



Health Profession Opportunity Grants

Building Pathways to a Brighter Future

**Non-Competing Continuation Application
Webinar**

Non-Competing Continuation (NCC) Application Webinar

Today we will cover:

- Where to find your NCC Application Kit
- The elements required for submission of your NCC
- Tips for submitting your Year 2 program budget
- Tips for completing the Year 2 PPR in PAGES

Where to Find your Application Kit

****Your NCC Application Kit can be found in GrantSolutions. ****

Application Kit - View

Grant Number
90FX0029-01
Grantee Name
South Carolina Department of Social Services

Information for the Applicant	Display on ECC List	Submission Check	Allow Comments	Allow Attachment	View
Application Kit Instructions 2018	✓				PDF
Example Budget	✓				PDF
Grant Form Links SF-424 Family	✓				Reference
90FX0029 Cooperative Agreement download 2018	✓				PDF
Online Forms	Display on ECC List	Submission Check	Allow Comments	Allow Attachment	View
SF-424A Budget Information - Non-Construction	✓	✓			Not Available
SF-424 Application for Federal Assistance Version 2	✓	✓			Not Available
SF-424B Assurances - Non-Construction	✓	✓			Not Available
Additional Information to be Submitted	Display on ECC List	Submission Check	Allow Comments	Allow Attachment	View
Cooperative Agreement Upload	✓	✓		✓	Not Available
Project Narrative Upload	✓	✓		✓	Not Available

Required Elements of Your NCC

- The required elements of your NCC can be found in the **Application Kit Instructions**.
 - You can find the Application Kit Instructions:
 - in **GrantSolutions** in your Application Kit.
 - in an [FAQ](#) on the **HPOG website**.
 - in an **email** sent from the HPOG@ACF.HHS.GOV email account on April 29, 2016 to all Project Directors.
- The Application Kit Instructions **lists every single form or document that must be submitted** in order to successfully submit your NCC.
 - It also provides **tips** or **guidance** related to **particular forms or documents**.

The Application Kit Instructions

Form	Explanation
Instructions	Begin by reading the instructions (this page) which will provide you with a brief overview of the contents of the application.
SF-424A, Budget Information	<p>Begin by filling out the SF-424A as it will pre-populate some of the data in the SF-424. Please remember that you should NOT use decimals on the SF-424A. Round to the nearest whole number as necessary. The budget should total no more than the approved funding level which can be found in the Continuation Application Request letter. This letter has been uploaded to GrantSolutions as a Grant Note.</p> <p>This form is an online form which means that you should open it and fill it out directly in GrantSolutions. You will have the ability to save and come back to this form at a later time.</p>
SF-424, Application for Federal Assistance	<p>After completing the SF-424A, much of the necessary information will pre-populate in the SF-424. Check the data populated and make any revisions necessary.</p> <p>This form is an online form which means that you should open it and fill it out directly in GrantSolutions.</p>
SF-424B, Assurances	This form is an online form which means that you should open it and fill it out directly in GrantSolutions.
Certification Regarding Lobbying Form Upload	You should download and sign a copy of the Certification Regarding Lobbying Form from the SF-424 Family link provided in the Information for the Application section of the Application Kit. You will need to upload the signed form in order to complete your application.
SF-LLL, Disclosure of Lobbying Activities	The SF-LLL form is only required of continuation applicants who have used non-Federal funds for lobbying activities. If you perform lobbying activities, you should download and complete a copy of the SF-LLL form from the SF-424 Family link provided in the Information for the Application section of the Application Kit. If applicable, you will need to upload the completed form in order to complete your application.

