Fiscal Year 2021 State and Regional Primary Care Association Cooperative Agreements Non-Competing Continuation Progress Report Instructions

Table of Contents

Purpose

State and Regional Primary Care Association (PCA) Cooperative Agreements provide training and technical assistance (T/TA) to existing and potential health centers[1] (hereafter referred to as health centers). Submission and approval of your PCA Non-Competing Continuation (NCC) progress report, hereafter referred to as the progress report, will provide funding for the fiscal year (FY) 2021 budget period (July 1, 2021 through June 30, 2022). Continued funding is dependent upon Congressional appropriation, satisfactory progress toward meeting project objectives, and a decision that continued funding would be in the best interest of the federal government.

Submission and Award Information

Progress report submissions will be available starting Friday, December 18, 2020, and are due in the HRSA Electronic Handbooks (EHBs) by **5 p.m. ET on February 9, 2021**. HRSA anticipates making awards on or around the FY 2021 budget period start date of July 1, 2021.

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[1] Existing health centers include both Health Center Program award recipients and look-alikes. Potential health centers include organizations that are applying for or seeking information about applying for an award or look-alike designation.

General Instructions

You will complete the progress report in EHBs by providing updates on PCA project progress achieved through December 31, 2020, as well as anticipated progress for planned PCA activities through June 30, 2021. The progress report submission must include all forms and attachments identified in Table 1: Forms and Attachments. Complete forms directly in EHBs, and upload attachments into EHBs.

NOTE: You will complete two forms in EHBs: the FY 2020 Progress Update and the FY 2021 Project Work Plan (PWP).

Progress reports lacking required information will be considered incomplete or non-responsive and will be returned via a "Change Requested" notification in EHBs for the provision of 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 Notice of Award (NoA) issuance or a lapse in funding could occur.

The progress report must not exceed 40 pages when printed by HRSA (approximately 5 MB). Narrative documents submitted as attachments must be single-spaced with 12 point, easily readable font (e.g., Times New Roman, Arial, and Calibri) and one-inch margins. You may use smaller font (no less than 10 point) for tables, charts, and footnotes.

NOTE: Attachments count towards the 40-page limit; forms do not.

Table 1: Forms and Attachments

PCA NCC Progress Report Section	Form or Attachment	Instructions
SF-PPR and SF-PPR2	Form	Instructions are included in the PCA User Guide available on the PCA technical assistance (TA) webpage.
Budget Information: Budget Details Form	Form	Refer to Budget Details Form instructions.
Budget Narrative (Required)	Attachment	Upload the Budget Narrative. Refer to Budget Narrative instructions.
Attachment 1: Project Narrative Update (Required)	Attachment	Refer to Attachment Instructions.
Attachment 2: Health Workforce Supplemental Progress (Required)	Attachment	Refer to Attachment Instructions.
Attachment 3: Staffing Plan (Required)	Attachment	Refer to Attachment Instructions.
Attachments 4-12 (As applicable)	Attachment	Refer to Attachment Instructions.
FY 2020 Progress Update	Form	Refer to Appendix B: Instructions for the FY 2020 Progress Update.
FY 2021 Project Work Plan	Form	Refer to Appendix C: Instructions for the FY 2021 PWP.

Attachment Instructions

Attachment 1: Project Narrative Update *(Required)*
Provide a brief narrative highlighting significant progress, challenges (e.g., COVID-19), and changes that have affected your PCA project. **The Project Narrative Update must expand on and not duplicate**

information you enter in the [FY 2020 Progress Update](#). Specifically, the Project Narrative Update must include a discussion of the following:

1) **Any significant progress**:
   Significant overall PCA project progress achieved July 1, 2020 through December 31, 2020. Capture progress on specific activities in your FY 2020 Progress Update.

2) **Any significant challenges and/or activity changes**:
   a) Significant challenges encountered July 1, 2020 through December 31, 2020 and the strategies that have been or will be used to overcome them.
   b) How changes will support objective achievement and target attainment by the end of the period of performance (June 30, 2023).

3) **Any significant changes to collaborations, partnerships, and coordinated activities**:
   a) Significant changes to current formal and informal collaborations, partnerships, and coordinated activities from your FY 2020 PCA application submission. Refer to [Attachment 7: Summary of Contracts and Agreements,](#) as necessary.
   b) Regional PCAs must highlight any significant changes to the collaborative approach with state PCAs described in your FY 2020 PCA application.

