FY 2014 PCA NCC Frequently Asked Questions

FY 2014 State and Regional Primary Care Association (PCA) Non-Competing Continuation (NCC) Instructions are available at the PCA technical assistance (TA) web site, http://www.hrsa.gov/grants/apply/assistance/pca. Below are common questions and corresponding answers for the FY 2014 PCA NCC. New FAQs will be added as necessary, so please check http://www.hrsa.gov/grants/apply/assistance/pca frequently for updates. The FAQs are organized under the following topics:

Submission Development and Attachments

1. **When are the NCC submissions due in the HRSA Electronic Handbook (EHB)?**

   Submissions are due in EHB by 5:00 PM ET on January 15, 2014.

2. **Is there a page limit for the NCC submission?**

   Yes, there is a 40-page limit on the length of the total submission when printed by HRSA. Refer to Table 1 on page 4 of the PCA NCC Instructions for more information on what is counted in the page limit.

3. **Does HRSA have formatting guidelines (e.g., font type, font size) or upload requirements for the attachments such as the Program Narrative Update and the Budget Narrative?**

   Yes, attachments should be single-spaced narrative documents with 12-point, easily readable font (e.g., Times New Roman, Arial, Courier) and 1-inch margins. Smaller font (no less than 10-point) may be used for tables, charts, and footnotes.

   All attachments should be uploaded in a computer-readable format (i.e., do not upload text as images). To the extent possible, HRSA recommends PDF files but will accept Microsoft Word or Excel files. Limit file names to 100 characters and do not use spaces or special characters when naming files. Avoid Excel documents with multiple spreadsheets, as individual worksheets may not print out in their entirety. Upload the attachments in the appropriate fields in EHB.

4. **When should Attachments 2-6, noted *as applicable* on pages 6-7 of the PCA NCC Instructions, be uploaded with the NCC submission?**

   A revised Staffing Plan, Position Descriptions for Key Personnel, Biographical Sketches for Key Personnel, and Summary of Contracts and Agreements should be submitted if any referenced information has been added or revised since the FY 2013 PCA NCC submission. Upload other documents to support the progress report in Attachment 6: Other Relevant Documents, as desired.

5. **How is the Staffing Plan (Attachment 2) different from the Position Descriptions (Attachment 3) and Biographical Sketches (Attachment 4)?**

   The staffing plan (Attachment 2) is a presentation and justification of all staff required to execute the project, as opposed to position descriptions (Attachment 3) and biographical sketches (Attachment 4) that are limited to key personnel. A staffing plan template is provided on the PCA TA web site, http://www.hrsa.gov/grants/apply/assistance/pca.

6. **Who in the organization is considered key personnel for Attachment 3 (Position Descriptions) and Attachment 4 (Biographical Sketches)?**

   Key personnel may include the Chief Executive Officer (CEO) or Chief Financial Officer (CFO), among others as determined by the organization.

7. **What is the difference between a Position Description (Attachment 3) and a Biographical Sketch (Attachment 4)?**

   A position description outlines the key aspects of a position (e.g., position title; description of duties and responsibilities; position qualifications; supervisory relationships; skills, knowledge, and experience requirements; travel requirements; salary range; work hours). A biographical sketch describes the key qualifications of an individual that make him/her qualified for a position (e.g., past work experience, education/training, language fluency, experience working with the cultural and linguistically diverse populations to be served).

Program Narrative Update

8. **What is the purpose of the Program Narrative Update when progress will be reported in the Progress field of the FY 2013 Project Work Plan Progress Report?**

   The purpose of the Program Narrative Update is to discuss broad issues and challenges that have impacted the target audience(s) served and the PCA organization, as well as provide updates on challenges/outcomes to date on Activities funded with supplemental Outreach and Enrollment funds.

9. **What are the differences in items 1 through 6 of the Program Narrative Update?**

   Item 1 provides an opportunity to describe overarching progress beyond what is captured in the FY 2013 Project Work Plan Progress Report. This item provides PCAs with the opportunity to describe big-picture progress and proposed changes.

   Item 2 provides an opportunity to discuss challenges resulting from significant data changes of the performance measures, including highlighting how these challenges are being overcome.

   Item 3 provides an opportunity to describe changes in linkages and/or partnerships and the impact of these changes on the project.

   Item 4 provides an opportunity to describe changes and updates to the project staff beyond what is captured in Attachment 2. Challenges experienced in recruiting and retaining key management/project staff should be discussed in this section.

   Item 5 provides an opportunity to describe challenges and outcomes of the **Outreach and Enrollment activities** (beyond those included in the quarterly progress reports) since July 1, 2013, including a description of the specific challenges encountered and the strategies used to overcome them.