Required Elements of Your NCC

Form	Explanation
Instructions	Begin by reading the Instructions (this page) which will provide you with a brief overview of the contents of the application.
SF-424A, Budget Information	<p>Begin by filling out the SF-424A as it will pre-populate some of the data in the SF-424. Please remember that you should NOT use decimals on the SF-424A. Round to the nearest whole number as necessary. The budget should total no more than the approved funding level which can be found in the Continuation Application Request letter. This letter has been uploaded to GrantSolutions as a Grant Note.</p> <p>This form is an online form which means that you should open it and fill it out directly in GrantSolutions. You will have the ability to save and come back to this form at a later time.</p>
SF-424, Application for Federal Assistance	<p>After completing the SF-424A, much of the necessary information will pre-populate in the SF-424. Check the data populated and make any revisions necessary.</p> <p>This form is an online form which means that you should open it and fill it out directly in GrantSolutions.</p>
SF-424B, Assurances	This form is an online form which means that you should open it and fill it out directly in GrantSolutions.

There are some forms that you will complete **online**, within GrantSolutions.

Required Elements of Your NCC

Certification Regarding Lobbying Form Upload	You should download and sign a copy of the Certification Regarding Lobbying Form from the SF-424 Family link provided in the Information for the Application section of the Application Kit. You will need to upload the signed form in order to complete your application.
 SF-LLL, Disclosure of Lobbying Activities	The SF-LLL form is only required of continuation applicants who have used non-Federal funds for lobbying activities. If you perform lobbying activities, you should download and complete a copy of the SF-LLL form from the SF-424 Family link provided in the Information for the Application section of the Application Kit. If applicable, you will need to upload the completed form in order to complete your application.

There are some forms that you will have to **download, fill out and then upload** in the Application Kit.

 Please note: Only required for grantees who have used non-Federal funds for lobbying.

Required Elements of Your NCC

- **Upload** a copy of the **indirect cost rate agreement** in your request, if applicable.
- If you would **like to use less than your approved cost rate**, you will need to **upload a letter** on official letterhead, signed by the authorized representative, which states that you would like to utilize a rate other than your approved rate and what that rate is.

Indirect Cost Rate Agreement Upload	If you request indirect costs in your budget, you must upload a copy of your <u>current</u> Indirect Cost Rate Agreement that covers the full period.
Cooperative Agreements Upload	You should download and have your authorized representative sign a copy of the new Cooperative Agreement from the link provided on the <i>Application Control Checklist</i> page of GrantSolutions. You will need to upload the signed agreement in order to complete your application.

You can find **your cooperative agreement** in your Application Kit. You will need to print it, have it **signed by the Authorized Representative**, and then uploaded.

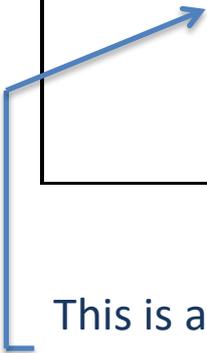
Required Elements of Your NCC

These are the **final two requirements!** We'll be discussing these in more detail...

<p>Budget Narrative Upload</p>	<p>application.</p> <p>Please create and upload a budget narrative with justifications broken out by the categories listed on SF-424A. The category subtotals and budget total should match those totals found on the SF-424A. All items must include the method of cost calculation. This narrative should describe how the categorical costs were derived and how they relate to the success/outcome/objectives of the program. Further information on what is required is found on the next two pages.</p> <p>The budget justification should total no more than the approved funding level. Grantees are expected to allocate sufficient funding in the program budget to cover travel, transportation and per diem expenses for three people to attend two meetings, the Annual Meeting (2 days) and a Roundtable (2 days).</p>
<p>Project Narrative Upload</p>	<p>The project narrative portion of the application can be completed by going into the Participant Accomplishment and Grant Evaluation System (PAGES). Grantees will only add/ input new projections for Year 2/ FY2017 (09/30/16 – 9/29/17) only. The cumulative (5 Year) projections were already input by the grantee during the 120 Day Workplan and do not need to be edited. Grantees should also complete the Introduction and Proposed Changes narrative sections in addition to entering the seven quantifiable projections for Year 2/ FY2017.</p> <p>Please note that that you will need to print the FY2017 first semi-annual period report (PPR) from PAGES, have your Authorized Official sign the cover page, scan the signed copy, and then upload it in order to complete your application. Please remember to have your Authorized Representative sign the cover sheet before scanning and</p>

