

**Health Resources and Services Administration  
Federal Office of Rural Health Policy**

State Offices of Rural Health (SORH)  
FY 2022 Noncompeting Continuation (NCC) Progress Report  
Instructions for Submission  
Funding Announcement Number: HRSA-HRSA-22-001  
Available in EHB: 1/10/2022  
Due Date: 3/4/2022  
Reporting Period: (July 1, 2021 – June 30, 2022)

This is the Health Resources and Services Administration (HRSA) streamlined process to renew your budget period and release the continuation funding for your ongoing award. The continuation of grant funding is based on compliance with applicable statutory and regulatory requirements, demonstrated organizational capacity to accomplish the project’s goals, adequate justification for all projected costs, availability of appropriated funds, and a determination that continued funding would be in the best interest of the Government. Inadequate justification and/or progress may result in the reduction of approved funding levels.

HRSA’s expectations are that grantees will pursue all years of their grant projects as originally proposed and recommended for approval in competitive review, in terms of scope of work and budget line items. The continuation funding process is not a vehicle to request changes in scope or re-budgeting of your project. If significant changes in scope or budgeting are necessary, first discuss the proposed changes with your assigned HRSA FORHP Project Officer, and then request prior approval separately through EHB, as is specified in your Notice of Award (NOA).

The NCC Progress Report is intended to report on State Offices of Rural Health (SORH) Program activities only and should not report on other HRSA funded programs unless the activity specifically relates to the SORH.

This NCC Progress Report will provide funding during the FY2022 budget year. The budget period start date is July 1, 2022 this is Year 2 of a 5-year project period (July 1, 2021 – June 30, 2026). The purpose of the SORH Program is to assist states in strengthening rural health care delivery systems by maintaining a focal point for rural health within each state.

**NCC Progress Report Required Sections**

The following sections are required to submit the NCC Progress Report in HRSA EHBs:

- SF-PPR (EHB web-based form)
- SF-PPR-2 (cover page continuation; EHBs web-based form)
- Performance Narrative (no more than 10 pages)
- Attachments (see list below)

**Performance Narrative Instructions**

The Performance Narrative is uploaded as one attachment in the “Program Specific Information” section of the NCC Progress Report in the EHBs.

The purpose of the Performance Narrative is to provide a comprehensive overview of the project and to provide documentation of project activities and accomplishments during the current FY2021 budget period. Discuss progress on each funded activity during this current budget period (July 1, 2021 – June 30, 2022). **Do not delete any of the narrative headings.**

The Performance Narrative should include the following information in the order listed below and should be no more than 10 pages in length (appendices do not count towards page count). Information must be reported in a narrative form, portrait format. **Do not copy/paste your work plan;** rather frame the Performance Narrative as a summary of your work plan. Make sure document is clearly labeled with your organization's name and HRSA award number. **Reminder:** The NCC Progress Report is intended to report on SORH Program activities only and should not report on other HRSA funded programs unless the activity specifically relates to the SORH Program.

- I. **Progress on Activities:** Provide a short high-level summary (2-3 paragraphs) on the progress of your grant activities during the FY 2021 budget period. Provide a summary of the project's activities including the impact of activities and outcomes. Include other relevant accomplishments such as dissemination of completed projects and/or presentations. Indicate any barriers or challenges to the project's progress during the current budget period and describe efforts taken to address them.
- II. **Noteworthy Accomplishment:** Describe your biggest accomplishment during the FY2021 period. Include a summary of the activity, program objectives and any progress/process measures and outcomes/impact.
- III. **Health Equity:** Describe any actions you have taken to address health equity through grant related activities during the FY2021 period. Include a summary of the activity, program objectives and any progress/process measures and outcomes/impact that may apply.
- IV. **Significant Changes:** Summarize any significant changes to the project occurring during the reporting period that required the submission of a prior approval request, including changes of scope, supplemental funding requests, key personnel changes, etc.
- V. **Plan for Upcoming Budget Year:** Discuss your project plan for the coming budget year (July 1, 2022 – June 30, 2023). Provide a detailed statement of the milestones or progress toward the outcome objectives planned for the period for which NCC funds are being sought and a description of the process objectives and activities that will be undertaken to achieve those milestones. Discuss any modifications (other than significant changes requiring a prior approval request) to the approved project plan, including changes to goals and/or objectives for the upcoming year (any anticipated change of scope will require a separate EHB prior approval submission).

## Required Attachments

Only include the attachments listed below with the NCC Progress Report submission. Each attachment must contain the Grant Number, Project Title, Organization Name, and Primary Contact Name. Ensure that each attachment is correctly labeled and attached in the “Appendices” section as follows:

