



## 2017 SAC/SAC-AA Application Completeness and Eligibility

COMPLETENESS CHECKLIST: DOCUMENTS REQUIRED FOR COMPLETENESS	YES	NO	N/A
Project Narrative (Need, Response, Collaboration, Resources/Capabilities, and Governance sections)			
Budget Narrative			
Attachment 2: Corporate Bylaws			
Attachment 6: Co-Applicant Agreement (required for new applicant public center applicants that have a co-applicant board)			
Attachment 8: Articles of Incorporation – Signed Seal Page (new applicants)			
Attachment 11: Evidence of Nonprofit or Public Center Status (new applicants)			
Attachment 13: Implementation Plan (new and competing supplement applicants)			

ELIGIBILITY REQUIREMENT	DOCUMENTATION
1. Public or nonprofit private entity, such as a tribal, faith-based, or community-based organization	<ul style="list-style-type: none"> <li>• Attachment 11: Evidence of Nonprofit or Public Center Status</li> </ul>
2. Provide comprehensive primary health care services without regard for ability to pay, either directly onsite or through established contract or referral arrangements	<ul style="list-style-type: none"> <li>• Form 5A: Services Provided</li> <li>• Attachment 10: Sliding Fee Discount Schedule</li> </ul>
3. Propose to serve an announced service area and its patients	<ul style="list-style-type: none"> <li>• Form 5B: Service Sites</li> </ul>
a) Project to serve at least 75% of the SAAT Patient Target for the proposed service area by December 31, 2018, as identified in the SAAT	<ul style="list-style-type: none"> <li>• Form 1A: General Information Worksheet</li> </ul>
b) Propose service area zip codes where at least 75% of current patients reside, as identified in the SAAT	<ul style="list-style-type: none"> <li>• Form 5B: Service Sites</li> </ul>
c) Propose to serve all currently targeted populations (i.e., CHC, MHC, HCH, PHPC) and maintain the funding distribution, as identified in the SAAT	<ul style="list-style-type: none"> <li>• SF-424A: Budget Information Form</li> </ul>
4. <b>New and Competing Supplement Applicants:</b> Propose at least one permanent service delivery site that provides comprehensive primary medical services and operates at least 40 hours per week (projects targeting MHC populations only may propose a full-time seasonal service delivery site)	<ul style="list-style-type: none"> <li>• Form 5B: Services Sites – verifiable physical site address must be included</li> </ul>
5. Ensure access to services for all individuals in the service area and target population	<ul style="list-style-type: none"> <li>• Project Abstract</li> <li>• Project Narrative</li> </ul>

6. <b>Public Housing Primary Care Applicants:</b> Demonstrate continued consultation with public housing residents, beginning with SAC application preparation and continuing with administration of the health center	<ul style="list-style-type: none"> <li>• Project Narrative</li> </ul>
Other - Provide a Project Narrative that addresses the required elements within each of the following five sections: Need, Response, Collaboration, Resources/Capabilities, and Governance	<ul style="list-style-type: none"> <li>• Project Narrative</li> </ul>
Other - Request annual funding that <u>does not</u> exceed the Total Funding available for a service area, as identified in the SAAT	<ul style="list-style-type: none"> <li>• SF-424A: Budget Information Form</li> </ul>
Other - Cannot apply on behalf of another organization	<ul style="list-style-type: none"> <li>• SF-424: Application for Federal Assistance</li> <li>• Attachment 2: Corporate Bylaws</li> </ul>
Other - Submit the application by the posted deadlines in Grants.gov and EHB	<ul style="list-style-type: none"> <li>• Refer to Section IV.4 of the FOA</li> </ul>

**Common Reasons for Ineligibility:**

- Not applying to serve a service area announced in the Service Area Announcement Table or applying to the incorrect FOA number.
- Projecting to serve less than 75 percent of the SAAT Patient Target on Form 1A: General Information Worksheet.
- Entering zip codes on Form 5B: Service Sites where less than 75 percent of current patients reside.
- Not proposing to serve all currently targeted populations.
- The Project Narrative does not contain the requested information in the five required sections: Need, Response, Collaboration, Resources/Capabilities, and Governance.
- Not providing an attachment required for completeness.