



Form 1A: General Information Worksheet

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Form 1A: GENERAL INFORMATION WORKSHEET	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number

1. Applicant Information	
Applicant Name	<i>Will pre-populate from the Grants.gov application forms</i>
Fiscal Year End Date	<i>Select from drop-down menu (e.g., January 31, March 31)</i>
Application Type	<i>Will pre-populate from the Grants.gov application forms</i>
Grant Number	<i>Will pre-populate from the Grants.gov application forms, if applicable</i>
Business Entity (Select one)	<input type="checkbox"/> Tribal <input type="checkbox"/> Urban Indian <input type="checkbox"/> Private, non-profit (non-Tribal or Urban Indian) <input type="checkbox"/> Public (non-Tribal or Urban Indian)
Organization Type (Select all that apply)	<input type="checkbox"/> All <input type="checkbox"/> Faith based <input type="checkbox"/> Hospital <input type="checkbox"/> State government <input type="checkbox"/> City/County/Local Government or Municipality <input type="checkbox"/> University <input type="checkbox"/> Community based organization <input type="checkbox"/> Other - Specify: _____

2. Proposed Service Area
<p>Note: Applicants applying for Community Health Center (CHC) funding in Section A of the SF-424A: Budget Information form must serve at least one MUA or MUP. Provide the IDs for all MUAs and/or MUPs within the service area proposed in this application.</p>

2a. Service Area Designation	
Select MUA/MUP (Each ID must be a 5 to 12 digits. Use commas to separate multiple IDs, without spaces.) Find an MUA/MUP (http://muafind.hrsa.gov/)	<input type="checkbox"/> Medically Underserved Area (MUA): ID# _____ <input type="checkbox"/> Medically Underserved Population (MUP): ID# _____ <input type="checkbox"/> MUA Application Pending: ID# _____ <input type="checkbox"/> MUP Application Pending: ID# _____

2b. Service Area Type

Choose Service Area Type

You must select Urban or Rural. If you select Rural, Sparsely Populated may also be selected, if applicable.

Urban

Rural

Sparsely Populated - Specify population density by providing the number of people per square mile: _____
(Provide a value ranging from 0.01 to 7.)

2c. Patients and Visits

Unduplicated Patients and Visits by Population Type

How many unduplicated patients are projected to be served by December 31, 2021? (This projection is for calendar year 2021.)

Refer to the Patient Target in the Service Area Announcement Table (SAAT) for the service area proposed in this application to ensure your total unduplicated patient projection meets eligibility requirements. The SAAT is available at the SAC/SAC-AA Technical Assistance web site.

Population Type	UDS/Baseline Value		Projected by December 31, 2021 (January 1 – December 31, 2021)	
	Patients	Visits	Patients	Visits
Total			Pre-populated from above	
General Underserved Community (Includes all patients/visits not reported in the rows below.)				
Migratory and Seasonal Agricultural Workers and Families				
Public Housing Residents				
People Experiencing Homelessness				

Patients and Visits by Service Type

Service Type	UDS/Baseline Value		Projected by December 31, 2021 (January 1 – December 31, 2021)	
	Patients	Visits	Patients	Visits
Total Medical Services				
Total Dental Services				
Behavioral Health Services				
Total Mental Health Services				
Total Substance Use Disorder Services				
Total Enabling Services				

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 14N-39, Rockville, Maryland, 20857.

Instructions

1. Applicant Information

- Use the Fiscal Year End Date field to note the month and day in which your organization's fiscal year ends (e.g., January 31).
- Check only one category in the Business Entity section. If you are a Tribal or Urban Indian entity and meet the definition for a public or private entity, select the Tribal or Urban Indian category.
- You may select one or more categories for the Organization Type section.

2. Proposed Service Area

2a. Service Area Designation

- If you are applying for CHC funding, you MUST serve at least one Medically Underserved Area (MUA) or Medically Underserved Population (MUP).
- Select the MUA and/or MUP designations for the proposed service area and enter the identification number(s).
- For inquiries regarding MUAs or MUPs, visit the Shortage Designation website at <https://bhw.hrsa.gov/shortage-designation> or email sdb@hrsa.gov.

