the missing information.
- 2) To **revise** your Progress Report:
  - a) **Access** the report in EHBs using the steps described in Section 1: Accessing the FY 2022 PCA NCC.
  - b) **Edit** the progress report as indicated in the email sent by HRSA.
  - c) **Re-submit** the PCA NCC Progress Report by following the steps in Section 5: Reviewing and Submitting the FY 2022 PCA NCC of this user guide.



# Appendix: Figures

## Figure 1: Pending Tasks – List

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
	All		Noncompeting Continuations			Start

## Figure 2: Grant Home

**Grant Home**

Current Budget Period: [ ] Current Project Period: [ ] CRS-EIN: [ ]  
Budget Support Year: [ ] Project Title: [ ] Grant Period: [ ]

**Resources**  
View  
Last NoA | HRSA Contacts | Awarded Funding Opportunities

**Grants**

- Submissions**
  - Work on Financial Report
  - Work on Progress Report
  - Performance Report
  - Work on My NCC Report**
  - Work on Other Submissions
- Requests**
  - Applications
  - Existing Prior Approvals
  - Request New Prior Approval
  - Existing H80 Health Center CIS
  - Request New H80 Health Center CIS
  - Legacy H80 Health Center CIS
- Users**
  - Approve Requests
  - Update Privileges
  - Authorize New
- Others**
  - FTCA Program
  - HRSA Accreditation/PCMH Initiative
  - Access Health Center Reports
  - Project Work Plan
  - Patient Target Management

**Figure 3: NCC Progress Report - Status Overview**

**NCC Progress Report - Status Overview**

**Note(s):**  
The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

**NCC Progress Report Tracking # :** [Redacted] **Due Date:** [Redacted] **Status:** [Redacted]

Grant Number: [Redacted] Original Deadline: [Redacted] Created On: [Redacted]  
 Project Officer: [Redacted] Project Officer Email: [Redacted] Project Officer Contact #: [Redacted]  
 Last Updated By: [Redacted]

**Resources**

**View**  
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

**Users with Permissions on NCC Progress Report (4)**

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update <span style="border: 1px solid red; padding: 2px;">1</span>
SF-PPR.2 (Cover Page Continuation)	Not Started	Update
Budget Information		
Budget Details	Not Started	
Support Year 16	Not Started	Update
Support Year 17	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Complete	Update <span style="border: 1px solid red; padding: 2px;">2</span>
Appendices	Not Started	Update

**Figure 4: SF-PPR**

**SF-PPR**

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

**Resources**

**View**  
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

**Grantee Organization Information**

Federal Grant or Other Identifying Number Assigned by Federal Agency: [Redacted]  
 DUNS Number: [Redacted]  
 Employer Identification Number (EIN): [Redacted]  
 Recipient Organization Name: [Redacted]  
 Recipient Organization Address: [Redacted]  
 CRS Entity Identification Number: [Redacted]  
 Recipient Identifying Number or Account Number: [Redacted]  
 Reporting Period End Date: [Redacted]  
 Final Report: [Redacted]

Fields with \* are required

**\* Authorizing Official (AO) Information**

Title of Position	Name	Phone	Email	Options
Authorizing Official	[Redacted]	[Redacted]	[Redacted]	Update <span style="border: 1px solid red; padding: 2px;">1</span> Change ▾

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

Figure 5: Budget Details

**Budget Details**

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

**Resources**

View  
 NCC Progress Report | Last NoA [6] | Instructions | NCC User Guide

Support Year 16 | Support Year 17 [3]

Recommended Federal Budget: [ ] [4] [Copy from Previous Year](#)

**Section A - Budget Summary** [Update](#)

Grant Program Function or Activity	CFDA Number	New or Revised Budget		Total
		Federal	Non-Federal	
State and Regional Primary Care Associations				
Total:				

[1]

**Section B - Budget Categories** [Update](#)

Object Class Categories	Grant Program Function or Activity		Total
	State and Regional Primary Care Associations		
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
Total Direct Charges			
Indirect Charges			
Total			

[2]

**Section C - Non Federal Resources** [Update](#)

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
State and Regional Primary Care Associations						
Total:						

[5]

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

Figure 6: Budget Narrative

**Budget Narrative**

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

**Resources**

View  
 NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with \* are required

\* Budget Narrative (Minimum 1) (Maximum 2) [Attach File](#) [1]

