FY 2017 Health Center Program
New Access Points (NAP)

Funding Opportunity Number: HRSA-17-009

NAP Technical Assistance Web Page:
http://bphc.hrsa.gov/programopportunities/fundingopportunities/NAP/
Agenda

- Health Center Program and New Access Points Overview
- Eligibility
- Submission Process
- Application Components:
  - Project Narrative and Review Criteria
  - Budget Presentation
  - Attachments
  - Program Specific Forms
  - One-Time Funding
- Funding Priorities and Exclusions
- Reminders & Resources
HEALTH CENTER PROGRAM OVERVIEW
The New Access Points (NAP) funding opportunity announcement (FOA) is a competitive funding opportunity for operational support for NEW primary health care service delivery site(s) under the Health Center Program.

The Health Center Program provides grant support to non-profit or public organizations that serve designated medically underserved areas/populations or special populations comprised of migratory and seasonal agricultural workers, homeless individuals and families, or residents of public housing.
Health Center Program National Presence

Health Center Program Grantees, Look-alikes, and Service Delivery Sites (as of March 1, 2016)

- Health Center Program Grantees: 1379
- Health Center Program Grantee Sites: ~9,800
- Health Center Program Look-Alikes: 70
- Health Center Program Look-Alike Sites: ~275

Source: HRSA Geospatial Data Warehouse
Create by: HRSA Bureau of Primary Health Care
Date: March 1, 2016
Health Center Program Key Strategies

- **Increase access to primary health care services for underserved populations**
- **Modernize the primary health care safety net infrastructure and delivery system**
- **Promote performance-driven and innovative organizations**
- **Improve health outcomes for patients**

**Increase**

- Increase access to primary health care services for underserved populations

**Modernize**

- Modernize the primary health care safety net infrastructure and delivery system

**Promote**

- Promote performance-driven and innovative organizations

**Improve**

- Improve health outcomes for patients
Health Center Program Strategy: Increase Access

Health Center Program grantees target underserved communities and vulnerable individuals and families with the goals of increasing access to primary health care and improving health outcomes.

Nearly 1,000 New Access Points since 2009, including $270 million in FY 2015 for 430 awards.
Health Center Program Requirements

• Health Center Program grantees must provide primary care services to all, regardless of their ability to pay.

• Health Center Program grantees are expected to comply with the 19 Health Center Program requirements included as Appendix F in the NAP funding opportunity announcement (FOA) and available at http://bphc.hrsa.gov/programrequirements/index.html.
FISCAL YEAR 2017 NAP HIGHLIGHTS
FY 2017 NAP Highlights

- Up to $50 million for approximately 75 NAP grant awards
- 2-year project period starting January 1, 2017
- Authorized by Section 330 of the Public Health Service Act, as amended

Applications Due in Grants.gov:
  - June 17, 2016 by 11:59 PM ET

Applications Due in HRSA Electronic Handbook (HRSA EHB):
  - July 15, 2016 by 5:00 PM ET
FY 2017 NAP Overview

• What is a New Access Point (NAP)?
  • A new service delivery site for the provision of comprehensive primary and preventive health care services

• Two types of NAP applicants:
  • New Starts - Organizations not currently receiving Health Center Program funding
  • Satellites - Organizations currently receiving Health Center Program funding that are proposing to establish NEW service delivery site(s)
Overview
Types of Health Centers

Applicants may request funding to serve any combination of populations based on the proposed service area’s needs

- Community Health Centers (CHC, section 330(e)) serve the general underserved population
- Migrant Health Centers (MHC, section 330(g)) serve migratory and seasonal agricultural workers and their families
- Health Care for the Homeless (HCH, section 330(h)) serve homeless individuals and families
- Public Housing Primary Care (PHPC, section 330(i)) serve residents of public housing
ELIGIBILITY
Participant Question #1

TRUE or FALSE?

An organization must be a current Health Center Program award recipient or look-alike to apply for NAP funding.
FALSE. The organization does not have to be a current Health Center Program award recipient or look-alike to apply for NAP funding.