4) **Any significant changes to T/TA evaluation:**
   a) Significant PCA T/TA evaluation strategy changes either from what you submitted in your FY 2020 PCA application, or that are anticipated through June 30, 2021 related to data sources or processes used to assess T/TA, impact monitoring and measurement, performance improvement evaluation, rating scales, and/or dissemination of evaluation results.
   b) How changes will support objective achievement and target attainment by the end of the period of performance (June 30, 2023).

5) **Any significant changes to organizational resources:**
   a) Significant organizational resource changes from your FY 2020 PCA application submission through December 31, 2020 related to:
      i) Organizational structure, including contracts and agreements. Describe the rationale for changes. Refer to [Attachment 4: Project Organizational Chart](#) and [Attachment 7: Summary of Contracts and Agreements](#), as necessary.
      ii) Staffing plan, addressing significant challenges encountered in recruiting and retaining key PCA management or project staff needed to accomplish the project objectives. Describe the strategies used to overcome the challenges. Refer to [Attachment 3: Staffing Plan](#), [Attachment 5: Position Descriptions for Key Personnel,](#) and [Attachment 6: Biographical Sketches of Key Personnel](#), as necessary.
   b) Significant changes to organizational resources that are expected to occur from January 1, 2021 through June 30, 2021, and reasons for the changes.
   c) How changes will support objective achievement and target attainment by the end of the period of performance (June 30, 2023).
6) **Other significant expected changes, plans, or considerations.** Include any other significant information not captured in other parts of the progress report (e.g., project recognition).

Attachment 2: Health Workforce Supplemental Progress *(Required)*
Report your progress on the [Health Professions Education and Training (HP-ET) initiative](#) workforce metrics by completing the Health Workforce Supplemental Progress table available on the [PCA TA webpage](#) and uploading it as Attachment 2.

NOTE: You will provide HP-ET initiative metric updates in Attachment 2 and HP-ET initiative activity progress in the FY 2020 Progress Update form.

Attachment 3: Staffing Plan *(Required)*
Upload an updated current staffing plan, clearly indicating any changes (e.g., new staff hired, position responsibilities updated) since you submitted your FY 2020 PCA application, as well as changes forecasted prior to June 30, 2021. Specify staff supported by the HP-ET initiative and/or how you have changed your staffing plan to accommodate the initiative's requirement to identify at least 1.0 full-time equivalent personnel to support the enhancement of workforce activities (e.g., hiring new staff, expanding a current employee's role). For each position, the table must include:
- Position Title (e.g., Chief Executive Officer),
- Staff Name (if an individual is not yet identified for a position, indicate "To Be Determined"),
- Education and Experience Qualifications,
- General PCA Project Responsibilities,
- Percentage of Full Time Equivalent (FTE) (percentage of time dedicated to the PCA project),
- Annual Base Salary (annual salary at 100 percent FTE), and
- Date effective or forecasted.

Document applicable changes in the salary table of your Budget Narrative and other relevant attachments. A sample staffing plan is available on the PCA TA webpage.

Attachment 4: Project Organizational Chart *(As Applicable)*
If the organizational chart changed since you submitted your FY 2020 PCA application, upload a revised one-page document that graphically depicts your current organizational structure, noting significant changes to any of the following: key personnel, staffing, and any subrecipients or affiliated organizations. Include the date that the updated organizational structure took effect.

Attachment 5: Job Descriptions for Key Personnel *(As Applicable)*
If job descriptions for key management staff have changed (e.g., CEO, CD, CFO, CIO, COO, PD) since you submitted your FY 2020 PCA application, including vacant jobs, upload revised job descriptions. Job descriptions must be limited to one page and include, at a minimum:
- Job title,
- Description of duties and responsibilities,
- Job qualifications,
- Supervisory relationships,
- Skills, knowledge, and experience requirements,
- Travel requirements,
- Salary range, and
- Work hours.

NOTE: If key positions have been combined or changed to part-time (e.g., CEO and CFO roles are shared), document these in the salary table of your Budget Narrative and other relevant attachments.

