

**Rural Northern Border Region Outreach Program
FY 2024 – 2027 Estimated Deliverable Schedule**

YEAR 1 (September 30, 2024 – September 29, 2025)

Date	Deliverable	Action/Description
September 30, 2024	Project Period Start Date	
October 11, 2024	Welcome/Kick-Off Webinar	<i>Description:</i> Introductory webinar to acclimate awardees to the grant program and technical assistance support as well as meet others in their cohort. Recording available on the TA website.
November 2024	Awardees will have an introductory call with their assigned TA coach and HRSA Project Officer (PO).	
November 7, 2024	Project Directory	<i>Description:</i> All awardees are required to submit a Project Directory via email for their grant project. The assigned TA coach and HRSA PO will collaborate with awardees to complete the directory template. The template and submission instructions will be provided prior to the deliverable deadline for completion by the TA coach and HRSA PO.
November 30, 2024	30 Day Award Condition(s) Due <i>(if applicable)</i>	
March 31, 2025	Assessment Plan	<i>Description:</i> Award recipients must submit an Assessment Plan in the first year of the grant. This plan will guide program assessment throughout and beyond the grant period, covering process and outcome measures. It should detail assessment questions, indicators, data sources, methods (e.g., document review, interviews, surveys), and how findings will be shared. FORHP acknowledges that the plan may evolve during implementation but stresses that identifying an assessment strategy early, involving staff throughout, and providing ongoing feedback to stakeholders enhance project success and allow for adjustments. <i>Where to Submit:</i> Submitted electronically in the EHB System
July 2, 2025	Yr. 1 Non-Competing Continuation (NCC) Progress Report	<i>Description:</i> The award recipients must submit a progress report to HRSA on an annual basis through the submission of the noncompeting continuation report. Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds. This report demonstrates award recipient progress on program-specific goals. A request for an updated Work Plan demonstrating proposed vs. actual progression of activities will be included. Further information will be provided in the award notice. The NOA will provide details.

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		<i>Where to Submit:</i> Submitted electronically in the EHB System
YEAR 2 (September 30, 2025 – September 29, 2026)		
Date	Deliverable	Action/Description
October 31, 2025	Yr. 1 Performance Measurement Report	<p><i>Description:</i> A performance measures report is required after the end of each budget period in the electronic performance measurement reporting system. Upon award, award recipients will be notified of specific performance measures required for reporting as soon as measurements are approved and final.</p> <p><i>Where to Submit:</i> Submitted electronically in the SalesForce website</p>
December 28, 2025	Annual Federal Financial Report (FFR)	<p><i>Description:</i> All grantees are required to submit annually a Federal Financial Report (FFR) for their grant project in PMS. The Federal Financial Report (SF-425) is required. The Final FFR should be reflective of 09/30/2024 – 09/29/2025. Financial reports must be submitted electronically. Visit Reporting Requirements HRSA.</p> <p><i>Where to Submit:</i> Payment Management System</p>
July 2, 2026	Yr. 2 Non-Competing Continuation (NCC) Progress Report	<p><i>Description:</i> The award recipients must submit a progress report to HRSA on an annual basis through the submission of the noncompeting continuation report. Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds. This report demonstrates award recipient progress on program-specific goals. Further information will be provided in the award notice. The NOA will provide details.</p> <p><i>Where to Submit:</i> Submitted electronically in the EHB System</p>

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YEAR 3 (September 30, 2026 – September 29, 2027)

Date	Deliverable	Action/Description
October 31, 2026	Yr. 2 Performance Measurement Report	<p><u>Description:</u> A performance measures report is required after the end of each budget period in the Performance Measurement Report. Upon award, award recipients will be notified of specific performance measures required for reporting as soon as measurements are approved and final.</p> <p><u>Where to Submit:</u> Submitted electronically in the SalesForce website</p>
December 28, 2026	Annual Federal Financial Report (FRR)	<p><u>Description:</u> All grantees are required to submit annually a Federal Financial Report (FFR) for their grant project in PMS. The Federal Financial Report (SF-425) is required. The Final FFR should be reflective of 09/30/2025 – 09/29/2026. Financial reports must be submitted electronically. Visit Reporting Requirements HRSA.</p> <p><u>Where to Submit:</u> Payment Management System</p>
March 15, 2027	Project Sourcebook	<p><u>Description:</u> The recipient must submit a project sourcebook entry. This is required during the period of performance via email. This document summarizes program outcomes and provides contact information for grantees funded under the program. The template and specific instructions for submission will be provided in sufficient advance of the deliverable deadline for completion and will be communicated by your PO as soon as available.</p> <p><u>Where to Submit:</u> Submitted by email to your assigned TA Provider and cc. HRSA PO</p>
July 2, 2027	Yr. 3 Non-Competing Continuation (NCC) Progress Report	<p><u>Description:</u> The award recipients must submit a progress report to HRSA on an annual basis through the submission of the noncompeting continuation report. Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds. This report demonstrates award recipient progress on program-specific goals. Further information will be provided in the award notice. The NOA will provide details.</p> <p><u>Where to Submit:</u> Submitted electronically in the EHB System</p>

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August 31, 2027	Yr. 3 Sustainability Plan	<p><u>Description:</u> As part of receiving the grant, award recipients are required to submit a final Sustainability Plan during the third year of their period of performance. Further information will be provided upon receipt of the award.</p> <p><u>Where to Submit:</u> Submitted electronically in the EHB System</p>
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POST PROJECT PERIOD DELIVERABLES		
Date	Deliverable	Action/Description
September 29, 2027	Project Period End Date	
October 31, 2027	Yr. 3 Performance Measurement Report	<p><u>Description:</u> A performance measures report is required after the end of each budget period in the Performance Measurement Report. Upon award, award recipients will be notified of specific performance measures required for reporting as soon as measurements are approved and final.</p> <p><u>Where to Submit:</u> Submitted electronically in the SalesForce website</p>
December 28, 2028	Final Federal Financial Report (FFR)	<p><u>Description:</u> All grantees are required to submit annually a Federal Financial Report (FFR) for their grant project in PMS no later than 90 days after project period end date, and due as a requirement for all grant awards. The Final FFR should be reflective of 09/30/2026 – 09/29/2027. The Federal Financial Report (SF-425) is required. Financial reports must be submitted electronically. Visit Reporting Requirements HRSA.</p> <p><u>Where to Submit:</u> Payment Management System</p>
January 29, 2028	Final Self-Assessment Plan	<p><u>Description:</u> The award recipients are required to submit a Final Program Self-Assessment Report at the end of their period of performance that would show, explain, and discuss their results and outcomes. Final Self-Assessment Report will be due in EHB no later than 120 days after project period end date. The template and submission instructions will be provided by HRSA in sufficient advance of the deliverable deadline for completion and communicated as soon as available.</p> <p><u>Where to Submit:</u> Submitted electronically in the EHB System</p>
January 29, 2028	Final Closeout Report	<p><u>Description:</u> Final Closeout Report will be due in EHB no later than 120 days after project period end date. Final Closeout Report reporting period will reflect all three years of the grant program capturing the three-year project implementation activities and outcomes (09/30/2024-09/29/2027). It collects program-specific goals and progress on strategies; core performance measurement data; impact of the overall. The template and submission instructions will be provided by HRSA in</p>

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		<p>sufficient advance of the deliverable deadline for completion and communicated as soon as available.</p> <p><i>Where to Submit:</i> Submitted electronically in the EHB System</p>
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