



# Fiscal Year (FY) 2015 Service Area Competition (SAC) New, Competing Continuation, and Supplemental

HRSA-15-008, HRSA-15-009, HRSA-15-010, HRSA-15-011,  
HRSA-15-012, HRSA-15-013, HRSA-15-014, HRSA-15-015

SAC Technical Assistance (TA) page:  
<http://www.hrsa.gov/grants/apply/assistance/sac>



# Agenda



- Summary of Changes
- Overview
- Application Due Dates & Times
- Service Area Announcement Table
- Eligibility Requirements
- Two-Tiered Electronic Submission Process
- Program Narrative
- Performance Measures
- Budget
- Project Period and Priority Points
- Technical Assistance Contacts
- Question & Answer Session



# Summary of Changes



- A modification to the requirement to serve all patients listed in the Service Area Announcement Table (with an accompanying reduction in funding).
- The eligibility criteria section clarifies current policy that an organization may not apply on behalf of another organization.
- While the maximum project period length remains up to 3 years, the criteria for awarding a 1-year project period have been revised.
- Addition of priority points for program performance available to current grantees proposing to serve their current service area.



# Summary of Changes



- New applicants and current grantees proposing to serve a new service area must meet the following readiness requirements.
  - Within 120 days of notice of award, each proposed site must be operational with providers available at each site to begin providing services to the proposed population/community.
  - Within 1 year of the Notice of Award, all providers must be hired and all sites must be operational for the targeted number of hours.



# Summary of Changes



- Several clinical performance measures have been added (Tobacco Use Screening and Cessation, Newly Identified HIV Cases with Timely Follow Up, and Depression Screening and Follow Up) (<http://bphc.hrsa.gov/policiesregulations/policies/pal201401.html>).
- The SF-424A Budget Categories form has been changed to capture details on the federal funding request and non-grant revenue supporting the project.
- The Federal Object Class Categories form has been removed.
- A financial audit attachment is no longer required.



# Summary of Changes



- Form 1A: General Information Worksheet requires the unduplicated patient projection by December 31, 2016 rather than the end of the 3-year project period.
- Form 3: Income Analysis has been programmed into the Program Specific Forms section in the HRSA Electronic Handbook.
- Form 5A: Services Provided has been revised to clarify service. Refer to PAL 2014-06, available at <http://bphc.hrsa.gov/policiesregulations/policies/pal201406.html>.
- Form 5B: Service Sites has been revised. Refer to PAL 2014-06, available at <http://bphc.hrsa.gov/policiesregulations/policies/pal201406.html>).



# Summary of Changes



- Form 6B: Request for Waiver of Governance Requirements has been updated to reflect the elimination of waivers for the monthly Board meetings, refer to PIN 2014-01, available at <http://bphc.hrsa.gov/policiesregulations/policies/pin201401.pdf>.
- Addition of a Summary Page to enable applicants to verify key application data.
- The eight FOAs will have a staggered release schedule.
- The Service Area Announcement Table now includes both service area and patient origin zip code information, along with patient percentages for each listed zip code.



# Overview



The Service Area Competition (SAC) provides funding for the provision of continued comprehensive primary health care services to underserved and/or special populations.

Three types of applicants:

1. Current grantees applying to continue serving their current service area
2. New applicants
3. Current grantees applying to serve a new service area



# Overview



## Please Note:

A Health Center Program grantee whose project period **does not end** in FY 2015 (October 1, 2014 – September 30, 2015) should complete a Budget Period Progress Report (BPR) rather than a SAC application.



# Overview



- Project period: up to 3 years
- Project period start date: varies throughout FY 2015
- Grants.gov deadline: varies throughout FY 2015
- HRSA Electronic Handbook (EHB) deadline: varies throughout FY 2015



# Application Due Dates & Times



<b>Project Period Start Date</b>	<b>HRSA Announcement Number</b>	<b>FOA Release Date</b>	<b>Grants.gov Deadline (11:59 PM ET)</b>	<b>HRSA EHB Deadline (5:00 PM ET)</b>
November 1, 2014	HRSA-15-008	June 19	July 23	August 6
December 1, 2014	HRSA-15-009	June 19	July 30	August 13
January 1, 2015	HRSA-15-010	June 25	August 13	August 27
February 1, 2015	HRSA-15-011	June 25	August 27	September 10
March 1, 2015	HRSA-15-012	September 10	October 22	November 5
April 1, 2015	HRSA-15-013	September 10	November 5	November 19
May 1, 2015	HRSA-15-014	October 8	November 19	December 10
June 1, 2015	HRSA-15-015	October 8	December 3	December 17

All dates are 2014 unless otherwise specified.