Attachment 6: Biographical Sketches of Key Personnel *(As Applicable)*
If any new key management staff (e.g., Chief Executive Officer, Chief Financial Officer, Program Lead or Project Manager) have been hired since you submitted your FY 2020 PCA application, upload biographical sketches for all new individuals hired. Each biographical sketch must be limited to two pages. When applicable, biographical sketches must include:
- Training,
- Language fluency, and
- Experience working with the diverse populations served.

Document applicable changes in the salary table of your [Budget Narrative](#) and other relevant attachments.

Attachment 7: Summary of Contracts and Agreements *(As Applicable)*
Summarize changes to contracts and/or agreements (e.g., new contracts, revised agreements) since your FY 2020 PCA application submission. Address significant forecasted changes or new contracts/agreements expected from January 1, 2021 through June 30, 2021. A sample summary is available on the [PCA TA webpage](#). The summary must align with your [Budget Narrative](#), and must address the following for each contract and/or agreement:
- Name of organization;
- Type of contract and/or agreement (e.g., contract, Memorandum of Understanding or Agreement);
- Brief description of the purpose and scope of the contract and/or agreement; and
- Timeframe for each contract and/or agreement (e.g., ongoing contractual relationship, specific duration).

NOTE: You must exercise appropriate oversight and authority over all new contracts and procurement contracts must comply with [45 CFR part 75](#).

Attachment 8: MOA for Regional PCAs Only *(As Applicable)*
If any changes have been made to the Regional Memorandum of Agreement submitted in your FY 2020 PCA application, include a copy of the updated agreement.

Attachment 9: Letters of Agreement *(As Applicable)*
Submit Letters of Agreement (LOA) with new formal collaborators[2], and/or the state public agency collaborator[3] if the proposed collaboration has significantly changed. Include how changes will support objective achievement and target attainment by the end of the period of performance (June 30, 2023). **All letters should be signed and dated.** Merge multiple LOA into a single file and upload as one attachment (e.g., if you have two new LOA, copy and paste them into one document and upload them as one attachment).

Attachment 10: Indirect Cost Rate Agreement *(As Applicable)*
You must upload a copy of your most recent Indirect Cost Rate Agreement if you include indirect costs in your budget or indicate that you are using the de minimis indirect cost rate of 10 percent of modified total direct costs, as per the requirements detailed at [45 CFR §75.414](#). **This attachment does not count towards the page limit.**

Attachment 11: Needs Assessment *(As Applicable)*
If you have not already submitted your complete needs assessment to your Project Officer, include it as an attachment. **This attachment does not count towards the page limit.**

Attachment 12: Other Documents *(As Applicable)*
Provide relevant documents to support the progress report (e.g., survey instruments, publications) and merge all items into a single file and upload as one attachment.

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[2] Examples of primary formal collaborators could include: National Training and Technical Assistance Partners, Health Center Controlled Networks, Primary Care Offices, Area Health Education Centers, Public Health Training Centers, Telehealth Resource Centers, Title V Maternal and Child Health Services Block Grant state agencies, AIDS Education and Training Centers (AETCs), or State Offices of Rural Health.
[3] Examples of state public agency collaborators could include: state health department, state primary care office, or the state Medicaid agency.

Budget Instructions

A complete budget presentation includes the [Budget Details Form](#) and the [Budget Narrative](#) (attachment) for the FY 2021 budget period (July 1, 2021 to June 30, 2022).

Only use PCA funds for allowable costs. Examples of unallowable costs include, but are not limited to:
- Direct patient care,
- Construction/renovation of facilities,
- Activities not aligned with the intent of this cooperative agreement,
- Reserve requirements for state insurance licensure,
- Support for lobbying/advocacy efforts, and/or
- Conference sponsorship (note that content development of individual program sessions related to the PCA PWP is allowable) - refer the [HHS Policy on Promoting Efficient Spending.](#)

1. **Budget Details Form** *(Required)*
   Complete the following in EHBs **for the upcoming 12-month budget period** (July 1, 2021 to June 30, 2022). Include only federal funds requested for the PCA project.

   Recommended Federal Budget: This figure is prepopulated at the top of the Budget Information: Budget Details Form, and corresponds with the recommended future support figure (Box 13) provided in your most recent PCA NoA. The Recommended Federal Budget total is for reference and is in read-only format, it cannot be edited. This total includes ongoing supplemental funding you received (i.e., HP-ET funding for all PCAs) and, as applicable, Ending the HIV Epidemic-Primary Care HIV Prevention funding. COVID-19 supplemental funding is not included in the FY 2021 budget, because this is one-time FY 2020 funding. Contact your [grants management specialist](#) if you have questions about the Recommended Federal Budget.