A NAP applicant can be:

• An organization currently receiving Health Center Program funding that proposes a new satellite site
  OR
• An organization that does not receive Health Center Program funding (including Health Center Program look-alikes)
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant must be a public or nonprofit entity.</td>
<td>Attachment 12: Evidence of Nonprofit or Public Center Status</td>
</tr>
<tr>
<td>Applicant must propose a new access point project (across all proposed sites) that:</td>
<td></td>
</tr>
<tr>
<td>a) Provides comprehensive primary medical care as its main purpose.</td>
<td>Form 1A: General Information Worksheet</td>
</tr>
<tr>
<td></td>
<td>Form 5A: Services Provided</td>
</tr>
<tr>
<td>b) Provides services without regard for ability to pay either directly onsite or through established arrangements.</td>
<td>Form 5A: Services Provided</td>
</tr>
<tr>
<td></td>
<td>Attachment 11: Sliding Fee Discount Schedule</td>
</tr>
<tr>
<td>c) Ensures access to services for all individuals in the service area (e.g., cannot focus on a single age group, racial/ethnic group, or health issue).</td>
<td>Project Abstract</td>
</tr>
<tr>
<td></td>
<td>Project Narrative</td>
</tr>
</tbody>
</table>
## Eligibility, 3-5

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant must propose at least one permanent service delivery site that provides comprehensive primary medical care as its main purpose and operates for at least 40 hours per week.</td>
<td>Form 5B: Service Sites, including a verifiable street address</td>
</tr>
<tr>
<td>New Start applicant applying for Community Health Center (CHC) funding must propose a service area that: (1) is designated, in whole or in part, as an MUA and/or (2) contains an MUP.</td>
<td>Form 1A: General Information WorksheetAttachment 1: Service Area Map and Table</td>
</tr>
<tr>
<td>Applicant applying for Public Housing Primary Care (PHPC) funding must demonstrate that it has consulted with public housing residents to prepare the NAP application and will continue to consult with the residents regarding planning and administration of the health center.</td>
<td>Project Narrative</td>
</tr>
</tbody>
</table>
## Eligibility, 6-9

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding request may not exceed $650,000 in either Year 1 or Year 2.</td>
<td>SF-424A: Budget Information Form</td>
</tr>
<tr>
<td>Application must not exceed the 200-page limit.</td>
<td>Abstract, Project and Budget Narratives, Attachments</td>
</tr>
<tr>
<td>Application must be submitted by the posted deadlines in Grants.gov and EHB.</td>
<td>Submission time</td>
</tr>
<tr>
<td>An applicant cannot apply on behalf of another organization.</td>
<td>SF-424: Application for Federal Assistance Attachment 14: Corporate Bylaws Project Narrative</td>
</tr>
</tbody>
</table>
### Eligibility, 10-11

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No proposed NAP site can be in any Health Center Program grantee’s scope of</td>
<td>Form 5B: Service Sites</td>
</tr>
<tr>
<td>project, including sites pending verification or proposed in an active</td>
<td></td>
</tr>
<tr>
<td>application.</td>
<td></td>
</tr>
<tr>
<td>Application must address the required elements of Need, Response,</td>
<td>Project Narrative</td>
</tr>
<tr>
<td>Collaboration, Resources/Capabilities, and Governance within the Project</td>
<td></td>
</tr>
<tr>
<td>Narrative.</td>
<td></td>
</tr>
</tbody>
</table>
Participant Question #2

Which site would be an eligible new access point site?

A. Permanent, full-time site that is operational but not in any health center scope of project
B. Estimated site without a street address
C. A site that was recently submitted in a Change in Scope request but not yet operational
D. Current subrecipient site
E. The same site funded under the Health Infrastructure Investment Program (HIIP)
F. A site that consolidates two existing sites in scope
The answer is A. A permanent, full-time site that is operational but not in any health center scope of project would be an eligible new access point site.

- Proposed sites do not have to be operational at the time of application, but they may be if they are not already in anyone’s scope.
- Proposed sites must have a verifiable street address.
- Applicants cannot propose a site in the NAP application that is included in an active Change in Scope request at the time of application.
- Applicants cannot propose a site in the NAP application that is included in any Health Center Program award recipient’s scope of project, including subrecipient sites.
- Applicants cannot propose a site in the NAP application that is pending verification for another Health Center Program funding opportunity like HIIP.
- Applicants cannot propose a site in the NAP application that consolidates or relocates currently approved sites.
SUBMISSION PROCESS
Two-Tier Application Submission

Ensure SAM and Grants.gov registrations are current immediately! Registration in all systems, including SAM and Grants.gov, may take up to 1 month to complete!

