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October 23, 2018

Ms. Kiley Diop
Ms. Marcia Colburn
Public Health Analysts
Health Resources & Services Administration
Federal Office of Rural Health Policy
5600 Fishers Lane
Rockville, MD 20857

Dear Ms. Diop and Ms. Colburn:

This letter follows up on our teleconference of October 20, 2018 related to funded RCORP-Planning Grants 1 G25RH324590100 (Ohio University--OU) and 6 G25RH324610101 (Pacific Institute for Research & Evaluation--PIRE) and formally presents our proposed shared services agreement for review by HRSA. We are requesting approval from HRSA of this proposed shared services approach.

As we discussed, each of our funded proposals included two communities and proposed learning community approaches to complete the RCORP-Planning deliverables. Ohio University's funded proposal included Fairfield and Ashtabula Counties; PIRE's funded proposal included Sandusky and Washington Counties. Our applications indicated that if both our proposals were awarded our partnership would allow us to engage all four communities in a single learning community with all four communities (instead of two learning communities each with two Ohio counties). If both proposals were funded, we also proposed to reduce duplicate services and expenses that were common across both applications (in particular, we proposed to create a single website that would feature the work of all four communities and would need only one set of facility rental fees). By sharing a website and facility rentals for learning community meetings, this would then allow us at no additional cost to HRSA to bring a fifth community (Seneca County) into the RCORP-Planning learning community. We proposed this shared services approach as a creative and cost-effective way to increase the impact of the RCORP-Planning funding in Ohio.

The proposed shared services approach to both our grants is possible because Ohio University and the Pacific Institute for Research and Evaluation (PIRE) have a long-standing partnership that has allowed both our organizations to work closely together on multiple community-focused projects in Ohio. These projects, such as the Ohio SPF-PFS project and the Community Collective Impact Model for Change, have focused on helping Ohio communities build capacity, engage in data-drive strategic planning, and successfully select, implement, and sustain evidence-based strategies to address substance abuse and

related problems. This partnership also has extended to performance monitoring and we have successfully worked with many Ohio communities to ensure that performance data is collected accurately and uploaded into federal performance monitoring systems prior to reporting deadlines.

In addition, the proposed shared services approach is supported by two key learnings from our decade-long partnership. Our work has shown us that (1) Ohio communities learn best from each other (and five communities working and learning together provide a richer learning environment than two); and (2) dynamic, effective, sustainable solutions to community problems result from community collective problem-solving processes (which operationalizes a key goal of RCORP-Planning—community ownership of planning and solutions).

If this request is approved, we will operationalize it in the following manner:

- 1) We will create a formal Memorandum of Agreement that confirms the partnership between Ohio University and the Pacific Institute for Research and Evaluation. This agreement will:
 - a. Specify that Ohio University will provide subrecipient funding to Ashtabula and Fairfield Counties (as proposed in application G25RH324590100).
 - b. Specify that PIRE will provide subrecipient funding to Sandusky and Washington Counties (as proposed in application G25RH324610101)
 - c. Specify that PIRE will revise its budget to remove the \$30,000 in project website costs that were included in our funding application. The budget revision (a single line item) will instead provide those funds to Seneca County as a 5th RCORP-Planning subrecipient/community consortium. The PIRE team would like to incorporate this budget revision into the budget submission that is due in EHB by October 30th.
 - d. Specify that Ohio University will lead the bid process for COP-PROUD and COP-RORI website services and will lead the website development process.
 - e. Outline specific ways that the OU and PIRE teams will work together during the RCORP-Planning period of performance and detail how our collaboration will ensure that each of the five subrecipient community consortia successfully complete all RCORP-Planning activities and deliverables
- 2) We will engage fully and authentically with JBS, the RCORP-Planning technical assistance provider.
- 3) We will work with our HRSA Project Officers, Grants Management Specialist, and TA provider to ensure that performance measure data are collected for each of the five communities (and at the grant level for our respective grants as well) and uploaded accurately into the PIMS system.

We appreciate your consideration of this request and are available via telephone or email to discuss any questions or concerns that may arise during HRSA's review.

Sincerely,



Matthew W. Courser
Principal Investigator
G25RH324610101



Holly J. Raffle
Principal Investigator
G25RH324590100