Health Resources and Services Administration
Federal Office of Rural Health Policy

Small Rural Hospital Improvement Program (SHIP)
FY 2022 Noncompeting Continuation (NCC) Progress Report
Instructions for Submission

Funding Announcement Number: 5H3H-22-001
Available in EHB: December 1, 2021
Due Date: February 11, 2022
Reporting Period: June 1, 2021- May 31, 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, grantees should request via 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).

The NCC Progress Report is intended to report on SHIP activities only and should not report on other HRSA funded programs unless the activity specifically relates to SHIP. This NCC Progress Report will provide funding during the FY2022 budget year. The budget period start date is June 1, 2021. This is Year 3 of a 4-year project period (June 1, 2019 – May 21, 2023). 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.

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

SHIP NCC Progress Report Submission Table

Section	Document(s) Required for Submission	Type of Submission
SF-PPR	SF-PPR *Please refer to Section 3.2 of the NCC Progress Report User Guide for Grantees*	Form
SF-PPR-2 (coverpage continuation)	SF-PPR-2 *Please refer to Section 3.2 of the NCC Progress Report User Guide for Grantees*	Form

Performance Narrative (no more than 12 pages)	A. Overall Program Progress and Summary (required for all grantees) B. Plans for Upcoming FY 2022 (required for all grantees) C. Monitoring and Activities (required for all grantees) *Please refer to the **Performance Narrative Instructions** section of this document (FY 2022 Non-Competing Continuation Guide) for instructions.*	1 Document Attachment (Word or PDF)
Attachments	Attachment #1- FY 2022 Work Plan Attachment #2- FY 2022 SHIP Activities Progress File Attachment #3- FY 2022 Work Plan Attachment #4- FY 2022 SHIP Hospital Funding Spreadsheet Attachment #5: Special Innovations Project (SIP) Progress Attachment #6: FY2022 Budget and Justification Narrative Attachment #7: Other Relevant Documents *Please refer to the **Attachments** section of this document (FY 2022 Non-Competing Continuation Guide) for instructions.*	Separate Attachments

Performance Narrative Instructions
The Performance Narrative is uploaded as one attachment in the "Program Specific Information" section of the NCC Progress Report.

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 2021 budget period. Discuss progress on each funded activity during this current budget period (June 1, 2021 – May 31, 2022). **Do not delete any of the narrative headings.**

The document should include the following information in the order listed below and be no more than 12 pages in length (appendices do not count towards page count). Information must be reported in a narrative form, portrait format. Make sure document is clearly labeled with your organization's name and HRSA award number.

I. **Progress on Activities:** Provide a short high-level summary (2-3 paragraphs) on the progress of your grant's activities during the FY 2021 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.

II. **Noteworthy Accomplishment:** Describe your biggest accomplishment during the FY 2021 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 2021 year, but for which the outcome/impact occurred since your last NCC submission. Additionally, if you incorporated health equity into your grant related activities, include a description that includes a brief summary and any outcomes of that work.

III. **Staffing Plan and Personnel Requirements:** List ALL staff members (current and past) working on your SHIP grant during the FY 2021 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

SHIP staff is currently an FTE/salary on any other HRSA grants including Flex or SORH, include program name and corresponding FTE. If any staffing changes have occurred during the FY 2021 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].

IV. **Significant Challenges, Unresolved Issues or Deviations:** Describe any significant challenges or unresolved issues related to your project during the FY 2021 budget period including those that have prevented the completion of work plan activities. 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 2021 budget period.

V. **Monitoring:** Briefly discuss your SHIP program's hospital monitoring and evaluation strategies to identify hospitals at risk for non- compliance and how you address non-compliance (no more than 1-2 paragraphs).
Note: If you use a Monitoring and Evaluation template, please include in the Attachment 7 under "Other Relevant Documents".

VI. **Deviation due to hospital forfeiture of FY21 Award:** During the FY 2021 budget period, did any hospitals forfeit their SHIP award after the awards were made in June, 2021? If so, include the following:
   - Name & location of hospital, reason for forfeiture (e.g., hospital no longer eligible, hospital closed, eligible but opted not to participate).
   - SHIP Coordinator Actions: briefly describe follow-up and outcomes.
   - Indicate if the hospital(s) participating the upcoming FY 2022 budget period

VII. **Significant Changes/Barriers:** 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. Discuss any anticipated programmatic or work plan changes, anticipated challenges/barriers for the upcoming grant year FY 2022 budget period (June 1, 2022– May 31, 2023).

