

SAC-AA Application Attachments

The following table outlines information related to application attachments and is provided as a reference. Detailed information for Attachments is available on pages 27 – 30 of the funding opportunity announcement.

Provide the following items in the order specified below to complete the content of the application. Unless otherwise noted, attachments count toward the application page limit. Proof of non-profit status will not count toward the page limit.

Label each attachment according to the number provided (e.g., Attachment 2: Corporate Bylaws). Merge similar documents (e.g., letters of support) into a single file. Provide a table of contents for attachments with multiple components. Attachment-specific table of contents are not counted toward the page limit. Number the electronic pages sequentially, restarting at page 1 for each attachment. NOTE: The HRSA EHB will not accept file attachments with names that exceed 100 characters.

Applications that do not include attachments marked “C”, (required for completeness), will be considered incomplete or non-responsive and will not be considered for funding. Failure to include attachments marked “R”, (required for review), may negatively impact an application’s objective review score.

Attachment	Required for Completeness (C) or Review (R)	Form Type	Instruction	Counted in Page Limit (Y/N)
Attachment 1: Service Area Map and Table	R	Document	<p>Upload a map of the service area for the proposed project, indicating the organization's proposed health center site(s) listed in Form 5B: Service Sites. The map must clearly indicate the proposed service area zip codes, any medically underserved areas (MUAs) and/or medically underserved populations (MUPs), and Health Center Program award recipients, look-alikes, and other health care providers serving the proposed zip codes. Maps should be created using UDS Mapper (http://www.udsmapper.org/). Please note that you will have to manually place markers for the locations of other major private provider groups serving low income/uninsured patients.</p> <p>Include a corresponding table that lists each zip code tabulation area (ZCTA) in the service area, the number of health centers serving each ZCTA, total population, total low-income population, total health center patients, and patient penetration levels for each ZCTA and for the overall proposed service area. This table will be automatically created in UDS Mapper. See the SAC-AA Technical Assistance Web site (http://bphc.hrsa.gov/programopportunities/fundingopportunities/sac-aa/index.html) for samples and instructions on creating maps using UDS Mapper. For a tutorial, see Specific Use Cases: Create a Service Area Map and Data Table (http://www.udsmapper.org/tutorials.cfm).</p>	Y
Attachment 2: Corporate Bylaws	C	Document	<p>Upload (in its entirety) the applicant organization's most recent bylaws. Public centers that have a co-applicant must submit the co-applicant governing board bylaws. See the GOVERNANCE section of the Project Narrative for more details.</p>	Y
Attachment 3: Project Organizational Chart	R	Document	<p>Upload a one-page document that depicts the applicant's current organizational structure, including the governing board, key personnel, staffing, and any subrecipients or affiliated organizations.</p>	Y

Attachment	Required for Completeness (C) or Review (R)	Form Type	Instruction	Counted in Page Limit (Y/N)
Attachment 4: Position Descriptions for Key Management Staff	R	Document	Upload current position descriptions for key management staff: Chief Executive Officer (CEO), Chief Medical Officer (CMO), Chief Financial Officer (CFO), Chief Information Officer (CIO), and Chief Operating Officer (COO). Indicate on the position descriptions if key management positions are combined and/or part time (e.g., CFO and COO roles are shared). Each position description should be limited to one page and must include, at a minimum, the position title; description of duties and responsibilities; position qualifications; supervisory relationships; skills, knowledge, and experience requirements; travel requirements; salary range; and work hours.	Y
Attachment 5: Biographical Sketches for Key Management Staff	R	Document	Upload current biographical sketches for key management staff: CEO, CMO, CFO, CIO, and COO. Biographical sketches should not exceed two pages each. When applicable, biographical sketches must include training, language fluency, and experience working with the cultural and linguistically diverse populations to be served.	Y
Attachment 6: Co-Applicant Agreement (as applicable)	<ul style="list-style-type: none"> • New: C • Competing Continuation and Competing Supplement: R 	Document	Public center ¹ applicants that have a co-applicant board must submit, in its entirety, the formal co-applicant agreement signed by both the co-applicant governing board and the public center. See the RESOURCES/CAPABILITIES and GOVERNANCE sections of the Project Narrative for more details.	Y

¹ Public centers were referred to as “public entities” in the past.

