Fiscal Year 2023 Look-Alike (LAL) Renewal of Designation (RD) Technical Assistance Briefing

July 2022

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Vision: Healthy Communities, Healthy People
Agenda

• Overview
• Summary of Changes
• Application Timeline
• Access and Deadline Dates
• Application Components and Submission Information
• Designation Information
• Reminders
• Technical Assistance Contacts
Look-alike RD Overview

Look-Alikes (LALs) expand access to comprehensive, culturally competent, quality primary health care services in compliance with Health Center Program requirements and maximize access to health care for medically underserved populations and communities.

• Federal Benefits:
  ▪ 340B Drug Pricing Program
  ▪ FQHC Reimbursement
  ▪ Health Professional Shortage Area Designation
  ▪ Access to National Health Service Corps Providers
  ▪ Vaccines for Children Program

• Renewal of Designation (RD) does not confer Federal Tort Claims Act (FTCA) coverage

• Designation period: Up to 3 years

• Completion and submission of the LAL RD application is required to maintain designation
Summary of Changes

• HRSA extended designation periods scheduled to end in FY 2022 by 1-year to enable health centers to focus on COVID-19 public health emergency response efforts. These service areas are included in the FY 2023 Renewal of Designation.

• Similarly, HRSA extended designation periods scheduled to end in FY 2023 by 1-year. These service areas will be included in the FY 2024 Renewal of Designation.
Application Timeline

180 calendar days before end of designation period:
Email to AO indicating application is available

90 calendar days before end of designation period:
RD application due

End of designation period

Complete and submit application in EHBs
## Access and Deadline Dates

<table>
<thead>
<tr>
<th>Designation Period</th>
<th>HRSA EHBs Access*</th>
<th>HRSA EHBs Deadline* (5:00 PM ET)</th>
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</thead>
<tbody>
<tr>
<td>January 1, 2023</td>
<td>July 4, 2022</td>
<td>October 2, 2022</td>
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<tr>
<td>February 1, 2023</td>
<td>August 4, 2022</td>
<td>November 2, 2022</td>
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<td>March 1, 2023</td>
<td>September 1, 2022</td>
<td>November 30, 2022</td>
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<td>October 2, 2022</td>
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<tr>
<td>June 1, 2023</td>
<td>December 2, 2022</td>
<td>March 2, 2023</td>
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*EHBs access and deadline dates are auto-generated by EHBs. Please work within these dates and, if needed, request technical assistance prior to the deadline if the deadline falls on a weekend or holiday.
Submit the following application components in the HRSA EHBs:

- Cover Page
- Project Abstract
- Project Narrative
- Budget Narrative
- Program Specific Forms
- Attachments

Contributes to the 160-page limit
Compliance Assessment

• Health Center Program Compliance Manual
• Project Narrative questions, forms, and attachments that will be assessed for determining compliance are noted with a bolded, underlined asterisk (*).
• Refer to the Compliance Assessment Guide (located at the RD technical assistance webpage) for the Compliance Manual chapters and elements that correspond to items with *.
Program Specific Forms

Form 1A: General Information Worksheet
Form 1C: Documents on File
*Form 2: Staffing Profile
*Form 3: Income Analysis
*Form 3A: Look-Alike Budget Information
Form 4: Community Characteristics
Form 5A: Services Provided

Form 5B: Service Sites
Form 5C: Other Activities/Locations (if applicable)
*Form 6A: Current Board Member Characteristics
*Form 6B: Request for Waiver of Board Member Requirements
8: Health Center Agreements
Form 12: Organization Contacts
Scope Certification Form

* HRSA will use content, in whole or part, to assess compliance
Attachments

Attachment 1: Service Area Map & Table
*Attachment 2: Bylaws
*Attachment 3: Project 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 & Agreements (as applicable)
*Attachment 8: Collaboration Documentation
*Attachment 9: Sliding Fee Discount Schedule(s)
Attachment 10: Budget Narrative
Attachment 11: Other Relevant Documents (as applicable)

* HRSA will use content, in whole or part, to assess compliance
Designation Period Length Criteria

- Designation period determined by compliance
- Any conditions related to Health Center Program requirements at the time of designation qualify for a 1-year designation period
  - You will receive a 1-year designation period if you did NOT have consecutive 1-year designation periods in the previous two years
  - You will NOT receive renewal of your designation if you had consecutive 1-year designation periods in the previous two years
- See the Designation Period Length Criteria in Section V of the RD Instructions (Page 24) for details
Reminders

✓ **REMINDER:** For LALs with a multi-year designation period scheduled to end in FY 2022, HRSA extended designation periods by 1-year extension and will submit an Annual Certification (AC) application in FY 2023. Similarly, HRSA extended designations periods scheduled to end in FY 2023 by one year and will be included in the FY 2024 Renewal of Designation

✓ RD Application submission is **due 90 days before** the end of current designation period

✓ Ensure application submission is complete and responsive
  • RD applications lacking all required documents and information will be considered **incomplete** or **non-responsive**

✓ Failure to submit a **timely** and **complete** application may result in **termination of the LAL designation** and all corresponding benefits

✓ Technical assistance materials are available on the LAL-RD TA Webpage
# RD Technical Assistance Contacts

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact</th>
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</table>
| Program Questions   | Karen A. Fitzgerald, MPH  
301-594-4300  
[https://hrsa.force.com/support/s/](https://hrsa.force.com/support/s/) |
| EHBs Questions      | Health Center Program Support  
877-464-4772  
[https://hrsa.force.com/support/s/](https://hrsa.force.com/support/s/) |
Thank You!

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bphc.hrsa.gov

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