

The BPHC Newly Funded TA Web Guide Resources for New and Existing Grantees

Developed by:

The U.S. Department of Health and Human Services (HHS)
Health Resources and Services Administration (HRSA)
Bureau of Primary Health Care (BPHC)
Office of Training and Technical Assistance Coordination (OTTAC)

The BPHC Newly Funded Health Center Web Guide is a self assessment tool designed to help new BPHC grantees provide high-quality primary health care from the day they open their doors for business. The Guide is a central hub for links to HRSA-approved templates, information pages, and policy documents, and many other resources. The intent of the Web Guide is to help Health Center grantees improve their quality and efficiency, work within Health Center Program Requirements, and access Federal policies, programs and resources intended for the specific needs of Health Centers.

This document is a printable version of a portion of the content available on the Web Guide. It was developed by the BPHC Office of Training and Technical Assistance Coordination and is hosted at:
<http://bphc.hrsa.gov/technicalassistance/index.html>

4f. Program Requirement 14: Budget

Requirements:

Health center has developed a budget that reflects the costs of operations, expenses, and revenues (including the Federal grant) necessary to accomplish the service delivery plan, including the number of patients to be served.

Authority:

Section 330(k)(3)(D), Section 330(k)(3)(l)(i), and 45 CFR Part 74.25

Documents to Review for Answers:

Annual health center budget and business plans.

Links and Additional Resources:

Your grant application's [Form 3](#): "Income Analysis Form" contains your budgetary assumptions. This link is for reference purposes only.

MSCG Resource Center [Financial Management Page](#)*

MSCG Resource Center [Business Plan Page](#)*

**Note: All non-Federal documents are for use as aids to consultants and grantees, the contents of such documents are solely the responsibility of the authors and do not necessarily represent the official views of HRSA, and should not be considered official guidance by BPHC. Any "sample" documents must be tailored to the health center's unique circumstances and needs.*

Table 1: Budget Questions

These questions are intended to assess whether a grantee has an appropriate process for creating and reviewing health center operating plans and budgets.

#	Questions	Answers
1.	Does grantee have an annual operating/ business plan?	
2.	Has the annual operating/ business plan been approved by the Board? If so, when?	
3.	How often does the Board review variance from the operating plan/ budget?	
4.	Does the grantee have a capital plan?	
5.	Has the capital plan been approved by the Board? If so, when?	