Fiscal Year 2022
Health Center Controlled Networks (HCCN)
Notice of Funding Opportunity
Technical Assistance Webinar

Technical Assistance Webpage:
https://bphc.hrsa.gov/program-opportunities/hccn
Agenda

• Overview
• Eligibility
• Submission Components
• Technical Assistance Resources
• Wrap up
Overview
Definitions - Health Center Controlled Networks

HCCNs are networks of health centers that work together to strengthen and leverage health information technology (IT) to improve health centers’ operational and clinical practices that result in better health outcomes for the communities they serve.
Definitions - Health Centers and Participating Health Centers

For the purpose of HCCN funding:

• **Health centers** are:
  ▪ Health Center Program (H80) award recipients, and
  ▪ Organizations with look-alike (LAL) designation

• Health centers that are part of a HCCN network funded by HRSA are referred to as **Participating Health Centers (PHCs)**
HCCNs will use this funding to support health centers in leveraging health IT and data to deliver high-quality, culturally competent, equitable, and comprehensive primary health care, with a specific focus on improvements in:

- Clinical quality,
- Patient-centered care, and
- Provider and staff well-being.
How HCCNs Support Health Centers

- Access to and efficient use of digital health tools
- Use of integrated virtual care platforms
- Gather and use clinical and population data
- Data-driven improvements in culturally competent, patient-centered care
- Advancements in clinical quality and health equity
Changes from FY 2019 HCCN Funding Opportunity

Program Administration
- FY 2022 HCCN funding will be awarded as a cooperative agreement (U86).
- Salary of project staff shall not exceed Level II of the Federal Executive pay scale.

Eligibility
- Proof of Organization Status (Attachment 1) is required for all applicants. Updated

Attachments
- Applicants must submit a PHC Communication Plan.

Project Work Plan
- New Field: List partner organization(s) that will support achieving each Objectives.
- New Field: Identify PHC needs the proposed activities will address.
Cooperative Agreement Basics

• Substantial involvement from HRSA
• Collaboration between HRSA and the awardee to:
  ▪ Make programmatic adjustments
  ▪ Address evolving public health needs
  ▪ Realign activities based on new HRSA priorities
• More flexibility to make changes to activities depending on PHC needs
Key Dates

NOFO Release Date: October 26, 2021

EHBs Application module available: November 19, 2021

Updated Grants.gov Deadline: February 1, 2022 (11:59 p.m. ET)

Updated EHBs Deadline: March 2, 2022 (5 p.m. ET)
### Maximum Annual Funding Request

<table>
<thead>
<tr>
<th>Number of PHCs</th>
<th>Maximum Annual Award</th>
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<tbody>
<tr>
<td>&lt; 10</td>
<td>Not eligible for funding</td>
</tr>
<tr>
<td>10 - 14</td>
<td>$500,000</td>
</tr>
<tr>
<td>15 - 19</td>
<td>$625,000</td>
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<tr>
<td>20 - 24</td>
<td>$750,000</td>
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<td>25 - 29</td>
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<td>35 - 39</td>
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<td>40 - 44</td>
<td>$1,250,000</td>
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<tr>
<td>45 – 49*</td>
<td>$1,375,000</td>
</tr>
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*HCCNs may apply for an additional $125,000 for each 5 additional PHCs.*
Award Information

• Approximately 49 awards
• All awards will be considered “New”
• Anticipated Total Annual Funding: $42 million
• Award amount varies dependent on the proposed number of participating health centers (PHCs)
• Period of Performance: August 1, 2022 through July 31, 2025
Eligibility
Eligibility - Entities

- Domestic public or private entities, faith-based and community-based organizations, Tribes, and tribal organizations *Updated*
- HCCN or Health Center Program (H80) award recipient applying on behalf of an HCCN
- Majority controlled and, as applicable, a least majority owned by Health Center Program (H80) award recipients
- Own governing board, independent of the boards of its health center members
Eligibility - PHCs Requirements

• PHCs must be either Health Center Program (H80) award recipients or LALs

• Majority of PHCs (51 percent or more) must be Health Center Program (H80) award recipients

