State Offices of Rural Health (SORH) FY 19 NCC Instructions Webinar

January 16, 2019 at 2PM EST

Suzanne Stack
Program Coordinator, State Offices of Rural Health (SORH)
Public Health Analyst, Hospital State Division (HSD)
Federal Office of Rural Health Policy (FORHP)
Health Resources and Services Administration (HRSA)
Presentation Overview

• Background Information

• Progress Report Instructions
  • Performance Narrative
  • Appendices (including Work Plan and Budget)

• Technical Assistance Resources

• Questions
Background

• FY 2019 is the fourth year of a five year project period.
• Instructions were released January 4, 2019.
• Application deadline in EHB is February 28, 2019.
• Progress Report serves as basis for continued funding and is a streamlined review process.
Progress Report: Performance Narrative

Performance Narrative Includes:

• Current (FY2018) and Future (FY2019) Plan
• Noteworthy Accomplishment
• Significant Changes/Challenges
• Staffing Plan and Personnel Requirements
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 FY18 Work Plan in spreadsheet, landscape format
- Attachment #2 - Future FY 19 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 18 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 Help and Knowledge Base: https://help.hrsa.gov/display/public/EHBSKBFG/Ind
  ex?IsPopUp=true&IsPopUp=true

• 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

• Peer to peer (SORHs)

• sstack@hrsa.gov or (301) 443-4043

• Questions?
Contact Information

Suzanne Stack, SORH Program Coordinator
Public Health Analyst, Hospital State Division (HSD)
Federal Office of Rural Health Policy (FORHP)
Health Resources and Services Administration (HRSA)
Email: sstack@hrsa.gov
Phone: 301-443-4043

Web: www.hrsa.gov/ruralhealth
Twitter: twitter.com/HRSAgov
Facebook: facebook.com/HHS.HRSA