



Fiscal Year 2017 State and Regional Primary Care Association (PCA) Cooperative Agreements Funding Opportunity Announcement (HRSA-17-057) Technical Assistance Presentation

Technical Assistance Website:

<http://bphc.hrsa.gov/programopportunities/fundingopportunities/PCA/index.html>



HRSA
Health Resources & Services Administration

Agenda

- **Funding Opportunity Overview**
- **Submission Process**
- **Application Requirements**
- **Reminders and Resources**

FUNDING OPPORTUNITY OVERVIEW

Overview

- **Health centers provide access to comprehensive, culturally competent, quality primary health care services to the Nation's neediest populations**
 - Nearly 1,400 health centers operate more than 9,800 sites
 - In 2015, health centers provided care to more than 24 million patients
- **PCAs assist health centers within their state or region by developing and delivering training and technical assistance (T/TA) while coordinating with and leveraging resources developed by other HRSA-supported T/TA providers, including:**
 - National Training and Technical Assistance Cooperative Agreements (NCA)
 - Health Center Controlled Networks (HCCN)

PCA Funding Purpose

PCA funding will support training and technical assistance (T/TA) for existing and potential health centers to:



Increase access to health care services



Achieve operational excellence



Enhance health outcomes and health equity

T/TA Audiences

- **T/TA supported by PCA funding must be made available to all existing and potential health centers**
 - **Existing health centers:** Health Center Program award recipients and look-alikes
 - **Potential health centers:** Organizations that are applying for or seeking information about applying for a Health Center Program award or look-alike designation
- **T/TA must be accessible without regard to health center award/designation status, PCA membership status, or location**
 - Resources should be accessible to the widest health center audience in the state/region possible, which may include use of webinars and/or recordings

Cooperative Agreement Overview

- **What is a cooperative agreement?**
 - A cooperative agreement, as opposed to a grant, is an award that requires substantial involvement between HRSA and the recipient throughout the project period
- **The PCA FOA outlines (in Section II.1):**
 - HRSA's involvement in the cooperative agreement, and
 - The cooperative agreement award recipient's responsibilities
- **Refer to the HHS Grants Policy Statement for more information on cooperative agreements and grants:**
 - <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>

FY 2017 PCA FOA Highlights

- **Approximately \$53.6 million available annually to fund approximately 52 recipients**
 - Applicants may apply for an annual funding amount that is equal to or less than the current annual PCA funding amount for the selected state or region
 - Contact bphcpca@hrsa.gov for information on the annual level of PCA funding for the proposed state or region
- **Project Period:** Up to 3 years (July 1, 2017 – June 30, 2020)
- **Applications are due in Grants.gov:** December 12, 2016 at 11:59 p.m. EST
- **Applications are due in EHBs:** January 23, 2017 at 5:00 p.m. EST
- **Awards will be announced by July 1, 2017**

Summary of Changes

- The PCA project period now begins on July 1 instead of April 1.
- Focus Areas, Goals, and Activity Areas were modified or added in the Project Work Plan form.
- Regional PCA applicants must submit a signed Memorandum of Agreement documenting support from the state PCAs within the region.
 - MOUs must summarize expected actions to ensure effective coordination between the regional PCA and the state PCAs.
- HRSA will conduct a site visit for each PCA during the project period.
 - PCA Site Visit Guide available at:
<http://www.bphc.hrsa.gov/programrequirements/pdf/pcasitevisitguide.pdf>

Eligible Applicants

- **Public or private, non-profit, or for-profit entities, including tribal and faith-based organizations, that can provide T/TA on a state or regional level to existing and potential health centers.**
 - Applicants can only apply to provide T/TA to one pre-defined state or region listed on Form 1A in the EHBs PCA application and in Appendix C of the PCA FOA.
 - Applicants may only submit one application for Health Center Program training and technical assistance funding in FY 2017 (across both the PCA and NCA FOAs).
- **New organizations and organizations currently receiving PCA funding may submit applications.**

Eligible Applications

- **To be considered eligible, applications must:**
 - Include all forms and documents indicated as “required for completeness” in Table 2 in the PCA FOA
 - Submit a complete Project Work Plan form and Project Narrative attachment with responses in the Need, Response, Collaboration, Evaluative Measures, and Resources/Capabilities sections
 - Not exceed the maximum allowable funding request for the proposed state or region
- **You cannot apply on behalf of another organization. The applicant organization is expected to perform a substantive role in the project.**
- **See full eligibility criteria in Section III.3 of the PCA FOA**