# Announcement Numbers for Current Grantees



<b>Current Project Period End Date</b>	<b>Apply to This HRSA Announcement Number</b>
October 31, 2014	HRSA-15-008
November 30, 2014	HRSA-15-009
December 31, 2014	HRSA-15-010
January 31, 2015	HRSA-15-011
February 28, 2015	HRSA-15-012
March 31, 2015	HRSA-15-013
April 30, 2015	HRSA-15-014
May 31, 2015	HRSA-15-015



# Service Area Announcement Table



Available as a customized table based on search criteria. Below are the fields in the table:

- Project period start date
- Current grantee's administrative site location (city and state) – click on city to access patient origin map
- HRSA FOA Number
- Total funding broken down by target population
- Service area and patient origin zip codes
- Percentage of patients from each zip code
- Patient Target



# Service Area Announcement Table



## Service Area Announcement Table

### Service Area Competition FOA

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Project period start date:

State:

City:

The city represents the current grantee's administrative site location

Project Period Start Date	City (Current Grantee's Administrative Site Location) Click the City to access the Patient Origin Map	State	Funding Opportunity Number (refer to FOA for due dates/times)	Total Funding	CHC Funding	MHC Funding	HCH Funding	PHPC Funding	Service Area and Patient Origin Zip Codes <sup>1</sup>	Percentage of Patients from Zip Code <sup>2</sup>	Patient Target <sup>3</sup>
12/1/2014	<a href="#">Alvin</a>	TX	HRSA-15-009	\$822,296	\$822,296	\$0	\$0	\$0	77075	0.3 %	4,516
									77089	0.3 %	
									77422	1.3 %	
									77480	0.3 %	
									77486	0.5 %	
									77510	0.8 %	
									77511	51.9 %	
									77512	0.8 %	
									77515	3.6 %	
									77517	0.4 %	
									77531	3.5 %	
									77534	0.8 %	
									77539	0.6 %	
									77541	10.6 %	
									77545	0.5 %	
									77546	1.1 %	
									77566	1.6 %	
									77573	0.5 %	
									77577	1.0 %	
									77578	2.7 %	
									77581	2.7 %	
									77583	5.3 %	
									77584	5.1 %	
									77598	0.4 %	



# Eligibility Requirements



Applicants must:

1. Be public or nonprofit private entities such as a tribal, faith-based, or community-based organization.
2. Applicant proposes to serve a service area and its associated population(s) and patients identified in the SAAT (see <http://www.hrsa.gov/grants/apply/assistance/sac>).
3. Applicant must propose on Form 1A to serve at least 75 percent of patients by December 31, 2016 as listed in the SAAT. See the Summary of Funding section in the FOA if the patient projection is less than published in the SAAT.



# Eligibility Requirements



4. Applicant must propose on Form 5B the service area zip codes from which at least 75 percent of the current patients reside. Applicants should use the SAAT as a resource in determining the zip codes from which the majority of patients originate.
5. Applicant must propose to serve all currently targeted populations (i.e., CHC, MHC, HCH, PHPC) identified through the funding distribution in the SAAT.



# Eligibility Requirements



6. Applicant requests annual federal section 330 funding (as listed in the SAAT and presented on the SF-424A and Budget Justification Narrative) that DOES NOT exceed the established cap of section 330 funding (listed as Total Funding on the SAAT) available to support the announced service area and its designated population(s).
7. Applicant does not apply on behalf of another organization.

See Section III of the FOA for complete eligibility information



# Form 1A: General Information Worksheet Patients/Eligibility

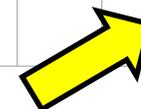


Applicant must propose on Form 1A to serve at least 75 percent of patients by December 31, 2016 as listed in the SAAT.