Grants.gov registration requirements:
1. Obtain Data Universal Numbering System (DUNS) number
2. Register in System for Award Management (SAM)
   • Update registration every 12 months!
3. Register in Grants.gov

See HRSA’s SF-424 Two-Tier Application Guide for details:
Grants.gov Workspace

• New Workspace feature allows health center staff to mutually access, edit, and submit application forms and documents online

• Walks applicants through Grants.gov process

• System checks for errors before application is submitted
Phase 1 Submission Process
Grants.gov Required Documents

Applicants must submit the following documents in Grants.gov by 11:59 PM ET on June 17, 2016:

• SF-424: Application for Federal Assistance
  • Upload Project Abstract in box 15
• SF-424B: Assurances – Non-Construction Programs
• Project/Performance Site Location(s) Form
• Grants.gov Lobbying Form
• SF-LLL: Disclosure of Lobbying Form
Completing SF-424 in Grants.gov

New start applicants:

Satellite applicants:
Phase 1: Grants.gov Submission

• For help with the Grants.gov electronic submission, call Grants.gov Contact Center at 1-800-518-4726 or email support@grants.gov

• The Authorized Organizational Representative (AOR) in Grants.gov will receive 4 emails after submission:
  1. Submission Receipt
  2. System Validation
  3. Agency (HRSA) Download
  4. HRSA EHB Tracking Number Assignment
HRSA Electronic Handbooks (HRSA EHB)

- Register in HRSA EHB or confirm registration is current
- Use the HRSA EHB tracking number to access your application in HRSA EHB
- If you do not receive the email message with the tracking number within 3 business days of Grants.gov submission, contact the BPHC Helpline at 877-974-2742 ext. 3
- See the EHB NAP Applicant User Guide for information on accessing the application and completing forms in HRSA EHB
Phase 2 Submission Process
HRSA EHB Required Documents

Applicants must submit the following documents in HRSA EHB by 5:00 PM ET on July 15, 2016:

• Project Narrative
• SF-424A: Budget information
• Budget Justification Narrative
• Attachments
• Program Specific Forms
• Program Specific Information
Phase 2 Submission in HRSA EHB

- Application can only be submitted by the Authorizing Official
- Receive an “Application successfully transmitted to HRSA” message on-screen in HRSA EHB
- For help with the electronic submission in HRSA EHB, contact the BPHC Helpline at 877-974-2742 ext. 3 or http://www.hrsa.gov/about/contact/bphc.aspx
Should I wait until I have everything perfect in my NAP application before submitting in Grants.gov?

A. Yes
B. No
No, you should apply as early as possible in Grants.gov. Most of the application is submitted in EHB, therefore the earlier you submit in Grants.gov, the more time you will have to complete the application in EHB.

Also, items submitted in Grants.gov can be updated in EHB (e.g., abstract, budget listed on the SF-424).
APPLICATION COMPONENTS
## EHB Application Components

<table>
<thead>
<tr>
<th>Project Narrative</th>
<th>Attachments</th>
<th>Program Specific Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Need</strong></td>
<td>Att. 1: Service Area Map and Table</td>
<td>Form 4: Community Characteristics Form 9: Need for Assistance</td>
</tr>
<tr>
<td><strong>Response</strong></td>
<td>Att. 2: Implementation Plan Att. 7: Summary of Contracts and Agreements Att. 11: Sliding Fee Discount Schedule</td>
<td>Form 1A: General Information Form 2: Staffing Profile Form 5A: Services Provided Form 5B: Service Sites Form 5C: Other Activities</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td>Att. 10: Letters of Support</td>
<td>None</td>
</tr>
<tr>
<td><strong>Evaluative Measures</strong></td>
<td>None</td>
<td>Performance Measures</td>
</tr>
<tr>
<td><strong>Governance</strong></td>
<td>Att. 6: Co-Applicant Agreement Att. 9: Articles of Incorporation Att. 14: Bylaws</td>
<td>Form 1C: Documents on File Form 6A: Board Members Form 6B: Request for Waiver of Board Member Requirements</td>
</tr>
<tr>
<td><strong>Support Requested</strong></td>
<td>Budget Justification Narrative</td>
<td>Form 1B: Funding Request Form 3: Income Analysis</td>
</tr>
</tbody>
</table>
Project Narrative & Review Criteria

