

**HCF Program Training for Consortium Leaders
September 24, 2013 in Washington, D.C.**

AGENDA

TIME	TOPIC	DESCRIPTION
8:30 AM – 9:15 AM	HCF Program Overview	HCF Program design and goals, who can apply, application process timeline, and general guidelines
9:15 AM – 10:15 AM	Consortia 101	Discussion of what is a consortium, what types of entities can be a consortium leader and their roles and responsibilities, different methods for contracting, site and service substitution information, and the HCF Program application process
10:15 AM – 10:30 AM	Break	
10:30 AM – 11:15 AM	Competitive Bidding	How to conduct a fair and open competitive bidding process
11:15 AM – 12:00 PM	Q&A	
12:00 PM – 1:00 PM	Lunch	Moderated panel discussion focused on lessons learned by consortium leaders
1:00 PM – 1:30 PM	My Portal Overview	Discussion about the RHC Program’s new application management system (all forms must be submitted online through My Portal)
1:30 PM – 2:30 PM	Forms Walkthrough	Step-by-step explanation on how to complete HCF Program forms online
2:30 PM – 2:45 PM	Break	
2:45 PM – 3:45 PM	Forms Walkthrough	Step-by-step explanation on how to complete HCF Program forms online
3:45 PM – 4:30 PM	Q&A	
4:30 PM – 5:30 PM	Closing	Wrap-up and final Q&A