No documents attached

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

Figure 7: Program Specific Status Overview page

**Program Specific Information Status**

Section	Status	Options
<b>Project Work Plan Information</b>		
FY 2021 Progress Update	Update Not Complete	Update
FY 2022 Project Work Plan	Update Not Complete	Update

Figure 8: Progress Update

**Objectives**

Objective Title	Baseline Percentage	Objective Target	Number of Key Factors	Number of Activities	Status	Options
Objective A1: Comprehensive Services	100.0 %	100.0 %	2	2	Update Not Complete	Update
Objective A2: Health Center Program Development		100.0 %	4	2	Update Not Complete	Update

Figure 9: Objective Information - Update

**Objective Information - Update**

Due Date: (Due In: 134 Days) | Section Status: Update Not Complete

**Resources**

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**Note(s):**  
For each Objective, provide both the numeric and narrative progress. Numeric progress should calculate progress achieved from July 1, 2020 through December 31, 2021. The Current Percentage and Progress Toward Target Percentage fields will auto-calculate based on the values entered in the Current Numerator and Current Denominator fields.

Fields with \* are required.

**Objective Details**

Objective	
Objective Description	
Supplemental Funding Opportunity	
Baseline Data Source	
Baseline Numerator	
Baseline Denominator	
Baseline Percentage	
Objective Target	1
* Current Numerator	2
* Current Denominator	3
Current Percentage	4
Progress Toward Target Percentage	
Objective Impact Narrative	
* Objective Impact Narrative Progress	5000 characters with spaces (Approximately 3 pages) 5
Formal T/TA Session Target	
* Formal T/TA Target Current Numeric Progress	6
* Formal T/TA Session Target Current Progress Narrative	5000 characters with spaces (Approximately 3 pages) 7
Participation Target	
* Participation Target Current Numeric Progress	8
* Participation Target Current Progress Narrative	5000 characters with spaces (Approximately 3 pages) 9
Participation Satisfaction Target	
* Participant Satisfaction Target Current Numeric Progress	10
* Participant Satisfaction Progress Narrative	5000 characters with spaces (Approximately 3 pages) 11
Participant Behavior Change Target	
* Participant Behavior Change Target Current Numeric Progress	12
* Participant Behavior Change Target Progress Narrative	5000 characters with spaces (Approximately 3 pages) 13

**Figure 10: Key Factors**

Key Factors (Minimum 2) (Maximum 5)		
Key Factor Type	Description	Options
Contributing	1. 2007 has experience leading Medicaid agencies, MTAs, hospitals, health centers and suppliers. 2. 2007 has experience working with federal and local agencies for funding, contracts, and contract policy. 3. extensive cross sector health and funding experience. 4. Federal and local agencies have attention and resources to be leveraged to fund and support the high priorities including contract policy, Medicaid reform, and provider work.	View
Restricting	1. Past experience in the MTM could affect funding for health centers to address the needs of...	View

**Figure 11: View Key Factor**

**View Key Factor** ✕

---

Key Factor Type 
 Contributing     Restricting

Key Factor Description

500 characters with spaces (Approximately 1/4 page)

1. 2007 has experience leading Medicaid agencies, MTAs, hospitals, health centers and suppliers. 2. 2007 has experience working with federal and local agencies for funding, contracts, and contract policy. 3. extensive cross sector health and funding experience. 4. Federal and local agencies have attention and resources to be leveraged to fund and support the high priorities including contract policy, Medicaid reform, and provider work.

[Cancel](#)

**Figure 12: Activities**

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

---

**Activities (Minimum 2) (Maximum 5)**

Activity Name	Person/Group Responsible	Start Date	End Date	Activity Progress	Anticipated Activity Progress	Options
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	Report Progress
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	Report Progress

**Figure 13: Report Progress**

**Report Progress** ✕

---

7500 characters with spaces

\* Activity Progress Update 1

---

3000 characters with spaces

\* Anticipated Activity Progress 2

Comments

3 [Save and Continue](#)

[Cancel](#)

**Figure 14: Progress Update**

**Progress Update**

Due Date: | Section Status:

**Resources**

View

FY 2021 PCA NCC User Guide | Program Instructions | FY 2020 Application

1

Goal A: Increase Access to Comprehensive Primary Care
  Goal B: Accelerate Value-Based Care Delivery

