

Small Rural Hospital Improvement Program (SHIP)

Health Resources and Services Administration, Federal Office of Rural Health Policy
FY 2020 Noncompeting Continuation (NCC) Progress Report
Instructions for Submission

Funding Announcement Number: 5-H3H-20-001

Available in EHB: December 2, 2019

Due Date: January 27, 2020

Reporting Period: June 1, 2019- May 31, 2020

Background

The Non-Competing Continuation (NCC) Progress Report is the Health Resources and Services Administration's (HRSA) mechanism for renewing your budget period and release funding for your ongoing award. The NCC is designed to solicit program and budgetary related progress for the current reporting period (**June 1, 2019- May 31, 2020**) and to describe program activities for the upcoming reporting period (**June 1, 2020- May 31, 2021**) related to your **Small Rural Hospital Improvement Program (SHIP)** grant.

The purpose of **SHIP** is to assist small rural hospitals with their quality improvement (QI) efforts and with their adaptation to changing payment systems through investments in hardware, software, and related trainings.

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.

The NCC is **not** a vehicle to request changes in scope or re-budgeting of your HRSA-approved SHIP project. If significant changes in scope or budgeting are necessary, grantees should request a prior approval separately through EHBs, after discussing proposed changes with your HRSA Federal Office of Rural Health Policy (FORHP) Project Officer and as specified in your Notice of Award (NOA). This report is intended to cover **SHIP** activities **only** and should not include reporting on other HRSA funded programs (i.e. Medicare Rural Hospital Flexibility Program, State Offices of Rural Health, or Primary Care Office) unless the activity specifically relates to the SHIP Program.

NCC Progress Report Required Sections

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

- SF-PPR
- SF-PPR-2 (cover page continuation)
- Performance Narrative (no more than 12 pages)
- Attachments

See the **SHIP NCC Progress Report Submission Table** below for overview for each section.

Submit this report online through the HRSA EHBs at <https://grants.hrsa.gov/webexternal/login.asp> [View Grants Portfolio, Open Grant Handbook, View Non-competing Continuation].

SHIP NCC Progress Report Submission Table

Section	Document(s) Required for Submission	Type of Submission
SF-PPR	SF-PPR <i>Please refer to Section 3.2 of the NCC Progress Report User Guide for Grantees</i>	Form
SF-PPR-2 (cover page continuation)	SF-PPR-2 <i>Please refer to Section 3.2 of the NCC Progress Report User Guide for Grantees</i>	Form
Budget Information	SF-424 & Budget Narrative for the upcoming reporting period (June 1, 2020 – May 31, 2021) <i>Please refer to Section 3.2 of the NCC Progress Report User Guide for Grantees</i>	Form AND 1 Document Attachment
Performance Narrative (no more than 12 pages)	A. Overall Program Progress and Summary (required for all grantees) B. Plans for Upcoming FY 2020 (required for all grantees) C. Monitoring and Activities (required for all grantees) <i>Please refer to the Performance Narrative section of this document (FY 2020 Non-Competing Continuation Guide) for instructions.</i>	1 Document Attachment (Word or PDF)
Attachments	Attachment #1- FY 2019 Work Plan Attachment #2- FY 2019 SHIP Activities Progress File Attachment #3- FY 2020 Work Plan Attachment #4- FY 2020 SHIP Hospital Funding Spreadsheet Attachment #5: Special Innovations Project (SIP) Progress Attachment #6: Other Relevant Documents <i>Please refer to the Attachments section of this document (FY 2020 Non-Competing Continuation Guide) for instructions.</i>	Separate Attachments

Performance Narrative Instructions

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 FY 2019 budget period, as well as to document planned activities for the upcoming FY 2020 budget period.

This documentation will make it possible to obtain information about the overall progress of the project and plans for the continuation of the project in the following FY 2020 budget period.

Program Specific Instructions

Your SHIP **Performance Narrative** must be uploaded as one attachment (word or pdf) in the “Program Specific Information” section of the NCC Progress Report. The attachment should be no more than 12 pages and must be clearly labeled with your organization’s name, HRSA award number, and Primary Contact Name.

