



# POLICY INFORMATION NOTICE

**DOCUMENT NUMBER:** 2010-02

**DATE:** August 24, 2010

**DOCUMENT NAME:** Amendment to PIN 2009-06: Federally Qualified Health Center Look-Alike Guidelines and Application, Additional Submission Requirements for Change in Scope Applications

**TO:** Federally Qualified Health Center Look-Alikes  
Health Center Program Grantees  
Primary Care Associations  
Primary Care Offices  
National Cooperative Agreements

## **I. PURPOSE**

Consistent with the Health Resources and Services Administration's (HRSA) recent efforts to align the administration of the Federally Qualified Health Center (FQHC) Look-Alike Program with the Health Center Program, this Policy Information Notice (PIN) amends PIN 2009-06: Federally Qualified Health Center (FQHC) Look-Alike Guidelines and Application, by creating additional submission requirements for change in scope (CIS) applications.

As conveyed in Program Assistance Letter (PAL) 2010-10: FQHC Look-Alike Program Implementation of Electronic Information Systems for Submission of Requests for Change in Scope of Project, effective September 8, 2010, all FQHC Look-Alikes must submit CIS applications electronically through HRSA's Electronic HandBook (EHB) system. CIS applications submitted via paper will not be reviewed and will be returned to the FQHC Look-Alike. As of September 8, when completing CIS applications in HRSA's EHB, FQHC Look-Alikes must complete two additional forms which were not included in PIN 2009-06. These forms are SF-424 Face Page and SF-424A Budget Information for Non-Construction Programs. Furthermore, this PIN also discusses factors that HRSA considers in making determinations on FQHC Look-Alike CIS applications to add specialty services to the HRSA-approved scope of project.

## **II. BACKGROUND**

Per section 330(k)(3)(H) of the Public Health Service (PHS) Act, as amended, the FQHC Look-Alike's governing board must approve the organization's annual budget and approve applications for subsequent FQHC Look-Alike designation. Consistent with this requirement, an FQHC Look-Alike's Authorized Official, who is most often the Executive Director, Program Director, or Board Chair, must submit electronically the SF-424 Face Page as certification that all data/content in the

CIS application, including the program specific forms, are true and correct and that the application has been duly reviewed and authorized by the governing board of the FQHC Look-Alike. HRSA requires an Authorized Official, who submits the SF-424 Face Page electronically, to maintain on file in the FQHC Look-Alike's office a copy of the governing body's authorization permitting him/her to submit the CIS application as an official representative. The SF-424 Face Page and instructions for completing it can be accessed at [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp). There may be sections of the SF-424 Face Page that are not applicable because HRSA does not provide grant funds in the FQHC Look-Alike Program. FQHC Look-Alikes will not be required to respond to these sections when they complete the form in EHB.

Per section 330(k)(3)(D) of the PHS Act, as amended, the FQHC Look-Alike must maintain accounting and internal control systems appropriate for the size and complexity of the organization, which reflect Generally Accepted Accounting Principles and separate functions, to safeguard assets and maintain financial stability. Consistent with this requirement, an FQHC Look-Alike must electronically submit the SF-424A Budget Information for Non-Construction Programs as a budget presentation as part of their CIS application. This information assists HRSA in assessing an organization's financial solvency, including its costs of operations. The SF-424A Budget Information for Non-Construction Programs and instructions for completing it can also be accessed at [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp). There may be sections of the SF-424A Budget Information for Non-Construction Programs that are not applicable because HRSA does not provide grant funds in the FQHC Look-Alike Program. FQHC Look-Alikes will not be required to respond to these sections when they complete the form in EHB.

Per section 330(a)(1)(A) and section 330(b)(1)(A) of the PHS Act, as amended, the FQHC Look-Alike must provide all required health services defined in the statute. Per section (a)(1)(B) and section (b)(2) of the PHS Act, as amended, the FQHC Look-Alike may also provide additional health services that are necessary for the adequate support of the required primary health services and appropriate to meet the health needs of the population served by the FQHC Look-Alike. Consistent with these requirements, HRSA disseminated PIN 2009-02: Specialty Services and Health Centers' Scope of Project, which describes factors that HRSA considers when evaluating CIS applications to add specialty services. FQHC Look-Alikes that are submitting CIS requests to add specialty services to their HRSA-approved scope of project should refer to PIN 2009-02 prior to submitting their CIS applications.

### **III. CIS REQUIREMENTS**

When submitting CIS applications, FQHC Look-Alikes must adhere to requirements encompassed in:

- PIN 2008-01: Defining Scope of Project and Policy for Requesting Changes,
- PIN 2009-02: Specialty Services and Health Centers' Scope of Project,
- PIN 2009-06: FQHC Look-Alike Guidelines and Application,
- PAL 2010-10: FQHC Look-Alike Program Implementation of Electronic Information Systems for Submission of Requests for Change in Scope of Project , and
- PIN 2010-02: Amendment to PIN 2009-06: FQHC Look-Alike Guidelines and Application, Additional Submission Requirements for Change in Scope Applications.

All five documents can be accessed on HRSA's website at <http://www.bphc.hrsa.gov/policy/>. Note, the SF-424 Face Page takes the place of the assurances cover page discussed in PIN 2009-07: Amendment to PIN 2009-06, FQHC Look-Alike Guidelines and Application; therefore, FQHC Look-Alikes may disregard this PIN when submitting CIS applications.

**IV. CONTACT INFORMATION**

If you have technical questions about submitting CIS applications, then please contact the BPHC Help Line at 1-877-974-BPHC (2742) or [bphchelp@hrsa.gov](mailto:bphchelp@hrsa.gov). If you have questions regarding the FQHC Look-Alike Program, then please contact the Office of Policy and Development at 301-594-4300 or [OPPDGeneral@hrsa.gov](mailto:OPPDGeneral@hrsa.gov).

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Associate Administrator