Applicant Technical Assistance Webinar Fiscal Year (FY) 2024 Service Area Competition (SAC)

April 2023

Office of Policy and Program Development

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

Vision: Healthy Communities, Healthy People

Agenda

- Funding Opportunity Overview

- Service Area Announcement Table (SAAT)

- SAAT-Related Eligibility and Funding Requirements

- Application Components
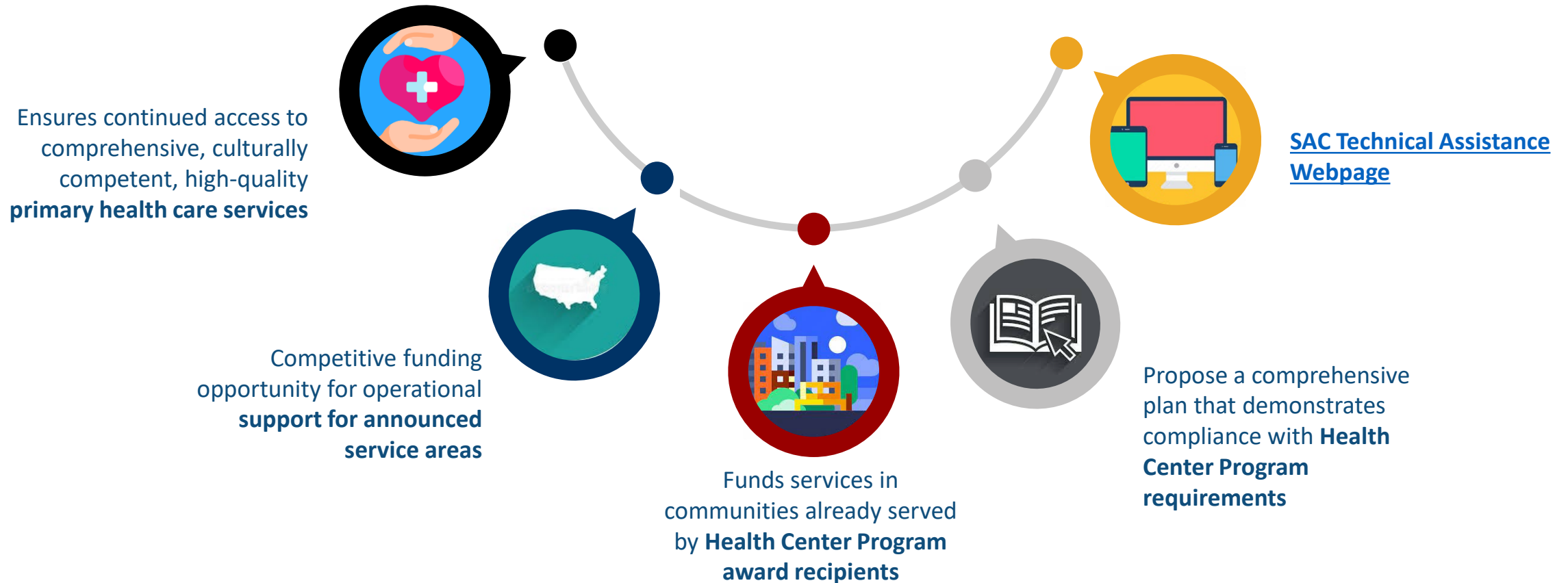
- Compliance Assessment and Period of Performance

- Reminders and Resources

HRSA Health Center Program

Funding Opportunity Overview

Service Area Competition (SAC)

Ensures continued access to comprehensive, culturally competent, high-quality **primary health care services**

Competitive funding opportunity for operational **support for announced service areas**

Funds services in communities already served by **Health Center Program award recipients**

Propose a comprehensive plan that demonstrates compliance with **Health Center Program requirements**

SAC Technical Assistance Webpage

Tentative FY 2024 SAC Schedule

Current Period of Performance End Date	NOFO Number	Expected NOFO Release	Grants.gov Deadline (11:59pm ET)	HRSA EHBs Deadline (5:00pm ET)	Project Period Start Date
December 31, 2023	HRSA-23-066	April 27, 2023	June 26, 2023	July 26, 2023	January 1, 2024
January 31, 2024	HRSA-23-067	May 25, 2023	July 24, 2023	August 23, 2023	February 1, 2024
February 28, 2024	HRSA-23-068	June 22, 2023	August 21, 2023	September 20, 2023	March 1, 2024
March 31, 2024	HRSA-23-069	July 20, 2023	September 18, 2023	October 28, 2023	April 1, 2024
April 30, 2024	HRSA-23-070	August 17, 2023	October 16, 2023	November 15, 2023	May 1, 2024
May 31, 2024	HRSA-23-071	August 31, 2023	October 30, 2023	November 29, 2023	June 1, 2024

HRSA Health Center Program

Summary of Changes since FY 23

- Updated pre-award processes for competing continuation or competing supplement applicants that have areas of non-compliance with Health Center Program requirements identified during their SAC application review.

