

State Offices of Rural Health (SORH) FY 17 NCC Instructions Webinar

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Presentation Overview

- **Background Information**
- **Progress Report Instructions**
 - **Performance Narrative**
 - **Appendices (including Work Plan and Budget)**
- **Technical Assistance Resources**
- **Questions**



Background

- **FY 2017 is the second year of a five year project period.**
- **Instructions were released January 13, 2017.**
- **Application deadline in EHB is March 13, 2017.**
- **Progress Report serves as basis for continued funding and is a streamlined review process.**
- **Funding dependent on FY 2017 appropriation.**



Progress Report: Performance Narrative

Performance Narrative Includes:

- **Current (FY2016) and Future (FY2017) Plan**
- **Significant Changes/Challenges**
- **Staffing Plan and Personnel Requirements**



Progress Report: Performance Narrative

Performance Narrative Requirements:

- **Comprehensive overview of project and documentation of project activities and accomplishments**
- **Report on each of the core elements with new paragraph for each core element.**
- **Narrative must align with Work Plan (blueprint for narrative) and must be numbered the same.**
- **Not to exceed 10 pages (appendices do not count)**
- **Narrative, portrait format**
- **Reminder: the Progress Report is not a vehicle for a change in scope or budget.**



Appendices

- **Attachment #1 - Updated Current FY16 Work Plan in spreadsheet, landscape format**
- **Attachment #2 - Future FY 17 Work Plan in spreadsheet, landscape format**
- **Attachment #3 - Budget Justification Narrative that is detailed and covers federal and state matching funds**
- **Attachment #4 - Position Descriptions for all new or revised positions, if applicable**
- **Attachment #5 - Biographical sketches or resumes for any staff hired since last submission, if applicable**



Budget

- Amount should be pre-populated in EHB and same as amount in FY 16 NOA block #13 (Future Support).
- Attach a detailed Budget Justification Narrative that includes and distinguishes between Federal funds versus state matching funds.
- Travel must be itemized into three parts and include number of people and number of days:
 - Airline or mileage for in-state travel
 - Lodging per diem per day
 - Misc. (registration, parking etc.)
- Contractual costs must be itemized and include deliverables



Technical Assistance Resources

- HRSA EHB User Guide
- HRSA Call Center: 1-877-464-4772 or CallCenter@hrsa.gov
- <http://www.hrsa.gov/grants/manage/index.html>
- Ashley Muninger at NOSORH: ashleym@nosorh.org
- Peer to peer (SORHs)
- sstack@hrsa.gov or (301) 443-4043
- Questions?



Contact Information

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