**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**
**Health Resources and Services Administration**

*Maternal and Child Health Bureau*

# Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program

Announcement Type: New
Announcement Number: HRSA-10-275

**Catalog of Federal Domestic Assistance (CFDA) No. *93.505***

**FUNDING OPPORTUNITY ANNOUNCEMENT**

Fiscal Year *2010*

**Application Due Date in Grants.gov: *July 9, 2010***

**Release Date: June 10, 2010**
**Date of Issuance: June 10, 2010**

Audrey M. Yowell, PhD, MSSS
Health Resources and Services Administration
Maternal and Child Health Bureau
5600 Fishers Lane
18A-39
Rockville MD 20857
homevisiting@hhs.gov

Legislative Authority: *Social Security Act, Title V, Section 511 (42 U.S.C. 701)*, as amended by the Patient Protection and Affordable Care Act of 2010 (ACA) (P.L. 111-148).

# Table of Contents


I. FUNDING OPPORTUNITY DESCRIPTION ..... 1

1. PURPOSE ..... 1
2. BACKGROUND ..... 4

II. AWARD INFORMATION ..... 5

1. TYPE OF AWARD ..... 5
2. SUMMARY OF FUNDING ..... 5

III. ELIGIBILITY INFORMATION ..... 6

1. ELIGIBLE APPLICANTS ..... 6
2. COST SHARING/MATCHING ..... 7
3. OTHER ..... 7

IV. APPLICATION AND SUBMISSION INFORMATION ..... 7

1. ADDRESS TO REQUEST APPLICATION PACKAGE ..... 7
2. CONTENT AND FORM OF APPLICATION SUBMISSION ..... 8
   i. Application Face Page ..... 11
   ii. Table of Contents ..... 11
   iii. Application Checklist ..... 11
   iv. Budget ..... 11
   v. Budget Justification ..... 11
   vi. Staffing Plan and Personnel Requirements ..... 13
   vii. Assurances ..... 13
   viii. Certifications ..... 13
   ix. Project Abstract ..... 13
   ix. Program Narrative ..... 13
   xi. Attachments ..... 16
3. SUBMISSION DATES AND TIMES ..... 17
4. INTERGOVERNMENTAL REVIEW ..... 17
5. FUNDING RESTRICTIONS ..... 18
6. OTHER SUBMISSION REQUIREMENTS ..... 18

V. APPLICATION REVIEW INFORMATION ..... 19

1. REVIEW CRITERIA ..... 18
2. REVIEW AND SELECTION PROCESS ..... 18
3. ANTICIPATED ANNOUNCEMENT AND AWARD DATES ..... 19

VI. AWARD ADMINISTRATION INFORMATION ..... 20

1. AWARD NOTICES ..... 20
2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS ..... 20
3. REPORTING ..... 20

VII. AGENCY CONTACTS ..... 21

VIII. TIPS FOR WRITING A STRONG APPLICATION ..... 22

APPENDIX A: HRSA'S ELECTRONIC SUBMISSION USER GUIDE ..... 23

APPENDIX B: APPROXIMATE FUNDING LEVELS PER STATE ..... 46

**APPENDIX C: MCH PYRAMID** ..... **46**

**APPENDIX D: MCHB ADMINISTRATIVE FORMS AND PERFORMANCE MEASURES** ..... **48**

# I. Funding Opportunity Description

## 1. Purpose

On March 23, 2010, the President signed into law the Patient Protection and Affordable Care Act of 2010 (Affordable Care Act or ACA) (P.L. 111-148) (http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_cong_bills&docid=f:h3590enr.txt.pdf pages 216-225), historic and transformative legislation designed to make quality, affordable health care available to all Americans, reduce costs, improve health care quality, enhance disease prevention, and strengthen the health care workforce. Through a provision authorizing the creation of the Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program, the Act responds to the diverse needs of children and families in communities at risk and provides an unprecedented opportunity for collaboration and partnership at the Federal, State, and community levels to improve health and development outcomes for at-risk children through evidence-based home visiting programs. The funds are intended to assure effective coordination and delivery of critical health, development, early learning, child abuse and neglect prevention, and family support services to these children and families through home visiting programs. This new program plays a crucial role in the national effort to build quality, comprehensive statewide early childhood systems for pregnant women, parents and caregivers, and children from birth to 8 years of age – and, ultimately, to improve health and development outcomes.