Required Elements of Your NCC

Project Performance Site Location Upload	You should download and complete a copy of the Project Performance Site Location form from the SF-424 Family link provided in the Information for the Application section of the Application Kit. You will need to upload the completed form in order to complete your application.
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This is a **new form** this year. Please use the **link** in the **Application Kit** to **download, complete and upload**.

Tips for Submitting Year 2 Budget

Application Kit Instructions (last 3 pgs)

Guidance on the Budget Narrative

- Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A).
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Contractual
 - Construction
 - Other
 - Indirect Charges (if applicable)
 - Total
- Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If rounding occurs, please denote this by next to the line item justification or total – (rounded).
- Provide a narrative budget justification for the request. The narrative budget justification should describe the necessity, reasonableness and allocation of the proposed costs.

Comments on Particular Categories

- **Personnel**
 - Identify each staff member and provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc.
 - For example, Project Director - \$50,000/yr x .50FTE = \$25,000
- **Fringe**
 - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.
 - For example: Fringe Benefit Rate of 40% - State Retirement 10%, Medicare 1.5%, Health 15%, Unemployment 10%, and Misc. 3.5% (Worker's comp, disability, etc.) \$600,000 (total personnel) x 40% = \$240,000
- **Travel**
 - Costs of project-related travel by employees of the applicant organization.
 - For each trip show: the total number of traveler(s); travel destination; duration of trip; flight cost, hotel cost, per diem; mileage allowances; etc.
 - This category DOES NOT include local travel.

Example Budget

Example Budget

Personnel

Personnel	Amount
Project Director (.25 FTE) allocated to HPOG Program – Provided by college	\$0
Program Manager (1.0 FTE) – Project Day-to-Day Operations – Base Salary \$63,694	\$63,694
Administrative Support Specialists (2 FTE) – to assist with grant management @ \$17.49/hour x 40 hours/week x 52 weeks x 2	\$72,758
Advanced Student Support Specialists (4.0 FTE) – 3 at project's main campus; 1 placed at one-stop Base Salary of \$44,454.80 x 4	\$177,819
Student Service Specialists (5.0 FTE) – 1.0 at five different college campuses Base Salary of \$38,541.78 x 5 campuses	\$192,709
Program/Data Coordinators (1.5 FTE) –to assist with Outreach @ \$44,628.87/yr X 1.0 FTE (12 months); .50 to assist with data tracking and management @ \$44,628.87/yr X 0.5FTE (12 months)	\$66,943
Program Assistant (1.0 FTE) – Career Placement \$18.53/hour x 40 hours/week x 52 weeks	\$38,542
Support (Data) Technician (1.0 FTE) – Collects, stores, and analyzes data (\$14.38/hour x 40 hours/week x 52 weeks)	\$29,910
Instructors (5.0 FTE) – 3.0 FTE Adult Ed, 2.0 FTE Dev. Ed. shared between 6 campuses Base Salary \$44,628.87	\$223,144
Nursing Assistant instructor (1.0 FTE) @ \$69,443	\$69,443
MA/Phlebotomy instructor (1.0 FTE) @ \$44,629	\$44,629
Tutors for healthcare courses (approximately 48 weeks x 20 hours @ \$9.83/hour x 6 campus	\$56,621
Total Personnel	\$1,036,212.00

Fringe Benefits

Fringe Benefits	Amount
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Tips for Submitting Year 2 Budget

- The budget should be broken out by the categories listed on SF-424A:
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Contractual
 - Construction (nothing should be listed here)
 - Other
 - Indirect Charges (if applicable)
 - Total
- The category subtotals and budget total should match those totals found on the SF-424A.
- The budget should total no more than the approved funding level (which can be found in the letter uploaded in GrantSolutions).