- New and competing supplement applicants must describe how the size and boundaries of the proposed/announced service area ensure access and eliminate barriers.

- Competing supplement applicants must describe how board composition accurately reflects the community and target population for the service area.

Two-Phase Application Process

Phase 1: Grants.gov → **Phase 2: EHBs**

- Register or update registration for Grants.gov as soon as possible
- Requirements for Grants.gov registration:
  - Unique Entity Identifier
  - SAM.gov Registration
- Register in EHBs early to ensure access as soon as you submit in Grants.gov
- Two-tier application guide

HRSA Health Center Program

Applicant Types

Competing Continuation

- A current Health Center Program award recipient applying to continue serving its current service area

New

- An organization not currently funded through the Health Center Program applying to serve an announced service area

Competing Supplement

- A current Health Center Program award recipient applying to serve an announced service area, in addition to its current service area

HRSA Health Center Program

Service Area Announcement Table
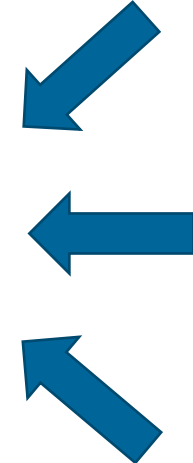
Service Area Announcement Table (SAAT)

Lists service areas announced for each open round of SAC and includes:

- Patient target for each service area (see Patient Target resources on the [SAC Technical Assistance webpage](#))

- Zip codes for each service area and the percentage of patients served within each zip code

- Total funding available and population types targeted in each service area

- Service types provided in each service area

SAAT Sample

Service Area Identification (ID) Number	Current Period of Performance End Date	City	State	Notice of Funding Opportunity (NOFO) Number	Total Funding	CHC Funding	MHC Funding	HCH Funding	PHPC Funding	Zip Codes	Zip Code Patient Percentage	Patient Target	Service Type
001	12/31/2020	Seldovia	AK	HRSA-22-002	$2,263,155	$2,263,155	$0	$0	$0	99603	68.40%	2,683	Medical, Dental, Mental Health
										99556	14.70%		
										99663	9.50%		
										99639	1.40%		
										99669	0.40%		
002	12/31/2020	Soldotna	AK	HRSA-22-002	$2,952,507	$2,952,507	$0	$0	$0	99669	38.40%	9,560	Medical, Vision, Substance Use Disorder, Enabling
										99611	35.30%		
										99672	8.30%		
										99610	6.70%		

SAAT-Related Eligibility and Funding Requirements

Patient Projection

On Form 1A, project to serve at least 75% of the Patient Target listed in the SAAT by December 31, 2025

Patient Projection and Funding Request

Patient Projection Compared to Service Area Announcement Table Patient Target (% of patients listed in the SAAT)	Funding Request Reduction
95-100%	No reduction
90-94.9%	0.5% reduction
85-89.9%	1% reduction
80-84.9%	1.5% reduction
75-79.9%	2% reduction
0-74.9%	Ineligible application

A calculator tool is available to determine the maximum funding based on the patient projection

Service Type

Project patients on Form 1A for each Service Type listed in the SAAT for the service area

Patients and Visits by Service Type				
Service Type	UDS/Baseline Value		Projected by December 31, 2025 (January 1 - December 31, 2025)	
	Patients	Visits	Patients	Visits
Total Medical Services				
Total Dental Services				
Behavioral Health Services				
Total Mental Health Services				
Total Substance Use Disorder Services				
Total Vision Services				
Total Enabling Services				

Service Type
Medical, Mental Health, Substance Use Disorder, Enabling

* Patients may also be projected for other service types

Service Area Zip Codes

List on Form 5B a combination of SAAT zip codes where the patient percentages total at least 75%

OR

Include all SAAT zip codes if the sum of all patient percentages is less than 75%