- The Project Narrative section details the information the applicant must include to provide a comprehensive description of the proposed NAP.
- The Review Criteria are used by grant reviewers to evaluate the information presented.
- Applicants should consider both sections when developing the application.
Need (30 points)

• 20 of the 30 points available for the Need section are determined by Form 9: Need for Assistance Worksheet (NFA) score

• The narrative response (10 of the 30 points) should reference the data provided in the NFA Worksheet as needed
Response

Response (20 points)

• The narrative and referenced forms and attachments must describe the proposed project and outline how it will comply with the Health Center Program requirements

• Implementation Plan must outline steps to ensure that all proposed NAP sites will be open, operational, and compliant with Health Center Program Requirements within 120 days of the NAP award
Collaboration

Collaboration (10 points)

• The narrative and attachments must demonstrate collaboration between providers within the service area and/or within close proximity of the proposed new access point site(s)

• In addition to local providers, letters of support are required from relevant state agencies:
  • State primary care office/state health department
  • State Medicaid agency

• Letters of support that are not submitted with the application will not be reviewed
Evaluative Measures

Evaluative Measures (5 points)

• The narrative and performance measures forms must demonstrate realistic goals and evaluation planning
Resources/Capabilities

Resources/Capabilities (15 points)

• The narrative and referenced forms and attachments must demonstrate the organizational capacity and experience to successfully open and operate all proposed NAP site(s) within 120 days of the NAP award
Governance (10 points)

- The narrative and referenced forms and attachments must document how the organization and its board are compliant or will become compliant with the Health Center Program governance requirements within 120 days of the Notice of Award.

- Governance requirements do not apply to health centers operated by Indian tribes, tribal/Indian organizations, or urban Indian organizations.
Support Requested (10 points)

• The budget justification and corresponding forms and attachments must be consistent and appropriate for the proposed project

• Provide the proposed total cost and federal cost per patient (by requested funding type) and explain how this is reasonable and appropriate
Budget Presentation

• Required components:
  • SF-424A: Budget Information
  • Budget Justification Narrative

• Funding request may not exceed $650,000 in either Year 1 or Year 2

• The budget justification narrative must include a line-item budget and narrative justification for each year of the 2-year project period

• Detail the federal funding request and non-grant revenue supporting the project separately in the line-item budget
Budget Presentation Consistency

• The budget forms and narrative must be consistent with:
  • Form 1B: BPHC Funding Request Summary
  • Form 3: Income Analysis

• If one-time funding is requested for alteration/renovation (A/R), a separate A/R project budget must be provided

• If one-time funding is requested for equipment, an equipment list must be provided
Participant Question #4

The maximum grant funding amount that can be requested for the NAP project is:

A. $325,000 each year for two years
B. $650,000 each year for two years
C. $800,000 ($650,000 + $150,000) in the first year, $650,000 in the second year
D. $1,300,000 each year for two years
The answer is B. The maximum grant funding amount that can be requested for the NAP project is $650,000 each year.

One-time funding up to $150,000 may be requested in the first year, however, one-time funding is included in the $650,000 maximum.
Attachments, 1-9

- Attachment 1: Service Area Map and Table
- Attachment 2: Implementation Plan*
- Attachment 3: Applicant Organizational Chart
- Attachment 4: Position Descriptions for Key Management Staff
- Attachment 5: Biographical Sketches for Key Management Staff
- Attachment 6: Co-Applicant Agreement, as applicable*
- Attachment 7: Summary of Contracts and Agreements
- Attachment 8: Independent Financial Audit*
- Attachment 9: Articles of Incorporation, for New Start applicants*