   Section A: Budget Summary: The annual PCA funding request in the Federal column is prepopulated in read-only format and cannot be edited. The Federal funding request equals the Recommended Federal Budget figure listed at the top of the Budget Details Form in EHBs.

   Section B: Budget Categories: Provide a breakdown of the budgeted funds by object class category (e.g., Personnel, Fringe Benefits). You may use the SF-424A: Budget Information Form included in your FY 2020 PCA application as a reference point, noting that the total value for each object class category may be different from year to year based on programmatic changes. The total in Section B must match the total in Section A.

   NOTE: HRSA EHBs will automatically calculate the amounts in the Total Direct Charges row and the Total column. Indirect costs may only be claimed with an approved indirect cost rate agreement, which must be submitted as [Attachment 10: Indirect Cost Rate Agreement](#). The total in Section B must match the total in Section A.

   Section C: Non-Federal Resources: Do not provide other sources of funding. Leave this section blank.

2. **Budget Narrative** *(Required)*
   Upload a line-item budget narrative in the Budget Narrative section in EHBs for the next 12-month budget period (July 1, 2021 to June 30, 2022). See the sample Budget Narrative on the [PCA TA webpage](#). The budget narrative must:
   a) Outline all expenses for the PCA project.
   b) Explain the amounts requested for each row in Section B: Budget Categories of the Budget Details Form and include detailed calculations explaining how you derived each line-item expense (e.g., cost per unit).
   c) Be consistent with totals presented in Section B of the Budget Details Form.

d) Only include federal funding.
e) Highlight changes from the first budget year (July 1, 2020 to June 30, 2021). Indicate supplemental funding included in the second budget period that was not included in your FY 2020 PCA application submission (i.e., HP-ET funding for all PCAs and Ending the HIV Epidemic-Primary Care HIV Prevention funding, as applicable).

Include the following in the Budget Narrative:

Personnel Costs: List each staff member to be supported by PCA funds, and include the name (if possible), position title, percent full time equivalency (FTE), and annual salary. PCA funding must not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II of the Federal Executive Pay scale ($197,300 as of January 2020). A sample personnel justification table is available in the sample Budget Narrative on the PCA TA webpage.

Fringe Benefits: List the components of the fringe benefit rate (e.g., health insurance, taxes, unemployment insurance, life insurance, retirement plan, and tuition reimbursement). Fringe benefits must be directly proportional to the personnel costs allocated for the PCA project.

*Travel***:** List expenses associated with travel for staff to attend or lead PCA-related meetings, trainings, or workshops, including:
(1) Travel expenses for each person, including:
    (a) Costs: transportation/airfare, lodging, parking, and per diem.
    (b) Trip background: name the traveler(s) if possible, purpose, destination, registration fees (as applicable), and the number of trips and number of individuals for whom funds are requested.
(2) For local travel, also include: the mileage rate and number of miles.
For more information, including per diem calculations, see the U.S. General Services Administration's Per Diem Rates webpage.

*Equipment***:** List equipment costs and justify the need for each piece of equipment to carry out the project goals. Equipment means tangible (moveable) personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

*Supplies***:** List the items necessary for implementing the PCA project, separating items into two categories: office supplies (e.g., paper, pencils) and educational supplies (e.g., brochures, videos). Equipment items such as laptops, tablets, and desktop computers, are classified as supplies if the value is under the $5,000 per unit cost threshold.

Contractual Services: Include **all** contractual costs.
(1) Include the following items:
    (a) Clear explanation of each contract purpose,
    (b) How you estimated costs, and
    (c) Significant contract deliverables.
(2) You must exercise appropriate oversight and authority over all contracts and procurement contracts must comply with 45 CFR part 75.
(3) If there are new or updated contracts since you submitted your FY 2020 PCA application, you must include a summary of such contracts in Attachment 7: Summary of Contracts and Agreements.
(4) For consultant services, list the total costs for all consultant services. Identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.