Attachment	Required for Completeness (C) or Review (R)	Form Type	Instruction	Counted in Page Limit (Y/N)
Attachment 7: Summary of Contracts and Agreements (as applicable)	R	Document	<p>Upload a BRIEF SUMMARY describing all current or proposed patient service-related contracts and agreements, consistent with Form 5A: Services Provided, Columns II and III, respectively. The summary must address the following items for each contract or agreement:</p> <ul style="list-style-type: none"> • Name of contract/referral organization. • Type of contract or agreement (e.g., contract, referral agreement, Memorandum of Understanding or Agreement). • Brief description of the purpose and scope of each contract or agreement (i.e., type of services provided, how/where services are provided). • Timeframe for each contract or agreement (e.g., ongoing contractual relationship, specific duration). <p>If a contract or agreement will be attached to Form 8: Health Center Agreements (e.g., subrecipient agreement; contract or subaward to a parent, affiliate, or subsidiary organization), denote this with an asterisk (*).</p>	Y
Attachment 8: Articles of Incorporation – Signed Seal Page (as applicable)	<ul style="list-style-type: none"> • New: C • Competing Continuation and Competing Supplement: N/A 	Document	New applicants must upload the official signatory page (seal page) of the organization's Articles of Incorporation. A public center with a co-applicant will upload the co-applicant's Articles of Incorporation signatory page, if incorporated.	Y
Attachment 9: Letters of Support	R	Document	<p>Upload current dated letters of support addressed to the appropriate organization contact (e.g., board, CEO) to document commitment to the project. See the COLLABORATION section of the Project Narrative for details on required letters of support. Reviewers will not consider letters of support that are not submitted with the application.</p> <p>Letters of support should be addressed to the organization's board, CEO, or other appropriate key management staff member (e.g., Clinical Director), not HRSA staff.</p>	Y

Attachment	Required for Completeness (C) or Review (R)	Form Type	Instruction	Counted in Page Limit (Y/N)
Attachment 10: Sliding Fee Discount Schedule(s)	R	Document	Upload the current or proposed sliding fee discount schedule(s). See the RESPONSE section of the Project Narrative for details.	Y
Attachment 11: Evidence of Nonprofit or Public Center Status (as applicable)	<ul style="list-style-type: none"> • New: C • Competing Continuation and Competing Supplement: N/A 	Document	<p>New applicants must upload evidence of nonprofit or public center status. This attachment does not count toward the page limit.</p> <p>Private Nonprofit: A private, nonprofit organization must submit any one of the following as evidence of its nonprofit status:</p> <ul style="list-style-type: none"> • A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code. • A copy of a currently valid IRS Tax exemption certificate. • A statement from a state taxing body, state Attorney General, or other appropriate state official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals. • A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization. • Any of the above proof for a state or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate. 	N

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			<p>Public Center: Consistent with PIN 2010-01 (http://bphc.hrsa.gov/programopportunities/lookalike/pin201001.htm), applicants must provide documentation demonstrating that the organization qualifies as a public agency (e.g., health department, public university health system) for the purposes of section 330 of the PHS Act, as amended. Any of the following is acceptable:</p> <ul style="list-style-type: none"> • Affirm Instrumentality Letter (4076C) from the IRS or a letter of authority from the Federal, state, or local government granting the entity one or more sovereign powers. • A determination letter issued by the IRS providing evidence of a past positive ruling by the IRS or other documentation demonstrating that the organization is an instrumentality of government, such as documentation of the law that created the organization or documentation showing that the state or a political subdivision of the state controls the organization. • Formal documentation from a sovereign state's taxing authority equivalent to the IRS granting the entity one or more governmental powers. 	
Attachment 12: Floor Plans (as applicable)	<ul style="list-style-type: none"> • New and Competing Supplement: R • Competing Continuation: N/A 	Document	New and competing supplement applicants must provide copies of floor plans for all sites within the proposed scope of project. Competing continuation applicants do not need to provide floor plans for approved sites in the currently funded Health Center Program scope of project unless there has been a change in layout of any site(s).	Y
Attachment 13: Implementation Plan (as applicable)	<ul style="list-style-type: none"> • New and Competing Supplement: C • Competing Continuation: N/A 	Document	New and competing supplement applicants must upload the Implementation Plan. Refer to Appendix C for detailed instructions and the SAC-AA Technical Assistance Web page (http://bphc.hrsa.gov/programopportunities/fundingopportunities/sac-aa/index.html) for a sample.	Y

Attachment	Required for Completeness (C) or Review (R)	Form Type	Instruction	Counted in Page Limit (Y/N)
Attachment 14: Other Relevant Documents (as applicable)	R	Document	<p>If desired, include a other relevant documents to support the proposed project (e.g., charts, organizational brochures, lease agreements). Maximum of two uploads.</p> <p>Note: New and competing supplement applicants must include lease/intent to lease documentation in this attachment if a prosed site is or will be leased.</p>	Y