HRSA
Health Resources & Services Administration

Look-Alike Renewal of Designation (RD) Applicant Technical Assistance Webinar Fiscal Year (FY) 2027

October 2026

Office of Policy and Program Development (OPPD)
Health Resources & Services Administration (HRSA), Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People

Agenda

AGENDA

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- Access and Deadline Dates
- Summary of Changes
- Application Components and Submission Information
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HRSA Health Center Program

Look-Alike RD Overview

Health Center Program Look-Alikes (LALs) are organizations that, like the Health Center Program award recipients, improve the health of medically underserved communities and populations by continuing to deliver comprehensive, high-quality primary and preventive health care services.

- Designation period: **4 years.**
- LALs in the last year of their current period of designation 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

Changes to LAL Designation Periods

- In FY 2026, HRSA began transitioning Look-Alikes from a 3-year to a 4-year period of designation in a phased approach.

- For FY 2027, Look-Alikes with January 31, 2027, April 30, 2027, and May 31, 2027 period of designation end dates will receive a one-year extension and will instead submit a Look-Alike Annual Certification.

- All other Look-Alikes with a period of designation end date in FY 2026 and FY 2027 will transition to a 4-year period of designation following submission and approval of their Look-Alike application.

- The change to a four-year designation period will:
  - Reduce the burden on look-alikes by extending the time between operational site visits (OSVs) from every three years to every four years, and their RD application submission to every four years.
  - Provide HRSA with increased operational flexibility and efficiency by distributing the review and processing of RD applications, and OSVs more evenly across the four-year designation cycle of look-alikes without sacrificing the integrity of compliance reviews and funding decisions for the Health Center Program.

FY 2027 Access and Deadline Dates

Current Designation Period End Date	HRSA EHBs Access	HRSA EHBs Deadline (5:00 PM ET)	Designation Period Start Date
March 31, 2027	October 5, 2026	December 4, 2026	April 1, 2027
December 31, 2026*	January 4, 2027	March 5, 2027	July 1, 2027
February 28, 2027*	February 4, 2027	April 5, 2027	August 1, 2027

*Look-Alikes with a current designation period end date of December 31, 2026, or February 28, 2027, will receive an extension to their current period of designation end date and must submit their Renewal of Designation applications by the applicable date listed above.

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Summary of Changes

- The application submission window was changed from 90-days to 60-days.
- The Project Narrative was updated to include a Continuity of Care Section to detail how you will ensure continuity of care for patients in your service area.
- All Renewal of Designation applicants must submit an Attachment 10: Evidence of Nonprofit, Public Agency, or Tribal of Urban Indian Organization Status.
- Form 1A: General Information Worksheet removed Current Number of Visits and Projected by End of Designation Period Visits.
- Form 3: Income Analysis column headers were updated.
- Form 3A: Look-Alike Budget Information was removed.
- Form 5C: Other Activities/Locations was removed
- Look-alikes will be designated for a 4-year period of designation.

Application Components and Submission Information

Submit the following application components in the HRSA EHBs:

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

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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
  - Impact
  - Capacity
  - Governance
  - Continuity of Care

- 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

- Submit a detailed budget narrative that outlines federal and non-federal resources for each requested 12-month period (budget year) of the 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 11: Budget Justification Narrative.

Program Specific Forms (1 of 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.
- Forms do not count toward the 110-page limit.

Program Specific Forms (2 of 2)

* Cover Page
Form 1A: General Information Worksheet
Form 1C: Documents on File
*Form 2: Staffing Profile
*Form 3: Income Analysis
Form 5A: Services Provided
Form 5B: Service Sites

*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

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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: Evidence of Nonprofit, Public Agency, or Tribal or Urban Indian Organization Status

*Attachment 11: Budget Justification Narrative

Attachment 12: Other Relevant Documents (as applicable)

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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 *****

Period of Designation Length Criteria

- Designation may be granted for a period of 4 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 Authorizing Official (AO) to provide 14 calendar days to submit additional information to document compliance prior to making a final decision.
  - 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 and Reporting Information in the RD Instructions for details.

Reminders

- 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 • Select Compliance and Project Scope • Select Look-Alike Post Designation Monitoring • Select Look-Alike Renewal of Designation (LAL-RD)
HRSA EHBs Submission Assistance	**Health Center Program Support** 1-877-464-4772 • Contact Health Center Support at BPHC Contact Form Under Technical and System Support, select EHBs Tasks and Technical Issues • Select LAL Applications Technical Questions

Thank You!

Jennifer Rosenfelder

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Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)

BPHC Contact Form

(301) 594-4300

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