

Fiscal Year 2011 Planning Grants
Semi-Annual Progress Report
Frequently Asked Questions

- 1. Do the references to 2013 New Access Points (NAP) funding mentioned during the TA call refer to calendar year or federal fiscal year?**

Federal fiscal year 2013 (October 1, 2012 - September 30, 2013).

- 2. Can grantees embed hyperlinks within the semi-annual report narrative to supporting information that may be located on the internet?**

Yes. Grantees are allowed to include hyperlinks to information that pertains to the reporting of progress with the workplan.

- 3. What is the difference, if any, between a New Access Points (NAP) funding opportunity announcement (FOA) in FY12 and FY13?**

HRSA does not expect to release a NAP FOA in FY12. At this time, HRSA anticipates issuing a NAP FOA in FY13 pending final appropriation (no timeline for release has been set).

- 4. Are planning grantees eligible to apply for Look-Alike (LAL) status and NAP funding or does one preclude eligibility for the other?**

Eligible organizations are able to apply for both LAL status and NAP funding simultaneously.

- 5. Are grantees able to apply for extensions?**

Grantees should speak with their Project Officers in advance of the deadline if an extension is needed. Project Officers will make determinations on extension approvals based on reasonableness of the request and impact on the overall project.

- 6. Does the EHB password expire every 90 days?**

Yes.

- 7. What is the core grant number?**

It begins with P04 and can be found on the top left corner of your Notice of Award.

- 8. How can a grantee request a revision to the approved workplan?**

Substantive revisions to the approved workplan require prior approval by HRSA. "Prior Approval" is an action requested by the grantee via EHB. Please reach out to your Project Officer to discuss the changes to determine if a "Prior Approval" request is warranted.

- 9. Can grantees use the semi-annual report to revise the approved workplan?**

No. Please see the answer to the previous question regarding the "Prior Approval" process.

- 10. Will the key action steps and expected outcomes be pre-populated in the semi-annual report template?**

No. The key action steps and expected outcomes information can be found using the instructions provided in the TA call presentation on the slides entitled "Accessing the Application."

11. How can grantees update the target dates in the workplan using the semi-annual report template?

The semi-annual report template does not include a column to track dates. Grantees are encouraged to describe the progress for each key action step. Therefore, grantees can describe narratively if target dates have been met or reasons for delays. Grantees are expected to use the remainder of the budget period to complete all approved activities.

12. What is the time frame that grantee's are reporting on in the semi-annual report?

September 1, 2011 through February 29, 2012, or anytime in March 2012. The intent is to report as close to 6 full months of work as possible.

13. How detailed should a grantee be in describing community partnerships?

The purpose of the report is to provide a narrative update on progress achieved to date. Therefore, grantees are advised to share as much information as necessary to assure that all aspects of progress or lack of progress are fully described. There is no page limit or minimum requirement for the semi-annual report. If you have specific questions on details to be provided, please contact your Project Officer.

14. Does HRSA have a standard required format for the community needs assessment?

No. We encourage grantees to collaborate with their state/regional Primary Care Associations (PCAs) to request templates, if available. A list of PCAs is available at <http://bphc.hrsa.gov/technicalassistance/partnerlinks/associations.html>.

15. What is a PCA?

PCAs are organizations that receive cooperative agreement support from BPHC to support the training and technical assistance needs of the safety net providers in each state/region. Please refer to the web page cited in the previous answer for more information.

16. Do all funds need to be expended by 8/31/12?

As indicated in the Notice of Award, the project/budget period ends on 8/31/12. Grantees are expected to complete all activities and expend all funds at or before this time. Requests for extensions without funds will be reviewed on a case-by-case basis.

17. Do grantees need to include copies of their 501(c)(3) status, bylaws, etc.?

No, the semi-annual report does not require copies of such documents to demonstrate the outcomes achieved; however, grantees may upload them with the semi-annual report as desired.

18. Are BPHC FY11 planning grantees eligible for Ryan White Part C Capacity Development program grants?

Please refer to the point of contact included in the Ryan White Part C Capacity Development program FOA to inquire about specific eligibility requirements. Please note that Health Center Planning grants and Ryan White Part C Capacity Development grants have separate and distinct eligibility and program requirements.