Goal C: Foster a Workforce to Address Current and Emerging Needs
  Goal D: Enhance Emergency Preparedness and Response

Goal E: Advance Clinical Quality and Performance
  Goal F: Supplemental Funding Activities

**Figure 15: Project Work Plan**

**Project Work Plan**

Due Date: (Due In: ) | Section Status:

**Resources**

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**Note(s):**

Propose activities to be conducted July 1, 2022 through June 30, 2023. Each Objective must have a minimum of 2 and a maximum of 5 activities. You may keep, revise, or delete the prepopulated Activities. You may also add new activities. All Activities must clearly support Objective attainment by the end of the period of performance (June 30, 2023). EHBs will prepopulate the FY 2022 Project Work Plan with the information provided in the FY 2021 Progress Update.

Goal A: Increase Access to Comprehensive Primary Care
  Goal B: Accelerate Value-Based Care Delivery

Goal C: Foster a Workforce to Address Current and Emerging Needs
  Goal D: Enhance Emergency Preparedness and Response

Goal E: Advance Clinical Quality and Performance
  Goal F: Supplemental Funding Activities

Objective Title	Baseline Percentage	Objective Target	Number of Key Factors	Number of Activities	Status	Options
Objective A1: Comprehensive Services	100.0 %	100.0	2	2	Update Not Complete	Update
Objective A2: Health Center Program Development		100.0	4	2	Update Not Complete	Update

Go to Previous Page

Continue

Figure 16: Objective Information - Update

### Objective Information - Update

Due Date: 
Section Status:

**Resources** [View](#)

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**Note(s):**

Objective Target information is prepopulated from the FY 2020 Progress Update and cannot be edited. You may use this page to update Key Factors and add, update, or delete Activities as needed.

**Please click Save (or) Save & Continue button after data entry.**

**Objective Details** 1

Objective	Objective A1: Comprehensive Services
Objective Description	Increase the percentage of health centers that have successfully implemented Health Center Program supplemental funding (Select one supplemental funding opportunity for developing your numerator and denominator.)
Supplemental Funding Opportunity	100 characters with spaces <input type="text"/>
Baseline Data Source	<input type="text"/>
Numerator	<input type="text"/>
Denominator	<input type="text"/>
Baseline Percentage	<input type="text"/>
Objective Target	<input type="text"/>
Current Percentage <a href="#">?</a>	<input type="text"/>
Current Data Progress Toward Objective Target Value <a href="#">?</a>	<input type="text"/>
Objective Impact Narrative	<input type="text"/>
Formal T/TA Target	<input type="text"/>
Participation Target	<input type="text"/>
Participant Satisfaction Target	<input type="text"/>
Participant Behavior Change Target	<input type="text"/>