* Required for Completeness
Attachments, 10-15

- Attachment 10: Letters of Support
- Attachment 11: Sliding Fee Discount Schedule(s)
- Attachment 12: Evidence of Nonprofit or Public Center Status, for New Start applicants *
- Attachment 13: Floor Plans
- Attachment 14: Corporate Bylaws*
- Attachment 15: Indirect Cost Rate Agreement and Other Relevant Documents

* Required for Completeness
Program Specific Forms, 1A-4

• Form 1A: General Information Worksheet
  • Realistic Projections for Unduplicated Patients by December 31, 2018
  • Number of projected medical patients must be greater than the number of projected patients for other service types

• Form 1B: BPHC Funding Request Summary

• Form 1C: Documents on File

• Form 2: Staffing Profile

• Form 3: Income Analysis

• Form 4: Community Characteristics
Program Specific Forms, 5A-6A

- **Form 5A: Services Provided**
  - General Primary Medical Care must be provided directly (Column I) and/or through formal written contractual agreements (Column II)

- **Form 5B: Service Sites**
  - At least one proposed site must be a permanent service delivery site that operates for a minimum of 40 hours per week
  - Proposed sites cannot currently be in scope and must be verified operational within 120 days of award

- **Alteration/Renovation Forms, as applicable**

- **Form 5C: Other Activities/Locations**

- **Form 6A: Current Board Member Characteristics**
Program Specific Forms, 6B-Summary

- Form 6B: Request for Waiver of Board Member Requirements
- Form 8: Health Center Agreements
- Form 9: Need for Assistance Worksheet
- Form 10: Emergency Preparedness Report
- Form 12: Organization Contacts
- Clinical and Financial Performance Measures
- Equipment List, as applicable
- Summary Page
Form 9: Need for Assistance (NFA) Worksheet

• The NFA Worksheet (Form 9) documents objective measures of need within the proposed service area and/or target population.


• Complete the worksheet based on aggregate data for all proposed NAP site(s).

• Maximum 100 points, converted to a 20-point scale.

• Review the total score and converted score in HRSA EHB prior to submission.
Performance Measures Forms

• Performance measures serve as ongoing monitoring and performance improvement tools
  • Clinical – 16 required measures
  • Financial – 3 required measures

• Applicants may create additional performance measures specific to their proposed projects

• Applicants applying for special population funding must include additional clinical performance measures that address the health care needs of the targeted special population(s)

• See http://bphc.hrsa.gov/programopportunities/fundingopportunities/NAP for a separate webcast that describes the performance measures
The Summary Page provides an at-a-glance review of important information from various forms:

- Proposed sites and service area zip codes
- Funding requested, including one-time funding
- Proposed number of patients to be served and federal cost per patient
- Proposed staffing
- Need for Assistance Worksheet score

To complete the Summary Page, Forms 1A, 1B, 2, 5B, and 9 must already be complete.

Applicants must certify that all proposed sites will be open and operational within 120 days of award and that the projected number of patients will be reached by December 31, 2018.
One-Time Funding

• Applicants may request up to $150,000 in Year 1 only for one-time minor alteration/renovation and/or equipment

• Additional information is required for each NAP site for which the applicant requests A/R funds

• Regardless of A/R, all sites must meet the requirement to be open and operational within 120 days of award
One-Time Funding Forms

Applicants requesting one-time funding for alteration and renovation must complete:

• Equipment List (as applicable)
• Alteration/Renovation Project Cover Page
• Other Requirements for Sites
• Environmental Information and Documentation Checklist
• Alteration/Renovation Budget Justification
• Schematic Drawings
• Landlord Letter of Consent (as applicable)
Participant Question #5

Which of the following application components is not required to be considered eligible?

A. Implementation Plan
B. Corporate Bylaws
C. Form 5B with at least one full-time, permanent site listed
D. Alteration/Renovation Forms
E. Budget Justification Narrative
The answer is D. The Alteration/Renovation Forms are not required to be considered eligible.