1) High-Level Summary of your SHIP Program

Provide a short high-level summary (2-3 paragraphs) on the progress of your grant’s activities during the **FY 2019 budget period**. You may highlight achievements, challenges, outcomes, strategies, and/or best practices related to your SHIP program. If feasible, highlight examples of the impact your SHIP program has had on increasing hospitals’, network, staff, and/or leadership capacities. This question is an opportunity for grantees to reflect on their program’s activities and impact in a succinct manner.

2) Noteworthy Accomplishment

Describe your biggest accomplishment during the **FY 2019 budget period**. Briefly describe the accomplishment, program objectives and any related progress/process measures and outcomes/impact. This could be something that you started prior to the FY 2019 year, but for which the outcome/impact occurred since your last NCC submission.

3) Staffing Plan and Personnel Requirements

List **ALL** staff members (current and past) working on your SHIP grant during the **FY 2019 budget period**. Include the position title, staff name, start and end date (if applicable), annual salary, amount paid from SHIP award, and percent FTE. If any staffing changes have occurred during the FY 2019 budget period or are expected in the upcoming budget period please indicate this change.

Note: Amount of grant funds used for salary including benefits (if applicable). Full Time Equivalent (FTE) of staff involvement on the project [e.g., 1 FTE= 40-hour work week; .50 FTE=20 hours per week].

4) Significant Challenges, Unresolved Issues or Deviations

Describe any significant challenges or unresolved issues related to your project during the **FY 2019 budget period** including those that have prevented you from completing the activities in your work plan. If these challenges required a deviation from previously approved work plan, briefly describe changes made (e.g., activities, investments, timeline, goals, objectives, measures etc.) during the FY 2019 budget period.

5) Monitoring

Briefly discuss your SHIP program’s hospital monitoring and evaluation strategies to identify hospitals at risk of non-compliance and how do you address non-compliance (no more than 1-2 paragraphs).

Note: If you utilize a Monitoring and Evaluation template, please include in the Attachment 6 under “Other Relevant Documents”.

6) Deviation due to Hospital ineligibility or forfeiture

During the **FY 2019 budget period**, did any hospitals forfeited (decided not to participate) in the SHIP after the awards were made in May 2019? If so, include the following:

- Name of Hospital, Reason for Forfeiture, SHIP Coordinator Actions-describe follow-up and outcomes. Is/Are the hospital(s) participating the upcoming FY 2020 budget period?

7) Work plan

Discuss any anticipated programmatic or work plan changes, anticipated challenges/barriers for the upcoming grant year **FY 2020 budget period (June 1, 2020– May 31, 2021)**.

8) SHIP Program Improvement (optional)

We would like your feedback on strategies to improve the overall program AND to expand activities to that better assist SHIP coordinators implement the program. What program improvements strategies or technical assistance support would be helpful to you to implement SHIP?

Attachments

Grantees may only attach the attachments listed below with the NCC Progress Report submission. Each attachment must contain your organization's name, HRSA award number, and Primary Contact Name. Grantees must ensure that each attachment is correctly labeled and attached in the "**Attachments**" section as follows:

Attachment #1- Upload a **FY 2019 Work Plan** that includes: activities, completion date, responsible staff and entity, progress/process measures and outcome/impact pertaining to the **goals** and **objectives** made during the **FY 2019 budget period** (June 1, 2019– May 31, 2020). Please note that the progress/process measures section and outcomes/impact section should contain detailed information on progress made over the past year. A work plan template is available on A work plan template is available on the **SHIP TA** website <https://www.ruralcenter.org/ship/report-templates>

Reminder: SORHs will request and maintain hospital applications as part of integrity validations. Prior to submitting this NCC, the SORH must have a completed, CEO-signed **FY 20 SHIP Hospital Application** from each hospital named in this request for funding. Do **not** submit a Hospital Application as an attachment to FORHP unless this information is requested explicitly by your FORHP project officer. A sample **Hospital Applicant Form** is available on the **SHIP TA** website <https://www.ruralcenter.org/ship/report-templates>

Attachment # 2- Upload a completed **FY 2019 SHIP Activities Progress File** as an *Excel* File During the FY 2019 budget period, please include each hospital, the FY 2019 investment/activity, and progress (complete, incomplete, or in progress), any change in investment/activity, and the impact/change or measure related to that activity.