PCA Program Requirements (1/3)

Focus Area 1: Access to Care

Goal 1: Increase patients receiving care in health centers, including special and vulnerable populations

Activity Areas (address at least two)

1. Build workforce recruitment, retention, and development
2. Improve access to care for special and vulnerable populations
3. Develop and strengthen primary care
4. Improve strategic planning for filling access gaps

Goal 2: Increase the number of health centers providing comprehensive services, including medical, oral health, behavioral health, vision, and enabling services

Activity Areas (address at least two)

1. Build workforce recruitment, retention, and development
2. Develop and strengthen primary care capacity
3. Improve strategic planning to support the provision of comprehensive services

PCA Program Requirements (2/3)

Focus Area 2: Operational Excellence

Activity Areas (address at least two)

Goal 1: Increase PCMH recognition and/or optimization of the PCMH model

1. Strengthen health center readiness for PCMH recognition site visits and surveys
2. Advance utilization of team-based models of care
3. Enhance integration of care to provide comprehensive primary care services
4. Improve care coordination through enhanced health center engagement with the medical neighborhood

Activity Areas (address at least two)

Goal 2: Increase the percentage of health centers with a cost increase less than the national average

1. Strengthen board decision-making to ensure health centers are strategically positioned as critical providers in their communities, states, and the national primary care system
2. Improve health center financial sustainability in preparation for increased engagement in value-based reimbursement models and systems
3. Enhance health center operations through statewide or regional data analysis and sharing

PCA Program Requirements (3/3)

Focus Area 3: Health Outcomes and Health Equity

Activity Areas (address at least two)

Goal 1: Improve diabetes care health outcomes and disparities

1. Reduce health disparities
2. Increase patient engagement in care
3. Develop strategic partnerships with external partners

Goal 2: Improve health outcomes and disparities for one of the following: hypertension control, colorectal cancer screening, or cervical cancer screening

Activity Areas (address at least two)

1. Reduce health disparities
2. Increase patient engagement in care
3. Develop strategic partnerships with external partners

Funding Restrictions

- **PCA funding may not be used on the following:**
 - Direct patient care
 - Construction/renovation of facilities
 - Activities that do not align with the intent of the PCA cooperative agreement
 - Reserve requirements for state insurance licensure
 - Conference sponsorship
 - Note that content development of individual program sessions related to the PCA Project Work Plan is allowable



Participant Question 1

Answer: FALSE

Applicants proposing to serve large states or regions (from the list in Appendix C of the FOA) may propose to provide targeted T/TA only to a subset of health centers within the state/region.

- PCAs must ensure that T/TA is accessible for all existing and potential health centers in the selected state or region without regard to health center award or designation status, PCA membership status, or location.

SUBMISSION PROCESS

Two-Tier Submission Process

Grants.gov

Electronic Handbooks

- Applications must be completed electronically in Grants.gov and HRSA Electronic Handbooks (EHBs) in two Phases:
 - **Phase 1:** Applications are due in Grants.gov **by 11:59 p.m. EST on December 12, 2016.**
 - **Phase 2:** Applications are due in EHBs **by 5:00 p.m. EST on January 23, 2017.**
- See HRSA's SF-424 Two-Tier Application Guide for details:
<http://www.hrsa.gov/grants/apply/applicationguide/sf424programs-specific-appguide.pdf>

Phase 1: Grants.gov Submission

**Ensure SAM and Grants.gov registrations are current immediately!
Registration in all systems, including SAM and Grants.gov, may
take up to 1 month to complete.**

- **Grants.gov (<http://www.grants.gov/>) registration requirements:**
 1. Obtain Data Universal Numbering System (DUNS) number
 2. Register in System for Award Management (SAM)
 - Update registration every 12 months
 3. Register in Grants.gov
- **Correct any errors identified by Grants.gov to enable successful submission prior to the deadline**

Grants.gov Workspace

- **New Workspace feature allows health center staff to mutually access, edit, and submit application forms and documents online:**

<http://www.grants.gov/web/grants/applicants/workspace-overview.html>



- **Walks applicants through Grants.gov process.**
- **System checks for errors before application is submitted.**