Other: Include all costs that do not fit into any other category and provide an explanation of each cost (e.g., audit, legal counsel). In some cases, rent, utilities, organizational membership fees, and insurance fall under this category if they are not included in an approved indirect cost rate.

Indirect Costs: Include costs for common or joint objectives that are difficult to identify, but that are necessary for organizational operation (e.g., facility operation and maintenance, depreciation, or administrative salaries). If your budget request includes indirect costs, you must upload a copy of your most recent indirect cost rate agreement as Attachment 10: Indirect Cost Rate Agreement or indicate that you are using the de minimis indirect cost rate of 10 percent of modified total direct costs as per the requirements detailed at 45 CFR §75.414. Visit the *Program Support Center's Financial Management webpage* to learn more about indirect cost rate agreements, including the process for applying for an agreement.

HRSA recommends the following resources to facilitate development of an appropriate budget:
1) The *HHS Grants Policy Statement*
2) The *HHS Policy on Promoting Efficient Spending*

Technical Assistance Contacts

ASSISTANCE NEEDED	CONTACT
General Technical Assistance	The PCA TA webpage contains sample forms, the EHBs Non-Competing Continuation User's Guide, frequently asked questions (FAQs), a slide presentation, and other resources.
Budget/Fiscal Questions	**Vera Windham** Office of Federal Assistance Management Division of Grants Management Operations vwindham@hrsa.gov 301-443-6859
PCA NCC Progress Report Requirements Questions	**PCA TA Response Team** 301-594-4300 Submit a Web Request at BPHC Contact Form • Complete the BPHC Contact Form, Contact Record • For Requester Type, select Current Award Recipient • For Health Center or HRSA EHBs Question, select Health Center • For BPHC Category, select Non-Competing Continuation (NCC) Progress Reports • For BPHC Sub-Category, select Primary Care Associations (PCA); then complete the Issue Description page.

ASSISTANCE NEEDED	CONTACT
HRSA EHBs Submission Assistance	**Health Center Program Support** 877-464-4772 Contact Health Center Program Support at [BPHC Contact Form](#) • Complete the BPHC Contact Form, Contact Record • For Requester Type, select Current Award Recipient • For Health Center or HRSA EHBs Question, select Electronic Handbooks (EHBs) • For BPHC Category, select Non-Competing Continuation (NCC) Progress Reports • For BPHC Sub-Category, select Primary Care Associations (PCA); then complete the Issue Description page.

Appendix A: Goals and Objectives Development Guide

Use this guide to calculate progress data (Current Numerators and Current Denominators) for each objective. For the purposes of this progress report:

- **Calculate the Current Numerator and Current Denominator based on the status of health centers in your state or region as of December 31, 2020.**
- Existing health centers include Health Center Program award recipients and look-alikes.
- Potential health centers include organizations that are applying for or seeking information about applying for an award or look-alike designation.

Goal A: Increase Access to Comprehensive Primary Care

Objective and Objective Description	Current Numerator	Current Denominator
A1: Comprehensive Services - Increase the percentage of health centers that have successfully implemented Health Center Program supplemental funding. **NOTE:** *If you used data from a different, past supplemental funding opportunity in your FY 2020 PCA application to determine your Baseline Percentage, your Baseline Numerator and Denominator may not align with your Current Numerator and Current Denominator. Use the **Objective Impact Progress Narrative** field of the FY 2020 Progress Update to explain any discrepancy.*	Number of health centers that have successfully implemented the supplemental funding indicated in the Supplemental Funding Opportunity field of your most recent PWP.	Number of health centers in the state or region receiving the supplemental funding indicated in the Supplemental Funding Opportunity field of your most recent PWP.
A2: Health Center Program Development - Increase the number of new, existing and potential health centers that have been supported through strategic development technical assistance. **NOTE:** *Current health centers include newly designated look alikes or new Health Center Program award recipients.*	Number of existing and potential health centers that have received T/TA on strategic development within the last 12 months.	N/A
A3: Service Integration (Optional) - Increase the percentage of health centers that are fully integrating comprehensive services into primary care (e.g., primary	Number of health centers that have fully integrated comprehensive services into primary care (you define "fully integrated comprehensive services").	Number of health centers in the state or region.

