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HEALTH CENTER AFFILIATION CHECKLIST

STAFFING:	YES	NO
1) The center directly employs the CFO, CMO and the core staff of full-time primary care providers.	<input type="checkbox"/>	<input type="checkbox"/>
2) The center directly employs all non-provider health center staff.	<input type="checkbox"/>	<input type="checkbox"/>
If NO to question 2 or 3, the CEO of the center retains the authority to select and dismiss staff assigned to the center. Please cite reference document and page #. <i>(If NO to question 1 or 2, the applicant must submit a request for a good cause exception. Please see PIN 98-24.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
GOVERNANCE:	YES	NO
3) The Governing Board structure is in compliance with all section 330 requirements.	<input type="checkbox"/>	<input type="checkbox"/>
4) The Governing Board retains its full authorities, responsibilities and functions as prescribed in legislation/regulations/HRSA guidelines in regard to the following as identified below.	<input type="checkbox"/>	<input type="checkbox"/>
5) The arrangements presented in the affiliation agreements do not compromise the Board authorities or limit its legislative and regulatory mandated functions and responsibilities. <i>(Examples of compromising arrangements are: overriding approval or veto authority by another entity; dual majority requirements; super-majority requirements; or hiring and dismissal of the CEO).</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Reference Document	Page #
▪ board composition		
▪ executive committee function and composition		
▪ selection of board chairperson		
▪ selection of members		
▪ strategic planning		
▪ approval of the annual budget of the center		
▪ directly employs, selects/dismisses and evaluates the Chief Executive Officer/Executive Director		
▪ adoption of policies and procedures for personnel and financial management		
▪ establishes center priorities		
▪ establishes eligibility requirements for partial payment for services		
▪ provides for an independent audit		
▪ evaluation of center activities		
▪ adoption of center's health care policies including scope and availability of services, location, hours of operation and quality of care audit procedures		
▪ existence of a conflict of interest policy		
▪ contains appropriate provisions around the activities to be performed, time, schedules, the policies and procedures to be followed in carrying out the agreement, and the maximum amount of money for which the grantee may become liable to the contractor under the agreement;		
▪ requires the contractor to maintain appropriate financial, program and property management systems and records in accordance with 45 CFR Part 74 and provides the center, DHHS and the U.S. Comptroller General with access to such records;		
▪ requires the submission of financial and programmatic reports to the health center;		
▪ complies with Federal procurement standards or grant requirements including conflict of interest standards;		
▪ subject to termination (with administrative, contractual and legal remedies) in the event of breach by the		

contractor.		
CONTRACTING:	YES	NO
6) The center has justified the performance of the work by a third party. Please cite reference doc and page #.	<input type="checkbox"/>	<input type="checkbox"/>
7) Written affiliation agreement(s) comply with current Department of Health and Human Services (HHS) policies.	<input type="checkbox"/>	<input type="checkbox"/>
INCLUDE LIST AND COPIES OF ALL RELEVANT AND CITED DOCUMENTS		

I certify that the information contained herein is accurate to the best of my knowledge.

Printed Name Signature of Governing Board Chairperson Date