



# PROGRAM ASSISTANCE LETTER

**DOCUMENT NUMBER:** 2016-04

**DOCUMENT NAME:** New Health Center  
Program Look-Alike Initial Designation  
Application Blackout Period May 19, 2016  
through June 2016

**DATE:** April 19, 2016

**TO:** Health Center Program Look-Alikes and Award Recipients  
Primary Care Associations  
Primary Care Organizations  
National Cooperative Agreements

The purpose of this Program Assistance Letter (PAL) is to notify potential Health Center Program look-alike initial designation applicants that Electronic Handbook (EHB) system updates and improvements will prevent the creation of new Health Center Program look-alike initial designation applications beginning May 19, 2016 and continuing into June 2016.

These updates and improvements will make the system more user-friendly, update scope of project and performance measure forms, and eliminate Form 9: Need for Assistance Worksheet for look-alike initial designation applications.

Look-alike initial designation applicants who start their applications on or before May 19, 2016 will have the standard 90 days to submit their applications in the current EHB system, and must submit applications consistent with current look-alike initial designation instructions.

Look-alike initial designation applicants who have not started their application in the EHB on or before May 19, 2016 will be limited to working outside of the EHB system until the updated and improved EHB system is available in June 2016. Applicants who start their application in the updated and improved EHB system (June 2016 or later) will likewise have the standard 90 days to submit applications. Applications submitted in the updated and improved EHB system must be consistent with 2016 look-alike initial designation instructions, which will be released prior to June 2016.

HRSA is committed to assuring a successful transition of application submissions in the revised system. If you have any questions, please contact [lookalike@hrsa.gov](mailto:lookalike@hrsa.gov).

Sincerely,

/S/

Tonya Bowers  
Acting Associate Administrator for Primary Care