Objective and Objective Description	Current Numerator	Current Denominator
medical, oral, mental, substance use disorder, vision, enabling services).		
A4: Innovation (Optional) - Create an objective that defines a state/regional barrier to increasing access and propose to test a potential approach to overcoming the barrier and evaluate its effectiveness and scalability.	Update with current data, using the same calculation you used in your FY 2020 PCA application submission.	Update with current data, using the same calculation you used in your FY 2020 PCA application submission.

Goal B: Accelerate Value-Based Care Delivery

Objective and Objective Description	Numerator	Denominator
B1: Readiness for Value-Based Care Delivery - Increase the percentage of health centers that are at a high level of readiness for, or already engaged in, value-based care delivery.	Number of health centers that have scored in the highest level of readiness for value-based care delivery on a readiness scale (you determine the scale) or are already engaged in value-based care delivery.	Number of health centers in the state or region.
B2: Innovation (Optional) - Create an objective that defines a state/regional barrier to accelerating value-based care with no readily available solution and propose to test a potential approach to overcoming the barrier and evaluate its effectiveness and scalability.	Update with current data, using the same calculation you used in your FY 2020 PCA application submission.	Update with current data, using the same calculation you used in your FY 2020 PCA application submission.

Goal C: **Foster a Workforce to Address Current and Emerging Needs**

Objective and Objective Description	Numerator	Denominator
C1: Workforce Planning - Increase the percentage of health centers with comprehensive workforce plans.	Number of health centers with comprehensive workforce plans, including staff and/or student (e.g., residents) education/training programs.	Number of health centers in the state or region.
C2: Executive Development - Increase the percentage of health center executive staff and board members that receive state/region-specific T/TA to advance health center operations.	Number of health center executive staff and board members that have received state/region-specific T/TA to advance health center operations.	Number of health center executive staff and board members in the state or region.
C3: Workforce Advancement (Optional) - Increase the percentage of health centers receiving support around innovative ways to maximize workforce through multidisciplinary care teams.	Number of health centers receiving T/TA on innovative ways to maximize workforce through multidisciplinary care teams.	Number of health centers in the state or region.

Goal D: Enhance Emergency Preparedness and Response

Objective and Objective Description	Numerator	Denominator
D1: Continuity of Care and Communication during Emergencies - Increase the percentage of health centers that have formal agreements with the PCA to develop, exercise, maintain, and implement systems to ensure timely and accurate PCA reporting on health center operational status during disasters and/or public health emergencies.	Number of health centers that have a formal agreement with the PCA to provide timely and accurate reporting to the PCA on health center operational status during disasters and/or public health emergencies.	Number of health centers in the state or region.
D2: Emergency Preparedness - Increase the percentage of health centers that receive state/region-specific T/TA on leveraging CMS requirements and HRSA resources to effectively align with federal, state, tribal, regional, and local emergency preparedness systems to ensure continuity of care during disasters and/or public health emergencies.	Number of health centers that receive state/region-specific T/TA on leveraging CMS requirements and HRSA resources to align with federal, state, tribal, regional, and local emergency preparedness systems.	Number of health centers in the state or region.

Goal E: Advance Health Center Clinical Quality and Performance

Objective and Objective Description	Numerator	Denominator
E1: Quality Care - Diabetes - Improve the performance of health centers in the state or region on the diabetes clinical quality measure. (Hemoglobin A1c >9 percent).	Number of health centers that have improved performance on the diabetes clinical quality measure.	Number of existing health centers in the state or region.
E2: Quality Care - Improve the performance of health centers in the state or region on one of the following clinical quality measures: control of hypertension, depression screening, or HIV testing. (You must maintain the selection you made in your FY 2020 PCA application.)	Number of health centers that have improved performance on one of following clinical quality measures: control of hypertension, depression screening, or HIV testing.	Number of existing health centers in the state or region.
E3: Quality Care - Applicant Choice (Optional) – Improve the performance of health centers on a clinical quality measure. (You must maintain the selection you made in you FY 2020 PCA application.)	Number of health centers that have improved performance on the selected UDS clinical quality measure.	Number of existing health centers in the state or region.
E4: Social Risk Factors - Increase the percentage of health centers that collect data on social determinants of health.	Number of health centers that collect data on social determinants of health.	Number of health centers in the state or region.
E5: Community Partnership (Optional) - Increase the percentage of health centers that partner with community organizations to propose innovative solutions to address social determinants of health.	Number of health centers that partner with community organizations to propose innovative solutions to address social determinants of health.	Number of health centers in the state or region.