The ACA Maternal, Infant, and Early Childhood Home Visiting Program is designed : (1) to strengthen and improve the programs and activities carried out under Title V; (2) to improve coordination of services for at risk communities; and (3) to identify and provide comprehensive services to improve outcomes for families who reside in at risk communities. At-risk communities will be identified through a statewide assessment of needs and of existing resources to meet those needs. HRSA and the Administration for Children and Families (ACF) intend that the home visiting program will result in a coordinated system of early childhood home visiting in every State that has the capacity and commitment to provide infrastructure and supports to assure high-quality, evidence-based practice.

The program enables eligible entities to utilize what is known about effective home visiting services to provide evidence-based programs to promote: improvements in maternal and prenatal health, infant health, and child health and development; increased school readiness; reductions in the incidence of child maltreatment; improved parenting related to child development outcomes; improved family socio-economic status; greater coordination of referrals to community resources and supports; and reductions in crime and domestic violence.

This program requires participating States to utilize evidence-based home visiting models and provides an exciting opportunity for States and the Federal government to work together to deploy proven programs and build upon the existing evidence base. The program allows for continued experimentation with new models and evaluation of both new and existing approaches so that, over time, policy makers and practitioners will have more refined information about the approaches that work best, how different approaches work for different kinds of target populations or targeted outcomes, and the relative costs and benefits of different models.

HHS will soon be publishing proposed evidence-related criteria for public comment through the Federal Register. Those criteria will be based on an exhaustive study of research evidence

related to home visiting programs and will provide a user-friendly source of information for States about different models and the evidence of effectiveness associated with them.

The process for fulfilling requirements necessary to use FY 2010 ACA Maternal, Infant and Early Childhood Home Visiting Program funding will include three steps. The first step is submission of an application for funding (which will include a plan for completing the needs assessment and a plan for developing the program in order to meet the criteria identified in the legislation); the second step is submission of the needs assessment itself; and the third and final step is submission of an updated plan for addressing the needs identified in the assessment. If a State has chosen to apply for home visiting funding under this program, the third submission should include an updated description and justification for the proposed program design, including how proposed models meet the evidence-based criteria as part of its plan for addressing identified needs and how the State will implement the selected program/s effectively and with fidelity to the model/s.

***Please note that a complete needs assessment that meets the requirements outlined in section 511(b)(1-2) of the Act is required of every State as a condition of receiving payment of FY 2011 Title V Block Grant funds, regardless of whether the State intends to apply for a grant to provide home visiting services.***

To accomplish these steps, two other funding opportunity announcements (FOA) will be issued in addition to this initial funding announcement. These are described below.

*Estimated Timeline:*

| | |
|---|---|
| Initial FOA published | Date of publication |
| State application for funding opportunity due | Within 30 days |
| Full Needs Assessment FOA published | Late June 2010 |
| FY 2010 funds awarded to States (with restrictions) | Mid-July 2010 |
| FOA published for Updated State Plan (including evidence-based criteria) | Mid-August 2010 |
| State Needs Assessment due | September 1, 2010 |
| Updated State Plan due | Early FY 2011 |

1) <u>Funding Opportunity Announcement for Needs Assessment (State response due July 9, 2010)</u>

   This first FOA provides instructions for States to submit an application for 2010 funding. It provides instructions for States in 1) assessing the availability of data presently available in the State for completing the needs assessment, 2) identifying the additional information that will need to be collected, 3) specifying how the State plans to go about conducting the needs assessment over all, and 4) meeting the requirements for ACA Maternal, Infant, and Early Childhood Home Visiting funding. This FOA includes:

   - A summary of the data elements that must be collected as part of the full needs assessment (see Specific Requirements for Initial Application below),
   - Instructions for providing an appraisal of sources of data available to your State for assessing communities at risk, providing information on the quality and capacity of existing home visiting services, identifying any anticipated problems or obstacles in

obtaining this information, and describing anticipated needs for technical assistance focused on resolving such obstacles, and

- Information required for a successful funding application.

