



FY 2020 Service Area Competition (SAC) Compliance Assessment Guide

This guide lists the specific [Compliance Manual](#) elements that will be assessed during the SAC application review, along with the corresponding application components. In the SAC notice of funding opportunity (NOFO), these application components are noted with a bolded, underlined asterisk (*****). If conditions are placed on your award due to noncompliance with any of the [Compliance Manual](#) elements noted in this document, you will be awarded a 1-year project period.

Table 1 presents the information in the order found in in the [Compliance Manual](#). Table 2 presents the same information, but in the order found in the SAC NOFO.

Table 1: SAC Compliance Assessment by Compliance Manual Chapter and Element

Compliance Manual Chapter	Element	Project Narrative (PN), Form, or Attachment Noted with <u>*</u>
Chapter 3: Needs Assessment	b. Update of Needs Assessment	<ul style="list-style-type: none"> • PN Need section, items 2a – c
Chapter 9: Sliding Fee Discount Program	b. Sliding Fee Discount Program Policies	<ul style="list-style-type: none"> • PN Response section, items 5a – d
Chapter 9: Sliding Fee Discount Program	c. Sliding Fee for Column I Services	<ul style="list-style-type: none"> • Attachment 10: Sliding Fee Discount Schedule(s)
Chapter 9: Sliding Fee Discount Program	e. Incorporation of Current Federal Poverty Guidelines	<ul style="list-style-type: none"> • Attachment 10: Sliding Fee Discount Schedule(s)
Chapter 11: Key Management Staff	b. Documentation for Key Management Staff Positions	<ul style="list-style-type: none"> • Attachment 4: Position Descriptions for Key Management Staff
Chapter 11: Key Management Staff	d. CEO Responsibilities	<ul style="list-style-type: none"> • PN Resources/Capabilities section, item 3b • Form 2: Staffing Profile • Attachment 3: Project Organizational Chart

Compliance Manual Chapter	Element	Project Narrative (PN), Form, or Attachment Noted with *
		<ul style="list-style-type: none"> Attachment 4: Position Descriptions for Key Management Staff
Chapter 12: Contracts and Subawards	e. HRSA Approval for Contracting Substantive Programmatic Work	<ul style="list-style-type: none"> Form 8: Health Center Agreements
Chapter 12: Contracts and Subawards	f. Required Contract Provisions	<ul style="list-style-type: none"> Form 8: Health Center Agreements
Chapter 12: Contracts and Subawards	g. HRSA Approval to Subaward	<ul style="list-style-type: none"> Form 8: Health Center Agreements
Chapter 12: Contracts and Subawards	h. Subaward Agreement	<ul style="list-style-type: none"> Form 8: Health Center Agreements
Chapter 14: Collaborative Relationships	a. Coordination and Integration of Activities	<ul style="list-style-type: none"> PN Collaboration section, items 1a – c Attachment 9: Collaboration Documentation
Chapter 14: Collaborative Relationships	b. Collaboration with Other Primary Care Providers	<ul style="list-style-type: none"> PN Collaboration section, item 2 Attachment 9: Collaboration Documentation
Chapter 16: Billing and Collections	c. Participation in Insurance Programs	<ul style="list-style-type: none"> PN Resources/Capabilities section, item 5b
Chapter 16: Billing and Collections	h. Policies or Procedures for Waiving or Reducing Fees	<ul style="list-style-type: none"> PN Resources/Capabilities section, item 5a
Chapter 17: Budget	a. Annual Budgeting for Scope of Project	<ul style="list-style-type: none"> Form 2: Staffing Profile Budget Narrative SF-424A
Chapter 17: Budget	b. Revenue Sources	<ul style="list-style-type: none"> Form 2: Staffing Profile Form 3: Income Analysis Budget Narrative SF-424A
Chapter 19: Board Authority	a. Maintenance of Board Authority Over Health Center Project	<ul style="list-style-type: none"> PN Governance section, items 3a – c Form 8: Health Center Agreements Attachment 2: Bylaws Attachment 3: Project Organizational Chart Attachment 6: Co-Applicant Agreement Attachment 8: Articles of Incorporation (new applicants only)
Chapter 19: Board Authority	b. Required Authorities and Responsibilities	<ul style="list-style-type: none"> PN Governance section, items 2a – g Attachment 2: Bylaws Attachment 6: Co-Applicant Agreement
Chapter 20: Board Composition	a. Board Member Selection and Removal Process	<ul style="list-style-type: none"> Attachment 2: Bylaws
Chapter 20: Board Composition	b. Required Board Composition	<ul style="list-style-type: none"> PN Governance section, items 1a – g Attachment 2: Bylaws Attachment 6: Co-applicant Agreement
Chapter 20: Board Composition	c. Current Board Composition	<ul style="list-style-type: none"> Form 6A: Board Member Characteristics