• Commitment of a minimum of 10 unique PHCs through the Memorandum of Agreement (MOA) template and signatures that align with the PHC List
Eligibility - Other Requirements

• Project Narrative
• Proof of organization’s public, non-profit, for-profit or Tribal/Urban Indian status in Attachment 1: Proof of Organizational Status
  *Updated*
• PHC MOA template and signatures in Attachment 2: PHC Memorandum of Agreement Template and Signatures
• Network Bylaws in Attachment 9: Network Bylaws
• Requested funding amount must correspond with the funding tier for the number of PHCs in your HCCN
Submission Components
Two-Phase Application Process

Phase 1: Grants.gov

• Register or update registration for Grants.gov as soon as possible

• Requirements for Grants.gov registration:
  ▪ DUNS/Unique Entity Identifier
  ▪ SAM.gov Registration

Phase 2: EHBs

• Register in EHBs early to ensure access as soon as you submit in Grants.gov
Phase 1: Grants.gov

The following application components must be submitted in Grants.gov:

• Application for Federal Assistance (SF-424)

• Project Abstract Summary

• Project/Performance Site Locations (list only your administrative site address)

• Project Narrative Attachment Form *Updated*

• Budget Narrative Attachment Form *Updated*
Phase 1: Grants.gov (continued)

The following application components must be submitted in Grants.gov:

• Budget Information – Non-Construction Programs (SF-424A)
• Grants.gov Lobbying Form
• Key Contacts
• Attachment Form Updated
Phase 2: EHBs Components

The following application components must be submitted in EHBs:

• Project Narrative
• Budget Information – Non-Construction Programs (SF-424A)
• Budget Narrative
• Program-Specific Forms
• Attachments
Project Narrative Elements and Review Criteria

• Need (15 points)
• Response (30 points)
• Collaboration (10 points)
• Evaluative Measures (15 points)
• Resources/Capabilities (15 points)
• Governance (5 points)
• Support Requested (10 points)
Budget Information: SF-424A (Sections A-C)

• **Section A** – Budget Summary
  - Enter the federal amount requested under the New or Revised Budget heading
  - Do not include a value under Estimated Unobligated Funds heading

• **Section B** – Budget Categories
  - Enter the federal amount for each applicable object class category

• **Section C** – Non-Federal Resources (leave blank)
  - Do not include non-federal funding
Sample SF-424A Section A and B

<table>
<thead>
<tr>
<th>Section A: Grant Program/Function or Activity</th>
<th>URSN Number</th>
<th>Estimated Undistributed Funds</th>
<th>New or Revised Budget</th>
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<table>
<thead>
<tr>
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<td>Personnel</td>
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<tr>
<td>Fringe Benefits</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Supplies</td>
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<tr>
<td>Contractual</td>
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</tr>
<tr>
<td>Construction</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
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<tr>
<td>Total</td>
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<tr>
<td>Total</td>
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<table>
<thead>
<tr>
<th>Section C: Non-Federal Resources</th>
<th>Applicant</th>
<th>State</th>
<th>Local</th>
<th>Other</th>
<th>Program Income</th>
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<tbody>
<tr>
<td>Health Center Controlled Networks</td>
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<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Budget Narrative (1 of 2)

Your budget narrative must:

• Provide information on federal costs for each requested 1-year budget period of the 3-year period of performance

• Clearly detail proposed costs for each line item on the SF-424A Budget Information Form, with calculations for how you derive each cost

• Not include ineligible costs

• Provide a justification table of personnel costs to be paid with federal funds, not to exceed Level II of the Federal Executive pay scale
Budget Narrative (2 of 2)

Your budget narrative must also:

• Demonstrate that the amounts requested are reasonable and necessary

• Demonstrate that you will use HCCN funding for costs that will advance progress on the HCCN objectives

• Indicate how you will use HCCN funds separately and distinctly from other Health Center Program funding (e.g., HQC award)
Funding Restrictions

Unallowable costs include, but are not limited to:

