



Fiscal Year 2016 State and Regional Primary Care Association (PCA) Non-Competing Continuation Progress Report (NCC)

Technical Assistance (TA) Presentation

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

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Overview



- PCAs must submit a Progress Report in the Electronic Handbook (EHB) to receive non-competing continuation funding in FY 2016.
- The FY 2016 budget period begins April 1, 2016 and ends March 31, 2017.
- Instructions for completing the Progress Report are available in EHB and on the PCA TA website at <http://bphc.hrsa.gov/programopportunities/fundingopportunities/pca/index.html>.
- Progress Reports are due in EHB by 5 PM ET on December 11, 2015.



EHB Notifications



- System-generated email notifications indicating the availability of the NCC Progress Report in EHB sent October 23, 2015.
- Notifications sent to PCA Project Directors and PCA staff with Progress Report edit and submit privileges in EHB.



Required Components



REQUIRED:

- SF-PPR Form
- SF-PPR-2 Form
- Budget Information: Budget Details Form
- Budget Narrative
- FY 2015 Project Work Plan Progress Report
- FY 2016 Project Work Plan
- Attachment 1: Program Narrative Update



SF-PPR and SF-PPR-2



- The SF-PPR form contains basic information about the organization and serves as the cover page for the Progress Report.
- The SF-PPR-2 form contains information about the Cooperative Agreement to be updated as needed.
 - Refer to the PCA NCC User Guide for instructions when completing these sections.



Budget Details Form



Section A: Budget Summary

- Funding amount is pre-populated and cannot be edited.

Section B: Budget Categories

- Provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits) for the upcoming budget period.
- Provide only one year of information (no remaining years in the project period beyond the upcoming budget period).

Section C: Non-Federal Resources

- The budget request should reflect the federal PCA funding only. Do not provide other sources of funding. Leave Section C blank.



Budget Narrative



- Provide a detailed line-item Budget Narrative that explains each cost in the upcoming 12-month budget period (April 1, 2016 through March 31, 2017).
 - Must be consistent with amounts requested for each object class category in Section B of the Budget Details form.
- Detailed guidance (including federal salary limit requirements) included in FY 2016 PCA NCC Instructions.
- Sample Budget Narrative available on PCA TA website.

Line-items (object class categories):

- Personnel Costs
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Costs



Project Work Plans



- EHB will pre-populate two Project Work Plans with information from the FY 2015 PCA NCC Progress Report submitted last year:
 1. **FY 2015 Project Work Plan Progress Report:** Report progress on activities included in the work plan since April 1, 2015.
 2. **FY 2016 Project Work Plan:** Revise editable version of the FY 2015 Project Work Plan to focus only on upcoming activities planned for FY 2016.
- PCA Project Work Plans should only address activities supported under the PCA cooperative agreement.
- Refer to sample Project Work Plans and PCA NCC User Guide when completing these sections.



Project Work Plan Sections



- **Section A** – Program Requirements T/TA Focus Areas
- **Section B1** – Performance Improvement T/TA Focus Areas: Clinical Performance Measures
- **Section B2** – Performance Improvement T/TA Focus Areas: Financial Performance Measures
- **Section C** – Statewide/Regional Program Assistance



FY 2015 Project Work Plan Progress Report



FY 2015 Project Work Plan Progress Report:

- For each activity listed, review the prepopulated information.
- Report progress on prepopulated activities in the FY 2015 Project Work Plan Progress Report.
 - PCAs may only edit the **Progress** field in the FY 2015 Project Work Plan Progress Report form.

★ Progress Report ⓘ

Approximately 1/2 page ⓘ (Max 1000 Characters): 1000 Characters left.



FY 2016 Project Work Plan



FY 2016 Project Work Plan

- EHB will also pre-populate the FY 2016 Project Work Plan Progress Report form with information submitted in FY 2015.
- Review the pre-populated information in all fields.
- Revise and update as needed to describe proposed activities for the upcoming budget period.