- The required template with instructions for **Attachment 2** is the **FY 2019 SHIP Activities Progress** Excel File which is available on the **SHIP TA** website <https://www.ruralcenter.org/ship/ta/grant-guidance>
 - TAB 1: FY 2019 Activities Instructions
 - TAB 2: FY 2019 SHIP Activities Progress
- Use the *FY 20 Allowable Investments*, available on the **SHIP TA** website <https://www.ruralcenter.org/ship/allowable-investments> as a reference.
- Upload the completed **excel** under **Attachment 2** DO **NOT** include the excel file in your **Performance Narrative Section**.

Attachment #3- Upload your program's **FY 2020 Work Plan** (one year ONLY.) The Workplan should include: activities, completion date, responsible staff and entity, progress/process measures and outcome/impact pertaining to the goals and objectives for the **upcoming budget period FY 2020** (June 1, 2020– May 31, 2021). The FY 2020 Work Plan should include any adaptations or updated progress/process measures for the upcoming year based upon FY 19 results. A work plan template is available on the **SHIP TA** website <https://www.ruralcenter.org/ship/report-templates>

Attachment # 4- Upload a completed **FY 2020 SHIP Hospital Funding Spreadsheet** as an *Excel* File The purpose of this spreadsheet is to gather detailed information on all eligible hospitals for the upcoming **FY 2020 budget period** (June 1, 2020– May 31, 2021). FORHP uses this information to determine the award amount for each hospital for the upcoming FY 2020 budget period.

- The required template with instructions for **Attachment 4** is the **FY 20 SHIP Hospital Funding** Excel File which is available on the **SHIP TA** website <https://www.ruralcenter.org/ship/ta/grant-guidance>
 - TAB 1: FY 2020 SHIP Instructions
 - TAB 2: FY 2020 SHIP Hospitals

- List all new hospital applicants, returning applicants and selected activities from the *FY 20 Allowable Investments*, available on [SHIP TA](https://www.ruralcenter.org/ship/allowable-investments) website
<https://www.ruralcenter.org/ship/allowable-investments>

Attachment #5: Upload an update on your **Special Innovations Project (SIP)**

The following questions are required for grantees implementing SIP. There is no required template or format for these questions, you may submit dashboards, summary reports, etc. that fits your program while address the following.

- Based on your projects goals and objectives, provide a Year 1 progress report of your SIP. The report should include the following:
 - Baseline data on your SIP measures (measures should align with SHIP purpose and outcomes)
 - SIP strategies applied/ will apply to encourage sustainability and leveraged funds from SHIP investment for a bigger impact.
- Describe (if any) changes made or required in the upcoming year related to your SIP.

Attachment #6: Other Relevant Documents e.g. New or revised supplementary information such as memorandums of understanding, letters of commitment or support letters, monitoring and evaluation plan, etc.

General Federal Reporting Requirements

Prior budget period Federal Financial Report (FFR) submitted through HRSA EHBs

FFRs are due electronically in HRSA EHBs **no later than October 30, 2021 (for the FY 2020 budget year)**. 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 completion of the current budget period and that these funds will be needed to complete the activities of the project objectives, you must request prior approval to use the UOB as carryover for your project in the new budget period. You may do so by submitting a Prior Approval request through 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, why the carryover is needed, a detailed budget justification and SF424A. The prior approval is subject to review by grants management and the program office for appropriate modification of the UOB. Only activities listed in the FY 2019 work plan are eligible for carryover into FY 2020 budget period.

Reminder: Changes in scope, key personnel and significant re-budgeting must be submitted through the EHB Prior Approval Module, and are not to be included as part of the Request for Extension/Use of Unobligated Funds)

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:

Salamatu Barrie
SHIP Program Coordinator
Health Resources and Services Administration
Federal Office of Rural Health Policy
Room 17N-172CB
5600 Fishers Lane

Rockville, MD 20857
Telephone: (301) 443-0456
Email: sbarrie@hrsa.gov

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

Potie Pettway
Lead Grants Management Specialist
HRSA Division of Grants Management Operations, OFAM, HRHB
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-1014
Email: ppettway@hrsa.gov

Grantees 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