

# State Offices of Rural Health (SORH) FY 18 NCC Instructions Webinar

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# Presentation Overview

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



# Background

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- **FY 2018 is the third year of a five year project period.**
- **Instructions were released January 12, 2018.**
- **Application deadline in EHB is March 12, 2018.**
- **Progress Report serves as basis for continued funding and is a streamlined review process.**
- **Funding dependent on FY 2018 appropriation.**



# Progress Report: Performance Narrative

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## Performance Narrative Includes:

- **Current (FY2017) and Future (FY2018) Plan**
- **Noteworthy Accomplishment\***
- **Significant Changes/Challenges**
- **Staffing Plan and Personnel Requirements**



# Progress Report: Performance Narrative

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## 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

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- **Attachment #1 - Updated Current FY17 Work Plan in spreadsheet, landscape format**
- **Attachment #2 - Future FY 18 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 17 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

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





# Contact Information

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