FY 2016 Project Work Plan Fields:

- Goal
- Projected Goal Percentage
- Key Factors
- T/TA Focus Areas
- Activity
- Person/Area Responsible
- Time Frame
- Expected Outcome
- Comments



Attachment 1: Program Narrative Update (1/3)



Attachment 1 (Parts 1-5):

Program Narrative Update

1. Discuss **broad issues, significant progress, and challenges** that have impacted the target audience and the PCA.

Note: Any T/TA activity for which PCAs use HRSA funds must be made available to all existing health centers (i.e., Health Center Program award recipients and look-alikes) within the state/region, regardless of PCA membership.



Attachment 1: Program Narrative Update (2/3)



2. Provide updates on the **performance measures** used to monitor program requirement goals.
 - Include performance measure table with updates in the **Current State/Reg Data** column.

Performance Measure	FY 2012 State/Reg Data	FY 2013 State/Reg Data	FY 2014 State/Reg Data	FY 2015 State/Reg Data	Current State/Reg Data	Goal
Percentage of Health Center Program award recipients with no program conditions on their Notice of Awards (NoAs).						
Percentage of Health Center Program award recipients that meet or exceed performance on one or more Healthy People 2020 performance measure goal(s).						
Percentage of Health Center Program award recipients with Patient-Centered Medical Home (PCMH) recognition.						
Percentage of Health Center Program award recipients with cost per patient increase less than the National average.						
Percentage of Health Center Program award recipients without going concern issues on their audits.						

Note: State Performance Profiles emailed to PCA Project Directors as listed in EHB.



Attachment 1: Program Narrative Update (3/3)



3. Discuss any significant changes to **linkages or partnerships**.
4. Discuss any significant changes to **project staffing**.
5. Discuss any significant challenges/outcomes related to **Outreach and Enrollment activities**.

Reminder

Attachment 1: Program Narrative Update is REQUIRED

Attachments 2 – 6 (as applicable):

- Attachment 2: Staffing Plan
- Attachment 3: Position Descriptions for Key Personnel
- Attachment 4: Biographical Sketches for Key Personnel
- Attachment 5: Summary of Contracts and Agreements
- Attachment 6: Other Relevant Documents

Reminder

**Attachments 2 – 6 to be submitted
only as needed**



Submission Reminders



- Progress Report module open in EHB on October 23, 2015.
- Due in EHB by **December 11, 2015 at 5:00 PM ET.**
- To submit the PCA Progress Report in EHB, you must be listed as the Project Director (PD) in the grant folder in EHB or have the EHB privileges needed to submit.
- Must not exceed **40 pages** when printed by HRSA (approximately 5 MB).
 - Single-spaced narrative documents with 12 point, easily readable font (e.g., Times New Roman, Arial, Courier) and one-inch margins.
 - Smaller font (no less than 10 point) may be used for tables, charts, and footnotes.



Progress Report Reviews



- Progress Reports without all required information will be considered incomplete or non-responsive.
 - Incomplete Progress Reports will be returned via a “request change” notification in EHB with a request for the missing information.
 - If HRSA does not receive the Progress Report by the established deadline or receives an incomplete or non-responsive Progress Report, a delay in NoA issuance or a lapse in funding could occur.
- Awards anticipated to be announced by April 1, 2016.
- Active SAM.gov registration required at time of award.



PCA TA Resources



Resources available on the PCA TA website:

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

- FY 2016 PCA NCC Instructions
- PCA NCC User Guide with step-by-step guidance on EHB submission process
- Frequently Asked Questions (FAQs)
- Sample Budget Narrative
- Sample Staffing Plan
- Sample Project Work Plans
- List of required Performance Measures with definitions
- Presentation slides and recording of TA presentation



Technical Assistance Contacts



Assistance Needed	Contact
Progress Report requirements questions	Sarah Costin bphcpca@hrsa.gov 301-594-4300
Budget or fiscal questions	Vera Windham vwindham@hrsa.gov 301-443-6859
EHB submission questions	BPHC Helpline Submit a Web request: http://www.hrsa.gov/about/contact/bphc.aspx or call 1-877-974-2742