



Fiscal Year (FY) 2021 Primary Care Association (PCA) Non-Competing Continuation (NCC) Progress Report

Technical Assistance Webinar

Vision: Healthy Communities, Healthy People

Technical Assistance Webpage:
<https://bphc.hrsa.gov/program-opportunities/pca>



Agenda

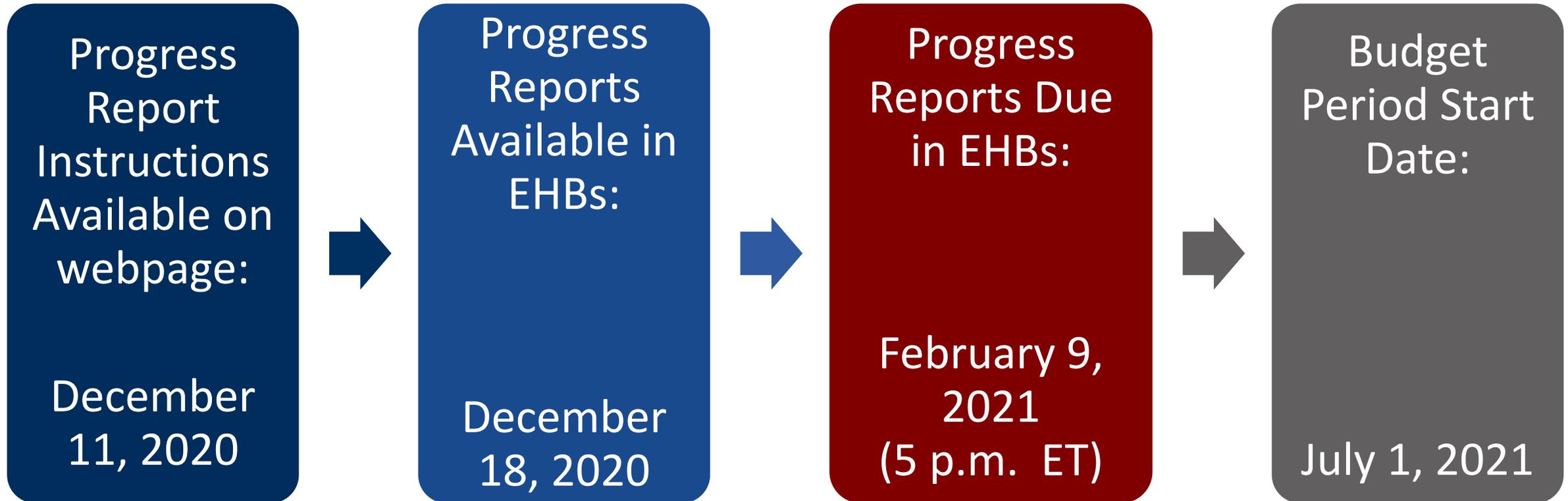
- Overview
- Submission Components
- Technical Assistance Resources



Overview



Key Dates



Submission Formatting Requirements

- Complete forms directly in EHBs
- Upload attachments into EHBs
- Narrative documents:
 - Single-spaced
 - 12 point, easy-to-read font (e.g., Times New Roman, Arial, Calibri)
 - One-inch margins
 - 10 or 11 point font for tables, charts, and footnotes



Timeframes

Project Narrative Update

- July 1 – December 31, 2020 (progress to date)
- January 1 – June 30, 2021 (expected progress)

FY 2020 Progress Update

- July 1 – December 31, 2020 (progress to date)
- January 1 – June 30, 2021 (expected progress)

FY 2021 Project Work Plan (PWP)

- July 1, 2021 – June 30, 2022 (plans for next budget period)