The following application components are some of the documents required to be considered eligible:

A. Implementation Plan  
B. Corporate Bylaws  
C. Form 5B with at least one full-time, permanent site listed  
E. Budget Justification Narrative

This is NOT an exhaustive list of documents required for eligibility, just a few examples.
FUNDING PRIORITIES AND EXCLUSIONS
Funding Priorities

All applications will be assessed by HRSA for the following funding priorities:

1. Unserved, High Poverty (10 points)
2. Sparsely Populated (5 points)
3. Health Center Program Look-Alikes (5 points)

If an application scores in the fundable range and meets the specific criteria for one or more funding priorities, appropriate points will be added.
Funding Priority: Unserved, High Poverty

Unserved, High Poverty (10 points)

- Goal: Prioritize NAP applications that propose to serve high need, unserved communities and populations
  1. 95% or more of the proposed service area’s low-income population is NOT being served by the Health Center Program
  2. Unserved, low-income service area residents must be at least 1.5 times the number of proposed patients
Funding Priority: Sparsely Populated Area

Sparsely Populated Area (5 points)

• 5 points will be awarded if the entire proposed service area (defined by the zip codes listed on Form 5B) has seven or fewer people per square mile

• Only applicants that request CHC funding alone or in combination with special populations funding are eligible for this priority
Funding Priority: Health Center Program Look-Alikes

**Health Center Program Look-Alikes (5 points)**

Applicants designated as look-alikes prior to October 1, 2015 will receive 5 points if:

1. NAP application Form 5B includes all current sites in look-alike’s scope of project at time of application
2. NAP application Form 5B lists the service area zip codes in which at least 75% of current patients reside
3. Complete 2015 patient data has been reported in UDS
4. Total unduplicated patient projection by December 31, 2018 on NAP application Form 1A is greater than total unduplicated patients in the 2015 UDS report
5. Applicant does not have three or more program requirement-related conditions at the time of NAP application submission
Funding Exclusions: Program Compliance

Prior to award date, HRSA will assess the status of current award recipients. Satellite applicants will not receive a NAP award if they:

• Have three or more active 60-day health center program requirement conditions

• Have one or more 30-day health center program requirement condition(s)
Funding Exclusions: Oral Health Service Expansion Sites

Satellite applicants will not receive a NAP award if they:

• Propose the same site(s) funded through the Oral Health Service Expansion funding opportunity.
REMINDERS AND RESOURCES
Important Reminders

• Applications Due in Grants.gov: June 17, 2016 by 11:59 PM ET
• Applications Due in HRSA EHB: July 15, 2016 by 5:00 PM ET
• Application must not exceed the 200-page limit, which includes the abstract, project and budget narratives, and attachments.
• Failure to follow the instructions and include all required documents may result in an application being considered ineligible.
• All sites proposed on Form 5B must be operational and compliant within 120 days of award.
It is important to be realistic about the patient projection and number of proposed sites because:

A. The amount of funding is based on number of sites and patient projection.
B. If funded, you will be held accountable to open all sites within 120 days of award and meet the total unduplicated patient projection by December 31, 2018.
C. Each site is required to serve a certain number of patients.
The answer is B. It is important to be realistic about the patient projection and number of proposed sites because:

If funded, you will be held accountable to open all sites within 120 days of award and meet patient projections by December 31, 2018.

Failure to meet the NAP funding requirements may jeopardize Health Center Program funding.
Technical Assistance Resources
Contact Information

• Program related questions
  • NAP Response Team: BPHCNAP@hrsa.gov

• Budget related questions
  • William Davis: WDavis@hrsa.gov or 301-443-8217

• HRSA EHB questions
  • BPHC Helpline: http://www.hrsa.gov/about/contact/bphc.aspx or 877-974-2742 ext.3

• Grants.gov related questions
  • support@grants.gov or 800-518-4726

• NAP TA Website
  • http://bphc.hrsa.gov/programopportunities/fundingopportunities/NAP
Technical Assistance Resources
NAP TA Web Page

- TA Webcasts
- Presentation Slides for TA Call
- Frequently Asked Questions
- Program Requirements Resources
- Data Resource Guide: NFA Worksheet
- NAP User Guide for Grant Applicants
  - Samples
  - Forms
- Helpful Links
- HRSA Contact Information

http://bphc.hrsa.gov/programopportunities/fundingopportunities/NAP