



Health Resources & Services Administration

OMB No.: 0915-0285. Expiration Date: 1/31/2020

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Form 4: Community Characteristics	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number

Note: All information provided regarding race and/or ethnicity will be used only to ensure compliance with statutory and regulatory governing board requirements. Data on race and/or ethnicity collected on this form will not be used as an awarding factor.

Race and Ethnicity	Service Area Population	Service Area Percent	Target Population Number	Target Population Percent
Asian		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Native Hawaiian		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Other Pacific Islanders		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Black/African American		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
American Indian/Alaska Native		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
White		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
More than One Race		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Unreported/Declined to Report (if applicable)		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Total:	<i>will auto-calculate in EHB</i>	100%	<i>will auto-calculate in EHB</i>	100%
Hispanic or Latino Ethnicity	Service Area Population	Service Area Percent	Target Population Number	Target Population Percent
Hispanic or Latino		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Non-Hispanic or Latino		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Unreported/Declined to Report (if applicable)		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>



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Total:	<i>will auto-calculate in EHB</i>	100%	<i>will auto-calculate in EHB</i>	100%
Income as a Percent of Poverty Level	Service Area Population	Service Area Percent	Target Population Number	Target Population Percent
Below 100%		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
100-199%		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
200% and Above		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Total:	<i>will auto-calculate in EHB</i>	100%	<i>will auto-calculate in EHB</i>	100%
Principal Third Party Payment Source	Service Area Population	Service Area Percent	Target Population Number	Target Population Percent
Medicaid		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Medicare		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Other Public Insurance		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Private Insurance		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
None/Uninsured		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Total:	<i>will auto-calculate in EHB</i>	100%	<i>will auto-calculate in EHB</i>	100%

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Special Populations and Select Population Characteristics	Service Area Population	Service Area Percent	Target Population Number	Target Population Percent
Migratory/Seasonal Agricultural Workers and Families		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
People Experiencing Homelessness		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Residents of Public Housing		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
School Age Children		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Veterans		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Lesbian, Gay, Bisexual, and Transgender		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
HIV/AIDS-Infected Persons		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Individuals Best Served in a Language Other Than English		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>
Other Please Specify (maximum 200 Characters): _____		<i>will auto-calculate in EHB</i>		<i>will auto-calculate in EHB</i>

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0285. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14-N39, Rockville, Maryland, 20857.

Instructions for Form 4: Community Characteristics

Report current service area population and target population data for the entire scope of the project (i.e., all proposed NAP sites). All information provided regarding race and/or ethnicity will be used only to ensure compliance with statutory and regulatory governing board requirements. Data on race and/or ethnicity collected on this form will **not** be used as an awarding factor. If you compile data from multiple data sources, the total numbers may vary



across sources. If this is the case, make adjustments as needed to ensure that the total numbers for the first four sections of this form match.

Service area population data must be specific to the proposed NAP project and include the total number of individuals in the service area for each characteristic (percentages will automatically calculate in HRSA EHBs). If information for the service area is not available, extrapolate data from the U.S. Census Bureau, local planning agencies, health departments, and other local, state, and national data sources. Estimates are acceptable.

Target population data are most often a subset of service area population data. Report the number of individuals in the target population for each characteristic (percentages will automatically calculate in HRSA EHBs). Estimates are acceptable. **Patient data should not be used to report target population data since patients are typically a subset of this number.**

If the target population includes a large number of transient individuals that are not included in the data set used for service area population data (e.g., census data), adjust the service area population numbers accordingly to ensure that the target population numbers are always less than or equal to the service area numbers. Explain significant adjustments in the NEED section of the Project Narrative.

Note: The total numbers for the first four sections of this form (i.e., Race, Hispanic or Latino Ethnicity, Income as a Percent of Poverty Level, and Primary Third Party Payment Source) **must match**.

Guidelines for Reporting Race

- Classify all individuals in one of the racial categories, including individuals who also consider themselves Hispanic or Latino. If the data source does not separately classify Hispanic or Latino individuals by race, report them as Unreported/Declined to Report.

- Utilize the following race definitions:
 - Asian – Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Indonesia, Thailand, and Vietnam.
 - Native Hawaiian – Persons having origins in any of the original peoples of Hawaii.
 - Other Pacific Islanders – Persons having origins in any of the original peoples of Guam, Samoa, Tonga, Palau, Truk, Yap, Saipan, Kosrae, Ebeye, Pohnpei, or other Pacific Islands in Micronesia, Melanesia, or Polynesia.
 - American Indian/Alaska Native – Persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
 - More Than One Race – Persons who are choosing two or more races.

Guidelines for Reporting Hispanic or Latino Ethnicity

- If ethnicity is unknown, report individuals as Unreported/Declined to Report.



- Utilize the following ethnicity definition: Hispanic or Latino – Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Guidelines for Reporting Special Populations and Select Population Characteristics

The Special Populations section of Form 4 does not have a row for total numbers. Individuals that represent multiple special population categories should be counted in all applicable categories.