Service Area and Patient Origin Zip Codes <sup>1</sup>	Percentage of Patients from Zip Code <sup>2</sup>	Patient Target <sup>3</sup>
77075	0.3 %	4,516
77089	0.3 %	
77422	1.3 %	
77480	0.3 %	
77486	0.5 %	
77510	0.8 %	
77511	51.9 %	
77512	0.8 %	
77515	3.6 %	
77517	0.4 %	
77531	3.5 %	
77534	0.8 %	
77539	0.6 %	
77541	10.6 %	
77545	0.5 %	
77546	1.1 %	
77566	1.6 %	
77573	0.5 %	
77577	1.0 %	
77578	2.7 %	
77581	2.7 %	
77583	5.3 %	
77584	5.1 %	
77598	0.4 %	



DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration					FOR HRSA USE ONLY			
Form 1A: GENERAL INFORMATION WORKSHEET					Grant Number		Application Tracking Number	
Unduplicated Patients and Visits by Population Type								
Population Type	Current Number		Number at End of Year 1		Number at End of Year 2		Projected by December 31, 2016	
	Patients	Visits	Patients	Visits	Patients	Visits	Patients	Visits
General Underserved Community			N/A	N/A	N/A	N/A		
Migratory and Seasonal Agricultural Workers			N/A	N/A	N/A	N/A		
Public Housing Residents			N/A	N/A	N/A	N/A		
People Experiencing Homelessness			N/A	N/A	N/A	N/A		
Total								
<i>This figure will be compared to the figure on the Service Area Announcement Table to determine eligibility</i>								





# Patient Projection and Funding Request



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

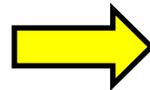
- Calculator tool available on SAC TA page.
- Failure to meet projections by December 31, 2016 may result in proportionate funding decrease in future years.

# Form 5B Service Sites Service Area Eligibility

- Applicants must propose on Form 5B the service area zip codes from which at least 75 percent of the current patients reside.



Service Area and Patient Origin Zip Codes <sup>1</sup>	Percentage of Patients from Zip Code <sup>2</sup>	Patient Target <sup>3</sup>
77075	0.3 %	4,516
77089	0.3 %	
77422	1.3 %	
77480	0.3 %	
77486	0.5 %	
77510	0.8 %	
77511	51.9 %	
77512	0.8 %	
77515	3.6 %	
77517	0.4 %	
77531	3.5 %	
77534	0.8 %	
77539	0.6 %	
77541	10.6 %	
77545	0.5 %	
77546	1.1 %	
77566	1.6 %	
77573	0.5 %	
77577	1.0 %	
77578	2.7 %	
77581	2.7 %	
77583	5.3 %	
77584	5.1 %	
77598	0.4 %	



DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration  FORM 5B: SERVICE SITES	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number

<input type="checkbox"/> This site has a Medicare billing number		
FQHC Site National Provider Identification (NPI) Number (Optional field)		Total Hours of Operation (when patients will be served per week)
Months of Operation		
Service Area Zip Codes		
Number of Contract Service Delivery Locations (Required only for 'Migrant' Type)		Number of Intermittent Sites (Required only for 'Intermittent Site' Type)

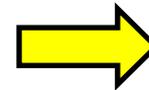


# SF-424A



## Funding Request/Funding Type/Eligibility

Request no more than the current level of support being provided to the service area and request all funding types that currently support the service area in the same proportion at which they were announced in the SAAT.



Total Funding	CHC Funding	MHC Funding	HCH Funding	PHPC Funding
\$822,296	\$822,296	\$0	\$0	\$0

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.						
3.						
4.						
5. TOTALS						





# Target Populations by Funding Types



## Target Populations by Funding Type:

- Community Health Centers (CHC, section 330(e)): target population is underserved individuals
- Migrant Health Centers (MHC, section 330(g)): target population is migratory and seasonal agricultural workers
- Health Care for the Homeless (HCH, section 330(h)): target population is homeless individuals and families
- Public Housing Primary Care (PHPC, section 330(i)): target population is residents of, and individuals living immediately adjacent to, public housing



# Award Information



## Award Basics:

- Approximately \$591 million available for approximately 242 FY 2015 SAC awards
- Awards will vary across CHC, MHC, HCH, and/or PHPC

