



Requesting a Change in Scope to Add Temporary Sites in Response to Emergency Events

To ensure that HRSA can quickly process the health center's request to temporarily add a site to the scope of project during an emergency event, please submit the following to your Project Officer:

1. Health center name.
2. The name of a health center representative and this person's contact information. (May be used to notify the health center of HRSA's approval/request for more information/disapproval.)
3. The event, and whether a state of emergency has been officially declared by an authorized public official such as a governor, the Secretary of the U.S. Department of Health and Human Services, or the President of the United States, or if there has been an official warning issued regarding an anticipated emergency event by an authorized public official. (No more than one to two sentences.)
4. A brief statement on how the health center, the target population, and/or a medically underserved population have been impacted. (No more than one to two sentences.)
5. A brief description of the emergency response activities. The request must include a summary of the requested change in scope of project, including:
 - Temporary address information (include a temporary site name to facilitate tracking)
 - The date emergency response activities at the site were initiated (if they have already started)
6. Verification and/or assurance that each of the four applicable criteria for adding temporary locations will be met. (Read Attachment to PAL 2014-05 for more detail.)
 - The health center must demonstrate that the purpose of the temporary site is to provide services primarily to its original health center target population which has been displaced by the emergency, and if appropriate for the health center, to other medically underserved populations that may have been displaced by the emergency;
 - Services provided by health center staff at such locations are on a temporary basis;
 - Services are within the approved scope of project
 - All activities of health center staff are conducted on behalf of the health center.

If neither your Project Officer **nor** his/her backup is available, contact your BPHC Program Office (please see list below). If the health center cannot reach its HRSA Project Officer **nor** his/her designated backup **nor** its BPHC Program Office, it should contact the BPHC Help Line either by phone at 1-877-974-BPHC (2742) or by submitting an online request at <http://www.hrsa.gov/about/contact/bphc.aspx>. **Include your PO/Office in your request.**

- **Office of Northern Health Services: 301-443-0011.**
States/Territories: AK, CO, CT, DC, DE, ID, IL, IN, MA, MD, ME, MI, MN, MT, ND, NH, NJ, NY, OH, OR, PA, PR, RI, SD, UT, VA, VI, VT, WA, WI, WV, and WY.
- **Office of Southern Health Services: 301-480-1130.**
States/Territories: AL, AR, AS, AZ, CA, FL, FM, GA, GU, HI, IA, KS, KY, LA, MH, MO, MP, MS, NC, NE, NM, NV, OK, PW, SC, TN, and TX.