Submission Components



Submission Components Overview

EHBs Forms

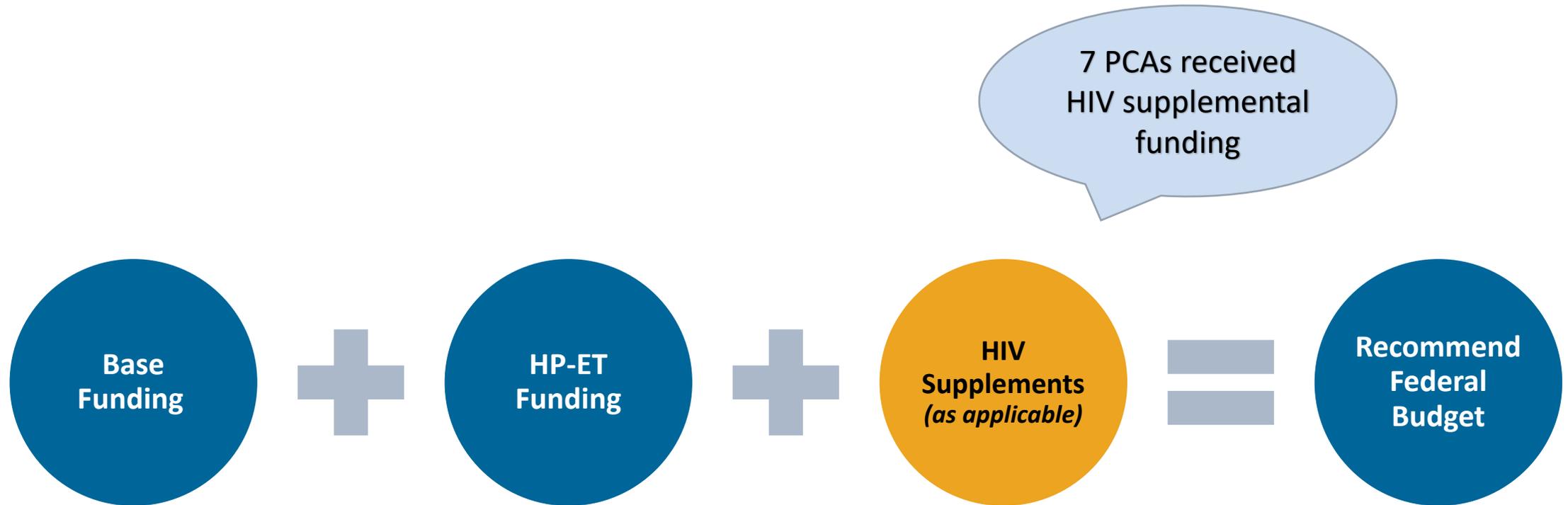
- SF-PPR and SF-PPR2
- Budget Information: Budget Details Form
- FY 2020 Progress Update
- FY 2021 Project Work Plan

Attachments

- Budget Narrative (required)
- Attachment 1: Project Narrative Update (required)
- Attachment 2: Health Workforce Supplemental Progress (required)
- Attachment 3: Staffing Plan (required)
- Attachments 4 – 12 (as applicable)



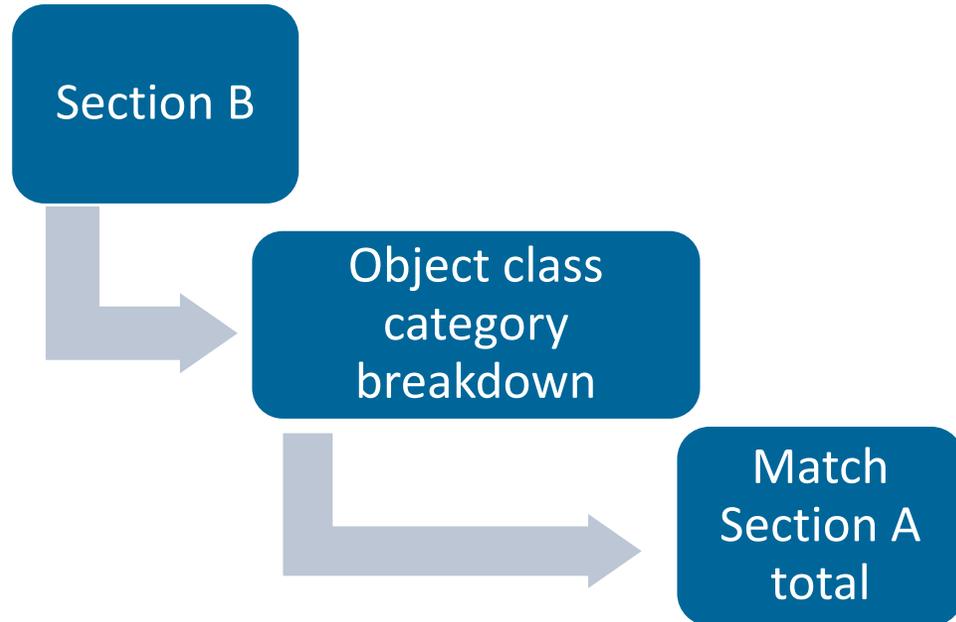
What's In Your FY 2021 Budget



Budget Forms

Update

- SF-PPR and SF-PPR2 (as needed)
- Budget Details Form:



Do Not Update



Section A prepopulates



Section C leave blank

Budget Narrative

Detailed line-item budget

Consistent with Section B of the Budget Detail Form

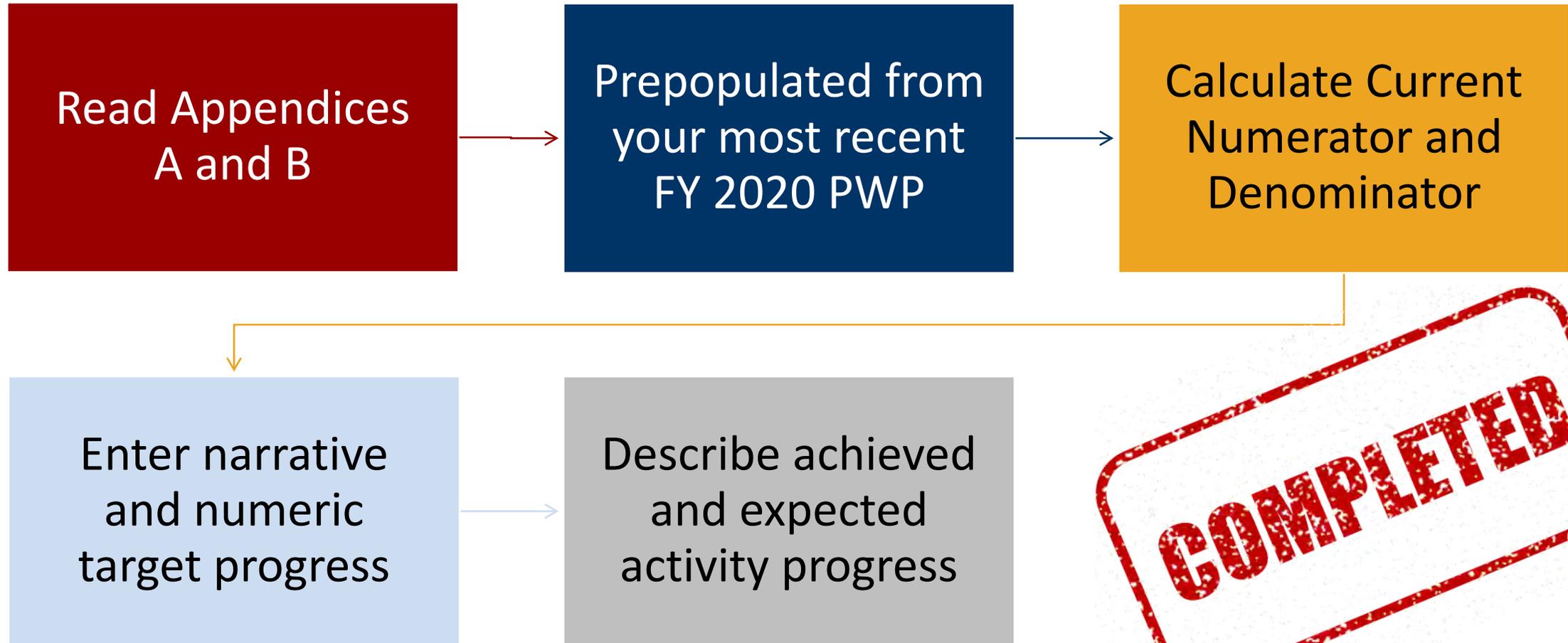
Outlines and explains all expenses

Funding Restrictions

- Direct patient care
- Construction/renovation of facilities
- Activities not aligned with funding
- Reserve requirements for state insurance licensure
- Lobbying/advocacy efforts
- Conference sponsorship (exception: session content development related to the PCA PWP)



