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| <b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b><br><b>Health Resources and Services Administration</b><br><br><b>PROJECT WORK PLAN</b> | <b>FOR HRSA USE ONLY</b>    |              |
|   | Application Tracking Number | Grant Number |
|   |                             |              |

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| <b>Goal</b> | <b>For PCAs and HCCNs:</b> All goals and objectives are required | <b>For NTTAPs:</b> All goals and objectives relevant to the selected NTTAP type are required. |  |
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| <b>Objective</b>                               | Each goal includes predefined objectives that are required and may not be edited.   |  |
| Baseline Data                                  | Baseline data for some measures is prepopulated, and for some measures data must be entered by the applicant.   |  |
| Numerator                                      |   |  |
| Denominator                                    |   |  |
| Baseline Value                                 |   |  |
| Baseline Narrative                             | Provide a narrative description of baseline data informed by recent needs assessments and aligned with described key factors that impact performance. |  |
| Baseline Data Source                           | Provide source of baseline data when supplied by applicant.   |  |
| Objective Target                               | Provide a numerical value to be achieved by the end of the project period for each required objective.  |  |
| For Progress Reports Only: Current Data        | Current data for some measures is pre-populated, and for some measures data must be entered by the applicant for each required objective              |  |
| For Progress Reports Only: Current Numerator   |   |  |
| For Progress Reports Only: Current Denominator |   |  |
| For Progress Reports Only:                     | System calculated percentage progress based on current data   |  |

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| Current Data<br>Progress Toward<br>Objective Target<br>Value   | compared to baseline and<br>objective target data.  |  |
| Objective Impact<br>Narrative  | Describe the overall impact the<br>planned activities are predicted to<br>have on the objective by the end<br>of the project period. Reference<br>data sources used to determine<br>the expected impact.                  |  |
| For Progress<br>Reports Only:<br>Objective Impact<br>Narrative<br>Progress                                   | Describe progress toward<br>achieving the predicted overall<br>impact. Reference data sources used to determine the<br>progress.  |  |
| Key Factors<br><br>(maximum 500<br>characters)   | Identify the factors that will<br>contribute to and restrict progress<br>on achieving the objectives. Cite<br>supporting data sources, (e.g.,<br>needs assessments, focus<br>groups).                                     |  |
| PCAs and<br>NTTAPs/NTTAP<br>s: Formal<br>Training and<br>Technical<br>Assistance<br>(T/TA) Session<br>Target | Provide the number of formal<br>T/TA sessions planned (e.g.,<br>structured T/TA sessions with<br>specific objectives and outcomes)<br>through the end of the project<br>period in order to meet this<br>objective target. |  |
| For PCA/NTTAP<br>Progress<br>Reports Only:<br>Progress T/TA<br>Session Target                                | Provide numeric and narrative<br>progress toward achieving the<br>T/TA session target.  |  |
| PCAs and<br>NTTAPs/NTTAP<br>s: Participation<br>Target   | Provide the number of health<br>center representatives that will<br>participate in the formal T/TA<br>sessions through the end of the<br>project period in order to meet this<br>objective.                               |  |
| For PCA/NTTAP<br>Progress<br>Reports Only:<br>Participation<br>Progress Target                               | Provide numeric and narrative<br>progress toward achieving the<br>participation target.   |  |

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| For PCAs and NTTAPs:<br>Additional Process Measure(s)<br>Target(s)                | Provide goal targets for 1-2 additional process measure(s) to align with HRSA metrics.  |  |
| For PCA/NTTAP Progress Reports Only:<br>Additional Process Measure(s)<br>Progress | Provide numeric and narrative progress toward achieving the additional process measure(s).  |  |
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| Activity Audience (NTTAPs only)   | <b>For NTTAPs:</b> Select one predefined Activity Audience for each proposed Activity: Learning Collaborative or National Audience. |  |
| Activity Name (maximum 200 characters)  | Provide a unique name for each activity that can be used to quickly distinguish between similar activities.                         |  |

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| <b>Activity</b><br>(maximum 7,500 characters) | <p><b>For PCAs:</b> Propose 2-5 activities for each objective.</p> <p><b>For NTTAPs:</b> Propose at least 1 activity for each Activity Audience under each objective.</p> <p><b>For HCCNs:</b> Propose 2-3 activities for each objective.</p> |  |
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| Person/Group Responsible (maximum 1,000 characters)      | Identify the person(s)/position(s) that will be responsible and accountable for carrying out each Activity. |  |
| For PCAs and NTTAPs: Timeline (maximum 1,000 characters) | Provide a timeline for carrying out each Activity.  |  |
| For HCCNs: Start Date                                    | Provide a targeted start date for each activity.  |  |
| For HCCNs: End Date                                      | Provide a targeted end date for each activity.  |  |
| Expected Activity Outcome (maximum 7,500 characters)     | Identify the principal outcome for each Activity.   |  |