Approval of this application will serve as the basis for obligating FY 2010 funding for your State under the ACA Maternal, Infant and Early Childhood Home Visiting Program with restrictions. All but $500,000 of the State's allocation will be restricted, and funds will not be available for expenditure until such time as the State submits an approvable needs assessment and Updated State Plan for the home visiting program. The unrestricted funds may be used for planning or implementation activities associated with the establishment of early childhood home visiting programs.

2) Full Needs Assessment Funding Opportunity Announcement
(FOA published Late June 2010, State response due September 1, 2010)

Section 511(b) of Title V, as amended by ACA, requires that a statewide needs assessment be conducted that is separate from the needs assessment required under section 505(a) of Title V for the MCH Services Block Grant. This needs assessment must be coordinated with and take into account the needs assessments required by (1) the Title V MCH Block Grant program, (2) the communitywide strategic planning and needs assessments conducted in accordance with section 640(g)(1)(C) of the Head Start Act, and (3) the inventory of current unmet needs and current community-based and prevention-focused programs and activities to prevent child abuse and neglect, and other family resource services operating in the State required under section 205(3) of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

The assessment must:

1) Identify communities with concentrations of premature birth, low-birth weight infants, and infant mortality, including infant death due to neglect, or other indicators of at-risk prenatal, maternal, newborn, or child health; poverty; crime; domestic violence; high rates of high-school drop-outs; substance abuse; unemployment; or child maltreatment.
2) Identify the quality and capacity of existing programs or initiatives for early childhood home visiting in the State, including the number and types of individuals and families who are receiving services under such programs or initiatives; the gaps in early childhood home visiting in the State; and the extent to which such programs or initiatives are meeting the needs of eligible families.
3) Discuss the State's capacity for providing substance abuse treatment and counseling services to individuals and families in need of such treatment or services.

The second FOA will provide full specifications for conducting a collaborative needs assessment in your State, including templates and instructions for reporting:

- Data identifying communities at risk,
- The quality and capacity of existing programs for early childhood home visiting, and
- The State's capacity for providing substance abuse treatment and counseling services.

Submission of a complete needs assessment that meets the requirements as outlined in section 511(b)(1-2) of the Act to the Secretary meets the condition specified under the law for receiving payment of your State's FY 2011 allotment under the Title V Block Grant.

3) Funding Opportunity Announcement for Updated State Plan and for a State ACA Maternal, Infant, and Early Childhood Home Visiting Program Grant, including Evidence-Based Criteria for Model Selection
(FOA published Mid-August 2010, State response due early FY 2011)

The third FOA will provide instructions for submitting an Updated State Plan for responding to the results of the needs assessment. This FOA will specify:

- Requirements for reporting on the State's strategy for addressing service gaps identified as part of the needs assessment, and
- Criteria for evidence of effectiveness of home visiting models that qualify for funding under this grant program, what States must include in their applications to demonstrate that their programs meet the evidence criteria as set forth by HHS, and other information required for funding of a grant for FY 2010.

When this third submission has been approved by the Secretary, the remainder of funds obligated under this program for FY 2010 will be available to be drawn down.

Prior to the issuance of the third FOA, HHS will provide an opportunity for public comment on proposed criteria for assessing evidence of effectiveness of home visiting program models. The final criteria for assessing evidence of effectiveness of home visiting models will be stated in the third FOA, and the State's Updated Plan for the home visiting program grant must propose implementing a model (or models) that meets these criteria.