FY 2020 Progress Update



Progress Update Fields To Complete

Objective Targets

- Current Numerator
- Current Denominator
- Objective Impact Progress Narrative

T/TA Targets

- Formal T/TA Session Target
 - Current Numeric Progress
 - Current Progress Narrative
- Participation Target
 - Current Numeric Progress
 - Current Progress Narrative
- Participant Satisfaction Target
 - Current Numeric Progress
 - Current Progress Narrative
- Participant Behavior Change Target
 - Current Numeric Progress
 - Current Progress Narrative

Activity Updates

- Activity Progress Update
- Anticipated Progress

Progress Toward Target Percentage

Field	PCA 1	PCA 2
Objective	A1- HIV Supp	A1- HIV Supp
Baseline Data Source	SUD-MH	SUD-MH
Baseline Numerator	18	18
Baseline Denominator	20	20
Baseline Percentage	90%	90%
Objective Target	95%	100%
Current Numerator	10	19
Current Denominator	20	20
Current Percentage	50%	95%
Progress Toward Target Percentage	-800%	50%



FY 2021 Project Work Plan

Editable

- Key Factors
- Activity Information

Not Editable

- Objective Information
- Targets

FY 2021 Project Work Plan COVID-19 Objective

Carrying Over Unobligated Balances

- Update activities as needed
- State in comments that you plan to carry over funds into FY 2021

Not Carrying Over Funds

- Leave activities alone; provide no edits or comments

Attachments 1-3: Required

1: Project Narrative Update

2: Health Workforce Supplemental Progress

3: Staffing Plan



Attachment 1: Project Narrative Update

- Discuss *significant* updates related to:
 - Progress
 - Challenges (e.g., COVID-19) and activity changes
 - Changes to collaborations, partnerships, and coordinated activities
 - Changes to evaluation plans and dissemination of lessons learned
 - Changes to project resources
 - Other significant expected changes, plans, or considerations
- Expand on material from the FY 2020 Progress Update
- Do not duplicate information

