Rural Health Care Coordination Program
Milestone Activities & Deliverable Schedule

***Webinars, Webinar Recordings & Meeting Information** - Times, dates and topics for additional Technical Assistance Webinars and Learning Opportunities will continue to be added and updated as the program timeline progresses. Scheduled webinars will be provided on future updates of this deliverable schedule communicated to you by your HRSA Project Officer.*

Project Year One: September 1, 2023 – August 31, 2024		
Month/Year	**Milestone**	**Action/Description**
September 1, 2023	**First Day of Project Year One**	
September 26, 2023	**Webinar: *Program Kickoff & Welcome Webinar***	Introductions and provision of key program information and resources for project implementation, program requirements and technical assistance. Opportunities for Q&A will be provided.
September 28, 2023	**GMS Office Hours**	Introduction to your Grants Management Specialist (GMS) and provision of key financial information and resources for managing grant funds, budgetary requirements, and federal award management. Opportunities for Q&A will be provided.
October 1, 2023	**30 Day Award Conditions Due** *(if applicable)*	
October 20,2023	**Grantee Directory Due to TA provider and PO**	
March 1, 2024	**MOU/As for each network member** *(if not submitted at the time of application)*	
March 4, 2024	**Deliverable: *Baseline Services Map***	Award recipients are required to submit a baseline services map during the planning year that will include an asset mapping exercise of the relevant health services in the service area and a gap analysis. Additional instructions will be provided upon receipt of the award
May 4, 2024 June 3, 2024	**Deliverable: *Year 1 Annual NCC Progress Report* <u>Opens</u> in EHB** **Deliverable: *Year 1 Annual NCC Progress Report* <u>Due</u> in EHB.**	Annual Progress Reporting requirement opens in the EHB system and becomes accessible for completion and submission. All projects are required to submit an annual Non-Competing Continuation (NCC) progress report to demonstrate adequate progress of grant projects to secure receipt of funding for the next budget period. The reporting timeframe intended for this report reflects the most recent project implementation year to date, as well as projected project activities for the remainder of the current project year. A request for an updated work plan demonstrating proposed vs. actual progression of activities will be included. Template and instructions will be provided by your HRSA Project Officer. Submissions are submitted electronically in the HRSA electronic handbook system (EHB).
May 6, 2024	**Deliverable: *Data Collection Plan***	Award recipients are required to submit a data collection plan during the planning year that details each network site-level data, baseline measures, and the network's plan to meet data reporting requirements. Additional instructions will be provided upon receipt of the award.
July 15, 2024	**Deliverable: *Strategic Work Plan***	Award recipients are required to submit a four-year work plan and logic model during the first year of the period of performance that implements and tests the proposed model in an iterative process using baseline data established in the first year. Elements of strategic planning tied to internal and external analysis and alignment of the model with the network goals should be integrated into the work plan. Additional instructions will be provided upon receipt of the award.

August 31, 2024	**End of Project Year 1 (*Planning Year*)**	
September 1, 2024	**Start of Project Year 2**	
September 1, 2024	**Deliverable: *Year 1 PIMS Reporting <u>Opens</u> in EHB***	Annual PIMS reporting system opens in the EHB system for reporting completion of PIMS measure forms.
September 30, 2024	**Deliverable: *Year 1 PIMS Reporting <u>Due</u> in EHB***	All projects will be required to submit their annual PIMS reporting in EHB at this time. Reporting is to be completed and submitted in the EHB. Reporting period for PIMS should reflect data from the most recent grant year (Sept. 1, 2023- Aug. 31, 2024). Additional reporting information and details will be forthcoming.
November 30, 2024	**Deliverable: *Annual Federal Financial Report (FFR)***	Financial reporting for grant award in Payment Management System capturing grant award expenditures for Project Year 1 (Sept. 1, 2023- Aug. 31, 2024)