## 2. Background

HRSA and ACF believe that home visiting should be viewed as one of several service strategies embedded in a comprehensive, high-quality early childhood system that promotes maternal, infant, and early childhood health and development and that relies on the best available research evidence to inform and guide practice. Recognizing that the goal of an effective, comprehensive early childhood system is broader than the scope of any one agency, HRSA and ACF are working in close collaboration with each other and other Federal agencies and look forward to partnering with States and others to foster high-quality, well-coordinated home visiting programs for families in at-risk communities. We realize that coordination of services with other agencies has been an essential characteristic of State and local programs for many years. We will continue to encourage, support, and promote the continuation of these collaborative activities, as close collaboration at all levels will be essential to effective, comprehensive home visiting and early childhood systems.

HRSA and ACF believe, further, that this legislation provides an unprecedented opportunity for Federal, State, and local agencies, through their collaborative efforts, to effect changes that will improve the health and well-being of vulnerable populations by envisioning child development within the framework of life course development and a socio-ecological framework. Life course development points to broad social, economic, and environmental factors as underlying contributors to poor health and development outcomes for children, as well as to persistent

inequalities in the health and well-being of children and families. The socio-ecological framework emphasizes that children develop within families, families exist within a community, and the community is surrounded by the larger society. These systems interact with and influence each other to either decrease or increase risk factors or protective factors that affect a range of health and social outcomes.

The life course development and socio-ecological frameworks highlight the importance of positive interventions at sensitive developmental periods and address social and environmental determinants critical in improving outcomes and reducing disparities. Ideally, such interventions begin before birth and extend throughout the life course and across multiple generations. Research and evaluation of home visiting programs show that high-quality home visiting programs can play a critical role in optimizing life course development as part of a comprehensive early childhood system that considers children and families within the context of the communities and society in which they live. The overall goal of this comprehensive, evidence-based service delivery system is to provide, promote, and facilitate interventions that address the diverse needs of children and families at risk -- including child health, mental health, welfare, and education -- helping to assure that all individuals can reach their full potential for health and well-being.

## II. Award Information

### 1. Type of Award

Funding will be provided in the form of a grant.

### 2. Summary of Funding

This program will provide funding during Federal fiscal years 2010 - 2014. This FOA only addresses funds available to States and territories in Federal Fiscal Year 2010. Approximately $90,000,000 is expected to be available in fiscal year 2010 to fund 56 grants. Funds made available to a State in FY 2010 shall be available for a 27-month budget and project period for expenditure by that State through the end of Federal FY 2012.

A separate FOA for funding available to Indian Tribes, consortia of Indian Tribes, Tribal Organizations and Urban Indian Organizations will be announced at another time.

The FY 2010 funds will be distributed to States using a formula determined by: 1) an equal base allocation of $500,000 for each State; 2) an amount equal to the funds, if any, currently provided to a State or entity within that State under the Supporting Evidence Based Home Visiting (EBHV) Program administered by the Children's Bureau of the Administration for Children and Families; and, 3) an amount based on the number of children in families at or below 100% of the Federal poverty level in the State as compared to the number of such children nationally. A Table of the Estimated Amount of Award for each State is included as Appendix B. Applicants may not apply for more than the designated amount of funding for their State or territory.

Upon receipt of an approvable application under this announcement, a notice of grant award for the State's allocation under the above formula will be processed. All but $500,000 of the State's allocation will be restricted, and funds will not be available for expenditure until such time as the

State submits an approvable needs assessment and Updated State Plan for the home visiting program. The unrestricted funds may be used for planning or implementation activities associated with the establishment of early childhood home visiting programs.

HRSA and ACF are committed to continuing to fund all eligible States and territories via a formula grant throughout the five-year program period in order to build capacity for high-quality evidence-based home visiting programs in every State. All FY 2010 program funds will be distributed by formula as described above. To encourage exemplary programs, HHS plans to allocate the increase in funds based upon States' capacity and commitment to improve child outcomes specified in the statute through the implementation of home visiting programs with fidelity to high-quality evidence-based models.