## Ineligible Uses of SAC Funding:

- Construction of facilities
- Fundraising
- Lobbying efforts



# Two-Tiered Submission Process



## Step 1: Grants.gov

- Register in the System for Award Management (SAM) and Data Universal Numbering System (DUNS) prior to registering in Grants.gov
- Register in Grants.gov as soon as possible
- Receive a validation email from Grants.gov following successful submission

Applicants are required to maintain active SAM registration throughout the application and award period (if a grant is awarded)



# Two-Tiered Submission Process



## Step 2: HRSA EHB

- Register in HRSA EHB as soon as possible
- Receive a tracking number for accessing EHB via email 7 business days after Grants.gov submission
- Receive a confirmation message in EHB following successful submission



# Step 1: Grants.gov Items



<http://www.grants.gov>

- SF-424: Application for Federal Assistance (upload Project Abstract on page 2, box 15)
- SF-424B: Assurances – Non-Construction Programs
- Project/Performance Site Location(s) Form
- Grants.gov Lobbying Form (Certification Regarding Lobbying)
- SF-LLL: Disclosure of Lobbying Activities (as applicable)



# SF-424: Application Type



## Current Grantees Applying to Continue Serving Their Current Service Area (Continuation):

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.	<b>4. Applicant Identifier:</b> H80CSXXXXX	

## Current Grantees Applying to Serve a New Service Area (Revision/Supplement):

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> E: Other (specify) <b>* Other (Specify):</b> Supplement:H80CSXXXXX
<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.	<b>4. Applicant Identifier:</b> H80CSXXXXX	



# SF-424: Application Type



## New Applicants Not Currently Funded through the Health Center Program (New):

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text" value="Completed by Grants.gov upon submission."/>	<b>4. Applicant Identifier:</b> <input type="text"/>	



## Step 2: EHB Items



<https://grants.hrsa.gov/webexternal>

- Project Narrative
- SF-424A: Budget information
- Budget Justification (upload in Budget Narrative Attachment Form field)
- Attachments
- Program Specific Forms
- Program Specific Information (Performance Measures)



# EHB Attachments



All attachments are required except:

- 6: Co-Applicant Agreement
- 7: Summary of Contracts and Agreements
- 11: Evidence of Non-Profit or Public Center Status
- 12: Floor Plans
- 13: Implementation Plan
- 14 and 15: Other Relevant Documents

See Table 3 in the FOA for details



# EHB Forms



- All forms are required.
- New structured forms include Form 3: Income Analysis and the Summary Page.
- Summary Page requests the following:
  - Review/confirm funding request (all applicants)
  - Review/confirm patient projection (all applicants)
  - Review/confirm proposed sites and certify that all will be operational within 120 days of award (new and supplemental applicants)
  - Review/confirm scope of project based on Forms 5A and 5B (current grantees applying to continue serving their current service area)

See Table 4 and Appendix A in the FOA for details



# Program Narrative & Review Criteria



## Program Narrative / Review Criteria

- Need (15 points)
- Response (20 points)
- Collaboration (10 points)
- Evaluative Measures (15 points)
- Resources/Capabilities (20 points)
- Governance (10 points)
- Support Requested (10 points)



# Clinical Performance Measures



## Standard Clinical Performance Measures:

- Diabetes
- Cardiovascular Disease
- Cancer
- Prenatal Health
- Perinatal Health
- Child Health
- Oral Health
- Weight Assessment and Counseling for Children and Adolescents
- Adult Weight Screening and Follow-Up



# Clinical Performance Measures



## Standard Clinical Performance Measures:

- Tobacco Use Screening and Cessation
- Asthma – Pharmacological Therapy
- Coronary Artery Disease: Lipid Therapy
- Ischemic Vascular Disease: Aspirin Therapy
- Colorectal Cancer Screening
- New HIV Cases with Timely Follow-up
- Depression Screening and Follow-up
- Other



# Financial Performance Measures



## Standard Financial Performance Measures:

- Total Cost per Patient
- Medical Cost per Medical Visit
- Change in Net Assets to Expense Ratio\*
- Working Capital to Monthly Expense Ratio\*
- Long Term Debt to Equity Ratio\*

\*May be marked “not applicable” by tribal and public center applicants



# Performance Measures: General Information



- Applicants applying for special populations funding (MHC, HCH, and/or PHPC) are required to create performance measures specific to the targeted special population(s).
  - Key Factor Type: Applicants must specify at least one contributing and one restricting factor.
- Information that will not fit on the performance measures forms should be included in the Evaluative Measures section of the Program Narrative.