   Item 6 provides the only opportunity in the NCC to describe plans predicted beyond the FY 2014 budget period, after March 31, 2015.

Budget

10. **What are the dates of the upcoming budget period?**

    The budget period for Year 3 will be April 1, 2014 through March 31, 2015.

11. **How much can be requested in the budget?**

    The total continuation budget request will consist of:

    - The recommended level of support found in the first row of line 13 of the most recent Notice of Award and
    - Outreach and Enrollment supplemental funding.

    The budget request on the **Budget Information: Budget Details form** must not exceed the recommended level of support found on line 13 of the most recent Notice of Award (NoA). This amount will be prepopulated on the Budget Information: Budget Details form in EHB.

The budget request on the **Budget Narrative** must not exceed a combination of the recommended level of support plus the supplemental Outreach and Enrollment funding to be provided by BPHC through email.

12. Is the Budget Narrative the same as a budget justification?

Yes, for the purpose of the PCA NCC submission, they are the same. The sample Budget Narrative provided at the PCA TA web site, http://www.hrsa.gov/grants/apply/assistance/pca, includes a box for providing any narrative explanation of costs necessary beyond what is provided in the line-item descriptions.

13. What should be included in the Budget Narrative?

Include a line-item budget narrative explaining the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details form **plus** requested continued Outreach and Enrollment funding in the appropriate budget categories. It is important to ensure that the Budget Narrative contains detailed calculations explaining how each line-item expense is derived, including each staff position supported in whole or in part with PCA cooperative agreement funds. The narrative explanation should highlight the changes from the last NCC submission.

14. Should the Budget Information: Budget Details form or the Budget Narrative include non-federal funding (e.g., grant funding, program income)?

No, budget requests should only identify federal section 330 funding. Do not identify other program income.

15. Our organization received supplemental funding for Outreach and Enrollment in July 2013. Should this additional funding be included in our budget request?

Yes, include supplemental funding for Outreach and Enrollment for FY 2014. A new total budget request amount will be provided to each PCA. This amount should be requested in the Budget Narrative if Outreach and Enrollment Activities will be continued in FY 2014.

16. Does HRSA require organizations to have an indirect cost rate?

No, organizations are only required to have an indirect cost rate agreement if indirect costs are budgeted. If an organization does not have an indirect cost rate agreement, costs that would fall into such a rate (e.g., administrative salaries) may be charged as direct line-item costs. If an organization wishes to apply for an indirect cost rate agreement, more information is available at http://rates.psc.gov.

17. If an organization has an indirect cost rate, what needs to be included in the submission?

Organizations must include a copy of the indirect cost agreement in Attachment 6: Other Relevant Documents.

18. Are budget development resources available?

In addition to the standard resources noted in the instructions (e.g., sample Budget Justification), the following resources are recommended:

- 45 CFR Part 74: Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations, available at http://www.hhs.gov/opa/grants-and-funding/grant-forms-and-references/45-cfr-74.html
- 45 CFR Part 92: Uniform Administrative Requirements For Grants And Cooperative Agreements to State, Local, and Tribal Governments, available at http://www.hhs.gov/opa/pdfs/45-cfr-92.pdf
- HHS Grants Policy Statement, available at http://www.hrsa.gov/grants/hhsgrantspolicy.pdf
- The HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications, available at http://www.hhs.gov/asfr/ogapa/acquisition/policies/appropriated-funds-use-for-conferences-meeting-space-6-24-2013.html
- The BPHC Primary Care Association Guide 2012 – 2013, available at http://www.hrsa.gov/grants/apply/assistance/pca/pcaguide2012-2013.pdf, provides clarification of information about publications and conferences as they pertain to PCA Cooperative Agreements

19. Does the salary limitation enacted in 2012 apply to FY 2014 PCA awards?

Yes, the Consolidated and Further Continuing Appropriations Act, 2013 (P. L. 113-6), enacted March 26, 2013, continues provisions enacted in the Consolidated Appropriations Act, 2012 (P.L. 112-74), which limits use of HHS funds awarded relative to salary amounts. As such, federal funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II ($179,700).

Project Work Plan

20. How should progress be reported for FY 2013?

Report progress in the FY 2013 Project Work Plan Progress Report prepopulated with information entered during the FY 2013 Non-Competing Continuation (NCC). All fields in this form will be locked except the Progress field to facilitate reporting progress on the work plan since April 1, 2013. If no progress has been made, indicate this within the field and provide a brief explanation.

21. **How should the FY 2014 Project Work Plan be completed?**

To facilitate Project Work Plan development, the FY 2014 Project Work Plan will be prepopulated with the FY 2013 Project Work Plan data. Revise the prepopulated data to outline new Activities planned for FY 2014, including ongoing Outreach and Enrollment Activities.