Figure 17: Key Factors

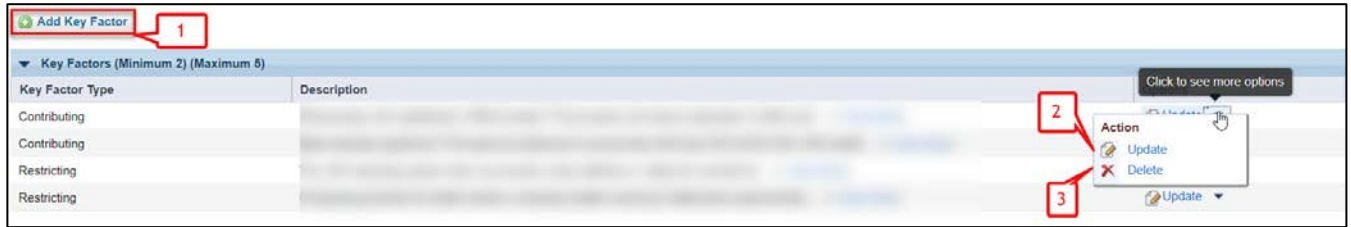


Figure 18: Activities



Figure 19: Add New Activity

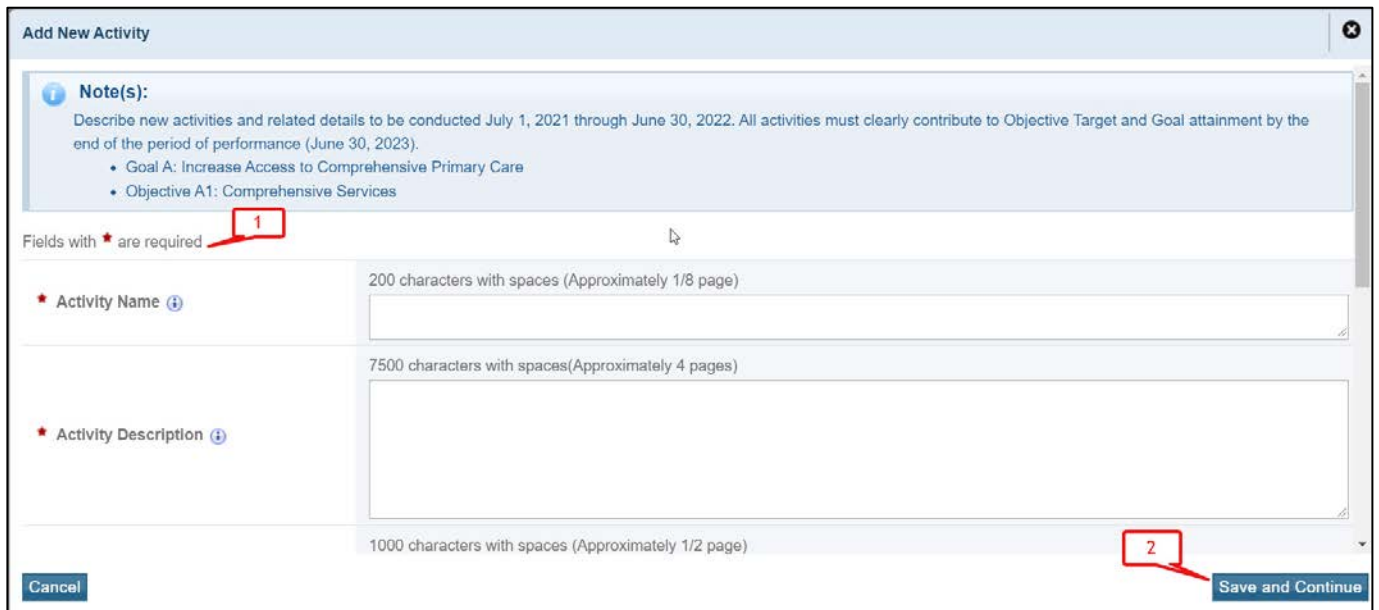


Figure 20: Update Activity

**Update Activity**

**Note(s):**  
Describe new activities and related details to be conducted July 1, 2021 through June 30, 2022. All activities must clearly contribute to Objective Target and Goal attainment by the end of the period of performance (June 30, 2023).  
• Goal A: Increase Access to Comprehensive Primary Care  
• Objective A1: Comprehensive Services

Fields with \* are required

\* Activity Name (200 characters with spaces (Approximately 1/8 page))

\* Activity Description (7500 characters with spaces (Approximately 4 pages))

1000 characters with spaces (Approximately 1/2 page)

Cancel Save and Continue

Figure 21: Delete Activity

**Delete Activity**

**Warning:**  
You are about to delete this Activity along with all of its information. Please confirm if you would like to proceed with this action.

Activity Name

Activity Description

Person or Group Responsible

Targeted Start Date

Targeted End Date

Expected Activity Outcomes

Cancel Confirm

Figure 22: Program Specific Forms - Review

**Program Specific Forms - Review**

**Note(s):**  
On this page, you can review and print the information you provided on the program specific forms of this progress report. The information accessed on this page is read only and cannot be updated. If you wish to update any information, navigate to the edit version of the related form using the left menu. Click on the 'Continue to Complete Status' button provided at the bottom of this page to return to the Overall Status Overview for this progress report. You can access the Appendices page from the Overall Status Overview page.

**00182718: EDGED MORSO INC.** Due Date: 04/02/2021 (Due In: 128 Days)

**Resources**

View  
FY 2021 PCA NCC User Guide | Program Instructions | FY 2020 Application

**Print All Forms** Table of Contents Go

Section	Type	Options
<b>View: Program Specific Information</b>		
FY 2020 Progress Update	HTML	View
FY 2021 Project Work Plan	HTML	View