Tips for Submitting Year 2 Budget

- We expect detailed calculations for each category.
 - Grantees must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If rounding occurs, please denote this by next to the line item justification or total – (rounded).

Personnel	Amount
Project Director (.25 FTE) allocated to HPOG Program – Provided by college	\$0
Program Manager (1.0 FTE) – Project Day-to-Day Operations – Base Salary \$63,694	\$63,694
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Advanced Student Support Specialists (4.0 FTE) – 3 at project's main campus; 1 placed at one-stop Base Salary of \$44,454.80 x 4	\$177,819
Student Service Specialists (5.0 FTE) – 1.0 at five different college campuses Base Salary of \$38,541.78 x 5 campuses	\$192,709
Program/Data Coordinators (1.5 FTE) –to assist with Outreach @ \$44,628.87/yr X 1.0 FTE (12 months); .50 to assist with data tracking and management @ \$44,628.87/yr X 0.5FTE (12 months)	\$66,943
Program Assistant (1.0 FTE) – Career Placement \$18.53/hour x 40 hours/week x 52 weeks	\$38,542
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MA/Phlebotomy instructor (1.0 FTE) @ \$44,629	\$44,629
Tutors for healthcare courses (approximately 48 weeks x 20 hours @ \$9.83/hour x 6 campus	\$56,621
Total Personnel	\$1,036,212.00

Tips for Submitting Year 2 Budget

- Provide a **narrative justification** for the request. The narrative budget justification should describe the necessity, reasonableness and allocation of the proposed costs.

Other

The original proposal included the funding for Scholarships that are awarded to provide direct support to identified and eligible program clients towards payment of program tuition, fees, textbooks and supplies. These scholarships will be awarded to eligible clients participating in identified health profession programs but who are not enrolled in cohort classes that are sponsored by the grant program where instructor salaries are being paid.

Other	Amount
Travel	
In-town Travel	\$9,968
1,400 miles @ \$.445/mile X 16 staff = \$9,968	

- Please make sure that the **projections in your PPR are reflected in your budget.**

Scholarships	
Student Scholarships	\$867,337
Up to \$3500 per student (tuition and books) x 245 students = \$857,500	
Emergency scholarships (used for one-time emergencies that impact educational success such as utilities payment, housing support, care repair, physicals/ immunizations – all service policies approved by OFA) 18 students x \$546.50= \$9,837.	
Total of \$867,337.	

Tips for Submitting Year 2 Budget

Comments on Particular Categories

- **Personnel**
 - **Identify each staff member and provide:** the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc.
 - **For example:** Project Director - \$50,000/yr x .50FTE = \$25,000
- **Fringe**
 - **Provide a breakdown** of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.
 - **For example:** Fringe Benefit Rate of 40% - State Retirement 10%, Medicare 1.5%, Health 15%, Unemployment 10%, and Misc. 3.5% (Worker's comp, disability, etc.) \$600,000 (total personnel) x 40% = \$240,000

Tips for Submitting Year 2 Budget

Comments on Particular Categories

- **Travel**
 - Costs of project-related travel by employees of the applicant organization.
 - **For each trip show:** the total number of traveler(s); travel destination; duration of trip; flight cost, hotel cost, per diem; mileage allowances; etc.
 - **For example:** Annual Meeting in Washington, D.C. (3 participants) flights (\$300 x 3 travelers = \$900); hotel (\$226 x 3 travelers x 3 nights = \$2,034); per diem (\$71 x 3 travelers x 3 days = \$639); mileage allowance (\$0.51 x 20 miles x 3 travelers = \$31) Total: \$3,604
- **Travel requirements from OFA**
 - Grantees are **expected to allocate sufficient funding** in the program budget to cover travel, transportation and per diem expenses for three people to attend two meetings, the Annual Meeting (2 days) and a Roundtable (2 days).
- **Please note:** This category **DOES NOT** include local travel.