Goal F: Supplemental Funding[4]

Objective and Objective Description	Numerator	Denominator
F1: COVID-19 Supplemental Funding - Enhance training and technical assistance (T/TA) to health centers to support their response to coronavirus disease 2019 (COVID-19).	Update with current data, using the same calculation you determined with your PO.	Update with current data, using the same calculation you determined with your PO.
F2: Health Workforce Supplemental Funding[5] – Enhance T/TA to health centers to support their workforce development and readiness to engage in health professions training programs.	Update with current data, using the same calculation you determined with your PO.	Update with current data, using the same calculation you determined with your PO.

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[4] If you received Ending the HIV Epidemic (EHE) supplemental funding, any related EHE activities and targets should be calculated and reported in Objective A1: Comprehensive Services.

[5] Enter HP-ET metrics data in Attachment 2; use Appendix A to complete the FY 2020 PWP Update.

Appendix B: Instructions for the FY 2020 Progress Update

EHBs will prepopulate the FY 2020 Progress Update with information from the most recently approved PWP located in the PWP Module.

Complete the FY 2020 Progress Update as follows:
1) Calculate current values for targets based on progress achieved through December 31, 2020.
2) Use the Narrative fields to discuss:
    a) Progress achieved through December 31, 2020 and how this supports achievement of the three-year target; and
    b) Progress expected from January 1, 2021 through June 30, 2021 and how this will contribute towards achieving the three-year target; clearly differentiating between actual and expected progress.
3) Refer to Table 2 below for guidance on completing the EHBs form. Additional resources, including a sample Progress Update and the EHBs Non-Competing Continuation User Guide are available on the PCA TA webpage.

Table 2: FY 2020 Progress Update Field Guide[6]

Field	Is this Field Editable?	Instructions
Objective	No	No action needed.
Objective Description	No	No action needed.
Baseline Data Source	No	No action needed.
Baseline Numerator	No	No action needed.
Baseline Denominator	No	No action needed.
Baseline Percentage	No	No action needed.
Objective Target	No	No action needed.
Current Numerator	Yes	Enter the current numerator based on the definition in Appendix A: Goals and Objectives Development Guide.
Current Denominator	Yes	Enter the current denominator based on the definition in Appendix A: Goals and Objectives Development Guide.
Current Percentage	No	No action needed. Automatically calculated using the following formula: (Current Numerator) ÷ (Current Denominator) × 100.
Progress Toward Target Percentage	No	No action needed. Automatically calculated using the following formula: (Current Percentage - Baseline Percentage) ÷ (Objective Target – Baseline Percentage) × 100. For Objective A2 where only a number is reported, the following formula will be used: (Current Numerator- Baseline Numerator) ÷ (Objective Target – Baseline Number) x 100.
Objective Impact Narrative	No	No action needed.
Objective Impact Progress Narrative	Yes	Describe progress toward achieving the predicted overall impact. Reference data sources used to determine progress.
Formal T/TA Session Target	No	No action needed.

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[6] Bolded text indicates new fields from the FY 2020 PCA application

Field	Is this Field Editable?	Instructions
Formal T/TA Session Target Current Numeric Progress	Yes	Provide the number of formal T/TA sessions conducted from July 1, 2020 through December 31, 2020.
Formal T/TA Session Target Current Progress Narrative	Yes	Provide narrative describing your progress toward achieving the Formal T/TA Target.
Participation Target	No	No action needed.
Participation Target Current Numeric Progress	Yes	Provide the number of health center representatives that have participated in formal T/TA sessions from July 1, 2020 through December 31, 2020.
Participation Target Current Progress Narrative	Yes	Provide narrative describing your progress toward achieving the Participation Target.
Participant Satisfaction Target	No	No action needed.
Participant Satisfaction Target Current Numeric Progress	Yes	Provide the average T/TA satisfaction score from July 1, 2020 through December 31, 2020 based on Formal T/TA Session participant surveys that used a 5-point satisfaction rating scale.
Participant Satisfaction Progress Narrative	Yes	Provide narrative describing your progress toward achieving the Participant Satisfaction Target. Indicate how you measured participant satisfaction, using the requirements described in the Data Development Tip Sheet available on the [PCA TA webpage](#).
Participant Behavior Change Target	No	No action needed.
Participant Behavior Change Target Current Numeric Progress	Yes	Provide the average T/TA job behavior change score from July 1, 2020 through December 31, 2020 based on Formal T/TA Session follow-up surveys that used a 5-point satisfaction rating scale.
Participant Behavior Change Target Progress Narrative	Yes	Provide narrative describing your progress toward achieving the Participant Behavior Change Target. Indicate how you measured behavior change, using the requirements described in the Data Development Tip Sheet available on the [PCA TA webpage](#).
Key Factors	No	No action needed.
Activity Name	No	No action needed.
Person/Group Responsible	No	No action needed.
Targeted Start Date	No	No action needed.
Targeted End Date	No	No action needed.
Expected Outcome	No	No action needed.
Activity Progress Update	Yes	Provide a progress description for each activity conducted from July 1, 2020 - December 31, 2020. If there is no progress to report, note this and provide projected progress for the remainder of the budget period in the Anticipated Progress field.
Anticipated Progress	Yes	Provide anticipated progress from January 1, 2021 - June 30, 2021 for each activity planned.