22. **Will the Project Officer (PO) be involved in the development of the Project Work Plan?**

The PO will review the entire NCC submission (including the Project Work Plan) and, if necessary, negotiate with the PCA prior to award on required revisions and/or place conditions on the Notice of Award to address areas of non-compliance, as appropriate.

23. **Should the Project Work Plan cover 1 year or all remaining years of the project period?**

The Project Work Plan goals must be focused on the proposed outcome by the end of the 5-year project period. However, Activities should only be outlined for Year 3 of the project period.

24. **What are the required Performance Measures?**

The five Performance Measures are:

Program Requirements Goal	
A1	XX% of Health Center Program grantees with no program conditions on their Notice of Awards (NoAs).
Clinical Performance Improvement Goals	
B1.a	XX% of Health Center Program grantees in the state/region that meet or exceed performance on one or more Healthy People 2020 performance measure goal(s).
B1.b	XX% of Health Center Program grantees with Patient-Centered Medical Home (PCMH) recognition.
Financial Performance Improvement Goals	
B2.a	XX% of Health Center Program grantees with cost increase less than National average.
B2.b	XX% of Health Center Program grantees without going concern issues.

25. **Can organizations propose additional performance measures to the Project Work Plan?**

No, applicants must ensure that all proposed Activities align with the existing goals. However, as desired, organizations can add T/TA Focus Areas for the existing performance measures.

26. How should the impact of Activities be measured?

To measure the statewide/regional impact of the T/TA Activities, applicants must monitor their progress toward achievement of the established percentage goals for the end of the project period.

27. How do I calculate percentage goals for the performance measures?

Projected data are goals for the end of the 5-year project period based on data trends to date, including an assessment of contributing/restricting factors and past performance. Goals (projected data) should be realistic for achievement by the end of the 5-year project period.

28. What are the minimum and maximum number of Activities that can be proposed for each T/TA Focus Area?

Identify 2 to 5 major Activities for each T/TA Focus Area. For each Activity, identify at least 1 Person/Area Responsible, 1 Time Frame, and 1 Expected Outcome.

29. How should Expected Outcomes be developed?

Identify at least one quantifiable outcome that will result directly from the T/TA Activity. Since this is a 12-month Project Work Plan, short-term expected outcomes should be measurable by the end of the budget period (e.g., number of health centers to receive training by the end of Year 3). However, longer term expected outcomes may be proposed since some Activities will not have measurable outcomes within Year 3 (e.g., staff retention rates).

30. Should Outreach and Enrollment Activities be included in the FY 2014 Project Work Plan?

Outreach and Enrollment Activities that will be conducted using cooperative agreement funds should be included in the FY 2014 Project Work Plan.

Funding Restrictions

31. Are there activities that are ineligible for PCA funding?

Yes, PCA funding may not be used for the following activities:

- Construction/renovation of facilities;
- Activities not approved under the cooperative agreement;
- Reserve requirements for state insurance licensure; or
- Support for lobbying/advocacy efforts.

32. **Can PCA cooperative agreement funding be used to provide education on health centers and health care needs within the state/region?**

    Yes, organizations may propose educational initiatives (e.g., issue briefs) to be made available to the general public and other stakeholders such as policy makers, health centers, other safety-net providers, community leaders, and potential partners. However, materials related to pending or existing legislation cannot be created utilizing federal funding.

Technical Assistance

33. **Who should be contacted with programmatic questions (e.g., application submission requirements)?**

    Refer to the PCA TA web site at http://www.hrsa.gov/grants/apply/assistance/pca for TA slides, a replay of the TA call, FAQs, and samples, among other resources. Organizations may also contact Beth Hartmayer in the Bureau of Primary Health Care's Office of Policy and Program Development at BPHCPCA@hrsa.gov or 301-594-4300.

34. **Who should be contacted for questions about budget preparation, including eligible costs?**

    Contact the Grants Management Specialist listed at the bottom of your most recent Notice of Award or Vera Windham in the Office of Federal Assistance Management's Division of Grants Management Operations at vwindham@hrsa.gov or 301-443-6859.

35. **If I encounter technical difficulties in HRSA EHB, whom should I contact?**

    Contact the BPHC Helpline Monday through Friday, 8:30 a.m. to 5:30 p.m. ET (excluding federal holidays) at 1-877-974-2742 or BPHCHelpline@hrsa.gov.

36. **How will organizations be notified that the NCC was successfully submitted in EHB?**

    EHB will generate a confirmation page upon successful submission. Organizations are encouraged to print this confirmation page, since no email confirmation will be sent.