Tips for Submitting Year 2 Budget

Comments on Particular Categories

- **Equipment**
 - **Equipment is** “an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals ... \$5,000” or more.
 - Since the purchase of equipment requires prior approval, please include a **brochure** for the item and the **cost estimate**.
- **Supplies**
 - These include **consumable items** that are used by the grant organization (not student supplies, which belong in the Other category).

Supplies

Supplies	Amount
General Office Supplies (\$1,000/campus (5) per year; \$2,000 for central Admin) Pens, notepads, staples, ink cartridges, paper, highlighters, paper clips, file folders	\$7,000
Total Supplies	\$7,000.00

Tips for Submitting Year 2 Budget

Comments on Particular Categories

- **Contractual**

- This line is for the costs of all contracts for services and goods except for those that belong under other categories such as Equipment or Supplies.

Contractual

Contractual	Amount
SE Workforce Development Board (see attached subcontract budget)	
To perform project services, including recruiting and assessing participants, verifying eligibility, providing and funding extensive supportive and training services (literacy, counseling, childcare, etc.); includes Workforce Development Specialists. WDB will report data into the project database & reconcile finances monthly with Project Office; will be audited	\$551,797
Total Contractual	\$551,797

Attachment A – SE Workforce Development Board Subcontract Budget

Personnel	
Workforce Development Specialists (2 FTE) – Coordinating recruitment and supportive services; creating and leading resume and interview workshops – career development; ongoing participant coaching; Base Salary \$43,060 x 2FTE	\$86,120
Intake Specialist (0.75 FTE) – Determining eligibility and conducting initial intake Base Salary 40,000 x 0.75FTE	\$30,000
Data/ Admin Specialist (0.75 FTE) – Confirming appointments, data input, answering calls Base Salary 38,667 x 0.75FTE (rounded)	\$29,000

Tips for Submitting Year 2 Budget

Comments on Particular Categories

- **Other**

- May include: local travel, food, space and equipment rentals, non-consumable supplies, professional services costs, printing and publication, computer use, training costs (such as tuition and stipends), support services, staff development and administrative costs.

<p>Adult Education Textbooks</p> <p>Number Power: Fractions Decimals and Percents; 20 @ \$23.32 = \$466.40</p> <p>Number Power: Addition Subtraction Multiplication; 20 @ \$23.32 = \$466.40</p> <p>Number Power: Algebra; 20 @ \$23.32 = \$466.40</p> <p>Number Power: Graphs, Charts; 20 @ \$23.32 = \$466.40</p> <p>Number Power: Pre-Algebra; 20 @ \$20.68 = \$413.60</p> <p>Number Power: Calculator Power; 20 @ \$23.32 = \$466.40</p> <p>Number Power: Introductory; 20 @ \$20.68 = \$413.60</p> <p>Number Power: Intermediate 1; 20 @ \$20.68 = \$413.60</p> <p>Number Power: Intermediate 2; 20 @ \$20.68 = \$413.60</p> <p>Number Power Answer keys 36 @ \$3.32 = \$119.52</p> <p>Total: \$4,106</p>	\$4,106
<p>Video conferencing supplies</p> <p>Web Cam: \$99.99</p> <p>Tripod: 24.99</p> <p>Microphone: 27.49</p> <p>Power strip: \$3.29</p> <p>Extension cord: 1.05</p> <p>Total: \$157</p>	\$157
<p>Independent Consultant Agreement</p> <p>1 ½ Days of Professional Development for all staff regarding the "Navigation" form of case management. Topics will include career pathway planning, community resource navigations, preparing for transition points, and motivational interviewing</p>	\$880
<p>Scholarships</p> <p>Student Scholarships</p> <p>Up to \$3500 per student (tuition and books) x 245 students = \$857,500</p> <p>Emergency scholarships (used for one-time emergencies that impact educational success such as utilities payment, housing support, care repair, physicals/immunizations, all service policies approved by CFA) 18 students x \$46,500 =</p>	\$867,337