2b. Service Area Type

- Select the type (urban or rural) that describes the majority of the service area. If rural is selected, you may further choose sparsely populated, if applicable, and provide the number of people per square mile (values must range from .01 to 7). For information about rural populations, visit the Office of Rural Health Policy's website at http://www.hrsa.gov/ruralhealth/policy/definition_of_rural.html.

2c. Patients and Visits

General Guidance for Patient and Visit Numbers:

When providing the count of patients and visits within each service type category, note the following (see the [UDS Manual](#) for detailed information):

- A visit is a face-to-face contact between a patient and a licensed or credentialed provider who exercises independent, professional judgment in providing services. To be included as a visit, services must be paid for by your organization ([Form 5A: Services Provided](#), Columns I and/or II) and documented in a written or electronic form in a system that permits ready retrieval of current data for the patient.
- A patient is an individual who had at least one visit in 2018 (current data) or is projected to have at least one visit in 2021 (projected data).
- Since a patient must have at least one documented visit, the number of patients cannot exceed the number of visits.
- Report aggregate data for all service sites in the proposed project.
- If you are a new or competing supplement applicant, report calendar year baseline values for services your organization is currently providing in the proposed service area. If your organization is not currently operational in the proposed service area, report baseline values as zero.

Unduplicated Patients and Visits by Population Type:

The population types in this section do NOT refer only to the requested funding categories in Section A of the SF-424A: Budget Information form. For example, if you are applying for only

CHC funding (General Underserved Community), you may still have patients/visits reported in the other population type categories. **All patients/visits that do not fall within the Migratory and Seasonal Agricultural Workers and Families, Residents of Public Housing, or the People Experiencing Homelessness categories must be included in the General Underserved Community category.**

1. Project the number of unduplicated patients to be served in 2021 (January 1 through December 31, 2021). This value will pre-populate in the corresponding cell within the table below.

HRSA will use the number of unduplicated patients projected to be served in calendar year 2021 to determine compliance with Eligibility Requirement 3a, which requires the patient projection to be at least 75 percent of the [SAAT](#) Patient Target. If a health center is unable to meet the total unduplicated patient target in 2021 (the patient projection from this application, plus other patient projections from funded supplemental applications for which the projections can be monitored in 2021), funding for the service area may be reduced when the service area is next competed through SAC (assuming a 3-year project period).

2. If you are a new or competing supplement applicant: Provide the number of current unduplicated patients and visits for each population type category to establish a baseline. **Across all population type categories, an individual can only be counted once as a patient.**

If you are a competing continuation applicant, current patients will pre-populate from the 2018 UDS data. Provide the number of visits across the population type categories to establish a baseline. To maintain consistency with the patients and visits reported in UDS, do not include patients and visits for pharmacy services or other services outside the proposed scope of project.

3. The total number of unduplicated patients projected in 2021 (January 1 through December 31, 2021) will pre-populate from Item 1 above. Project the **total** number of visits in 2021 (January 1 through December 31, 2021). Then categorize these projected numbers for each population type category. **Across all population type categories, an individual can only be counted once as a patient.**

Patients and Visits by Service Type:

1. If you are a new or competing supplement applicant: Provide the number of current patients and visits within each service type category to establish a baseline. **An individual who receives multiple types of services should be counted once for each service type** (e.g., an individual who receives both medical and dental services should be counted once for medical and once for dental).

If you are a competing continuation applicant: Current patients and visits for each service type category will pre-populate from the 2018 UDS data.

2. Project the number of patients and visits anticipated within each service type category in 2021 (January 1 through December 31, 2021).

If you are a competing supplement applicant, include only the new patients you propose to serve via the proposed project.

3. To maintain consistency with the patients and visits reported in UDS, do not report patients and visits for vision or pharmacy services or other services outside the proposed scope of project.

Note: The Patients and Visits by Service Type section does not have a row for total numbers since an individual patient may be included in multiple service type categories (i.e., a single patient should be counted as a patient for each service type received).