HRSA
Health Center Program

Form 1A: General Information Worksheet

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	*Will pre-populate from the Grants.gov application forms*
Fiscal Year End Date	*Select from drop-down menu (e.g., January 31, March 31)*
Application Type	*Will pre-populate from the Grants.gov application forms*
Grant Number	*Will pre-populate from the Grants.gov application forms, if applicable*
Business Entity (Select one option that aligns with the type entered in SAM.gov)	[_] Tribal [_] Urban Indian [_] Private, non-profit (non-Tribal or Urban Indian) [_] Public (non-Tribal or Urban Indian)
Organization Type (Select all that apply)	[_] All [_] Faith based [_] Hospital [_] State government [_] City/County/Local Government or Municipality [_] University [_] Community based organization [_] Other - Specify: _____

2. Proposed Service Area

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.

2a. Service Area Designation

Select MUA/MUP (Each ID must be 5 to 12 digits. Use commas to separate multiple IDs, without spaces.) Find an MUA/MUP (http://muafind.hrsa.gov/)	[_] Medically Underserved Area (MUA): ID#____ [_] Medically Underserved Population (MUP): ID#____ [_] MUA Application Pending: ID#____ [_] MUP Application Pending: ID#____

2b. Service Area Type

Choose Service Area Type	[_] Urban

You must select Urban or Rural. If you select Rural, Sparsely Populated may also be selected, if applicable.	[_] 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, 2025? (This projection is for calendar year 2025.) 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 technical assistance webpage.	

Population Type	UDS/Baseline Value		Projected by December 31, 2025 (January 1 – December 31, 2025)	
	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, 2025 (January 1 – December 31, 2025)	
	Patients	**Visits**	**Patients**	**Visits**
Total Medical Services				
Total Dental Services				
Behavioral Health Services				
Total Mental Health Services				
Total Substance Use Disorder Services				
Total Vision Services				
Total Enabling Services				

collection is 0915-0285 and it is valid until 4/30/2026. This information collection is mandatory under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act (42 U.S.C. 254b). 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 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

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 for the Business Entity. Ensure the selection aligns with the type entered in SAM.gov.
     o If you are a Tribal or Urban Indian entity and meet the definition for a public or private, nonprofit entity, select the Tribal or Urban Indian category.
   - You may select more than one category for the Organization Type.

2. **Proposed Service Area**

   a. **Service Area Designation**
   - If you are applying for Community Health Center (CHC) funding (as noted in Section A of the SF-424A: Budget Information form), 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 webpage at https://bhw.hrsa.gov/shortage-designation or email sdb@hrsa.gov.

   b. **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 (value must range from 0.01 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. To determine if your site address zip code is located in a frontier and remote (FAR)[1] area, see https://www.ruralhealthinfo.org/am-i-rural.

   c. **Patients and Visits**
   General Guidance for Patient and Visit Numbers: When providing the count of patients and visits within each service type or population type category, note the following (see the Uniform Data System (UDS) Manual for detailed information):
   - A visit is a documented, individual[2] in-person or virtual[3] encounter 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

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[1] See https://www.ers.usda.gov/data-products/frontier-and-remote-area-codes for more information about FAR areas.

[2] An exception is allowed for behavioral health visits, which may be conducted in a group setting.

[3] Only interactive, synchronous audio and/or video telecommunication systems that permit real-time communication between a distant provider and a patient may be considered and coded as telehealth services.

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 2022 (UDS/Baseline Value) or is projected to have at least one visit in 2025 (Projected by December 31, 2025).
- 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.
- To maintain consistency with the patients and visits reported in UDS, do not include patients and visits for pharmacy services or services outside the proposed scope of project.

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, Public Housing Residents, 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 calendar year (CY) 2025 (January 1 through December 31, 2025). This value will pre-populate in the corresponding cell within the table below this field.

   HRSA will use the number of unduplicated patients projected to be served in CY 2025 to determine compliance with Eligibility Requirement 4a, which requires the patient projection to be at least 75 percent of the [Service Area Announcement Table](#) (SAAT) Patient Target. If you are unable to meet the patient target in CY 2025 (the patient projection from this application, plus other patient projections from funded supplemental applications for which the projections can be monitored in 2025), funding for the service area may be reduced when the service area is next competed through a SAC (assuming a 3-year period of performance).

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.**

3) If you are a **competing continuation applicant** your baseline data will not pre-populate. Those cells will be left blank. The total number of unduplicated patients projected in CY 2025 (January 1 through December 31, 2025) will pre-populate from Item 1 above. Project the **total** number of visits in CY 2025 (January 1 through December 31, 2025). Then categorize the projected number of patients and visits 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: 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). This 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).

1. If you are a **new or competing supplement applicant**, report the number of current patients and visits to establish a baseline. If your organization is not currently operational in the proposed service area, report baseline values as zero for all service types.

2. If you are a **competing continuation applicant,** current patients and visits for each service type category will not pre-populate. Those cells will be left blank.

3. Project the total number of patients and visits anticipated within each service type category in CY 2025 (January 1 through December 31, 2025). Projections should include virtual and face-to-face visits.

   HRSA will use the number of patients projected to be served in CY 2025 for applicable service types to determine compliance with Eligibility Requirement 4b, which requires a patient projection for each Service Type listed in the SAAT for the service area.