# Performance Measures: General Information



Current grantees applying to continue serving their current service area:

- Baseline data is pre-populated with data submitted in the 2013 UDS Report and is not editable. If desired, more current baseline data can be included in the Comments field.
- A new Progress field has been added to capture progress since the last submission.
- If a previously-defined Other measure is no longer tracked, mark it Not Applicable and provide a justification in the Comments field.

See Appendix B of the FOA



# Budget



- The SF-424A Budget Categories form has been changed to capture details on the federal funding request and non-grant revenue supporting the project in the object class categories section.
- The budget justification should include a line-item budget and narrative justification for each year of the 3-year project period.
- Federal funds may not be used to pay the salary of an individual at a rate in excess of \$181,500.



# SF-424A Budget Categories Form



## 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			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	
7. Program Income					\$10,545,540	

Standard Form 424A



# Project Period Determining Factors



- HRSA links project period length to health center performance. Applicants will be awarded a 1-year project period if any of the following are met:
  - 10 or more Health Center Program requirements conditions (applied via application review or in 90, 60, or 30-day phase of Progressive Action)
  - 3 or more Health Center Program requirements conditions in the 60-day phase of Progressive Action
  - 1 or more Health Center Program requirements conditions in the 30-day phase of Progressive Action

See Section V.2 of the FOA for details



# Project Period Determining Factors



- HRSA will not make a SAC award to any current grantee that has been awarded 1-year project periods in the previous two award cycles and meets the criteria for a third 1-year project period in FY 2015.



# Funding Priorities



- Applicants do not need to request a funding priority. HRSA will assess all SAC applications within the fundable range for eligibility to receive priority points.
- A funding priority is the favorable adjustment of review scores when applications meet specified criteria.
- To minimize potential service disruptions and maximize the effective use of federal grant dollars, HRSA will award priority points to current grantees that have demonstrated fully satisfactory past performance and are applying to continue serving their current service area.



# Funding Priorities



- Prior to final funding decisions, HRSA will assess all SAC applications within the fundable range for eligibility to receive priority points, as demonstrated in the Health Center Profile, available at <http://bphc.hrsa.gov/healthcenterdatastatistics>
- Program Compliance: 5 points for current grantees applying to continue serving their current service area with no Health Center Program requirement conditions in 60-day, 30-day, or default status
- Patient Trend: Additional 5 points for current grantees applying to continue serving their current service area with a positive or neutral 3-year patient growth trend (+/- 5 percent)



# Important Facts



- Applications may not exceed 160 pages or 20 MB (see Tables 1-4 in the SAC FOA for items included in the page limit).
- Submit single-spaced narrative documents with 12-point, easily readable font (e.g., Times New Roman, Arial, Courier) and 1-inch margins.
- Failure to include all documents noted as “required for completeness” will result in an application being considered incomplete. Incomplete applications will be ineligible for SAC funding.



# Technical Assistance Contacts



SAC TA page:

<http://www.hrsa.gov/grants/apply/assistance/sac>

Program Related Questions

- Beth Hartmayer: [BPHCSAC@hrsa.gov](mailto:BPHCSAC@hrsa.gov) or 301- 594-4300

Budget Related Questions

- Donna Marx: [dmarx@hrsa.gov](mailto:dmarx@hrsa.gov) or 301-594-4245

Grants.gov Related Questions

- [support@grants.gov](mailto:support@grants.gov) or 800-518-4726

EHB Related Questions

- BPHC Helpline for questions about completing forms in EHB: [BPHCHelpline@hrsa.gov](mailto:BPHCHelpline@hrsa.gov) or 877-974-2742



# Question & Answer Session



Reminder:

Throughout the application process, please refer to the Frequently Asked Questions (FAQs) on the SAC TA page (<http://www.hrsa.gov/grants/apply/assistance/sac>)