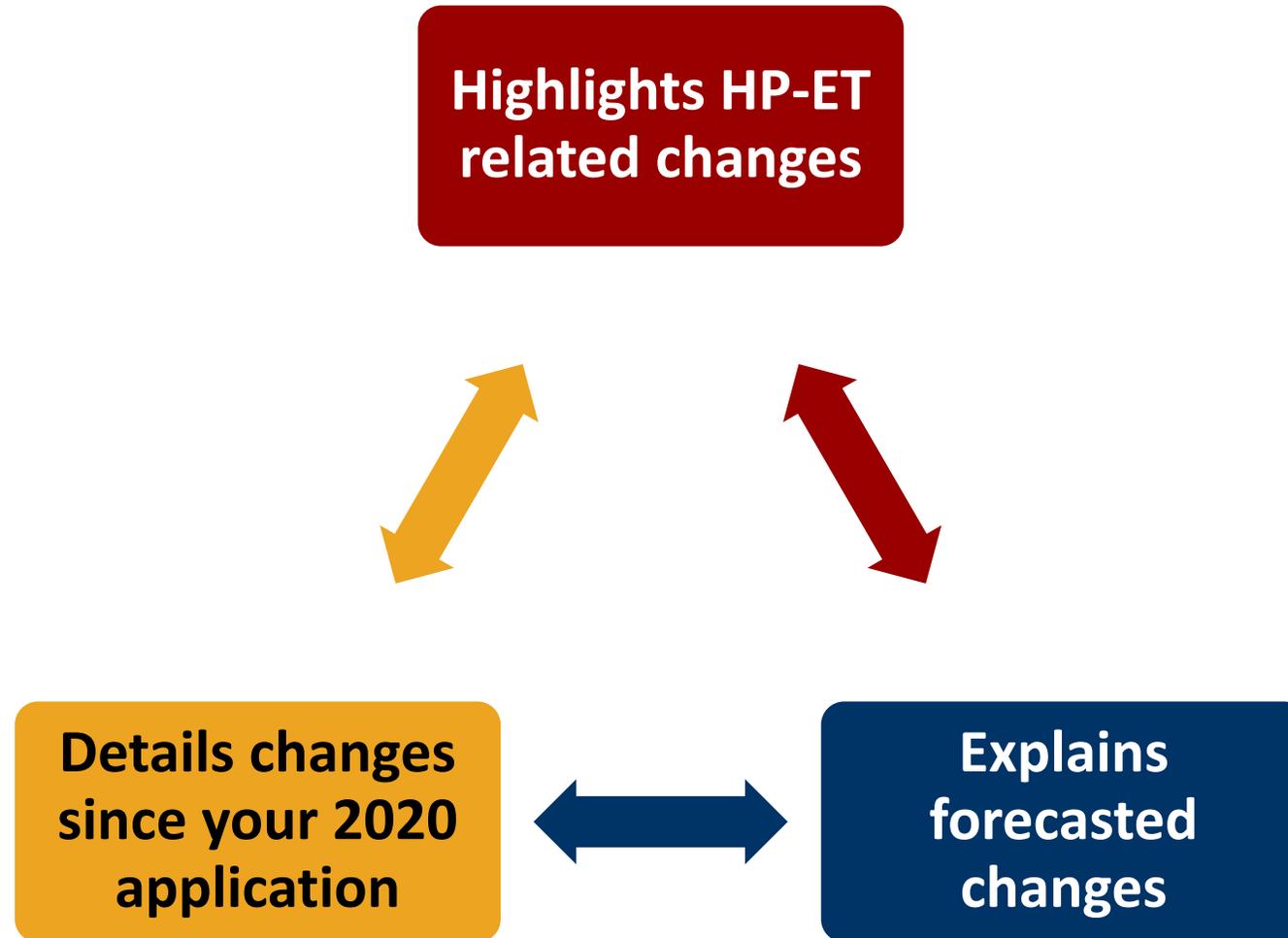


Health Workforce Supplement

What to Report	Where to Report	Instructions Location
Activity Progress	FY 2020 Progress Update	Appendix B
Proposed Activities	FY 2021 PWP	Appendix C
Progress Challenges Changes	Attachment 1: Project Narrative Update	Attachment Instructions
Health Professions Education and Training (HP-ET) Metric Progress	Attachment 2: Workforce Metrics	PCA TA webpage



Attachment 3: Staffing Plan



Attachments 4-12: As Applicable

- Attachment 4: Project Organizational Chart
- Attachment 5: Job Descriptions for Key Personnel
- Attachment 6: Biographical Sketches of Key Personnel
- Attachment 7: Summary of Contracts and Agreements
- Attachment 8: MOA for Regional PCAs
- Attachment 9: Letters of Agreement
- **Attachment 10: Indirect Cost Rate Agreement**
- **Attachment 11: Needs Assessment**
- Attachment 12: Other Documents



Technical Assistance Resources



PCA Technical Assistance Webpage

- PCA NCC Instructions
- PCA NCC EHBs User Guide
- Presentation Slides
- Technical Assistance Webinar Recording
- Sample Documents
 - Staffing Plan
 - Budget Narrative
 - Progress Update
 - Project Work Plan



The screenshot displays the HRSA Health Center Program website. At the top left is the HRSA logo with the text 'Health Center Program'. To the right is a search bar and social media icons for Facebook, YouTube, Instagram, Email, and Twitter. Below this is a navigation menu with tabs for 'Program Requirements', 'Quality Improvement', 'Program Opportunities' (which is highlighted), 'Health Center Data', 'Federal Tort Claims Act', and 'About the Health Center Program'. The breadcrumb trail reads 'Home > Program Opportunities > State and Regional Primary Care Association (PCA) Cooperative Agreements'. The main heading on the page is 'State and Regional Primary Care Association (PCA) Cooperative Agreements'.

Key Technical Assistance Contacts

General Technical Assistance	PCA Technical Assistance Website https://bphc.hrsa.gov/program-opportunities/pca
NCC Progress Report Requirements Questions	Submit a Web Request to the PCA NCC Response Team at: https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form
HRSA EHBs Submission Assistance	Health Center Program Support https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form or 877-464-4772
Grants or Fiscal questions	Vera Windham vwindham@hrsa.gov or 301-443-6859



Thank You!

PCA NCC Response Team

Office of Program and Policy Development (OPPD)

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)

bphc.hrsa.gov



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