Phase 1 : Grants.gov Required Documents

Applicants must submit the following documents in Grants.gov by 11:59 p.m. EST on December 12, 2016:

- **SF-424: Application for Federal Assistance**
 - Box 14: Specify the state or region selected
 - Box 15: Upload Project Abstract
 - Box 16: Provide the Congressional Districts where the organization's administrative office is located
- **SF-424B: Assurances – Non-Construction Programs**
- **Project/Performance Site Location(s) Form**
- **Grants.gov Lobbying Form**
- **SF-LLL: Disclosure of Lobbying Form**

Completing the SF-424 in Grants.gov: New Applicants

- **New applicants: Organizations not currently receiving PCA funding that seek to provide state or regional T/TA in one of the existing states or regions.**
 - If you are not a currently funded PCA, select “New” and leave Box 4 blank.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="11/01/2016"/>	4. Applicant Identifier: <input type="text"/>	

Completing the SF-424 in Grants.gov: Competing Continuation Applicants

- **Competing continuation applicants: Current PCA award recipients whose project period ends June 30, 2017 that seek to continue providing state or regional T/TA.**
 - Current PCA award recipients applying to continue serving their current state/region, select “Continuation” and include your U58 award number in Box 4.

Application for Federal Assistance SF-424		
<p>* 1. Type of Submission:</p> <p><input type="checkbox"/> Preapplication</p> <p><input checked="" type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>	<p>* 2. Type of Application:</p> <p><input type="checkbox"/> New</p> <p><input checked="" type="checkbox"/> Continuation</p> <p><input type="checkbox"/> Revision</p>	<p>* If Revision, select appropriate letter(s):</p> <input type="text"/> <p>* Other (Specify):</p> <input type="text"/>
<p>* 3. Date Received:</p> <input type="text" value="11/01/2016"/>	<p>4. Applicant Identifier:</p> <input type="text" value="U58CSXXXXX"/>	

Phase 1: Grants.gov

- For help with the Grants.gov electronic submission, call Grants.gov Contact Center at 1-800-518-4726 or email support@grants.gov
- The Authorized Organizational Representative (AOR) in Grants.gov will receive 4 emails after submission:
 1. Submission Receipt
 2. System Validation
 3. Agency (HRSA) Download
 4. HRSA EHBs Tracking Number Assignment

Phase 2: HRSA EHBs

- **Phase 2: HRSA EHBs available at <http://grants.hrsa.gov/webexternal>**
 - Register in EHBs as soon as possible.
 - Authorizing Official receives a tracking number for accessing EHBs via email no more than 3 business days after successful Grants.gov submission.
 - Use the HRSA EHBs tracking number to access the application in EHBs.
 - If you do not receive the tracking number within 3 business days of Grants.gov submission, contact the BPHC Helpline at 877-974-2742 ext. 3
- **Note: Applicants can access the HRSA EHBs portion of the application starting October 21 and after Phase 1 in Grants.gov completed successfully.**

Phase 2: HRSA EHBs Required Documents

- **Applicants must submit the following documents in HRSA EHBs by 5:00 p.m. EST on January 23, 2017:**
 - Project Narrative
 - SF-424A: Budget information Form
 - Budget Narrative
 - Attachments
 - Form 1A: General Information Worksheet
 - Project Work Plan Form

Phase 2: HRSA EHBs Submission

- Only applicants who successfully submit an application in Grants.gov (Phase 1) by the due date may submit the additional required information in HRSA's EHBs (Phase 2).
- To submit an application in EHBs, you must have the 'Submit' privilege.
 - If you are not the AO, a "Submit to AO" button will be displayed at the bottom of the Submit page for you to notify the AO that the application can be submitted to HRSA.
- You will receive an "Application successfully transmitted to HRSA" message on-screen in HRSA EHBs.
- For help with the electronic submission in HRSA EHBs, contact the BPHC Helpline at 877-974-2742 ext. 3 or <http://www.hrsa.gov/about/contact/bphc.aspx>



Participant Question 2

Answer: YES

Are there benefits to submitting the application early in Grants.gov?

- You should apply as early as possible in Grants.gov. Most of the application is submitted in EHBs, therefore the earlier you submit in Grants.gov, the more time you will have to complete the application in EHBs.
- Items submitted in Grants.gov can be updated in EHBs (e.g., abstract, budget request listed on the SF-424).