1. Current Work Plan Matrix (spreadsheet)
  2. Future Work Plan Matrix (spreadsheet)
  3. Budget Justification Narrative
  4. Position Descriptions
  5. Biographical Sketches/Resumes
- **Attachment #1:** Updated *Current Work Plan Matrix* for the current budget period (July 1, 2021 – June 30, 2022), in spreadsheet form, landscape format that includes activities, completion date, responsible staff and entity, progress/process measures and outcome/impact pertaining to the goals and objectives of the program. Please note that the progress/process measures section and outcomes/impact section should contain detailed information on progress made in the current budget period. The Current Work Plan Matrix is a snapshot of what will be captured in the Performance Narrative section. FORHP expects the Objectives, Activities, and Outcomes to be outlined in a spreadsheet format without narrative.
  - **Attachment #2:** Provide a *Future Work Plan Matrix* for the budget period (July 1, 2022 – June 30, 2023), in spreadsheet form, landscape format that includes activities, anticipated completion date, responsible staff and entity, expected progress/process measures and outcome/impact pertaining to the goals and objectives of the program. The Future Work Plan should include any adaptations or updated progress/process measures for the upcoming year based upon FY2021 results. Include ongoing activities that will continue from the current budget period, and any new activities. Projects designed for a single budget year should fully develop their measurement strategy and present it clearly. Projects designed for more than one year will need to define the measurement strategy and set intermittent targets reflective of the activities to be executed in addressing the Objectives. FORHP expects the Objectives, Activities, and Outcomes to be outlined in a spreadsheet format without narrative.
  - **Attachment #3:** Provide a *Budget Justification Narrative* that sufficiently details each object class category as follows: (1) Personnel category: Indicate the employee name, title, base salary, FTE, salary requested. (2) Fringe Benefits: indicate the fringe benefit rate and benefit breakdown, i.e. insurance at .55%. (3) Travel category: for local travel indicate the staff member(s), number of trips, mileage and mileage rate; for long distance travel indicate the staff member(s), airfare, hotel, per diem, mileage, mileage rate, car rental/ground transportation and parking. (4) Equipment category: list equipment costs and provide justification for the need of the equipment to carry out the program’s goals. (5) Supplies category: list the items that the project will use to implement the proposed project such as office supplies or educational supplies (brochures, videos). (6) Contractual category: Itemized services provided. (7) Other category: Include all costs that do not fit into any other category. In some cases, rent or utilities. (8) Indirect costs. Discuss any significant changes to your budget relative to the budget laid out in your competitive application.

- **Attachment #4:** *Position Descriptions* for all new or revised positions for which grant support is requested. State “no changes” on attachment if applicable. All new Project Director changes must go through the Prior Approval Process **before** submitting the NCC.
- **Attachment #5:** *Biographical sketches or resumes* for any staff hired since submission of prior NCC application. State “no changes” on attachment if applicable.

## Reporting Requirements

### Federal Financial Report (FFR) submitted through HRSA EHBs

Annual FFRs are due on **October 30<sup>th</sup>** and must be submitted electronically through the Payment Management System (PMS). While it is an expectation that all funds are used within the year they are awarded, if you anticipate that there will be an unobligated balance (UOB) of funds at the end of the current budget period, you must note this in the ‘FFR Remarks’ block of the FFR. Additionally, you must request prior approval to use the UOB as carryover for your project in the new budget period. You may do so with the electronic submission of the FFR or by submitting a prior approval request through the HRSA EHBs within 30 days of the electronic FFR submission. The request to use the UOB shall include an explanation of why the funds were not spent and why the carryover is needed, a revised budget, and a budget justification. Only activities listed in the approved work plan are eligible for carryover into the next budget period.

### Performance Improvement Management System (PIMS)

The Federal Office of Rural Health Policy has created specific performance measures that grantees will be required to report within the Performance Improvement System (PIMS) located in HRSA’s Electronic Handbook (EHB). Grantees are required to update the program specific information in the HRSA Electronic Handbooks (EHBs) annually.

Within 60 days of the start of the FY 2022 budget period (July 1, 2022) for this non-competing continuation application, grantees are required to submit their FY 2021 performance measures pertaining to the provision of technical assistance. Grantees are expected to have an appropriate system in place to collect the necessary information as required by PIMS.

For information on the updated PIMS measures, please contact your Project Officer or view the archived webinar: [https://nosorh.org/wp-content/uploads/2021/07/2021-SORH-PIMS\\_Final.pdf](https://nosorh.org/wp-content/uploads/2021/07/2021-SORH-PIMS_Final.pdf)

Further instructions will be provided by your Project Officer.

### HRSA Contacts

Grantees are encouraged to request assistance, if needed, when submitting their NCC Progress Report. Please contact your FORHP project officer to obtain additional information regarding overall program issues. The program coordinator for this program is:

Sarah Ndiang’ui  
 SORH Program Coordinator  
 Health Resources and Services Administration  
 Federal Office of Rural Health Policy  
 5600 Fishers Lane

Rockville, MD 20857  
Telephone: (301) 443-0876  
Email: [sndiangui@hrsa.gov](mailto:sndiangui@hrsa.gov)

Grantees may obtain additional information regarding business, administrative, or fiscal issues related to this NCC Progress Report by contacting:

Kimberly Dews  
Grants Management Specialist  
HRSA Division of Grants Management Operations, OFAM, HRHB  
5600 Fishers Lane  
Rockville, MD 20857  
Telephone: (301) 443-0655  
Email: [kdews@hrsa.gov](mailto:kdews@hrsa.gov)

Recipients may need assistance when working online to submit their information electronically through HRSA's Electronic Handbooks. For assistance with submitting information in HRSA's EHBs (i.e. technical system issues), contact the HRSA Call Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Call Center  
Phone: (877) 464-4772  
TTY: (877) 897-9910  
Fax: (301) 998-7377  
E-mail: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)