**Continue to Complete Status**

Figure 23: Appendices

**Appendices**

**NCC Progress Report Tracking** Due Date: | Section Status:

**Resources**

View  
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

**Attachment 1: Project Narrative Update (Minimum 1) (Maximum 1)** Attach File

No documents attached

**Attachment 2: Workforce Metrics (Minimum 1) (Maximum 1)** Attach File

No documents attached

**Attachment 3: Staffing Plan (Minimum 1) (Maximum 1)** Attach File

No documents attached

**Attachment 4: Project Organizational Chart (As Applicable) (Maximum 1)** Attach File

No documents attached

**Attachment 5: Job Descriptions for Key Project Personnel (As Applicable) (Maximum 1)** Attach File

No documents attached

Figure 24: Attach File

**Attachment 4: Project Organizational Chart (As Applicable) (Maximum 1)** Attach File

**Document**

Allowable Document Types: doc, rtf, txt, wpd, pdf, xls, msg, jpg, jpeg, tif, xlsx, docx, ppt, pptx, vsd  
Allowable Document Size: 100 MB

Choose File No file chosen

Approximately 1/4 page (Max 500 Characters without spaces) 500 Characters left

Description

Upload Cancel

Figure 25: Delete Attachment

**Appendices**

NCC Progress Report Tracking # : 00182718 Due Date: 04/02/2021 (Due In: 128 Days) | Section Status: Not Complete

**Resources**

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

Attachment 1: Project Narrative Update (Minimum 1) (Maximum 1) Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
				Action Update Description Delete

Attachment 2: Workforce Metrics (Minimum 1) (Maximum 1) Upload at least 1 attachment(s) for Attachment 2: Workforce Metrics(v)

Figure 26: NCC Progress Report - Review

**ALL TASKS**

**NCC Progress Report - Review**

NCC Progress Report Tracking # : Due Date: | Status: |

**Resources**

View  
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[Print NCC Progress Report](#) Table of Contents

View	Section	Type	Options
View	View: Basic Information		
	Basic Information	SF-PPR	HTML <span style="float: right;">View</span>
	Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML <span style="float: right;">View</span>
	Basic Information	Performance Narrative	DOCUMENT <span style="float: right;">Not Available</span>
View	View: Budget Information		
	Budget Information	SF-424A Budget Information	HTML <span style="float: right;">View</span>
	Budget Information	Budget Narrative	DOCUMENT <span style="float: right;">View</span>
View	View: Appendices		
	Appendices	Attachment 1	DOCUMENT <span style="float: right;">View</span>
	Appendices	Attachment 2	DOCUMENT <span style="float: right;">View</span>
	Appendices	Attachment 3	DOCUMENT <span style="float: right;">View</span>
	Appendices	Attachment 4	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 5	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 6	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 7	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 8	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 9	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 10	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 11	DOCUMENT <span style="float: right;">Not Available</span>
	Appendices	Attachment 12	DOCUMENT <span style="float: right;">Not Available</span>

[Go to Previous Page](#) [Proceed to Submit](#)

**Figure 27: NCC Progress Report Standard Section Review**

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

Grant Number: [redacted] Original Deadline: [redacted] Created On: [redacted]  
 Project Officer: [redacted] Project Officer Email: [redacted] Project Officer Contact #: [redacted]  
 Last Updated By: [redacted]

Resources [redacted]

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Users with Permissions on NCC Progress Report (3)

NCC Progress Report Status

Section	Status	Options
Basic Information		
SF-PPR	✓ Complete	<a href="#">Update</a>
SF-PPR-2 (Cover Page Continuation)	✓ Complete	<a href="#">Update</a>
Budget Information		
Budget Details	✓ Complete	
Support Year 16	✓ Complete	<a href="#">Update</a>
Support Year 17	✓ Complete	<a href="#">Update</a>
Budget Narrative	✓ Complete	<a href="#">Update</a>
Other Information		
Program Specific Information	✓ Complete	<a href="#">Update</a>
Appendices	✓ Complete	<a href="#">Update</a>

[Cancel](#) [Submit to HRSA](#)

**Figure 28: NCC Progress Report Confirmation Page**

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 [redacted] Due Date: [redacted] Status: [redacted]

Grant Number: [redacted] Original Deadline: [redacted] Created On: [redacted]  
 Project Officer: [redacted] Project Officer Email: [redacted] Project Officer Contact #: [redacted]  
 Last Updated By: [redacted]

Resources [redacted]

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**\* NCC PROGRESS REPORT CERTIFICATION** [View Report \[redacted\]](#)

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.

[Cancel](#) [Submit Report](#)

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