APPLICATION COMPONENTS

Table 2: Documents for Completeness or Review

Application Component	Submission Location	Required for Completeness/Review
SF-424 Basic Information Form	Grants.gov	Completeness
Project Abstract	Grants.gov	Review
SF-424A Budget Information Form	EHBs	Completeness
Project Narrative	EHBs	Completeness
Budget Narrative	EHBs	Completeness
Form 1A: General Information Sheet	EHBs	Completeness
Project Work Plan	EHBs	Completeness
Attachments 1 – 9	EHBs	Review, if applicable

Project Narrative and Review Criteria

- The Project Narrative section details a comprehensive framework and description of all aspects of the proposed project.
- The Review Criteria are used by grant reviewers to evaluate the information presented.
- Applicants should consider both sections when developing the application.

Project Narrative components correspond to Review Criteria:

- Need (15 points)
- Response (25 points)
- Collaboration (15 points)
- Evaluative Measures (15 points)
- Resources/Capabilities (25 points)
- Support Requested (5 points)

Project Narrative Section Highlights: Need (15 points)

- Describe the current conditions and recent or upcoming changes in the state or region impacting existing and potential health centers.
- Explain the state or region's T/TA needs based on a current T/TA needs assessment, Health Center Program data, annual PCA survey results, and participant feedback from past PCA T/TA.
- Outline the proposed short- and long-term T/TA activities to address immediate and projected needs in the state or region.

Project Narrative Section Highlights: Response (25 points)

- Complete the structured Project Work Plan electronically in EHBs outlining activities to be completed in the first 12 months of the project period.
- Discuss strategies to overcome potential implementation challenges.
- Describe a plan to solicit input from health centers on T/TA activities.
- Discuss health center emergency preparedness planning.

Project Narrative Section Highlights: Collaboration (15 points)

- Describe both formal and informal collaboration and coordination with other HRSA and BPHC supported T/TA providers (e.g., NCAs, HCCNs, Primary Care Offices).
- Provide letters of support from the primary formal collaborators referencing specific collaboration and/or coordinated activities.
 - Include letter(s) from at least one relevant state public agency (e.g., state health departments, state primary care offices, state Medicaid agencies).
- **For Regional PCA applicants only:** Describe the collaborative approach you will take to ensure the provision of T/TA will be coordinated with all state PCAs operating in the states covered by the region.

Project Narrative Section Highlights: **Evaluative Measures (15 points)**

- **Ensure the Project Work Plan reflects required information, including realistic and achievable goals, meaningful impact narratives, and clear expected outcomes.**
- **Describe an evaluation plan that:**
 - Uses valid and reliable quantitative and qualitative data
 - Ensures frequent monitoring and measurement of impact, including progress towards Goals and Expected Outcomes (i.e., the plan does not solely rely on annual UDS data)
- **Describe a strategy for dissemination of T/TA activity evaluation results to health centers and other state or regional PCAs and T/TA providers.**

Project Narrative Section Highlights: Resources/Capabilities (25 points)

- Document experience and expertise in coordination and provision of health center T/TA.
- Describe how the organizational structure and management team are appropriate for the operational and oversight needs of the project.
- *New applicants only*: Describe how you will ensure PCA T/TA delivery can and will be initiated within 60 days of award.

Project Narrative Section Highlights: Supportive Requested (5 points)

- Describe the appropriateness of the proposed budget, including alignment with proposed T/TA activities outlined in the Project Work Plan.
- Provide a Budget Narrative and corresponding forms and attachments that are complete, consistent, and detailed.

Budget Presentation

- **SF-424A: Budget Information Form:**
 - List Federal request for Years 1-3.
 - Funding request may not exceed the current annual level of support for the selected state or region.
 - Contact bphcpca@hrsa.gov for information on the maximum amount of funding permitted for the selected state/region.
- **Budget Narrative Attachment:**
 - Include a line-item budget narrative justification for each 12 month budget period of the 3-year project period.
 - For Year 2 and Year 3, the Budget Narrative should highlight changes from Year 1 or clearly indicate there are no substantive changes.
- **Do not include non-federal funding in the budget presentation.**
- **Sample Budget Narrative available on the PCA TA Website.**

Attachments (1/2)

