State Offices of Rural Health (SORH)
FY 24 NCC Instructions Webinar

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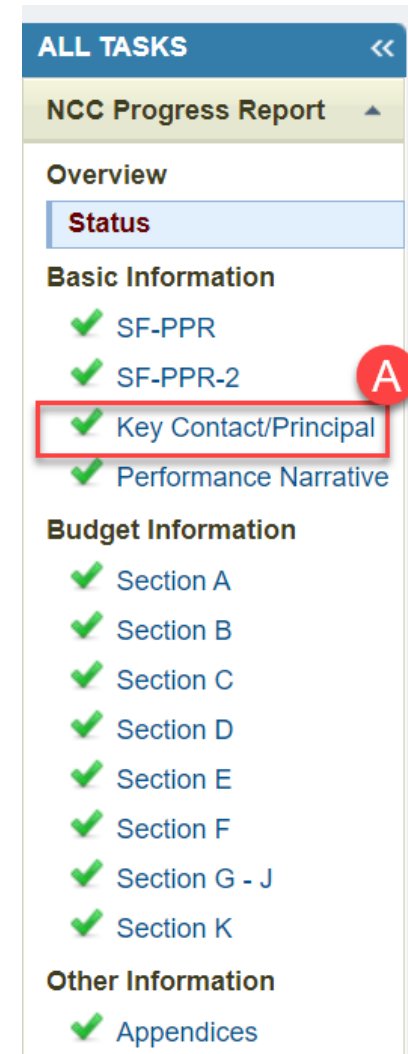Vision: Healthy Communities, Healthy People

Presentation Overview

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

Background

- NCC Progress Report serves as basis for continued funding and is a streamlined review process.

- Reporting Period: July 1, 2023 – June 30, 2024

- FY 2024 is the fourth year of a five-year project period (July 1, 2021 – June 30, 2026)

- Instructions were released in the HRSA EHBs on January 2nd, 2024.

- Application deadline in the HRSA EHB is March 1st, 2024 at 11:59pm ET

Progress Report: Performance Narrative

Performance Narrative Includes:

- Provide FY23 progress on activities (i.e., July 1, 2023 – June 30, 2024)
- Noteworthy Accomplishments
- Any actions taken to address Health Equity
- Significant Changes/Challenges
- Plan for Upcoming budget year (i.e., July 1, 2024 – June 30, 2025)

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.

New "Key Contacts/Principal" Form

All principals involved in the project must be listed on the form. The Principal Investigator/Project Director must always be listed on the Key Contact/Principal form. This [form](#) includes two sections:

- **Key Contact/Principal Information**
  - Grantees have the option to add, delete, or update contact information for key contacts/principal (no max limit).
  - Requires at least one key contact listed to complete the form (i.e., the project director or principal must be listed).
  - A pre-populated list of key contacts may be available to select from if this information was provided in their last awarded application.

- **Biographical Sketch** - this is an *optional* section which allows the grantees to upload/attach bio sketches or resumes.

New "Key Contacts/Principal" Form

- The 2 CFR 180.995 definition of a Principal:

  An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction (the Grant);

- A consultant or other person, whether or not employed by the participant or paid with federal funds, who:

  - Is in a position to handle federal funds;

  - Is in a position to influence or control the use of those funds; or,

  - Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Appendices

- **Attachment #1** - Updated Current FY23 Work Plan in spreadsheet, landscape format
- **Attachment #2** - Future FY24 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
- **Attachment #6** – Other relevant documents

Budget

- Amount should be pre-populated in EHB and same as amount in FY 23 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 Project Officer & Program Coordinator
- HRSA EHB Help and Knowledge Base: https://help.hrsa.gov/display/public/EHBSKBFG/Index?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)
- sndiangui@hrsa.gov or (301) 443-0876
- Questions?

Contact Information

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FORHP HSD Project Officer Map: https://www.hrsa.gov/ruralhealth/ruralhospitals/regionmap.html

HRSA EHB Contact Center / 877-Go4-HRSA (464-4772)

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