Zip Codes	Zip Code Patient Percentage
99603	68.40%
99556	14.70%
99663	9.50%
99639	1.40%
99669	0.40%

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration

Grant

FORM 5B: SERVICE SITES

Service Area Zip Codes
Number of Contract

Funding Request and Populations Types

- The total federal request must not exceed the Total Funding for the service area announced in the SAAT

- Request funding for all service area population types in the same proportion announced in the SAAT

SF-424A Budget Information: Section A – Budget Summary

Section A – Budget Summary		Estimated Unobligated Funds		New or Revised Budget		
Grant Program Function or Activity	CFDA Number	Federal	Non-Federal	Federal	Non-Federal	Total *will auto-calculate in EHB*
Community Health Centers	93.224	N/A	N/A	$2,000,000		b.
Health Care for the Homeless	93.224	N/A	N/A	$1,000,000		d.
Migrant Health Centers	93.224	N/A	N/A	$500,000		c.
Public Housing	93.224	N/A	N/A	$500,000		e.
Total *will auto-calculate in EHB*				$4,000,000		a.

Total Funding available for the service area and support per population type from the SAAT

Total Funding	CHC Funding	MHC Funding	HCH Funding	PHPC Funding
$4,000,000	$2,000,000	$500,000	$1,000,000	$500,000
a.	b.	c.	d.	e.

Application Components

List of Application Components

SF-424

Project Narrative

Budget Presentation
(SF-424A and Budget Narrative)

Attachments

Program Specific Forms

Contributes to the 160-page limit

Budget Presentation: SF-424A

SAMPLE SF-424A FOR SERVICE AREA COMPETITION (First Page Only)

BUDGET INFORMATION – Non-Construction Programs

SECTION A – BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Fed Domestic Assist No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. **Community Health Centers- 330(e)**	93.224			$2,758,334	$7,599,486	$10,357,820
2. **Migrant Health Centers - 330(g)**	93.224			$1,253,113	$3,452,704	$4,705,817
3.						
4.						
5. TOTALS				$4,011,447	$11,052,190	$15,063,637

SECTION B - BUDGET CATEGORIES

6. Object Class Category	Grant Program Function or Activity				Total (5)
	(1) **Federal**	(2) **Non-Federal**			
a. Personnel	$2,400,000	$7,001,600			$9,401,600
b. Fringe Benefits	$552,586	$1,612,079			$2,164,665
c. Travel	100,000	34,200			$134,200
d. Equipment	300,000	375,557			$675,557
e. Supplies	50,000	420,000			$470,000
f. Contractual	500,000	441,200			$941,200
g. Construction	0	0			$0
h. Other	108,861	1,167,554			$1,276,415
i. Total Direct Charges (sum of 6a-6h)	$4,011,447	$11,052,190			$15,063,637
j. Indirect Charges	$0	$0			$0
k. TOTALS (sum of 6i and 6j)	$4,011,447	$11,052,190			$15,063,637

HRSA
Health Center Program

Budget Presentation: Budget Narrative

- Includes line-item details for each year of the 3-year period of performance
  - New applicants will only submit a budget narrative for year 1
- Year 1 must show the federal and non-federal portions (aligns with Section B – Budget Categories of the SF-424A)
- Demonstrates that costs are reasonable and necessary
- Provides a table of all federally funded personnel
  - Federal funds may not be used to pay the salary of an individual at a rate in excess of executive level II (effective January 1, 2023 the salary cap was $212,100)

Project Narrative and Review Criteria

- **Need:** 10 points
- **Response:** 25 points
- **Collaboration:** 10 points
- **Evaluative Measures:** 15 points
- **Resources/Capabilities:** 20 points
- **Governance:** 10 points
- **Support Requested:** 10 points

Program Specific Forms: 1A – 4

Form	Details
Form 1A: General Information Worksheet	• Project the unduplicated number of patients to be served in calendar year 2025 • Project patients for each Service Type listed for the service area in the SAAT • Baseline data required for New applicants • Competing continuations will not reference prepopulated UDS data and will only list projections
Form 1C: Documents on File	
Form 2: Staffing Profile	• Project the number of direct hire staff only; contracted staff indicated, but not quantified
Form 3: Income Analysis	
Form 4: Community Characteristics	