VIII. **Plan for Upcoming Budget Year:** Discuss your project plan for the coming budget year (June 1, 2022 – May 31, 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 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 appendices listed below with the NCC Progress Report submission. Each attachment must contain organization name, HRSA award number, 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. FY 2021 SHIP Activities Progress File
3. Future Work Plan Matrix (spreadsheet)
4. FY 2022 SHIP Hospital Funding Spreadsheet

5. Special Innovations Project (SIP) Update
6. FY 2022 Budget & Justification Narrative
7. Other relevant documents

- **Attachment #1:** *Current Work Plan Matrix* for the budget period (June 1, 2021 – May 31, 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. 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 22 SHIP Hospital Application** from each hospital named in this request for funding. Do **not** submit the hospital applications as an attachment to FORHP unless explicitly requested by your FORHP project officer. A sample **Hospital Applicant Form** is available on the SHIP TA website https://www.ruralcenter.org/ship/ta/grant-guidance

- **Attachment #2:** *FY 2021 SHIP Activities Progress File* (Excel only) that includes each hospital, the FY 2021 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 2020 SHIP Activities Progress** Excel File, which is available on the SHIP TA website: https://www.ruralcenter.org/ship/report-templates
    - TAB 1: FY 2021 Activities Instructions
    - TAB 2: FY 2021 SHIP Activities Progress
  - Use the *FY 21 Allowable Investments and the Allowable Investments Search Tool* available on the SHIP TA website: https://www.ruralcenter.org/ship/ta/grant-guidance as a reference.
  - Upload the completed **Excel** spreadsheet under **Attachment #2 DO NOT** include the Excel file in the **Performance Narrative Section**.

- **Attachment #3:** *Future Work Plan Matrix* (one year ONLY.) that includes: 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 2022** (June 1, 2022– May 31, 2023). The FY 2022 Work Plan should include any adaptions or updated progress/process measures for the upcoming year based on FY 21 results. A work plan template is available on the SHIP TA website: https://www.ruralcenter.org/ship/report-templates.

- **Attachment # 4:** *FY 2022 SHIP Hospital Funding Spreadsheet* (Excel only)
  The purpose of this spreadsheet is to gather detailed information on all eligible hospitals for the upcoming **FY 2022 budget period** (June 1, 2022– May 31, 2023). FORHP uses this information to determine the award amount for each hospital.
  - The required template with instructions for **Attachment 4** is the **FY 22 SHIP Hospital Funding** Excel File which is available on the SHIP TA website: https://www.ruralcenter.org/ship/report-templates
    - TAB 1: FY 2022 SHIP Instructions
    - TAB 2: FY 2022 SHIP Hospitals
  - List all new hospital applicants, returning applicants and select activities from the *FY 2022 Allowable Investment Menu*, available on SHIP TA website https://www.ruralcenter.org/ship/ta/grant-guidance.

- **Attachment #5**: *Special Innovations Project (SIP) Update*
  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., as appropriate. Please address the following:
  - Based on your projects goals and objectives, provide a Year 3 progress report of your SIP. The report should include the following:
    - Baseline - Year 3 data on your SIP measures (measures should align with SHIP purpose and outcomes)
    - SIP strategies applied/ will apply to encourage sustainability and leverage 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:** FY 2022 Budget & Justification Narrative
  - Explain costs by budget line item: Personnel, Fringe, Contractual, Indirect
  - Unallowable costs: Travel, Supplies, Construction and Other
  - Total Budget estimate not to exceed $12,836 per hospital
  - Indirect Costs - The lesser of 15 percent of the award total or grantee indirect cost rate.
  - Refer to Section 3.2 of the *NCC Progress Report User Guide* for Grantees

- **Attachment #7:** Upload any relevant documents and information (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
Federal Financial Report (FFR) submitted through HRSA EHBs
Annual FFRs are due on October 30 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.)

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:

Jeanene Meyers, MPH
Acting SHIP Program Coordinator
Health Resources and Services Administration
Federal Office of Rural Health Policy
Room 17W54C
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-2482

Email: JMeyers@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