U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

POLICY INFORMATION NOTICE

DATE: January 13, 2009

DOCUMENT NUMBER: 2009-03

DOCUMENT NAME: Technical Revision to PIN 2008-01: Defining Scope of Project and Policy for Requesting Changes

TO: Health Center Program Grantees
Federally Qualified Health Center Look-Alikes
Primary Care Associations
Primary Care Organizations
National Cooperative Agreements

This Policy Information Notice (PIN) announces a technical revision to *PIN 2008-01: Defining Scope of Project and Policy for Requesting Changes,*[1] issued on December 31, 2007. PIN 2008-01 describes the Health Resources and Services Administration's (HRSA) policy for defining scope of project for health centers funded under section 330 of the Public Health Service Act,[2] the five components of an approved scope of project, and the policy and process for health centers seeking prior approval to make changes in the approved scope of project.

PIN 2008-01, section V.B., addresses change of scope determinations and timelines. In implementing PIN 2008-01 and the electronic Change in Scope (CIS) system within HRSA's Electronic Handbooks (EHB), the time required for a final decision, including receipt of a Notice of Grant Award, on a change in scope request was not clearly communicated. Therefore, the following technical amendment to PIN 2008-01 is effective immediately:

> HRSA will indicate the final decision on a change in scope request within 60 days of a complete request in one of the following two ways: 1) Notice of Grant Award (NGA) indicating approval, or 2) an email through EHB indicating disapproval.

In addition, the cover letter to PIN 2008-01 will be changed to reflect this clarification. If you have any questions or require further guidance on the scope of project policy detailed in this PIN, please contact the Office of Policy and Program Development at 301-594-4300. If you have questions or require additional assistance regarding the process for requesting prior approval of a CIS, please contact your Project Officer.

James Macrae
Associate Administrator

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[1] PIN 08-01 is available at http://bphc.hrsa.gov/policy/pin0801/default.htm.

[2] FQHC Look-Alikes seeking a change to their approved scope of project should follow the process outlined in PINs for FQHC Look-Alikes at http://bphc.hrsa.gov/policy/#lookalikes.