Field	Is this Field Editable?	Instructions
Comments	No	No action needed.

Appendix C: Instructions for the FY 2021 Project Work Plan

EHBs will prepopulate the FY 2021 Project Work Plan with the information provided in the FY 2020 Progress Update. If you updated a field in the FY2020 Progress Update form, this will appear in the FY 2021 PWP. You must complete the FY 2020 Progress Update in EHBs before working on the FY 2021 PWP.

Complete the FY 2021 PWP as follows:
1) Revise the editable fields as needed to reflect the activities planned for the FY 2021 budget period (July 1, 2021 through June 30, 2022).
2) If you plan to discontinue an FY 2020 activity in the FY 2021 budget period, either delete the activity or update the corresponding fields with new/replacement activity information.
3) Refer to Table 3 for guidance on completing all editable fields. Refer to the sample PWP and EHBs Non-Competing Continuation User Guide available on the PCA TA webpage for additional assistance.

All activities must:
1) Be performed by June 30, 2022.
2) Clearly contribute to Objective Target attainment by the end of the period of performance (June 30, 2023).

Table 3: FY 2021 PWP Field Guide Instructions

Field	Is this Field Editable?	Instructions
Objective	No	No action needed.
Objective Description	No	No action needed.
Baseline data source	No	No action needed.
Numerator	No	No action needed.
Denominator	No	No action needed.
Baseline Percentage	No	No action needed.
Objective Target	No	No action needed.
Current Percentage	No	No action needed.
Progress Toward Target Percentage	No	No action needed.
Objective Impact Narrative	No	No action needed.
Key Factors	Yes	As needed, update factors as needed to reflect the current environment. Key Factors should focus on the Goals and Objectives described in Appendix A: Goals and Objectives Development Guide. At least 1 Contributing and 1 Restricting Key Factor must be identified.
Formal T/TA Target	No	No action needed.
Participation Target	No	No action needed.

Field	Is this Field Editable?	Instructions
Participant Satisfaction Target	No	No action needed.
Participant Behavior Change Target	No	No action needed.
Activity Name	Yes	If you are continuing an activity from the first budget year, keep the same activity name or update as needed with a unique activity name. If you are adding a new activity, provide a new, unique activity name. If you are editing an existing activity, update the activity name as needed. Refer to the EHBs Non-Competing Continuation User Guide for guidance on deleting activities.
Activity Description	Yes	Describe the planned activities to be conducted **July 1, 2021 through June 30, 2022** that will contribute to Goal and Objective Target attainment by the end of the three-year period of performance. Update existing activity descriptions as needed for activities from the first budget year that will be continued. Enter new activity descriptions for new activities. Refer to the EHBs Non-Competing Continuation User Guide for guidance on deleting activities.
Person/Group Responsible	Yes	As needed, identify or update the person, position, or group that will be responsible and accountable for carrying out each activity.
Targeted Start Date	Yes	Provide the estimated start date of each activity (on or after July 1, 2021).
Targeted End Date	Yes	Provide the estimated end date for each activity.
Expected Activity Outcome	Yes	Identify or update the principal outcome for each activity.
Comments	Yes	Include additional information relevant to each activity, as desired.