Program Specific Forms: 5A – 5C

Form	Details
Form 5A: Services Provided	• Propose to make General Primary Medical Care available directly (Column I) and/or through formal written contractual agreements (Column II) in which the health center pays for the service • Prepopulated for competing continuation applicants
Form 5B: Service Sites	• Propose service area zip codes where zip code patient percentages total at least 75% of the current patients served • Prepopulated for competing continuation applicants
Form 5C: Other Activities/Locations (if applicable)	• Prepopulated for competing continuation applicants

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Health Center Program

Program Specific Forms: 6A – 12 and Summary Page

Form	Details
Form 6A: Current (Patient) Board Member Characteristics	• Prepopulated for current award recipients • Bottom half of form relates only to Patient Board Members
Form 6B: Request for Waiver of Board Member Requirements	
Form 8: Health Center Agreements	• Include contacts for substantive programmatic work
Form 12: Organization Contacts	• Prepopulated for current award recipients
Summary Page	

HRSA EHBs Attachments

- Attachments **required for completeness** are marked "C":
  - Attachment 6: Co-Applicant Agreement (as applicable)
  - Attachment 11: Evidence of Nonprofit or Public Center Status (new applicants)
  - Failure to include attachments required for completeness will be deemed ineligible
- Failure to include attachments required for review, marked "R", may negatively affect application review
- Attachment examples and instructions are available on the SAC Technical Assistance webpage

Note: The Project Narrative is required for completeness

Compliance Assessment and Period of Performance

Compliance Assessment

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

Common Pitfalls with Compliance Elements

- **Billing and Collections h. Policies or Procedures for Waiving or Reducing Fees**
  - Missing description of Policies or Procedures for waiving or reducing fees.

- **Sliding Fee Discount Program e. Incorporation of Current Federal Poverty Guidelines (FPG)**
  - Missing Attachment 10: Sliding Fee Schedule
  - Attachment 10 did not reflect the current FPG (as of date of application submission) or did not include family income breakdown

- **Sliding Fee Discount Program c. Sliding Fee for Column I Services**
  - Missing Attachment 10: Sliding Fee Schedule
  - Attachment 10 was submitted without indicating that there are "no discounts" for individuals/families with annual incomes above 200% of current FPG

- **Sliding Fee Discount Program b. Policies**
  - Board-approved definition of family size and income was not included

- **Board Composition c. Current Board Composition**
  - Form 6A: Board Characteristics was not completed as instructed or did not reflect current Board member information

Period of Performance

- A 3-year period of performance will be awarded to:
  - Competing continuation applicants with no conditions at SAC award decision time
  - Competing supplement applicants with no conditions at SAC award decision time
- A **1-year period of performance** will be awarded to:
  - New applicants
  - Competing continuation applicants with conditions at SAC award decision time
- HRSA will *not* make a SAC award to a competing continuation applicant that was awarded a 1-year period of performance in FY 2022 and FY 2023, and meets the criteria for a third 1-year period of performance in FY 2024

Funding Priority

- **To be eligible for priority points, you must:**
  - Be a competing continuation applicant,
  - Have no active Health Center Program requirements-related conditions at the time of application submission, and
- **Patient Trend (5 points):**
  - Positive or neutral 3-year patient growth trend (+/- 5 percent), as documented in UDS
- **Patient-Centered Medical Home (PCMH) Recognition (5 points):**
  - 1 or more sites with PCMH recognition at the time of application review

Reminders & Resources

Key Reminders

- Address and resolve any active Health Center Program requirement conditions pending submission in HRSA EHBs

- Meet the Grants.gov and HRSA EHBs Deadlines

- Read the NOFO instructions and HRSA's SF-424 Two-Tier Application Guide

- Visit HRSA's How to Prepare Your Application | HRSA

- Utilize the SAC Technical Assistance webpage

- Complete the SAC application and provide all requested information (Narrative, Forms, Attachments, etc.) according to the NOFO Instructions

SAC Technical Assistance Resources

Resource	Contact
SAC Technical Assistance Webpage	[SAC Technical Assistance webpage](#)
Program Questions	SAC Response Team 301-594-4300 [BPHC Contact Form](#)
Budget Questions	Terry Hatchett 301-443-7525 thatchett@hrsa.gov
Grants.gov Questions	800-518-4726 support@grants.gov
EHBs Questions	Health Center Program Support 877-464-4772 [BPHC Contact Form](#)

Thank You!

Chrissy James and Itege Bailey

Office of Policy and Program Development

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)

✉ [BPHC Contact Form](#)

☎ 301-594-4300

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