• Equipment, supplies, or staffing for use at the health center level or any other individual health center operational costs
• Direct patient care
• Incentives (e.g., gift cards, food)
• Fundraising
• Construction/renovation costs
• Facility or land purchases
• Vehicle purchases
• Complete the PHC list first
  ▪ H2Q applicants - List will prepopulate with current PHCs when you add your H2Q number, add and delete as needed
  ▪ All other applicants - Add PHCs

Reminder:
• PHCs must be either Health Center Program (H80) award recipients or LALs, with the majority (51 percent or more) being H80s
• PHC List must align with PHCs included in Attachment 2: PHC Memorandum of Agreement Template and Signatures
• Details how the project will improve clinical quality, patient-centered care, and provider and staff well-being at your PHCs

• Targets for objectives to be achieved by the end of the 3-year period of performance (by July 31, 2025)

• Activity plans for the first 12 months of the period of performance (August 1, 2022 through July 31, 2023)
Contains 8 defined Objectives and Measures and 2 Applicant Choice Objectives (see Appendix A)

For each Objective provide:
- Baseline and Target data
- Supporting Partner organization(s) – New Field
- Activities and information that will support achieving the Objectives
- Need(s) the activity addresses – New Field

See Appendix C for details on the Project Work Plan fields
Applications may include up to 13 attachments:

1. Proof of Organizational Status*  *Updated*
2. PHC Memorandum of Agreement Template and Signatures*
3. Project Organizational Chart
4. Position Descriptions for Key Project Staff
5. Biographical Sketches for Key Project Staff
6. Staffing Plan

* required for completeness
Attachments (2 of 2)

Attachments continued:

7. Summary of Contracts and Agreements *(as applicable)*
8. Letters of Support
9. Network Bylaws*
10. Indirect Cost Rate Agreement *(as applicable)*
11. Participating Health Center Needs Assessment Summary
12. Communication Plan
13. Other Documents

* required for completeness
Technical Assistance Resources
HCCN Technical Assistance Webpage

Webpage: https://bphc.hrsa.gov/program-opportunities/hccn

Application Resources:
• HCCN NOFO
• HCCN EHBs User Guide
• Updated Technical Assistance Presentation Slides

Sample Documents:
• Staffing Plan
• Budget Narrative
• Communication Plan
• Project Work Plan
<table>
<thead>
<tr>
<th><strong>Key Technical Assistance Contacts</strong></th>
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<tbody>
<tr>
<td><strong>General Technical Assistance</strong></td>
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<td></td>
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<tr>
<td><strong>NOFO Questions</strong></td>
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<tr>
<td></td>
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<tr>
<td><strong>HRSA EHBs Submission Assistance</strong></td>
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<td></td>
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<tr>
<td><strong>Administrative or Fiscal questions</strong></td>
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Wrap Up
Common Reasons for Ineligible Applications

• Not meeting eligible entity requirements
• Proposing 9 or fewer PHCs
• Not demonstrating the HCCN is at least majority controlled by Health Center Program (H80) and, as applicable, at least majority owned by Health Center Program (H80) award recipients
• Inconsistencies between PHCs included in Attachment 2: PHC Memorandum of Agreement Template and Signatures and the PHC List resulting in fewer than 10 PHCs matched across the documents
Common Reasons for Lower Review Scores

• Excluding sections of the Project Narrative
• Not clearly responding to each item within the Project Narrative sections
• Missing or incomplete attachments
• Inconsistencies across the application
Post-Award Requirements

• Develop an individualized work plan with each PHC within 90 days of award

• Inform HRSA of PHC changes:
  ▪ Award amounts may be reduced if the number of PHCs drops below the number required for the funding tier for a period of longer than 90 days
  ▪ If an HCCN maintains fewer than 10 PHCs for a period of longer than 90 days, HRSA may reduce or discontinue HCCN funding
Post-Award Requirements

Submit an annual non-competing continuation progress report, which includes:

• Progress Narrative Update

• Progress report table populated with data from PHCs to determine progress towards achieving the HCCN objectives

• Updated Project Work Plan

• Budget and Budget Narrative
HCCN Response Team
Office of Program and Policy Development (OPPD)
Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)

Q & A Session
January 11, 2022, 3 – 4pm
Details are posted on the HCCN Technical Assistance Webpage.

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