Compliance Manual Chapter	Element	Project Narrative (PN), Form, or Attachment Noted with *
Chapter 20: Board Composition	e. Waiver Requests	<ul style="list-style-type: none"> Form 6B: Request for Waiver of Board Member Characteristics

Table 2: Compliance Manual Chapter and Element for Each Item Noted for Compliance Assessment

Project Narrative, Form, or Attachment Noted with *	Compliance Manual Chapter	Element
Project Narrative Need section, items 2a – c	Chapter 3: Needs Assessment	b. Update of Needs Assessment
Project Narrative Response section, items 5a – d	Chapter 9: Sliding Fee Discount Program	b. Sliding Fee Discount Program Policies
Project Narrative Collaboration section, items 1a – c	Chapter 14: Collaborative Relationships	a. Coordination and Integration of Activities
Project Narrative Collaboration section, item 2	Chapter 14: Collaborative Relationships	b. Collaboration with Other Primary Care Providers
Project Narrative Resources/Capabilities section, item 3b	Chapter 11: Key Management Staff	d. CEO Responsibilities
Project Narrative Resources/Capabilities section, item 5a	Chapter 16: Billing and Collections	h. Policies or Procedures for Waiving or Reducing Fees
Project Narrative Resources/Capabilities, item 5b	Chapter 16: Billing and Collections	c. Participation in Insurance Programs
Project Narrative Governance section, items 1a – g	Chapter 20: Board Composition	b. Required Board Composition
Project Narrative Governance section, items 2a – g	Chapter 19: Board Authority	b. Required Authorities and Responsibilities
Project Narrative Governance section, items 3a – c	Chapter 19: Board Authority	a. Maintenance of Board Authority Over Health Center Project
Form 2: Staffing Profile	Chapter 11: Key Management Staff	d. CEO Responsibilities
Form 2: Staffing Profile	Chapter 17: Budget	a. Annual Budgeting for Scope of Project b. Revenue Sources
Form 3: Income Analysis	Chapter 17: Budget	b. Revenue Sources
Form 6A: Board Member Characteristics	Chapter 20: Board Composition	c. Current Board Composition
Form 6B: Request for Waiver of Board Member Characteristics	Chapter 20: Board Composition	e. Waiver Requests
Form 8: Health Center Agreements	Chapter 12: Contracts and Subawards	e. HRSA Approval for Contracting Substantive Programmatic Work

Project Narrative, Form, or Attachment Noted with *	Compliance Manual Chapter	Element
		<ul style="list-style-type: none"> f. Required Contract Provisions g. HRSA Approval to Subaward h. Subaward Agreement
Form 8: Health Center Agreements	Chapter 19: Board Authority	<ul style="list-style-type: none"> a. Maintenance of Board Authority Over Health Center Project
Budget Narrative	Chapter 17: Budget	<ul style="list-style-type: none"> a. Annual Budgeting for Scope of Project b. Revenue Sources
SF-424A	Chapter 17: Budget	<ul style="list-style-type: none"> a. Annual Budgeting for Scope of Project b. Revenue Sources
Attachment 2: Bylaws	Chapter 19: Board Authority	<ul style="list-style-type: none"> a. Maintenance of Board Authority Over Health Center Project b. Required Authorities and Responsibilities
Attachment 2: Bylaws	Chapter 20: Board Composition	<ul style="list-style-type: none"> a. Board Member Selection and Removal Process b. Required Board Composition
Attachment 3: Project Organizational Chart	Chapter 11: Key Management Staff	<ul style="list-style-type: none"> d. CEO Responsibilities
Attachment 3: Project Organizational Chart	Chapter 19: Board Authority	<ul style="list-style-type: none"> a. Maintenance of Board Authority Over Health Center Project
Attachment 4: Key Management Staff Positions	Chapter 11: Key Management Staff	<ul style="list-style-type: none"> b. Documentation for Key Management Staff Positions d. CEO Responsibilities
Attachment 6: Co-Applicant Agreement	Chapter 19: Board Authority	<ul style="list-style-type: none"> a. Maintenance of Board Authority Over Health Center Project b. Required Authorities and Responsibilities
Attachment 6: Co-Applicant Agreement	Chapter 20: Board Composition	<ul style="list-style-type: none"> b. Required Board Composition
Attachment 8: Articles of Incorporation (new applicants only)	Chapter 19: Board Authority	<ul style="list-style-type: none"> a. Maintenance of Board Authority Over Health Center Project
Attachment 9: Collaboration Documentation	Chapter 14: Collaborative Relationships	<ul style="list-style-type: none"> a. Coordination and Integration of Activities b. Collaboration with Other Primary Care Providers
Attachment 10: Sliding Fee Discount Program Schedule(s)	Chapter 9: Sliding Fee Discount Program	<ul style="list-style-type: none"> c. Sliding Fee for Column I Services e. Incorporation of Current Federal Poverty Guidelines