



Fiscal Year 2025 Look-Alike (LAL) Renewal of Designation (RD) Technical Assistance Briefing

July 2024

Office of Policy and Program Development

Health Resources & Services Administration (HRSA)/Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Agenda

AGENDA

- Overview
- Application Timeline
- Access and Deadline Dates
- Application Components and Submission Information
- Designation Information
- Reminders
- Technical Assistance Contacts



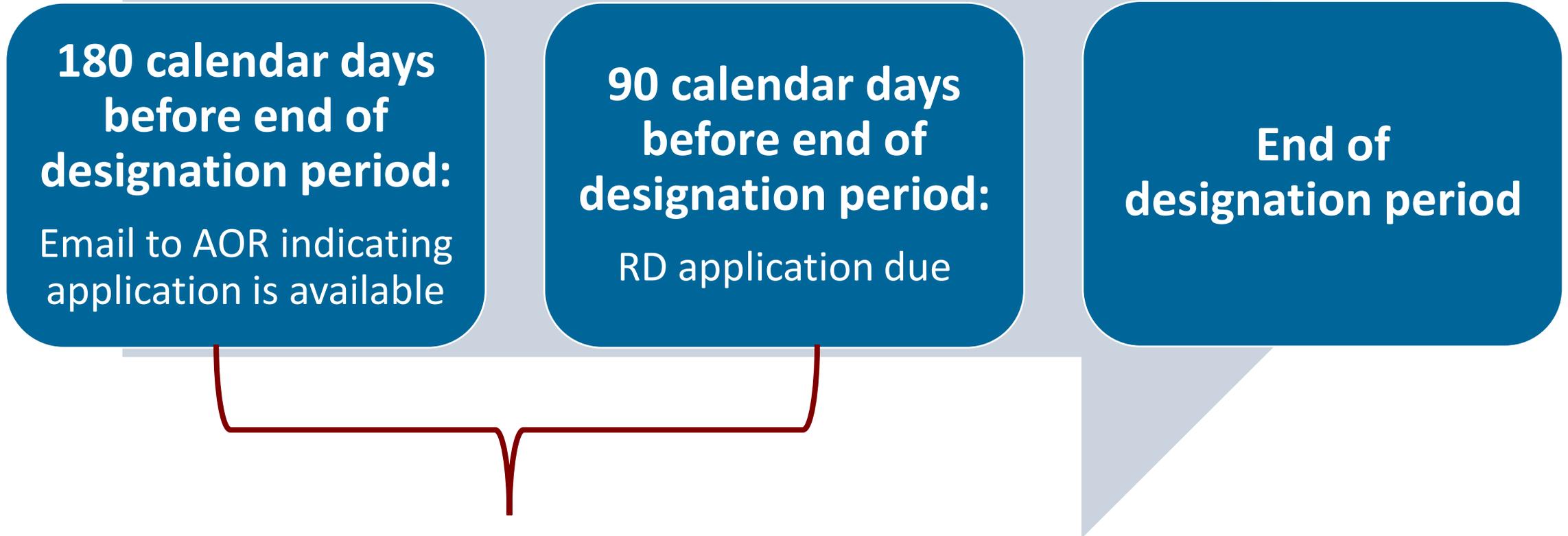
Look-alike RD Overview

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.

- Designation period: Up to **3 years**
- LALs in the last year of their current designation period are **required** to complete and submit the LAL RD application to maintain LAL designation.
- 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



Application Timeline



FY 2025 Access and Deadline Dates

Current Designation Period End Date	HRSA EHBs Access*	HRSA EHBs Deadline* (5:00 PM ET)	Designation Period Start Date
December 31, 2024	July 4, 2024	October 2, 2024	January 1, 2025
January 31, 2024	August 4, 2024	November 2, 2024	February 1, 2025
February 28, 2025	September 1, 2024	November 30, 2024	March 1, 2025
March 31, 2025	October 2, 2024	December 31, 2024	April 1, 2025
April 30, 2025	November 1, 2024	January 30, 2025	May 1, 2025
May 31, 2025	December 2, 2024	March 2, 2025	June 1, 2025

****Please work within these dates and, if needed, request technical assistance prior to the deadline if the deadline falls on a weekend or holiday.***



Application Components and Submission Information

Submit the following application components in the HRSA EHBs:

Cover Page

Project Abstract Summary Form

Project Narrative

Budget Narrative

Program Specific Forms

Attachments

Counts toward the 110-page limit



Project Narrative

- Include each section of the Project Narrative in the order in which it is presented. Use the section headers to ensure that HRSA can understand your proposed project:
 - ✓ Need
 - ✓ Response
 - ✓ Collaboration
 - ✓ Resources/Capabilities
 - ✓ Impact
 - ✓ Governance
- Responses should be brief, clear, and responsive to each item listed for each section of the Project Narrative.
- Where applicable, demonstrate compliance with Health Center Program requirements, as detailed in the [Health Center Program Compliance Manual](#).