- **Attachment 1: Staffing Plan** *(required for review)*
- **Attachment 2: Organization Chart** *(required for review)*
- **Attachment 3: Position Description for Key Personnel** *(required for review)*
- **Attachment 4: Biographical Sketches for Key Personnel** *(required for review)*
- **Attachment 5: Letters of Support** *(required for review)*

Attachments (2/2)

- **Attachment 6: Regional Memorandum of Agreement** *(required for review for regional PCA applicants ONLY)*
- **Attachment 7: Summary of Contracts and Agreements** *(required for review, if applicable)*
- **Attachment 8: Summary Progress Report** *(required for review by current state or regional PCA award recipients ONLY)*
- **Attachment 9: Other Relevant Documents and Indirect Cost Rate Agreement** *(required for review, if applicable)*

Form 1A: General Information Worksheet (1/2)

- **Section 1: Applicant Information**
- **Section 2: State or Regional Information**
 - Select the proposed state/region from the list of options.
- **Section 3: Budget Information**
 - The maximum amount of annual funding you may request based on the state/region selection in Section 2 will pre-populate.
 - The total amount of funding requested in the SF-424 Budget Information Form will also pre-populate.
 - **If the amount requested on the SF-424 is greater than the maximum allowable amount for the selected state/region, edit the funding request amount on the SF-424.**

Form 1A: General Information Worksheet (2/2)

After choosing the desired state or region from the list of options in Section 2, you must click on 'Select' for the maximum allowable funding request to populate in Section 3.

▼ 2. State/Regional Information

★ Indicate the State/Region you plan to serve

▼ 3. Budget Information

Maximum Annual Federal Amount that can be requested based on the State/Region selected above ⓘ	
Total Annual Federal funding requested in this application (to modify the funding request amount, access the SF-424 Section A – Budget Summary)	\$500,000.00

FY 2017 Project Work Plan Overview

- **The Project Work Plan, completed entirely in EHBs, outlines the proposed T/TA Activities and Goal Targets.**
 - Applicants should include only activities to be supported under the cooperative agreement.
- **Baseline Data and Goals in the Project Work Plan are customized based on the state/region selected on Form 1A**
 - Baseline Data will pre-populate from UDS
 - Applicants should refer to the Data Resource Guide on the PCA FOA TA website for more information about Baseline Data
- **Applications that include a Project Work Plan that does not respond to all requirements will not be considered for funding**

FY 2017 Project Work Plan Overview

- Refer to Appendix A and Appendix B for details on how to complete the Project Work Plan and definitions of key components, such as Activity Areas.
- A sample Project Work Plan is provided on the PCA TA website.

Focus Area	Formal T/TA Session Target
Goal	Participation Target
Baseline Data	Activity Areas
Baseline Narrative	Activity Description
Goal Target	Person/Group Responsible
Impact Narrative	Time Frame
Key Factors	Expected Outcome

REMINDERS AND RESOURCES

Important Reminders

- **Applications must meet both grants.gov and EHBs deadlines.**
 - **Grants.gov deadline:** December 12, 2016 at 11:59 p.m. EST
 - **EHBs deadline:** January 23, 2017 at 5:00 p.m. EST
- **Application must not exceed 80 pages when printed by HRSA.**
 - If using Excel or other spreadsheet documents, be aware that reviewers will only see information that is set in the “Print Area” of the document. Do not submit documents with multiple spreadsheets (tabs).
- **Applications that do not include all required elements will be considered incomplete or non-responsive and will not be considered for funding under this announcement.**

PCA Technical Assistance Website

<http://bphc.hrsa.gov/programopportunities/fundingopportunities/PCA/index.html>

- PCA Funding Opportunity Announcement (HRSA-17-057)
- EHBs Application User Guide
- Frequently Asked Questions
- Presentation slides and recording of TA webinar
- Data Resource Guide
- Sample documents
 - Staffing Plan
 - Budget Narrative
 - Project Work Plan

PCA Technical Assistance Contacts

Assistance Needed	Contact
Technical Assistance Resources	PCA Technical Assistance Website http://bphc.hrsa.gov/programopportunities/fundingopportunities/PCA/index.html
Program related questions	PCA TA Response Team bphcpca@hrsa.gov
Grants or other budget related questions	Christie Walker cwalker@hrsa.gov
Electronic submission issues	BPHC Helpline 1-877-974-BPHC (2742); select option 3 Send email through Web Request Form
Grants.gov submission issues	1-800-518-4726 support@grants.gov