

ENCLOSURE 1
HELPFUL HINTS FOR COMPLETING APPLICATION

1. Once you decide to apply, you will need to submit a letter of intent (LOI) to the BPHC, HRSA. The BPHC uses the LOI process to provide valuable feedback to the applicant to improve the quality of the application and thus increase its likelihood of success.
2. The HRSA grant review process is competitive and need-based. For a realistic chance of success, a grant applicant must demonstrate a need-for-assistance threshold score of 70 percent (or higher, out of 100 points), and the ability to readily implement the proposed services. Since all applicants must demonstrate that there will be an increase in access to care, the documentation of unmet need is critical.
3. It is essential to prepare a competitive application. Unlike the LOI process mentioned earlier, the grant application may only be submitted once per fiscal year. If the application is unsuccessful (i.e., not selected for funding), the applicant may not re-apply until the next year. This highlights the importance of utilizing the LOI process and not to rush into submitting an application that may not be as well prepared.
4. Consult with the Primary Care Association (PCA) in your State (enclosed). The PCAs are in the process of identifying State-wide priorities for health needs (State Strategic Plans); they provide technical or non-financial assistance; and they receive HRSA funding to conduct community development. Be sure that your proposed plan is consistent with your State's State Strategic Plan, whether you are a member of the PCA or not.
5. To the extent possible, it would be advantageous for an AI/AN organization to partner with an existing CHC and apply as an *expansion*, rather than a *new start* application, for two reasons: (a) the majority of grants will likely be awarded to *expansion* programs; and (b) to reduce duplication and overlapping services, coordinated systems of care are highly desirable. This strategy also ensures that the applicant organization will have the ability to readily implement the proposed services/programs (one of the scoring criteria used by BPHC/HRSA), if the grant proposal is awarded.
6. If there is already an existing center in the Area, efforts to expand services need to be coordinated with that center. If

an existing center is unable to expand services, it may be acceptable for a new entity (e.g., an AI/AN organization) to develop services in that new area to meet the needs of underserved populations, with a clear acknowledgement by involved parties that the new organization is the best choice.

7. Lastly, according to HRSA, the most frequent reasons for unsuccessful grant applications by AI/AN programs are:
 - (a) failure to reconcile with the grant award criterion of providing services to all clients, including non-AI/AN;
 - (b) proposed services or programs that do not meet HRSA funding guidelines for CHC (e.g., a wellness program); and
 - (c) seeking grant funding for disallowable expenditures (e.g., capital improvement of facilities).

ENCLOSURE 2

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