Budget Justification Narrative

- Provide a detailed budget narrative **for each requested 12-month** certification period of the 3-year designation period.
 - Classify year 1 of the budget narrative into federal and non-federal resources
 - For future budget years, the budget narrative should highlight the changes from year 1 or indicate no substantive changes
- Format the budget narrative to fit on an 8.5x11 page in portrait orientation
- Upload as Attachment 10: Budget Justification Narrative
- A sample line-item budget narrative is available on the [LAL-RD Technical Assistance](#) webpage.



Program Specific Forms (1/2)

- Form examples and instructions are available on the [LAL RD Technical Assistance](#) webpage.
- All forms included in your EHBs application are required except for Form 5C: Other Activities/Locations.
- Forms must be completed directly in EHBs.
- All forms do not count toward the 110-page limit.



Program Specific Forms (2/2)

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

Form 8: Health Center Agreements

Form 12: Organization Contacts



* ***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**



Attachments: New for FY 2025

Attachment 1: Service Area Map & Table:

For the service area map, the UDS Mapper has been replaced with the [Health Center Program GeoCare Navigator](#). There is a [User Guide](#) under the Resources tab in the Navigator.



Compliance Assessment

- [Health Center Program Compliance Manual](#)
- Project Narrative questions, forms, and attachments that will be used to assess compliance are noted with a bolded, underlined asterisk (*****)
- Refer to the Compliance Assessment Guide (located on the [RD technical assistance webpage](#)) for the Compliance Manual chapters and elements that correspond to items with *****



The screenshot shows the HRSA Health Center Program website. The header includes the HRSA logo and navigation tabs for Program Requirements, Quality Improvement, Program Opportunities, Health Center Data, Federal Tort Claims Act, and About the Health Center Program. The main content area displays the title "Health Center Program Compliance Manual introduction" and a section for "Applicability" which states that the manual applies to all health centers that apply for or receive Federal award funds under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act (42 U.S.C. 254b) ("section 330"), as amended (including sections 330(e), (g), (h), and (i)), as well as subrecipient organizations² and Health Center Program look-alikes. Look-alikes do not receive Federal funding under section 330 of the PHS Act; however, to receive look-alike designation and associated Federal benefits, look-alikes must meet the Health Center Program requirements.³ For the purposes of this document, the term "health center" refers to entities that apply for or receive a Federal award under section 330 of the PHS Act (including section 330 (e), (g), (h) and (i)), section 330 subrecipients, and organizations designated as look-alikes.

On the right side, there is a sidebar titled "Health Center Compliance Manual" with a search bar and a list of navigation links: Introduction, Chapter 1: Health Center Program Eligibility, and Chapter 2: Health Center Program Oversight. Below the sidebar, there is a download link for the "Health Center Compliance Manual (PDF - 1.8 MB - Last Updated August 2018)".

Designation Period Length Criteria

- Designation may be granted for a period of up to 3 years.
- If there are any conditions related to Health Center Program requirements at the time a designation is made, and the conditions are not resolved, the designee will qualify for a 1-year designation period.
 - HRSA will contact your AOR to provide 14 calendar days to submit additional information to document compliance prior to making a final decision.
 - 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 a 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 for details.



Reminders

REMINDERS:

- ✓ RD Application submission is available **180 calendar days** before the end of the current designation period. See the [LAL-RD TA webpage](#) for specific due dates.
- ✓ 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 the ***termination of the LAL designation*** and all corresponding benefits
- ✓ Technical assistance materials are available on the [LAL-RD TA webpage](#)



RD Technical Assistance Contacts

Assistance Needed	Contact Source
General Technical Assistance	The RD TA Webpage contains sample forms, the Electronic Handbooks (EHBs) user guide, a slide presentation and other resources
RD Instructions Questions	RD Response Team 301-594-4300 Submit a Web Request at BPHC Contact Form <ul style="list-style-type: none">• Select Look-alike Designation• Select Renewal of Designation (LAL-RD)
HRSA EHBs Submission Assistance	Health Center Program Support 1-877-464-4772 <ul style="list-style-type: none">• Contact Health Center Support at BPHC Contact Form Under Technical Support, select EHBs Task/EHBs Technical Issues• Select LAL Application Technical Questions



Thank You!

Aileen Wood, MPH

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Health Resources and Services Administration (HRSA)



[BPHC Contact Form](#)



(301) 594-4300

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