State Offices of Rural Health (SORH) FY 19 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
• FY 2020 is the fifth year of a five year project period.
• Instructions were released January 13, 2020.
• Application deadline in EHB is March 9, 2020.
• Progress Report serves as basis for continued funding and is a streamlined review process.
Progress Report: Performance Narrative

Performance Narrative Includes:

• Current (FY2019) and Future (FY2020) 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 FY19 Work Plan in spreadsheet, landscape format
• Attachment #2 - Future FY20 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 19 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 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?
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