Tips for Submitting Year 2 Budget

Comments on Particular Categories

- **Indirect Costs**

- Identify the approved indirect cost rate that covers the applicable period and include a copy of the indirect cost rate agreement in your request.
- Provide the cost calculation showing the base amount multiplied by the indirect cost rate, along with the total.
- If you would like to use less than your approved cost rate, please include a letter on official letterhead, signed by the authorized representative, which states that you would like to utilize a rate other than your approved rate and what that rate is.

Total Project Costs	Amount
Total Direct Costs	\$2,869,013
Indirect Costs 40% Approved Indirect Cost Rate is 40% of direct costs, less scholarships and contracts exceeding \$25,000/ea. $\$2,869,013 - \$1,419,134$ (\$867,337 scholarships & \$551,797 contracts) = $\$1,449,879 * 40\% = \$579,951.60$ (rounded to nearest dollar)	\$579,952
Total Costs	\$3,448,965

Tips for Completing the Year 2 PPR in PAGES

NCC Project Narrative PAGES Directions

The NCC Project Narrative = Yr2 First Semi-Annual PPR in PAGES

Instructions for Completing the Year 2 Project Narrative (FY2017 First Semi-Annual PPR) in PAGES

The project narrative portion of the non-competing continuation application can be completed by going into the Participant Accomplishment and Grant Evaluation System (PAGES) and completing the FY2017 First Semi-Annual Performance Progress Report (PPR). In PAGES, you will complete FY 2017 Projections only and the 2017 First Semi-Annual Performance Explanations for the Introduction and Proposed Changes sections only. You will not make any edits or additions to the 5 Year Cumulative Projections – those will continue to populate as entered previously. You will then print the FY2017 First Semi-Annual PPR from PAGES, have your Authorized Official sign it, and then upload it with your Year 2 Non-Competing Continuation Application (kit) in GrantSolutions under the Project Narrative Upload. Please refer to the application kit instructions found in GrantSolutions for details for all required documents to complete the Year 2 Non-Competing Continuation Application.

Entering Projections for Year 2

- On your grantee page, look for the section labelled "Projections" on the lower part of the screen.
- You will select the "+" sign next to the Projections section to add new projections for FY2017. This will then open a "New Projections" screen.
- Click on "Projection Type" and select "Yearly."
- You will then click on the year field and enter 2017 (this corresponds to Grant Year 2 09/30/2016 – 09/29/2017).



The screenshot shows a form with three main sections: 'Grantee' (containing 'Projections Demo'), 'Projection Type', and 'Year'. The 'Projection Type' dropdown menu is open, showing 'Yearly' selected with a red 'x' icon, and '5 Year Cumulative' as an alternative option. The 'Year' field contains '--'.

- You will then enter numerical values for each of the seven quantifiable projection categories for Year 2. These projections will come from the grantee application or determined from the annual numbers necessary to achieve the five-year quantifiable projections.



The screenshot shows the 'New Projection' screen with the following categories and values:

Category	Value
Program Enrollment	--
YAF Program Enrollment	--
Healthcare Trainings	--
Healthcare Trainings	--
Healthcare Training Completions	--
Employment Measures	--
Healthcare employees in healthcare	--

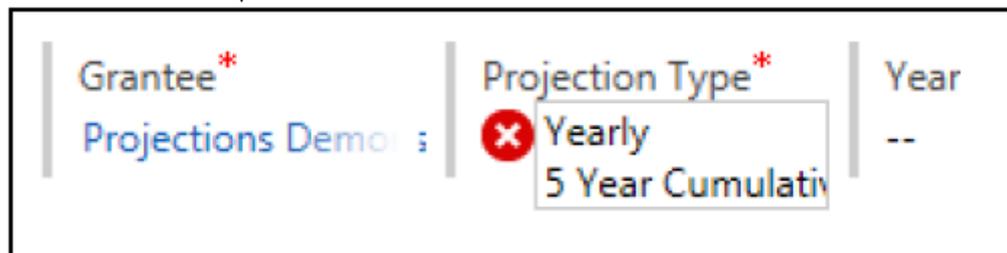
Additional categories on the right side include: Basic Skills Training, Essential in Basic Skills, and Completed Basic Skills.

Tips for Completing the Year 2 PPR in PAGES

You need **ONLY** complete **FY 2017 Projections** in the Year 2 PPR.

How to Enter Projections:

- On your **Grantee Page**, look for the section labelled **“Projections”** on the lower part of the screen.
- You will select the **“+” sign** next to the Projections section to add new projections for FY2017. This will then open a **“New Projections”** screen.
- Click on **“Projection Type”** and select **“Yearly.”**
- You will then click on the year field and enter 2017 (this corresponds to Grant Year 2 09/30/2016 – 09/29/2017).



The screenshot shows a form with three fields: 'Grantee*' with the value 'Projections Demo', 'Projection Type*' with a dropdown menu open showing 'Yearly' and '5 Year Cumulative', and 'Year' with the value '--'. A red 'X' icon is visible next to the 'Projection Type' dropdown.

Tips for Completing the Year 2 PPR in PAGES

- You will then **enter numerical values** for each of the **seven quantifiable projection categories for Year 2**. These projections will come from the grantee application or determined from the annual numbers necessary to achieve the five-year quantifiable projections

PROJECTION : INFORMATION

New Projection

Grantee*
Grantee Te

Program Enrollment

Program Enrollment*	--
TANF Program Enrollment	--

Trainings & Employment

Healthcare Trainings		Basic Skills Training
Healthcare Training*	--	Enrolled in Basic Skills*
Healthcare Training Completions*	--	Completed Basic Skills*

Employment Measures

First-time Employed in Healthcare*	--
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Tips for Completing the Year 2 PPR in PAGES

- Once you have finished entering your projections, click **“Save and Close”** at the top of the screen. You may also click **“Save”** at any time to save projections you have entered.
- Once the projection window is closed, you will be returned to the grantee screen and under **Projections**, a **2017** line will appear reflecting the entered projections.
- If **edits to projections** are needed, go to the **Projections** section of the Grantee Page and double click on the projection you want to edit. That projection box will open and edits can be made. Remember to save any changes.

Tips for Completing the Year 2 PPR in PAGES

- You will need to complete the following **Narrative** sections of the PPR:
 - **B-01 Introduction**
 - Please double-check this section for completeness, as it is requesting the same information as was in the 120 day work plan and the first PPR for Year 1.
 - **B-03 Proposed Changes**
 - Please detail any **anticipated changes** for Year 2.
 - Reminder – Certain changes require prior approval. Please review the [full list](#).
- **NO OTHER NARRATIVE SECTIONS NEED TO BE COMPLETED.**
- Then, you will need to **run the PPR.**

Tips for Completing the Year 2 PPR in PAGES

How to Run a PPR:

- From the **Grantee page**, grantees will click the small three-dot button at the top in the menu options, then select **“Run Report”** and then **“Performance Progress Report.”** A window will pop up (see screen shot below) and you will then **select Fiscal Year “2017”** and Fiscal Period **“First Semi-Annual Period.”** Then select **“View Report.”** You can then page through the PPR to view projections, explanations, etc. Please confirm the cover page information is also correct prior to printing.



- After the **PPR is printed**, the **Authorized Representative** needs to sign it. Then, it can be **uploaded** to the correct part of the **NCC Application Kit**.

**NCC is due
June 30, 2016
at 11:59 PM EST**

Q & A