Funding beyond the first year is dependent on the availability of appropriated funds for "Home Visiting Program" in subsequent fiscal years, grantee satisfactory performance, and a decision that continued funding is in the best interest of the Federal government.

As required in section 511(h)(2)(B) of Title V as amended by the ACA, if a State has not submitted an approvable application by the beginning of FY 2012, funding may be available for non-profit organizations to compete to implement a statewide evidence-based home visiting program in that State.

## III. Eligibility Information

### 1. Eligible Applicants

Eligibility for funding is limited to a single application from each State, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, the Northern Mariana Islands, and American Samoa. The Governor has the responsibility and authority to designate which entity or group of entities will apply for and administer home visiting program funds on behalf of the State.

The initial application must demonstrate that the designated entity or entities have strong organizational capacity to implement the activities involved in carrying out an evidence-based home visiting program.

For example, the entity or entities selected to administer the program funds would ideally have experience administering early childhood home visiting programs and working across systems and in partnership with diverse stakeholders to plan, implement, and sustain programs for children and families. Entities should also have the capacity to review the evidence criteria that will be established by HHS and to determine how the evidence-based requirements of the program will be met.

Regardless of the entity or entities designated by the Governor, this application must contain the concurrence (through letters of support) of the:

- Director of the State's Title V agency;
- Director of the State's agency for Title II of CAPTA;
- Director of the State's Single State Agency for Substance Abuse Services;

- Director of the State's Head Start State Collaboration Office.

To ensure that home visiting is part of a continuum of early childhood services within the State, this application should be coordinated to the extent possible with the strategic plan developed by the State Advisory Council established under section 642 B(b)(1)(A)(i) of the Head Start Act, 42 USC 9837B(B)(1)(A)(i), as well as with: the State's child care agency, the State's education agency; the State's child welfare agency, if this agency is not also administering the Title II of CAPTA program.

### 2. Cost Sharing/Matching

There is no cost sharing or match for this program.

### 3. Other

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

**Maintenance of Effort**
Funds provided to an eligible entity receiving a grant shall supplement, and not supplant, funds from other sources for early childhood home visitation programs or initiatives. The grantee must agree to maintain non-Federal funding (State General Funds) for grant activities at a level which is not less than expenditures for such activities as of the date of enactment of this legislation, March 23, 2010.

## IV. Application and Submission Information

### 1. Address to Request Application Package

**Application Materials and Required Electronic Submission Information**
HRSA requires applicants for this funding opportunity to apply electronically through Grants.gov. All applicants ***must*** submit in this manner unless the applicant is granted a written exemption from this requirement in advance by the Director of HRSA's Division of Grants Policy or designee. Applicants must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically though the Grants.gov portal. Your email must include the HRSA Announcement Number for which you are seeking relief, the name, address, and telephone number of the Organization and the name and telephone number of the Project Director. Make sure you include specific information, including any tracking number or anecdotal information received from Grants.gov and/or the HRSA Call Center, in your justification request. As noted, **HRSA and its Grants Application Center (GAC) will only accept paper applications from applicants that received prior written approval.**

Refer to Appendix A for detailed application and submission instructions. Pay particular attention to Sections 2 and 5 that provide detailed information on the application and submission process.

Applicants must submit proposals according to the instructions in Appendix A, using this guidance in conjunction with the SF-424 Application Forms. These forms contain additional general information and instructions for grant applications, proposal narratives, and budgets. These forms may be obtained from the following sites by:

(1) Downloading from www.grants.gov

Or

(2) Contacting the HRSA Grants Application Center at:
910 Clopper Road
Suite 155 South
Gaithersburg, MD 20878
Telephone: 877-477-2123
HRSAGAC@hrsa.gov

Instructions for preparing portions of the application that must accompany the SF-424 that appears in the "Application Format" section below.

## 2. Content and Form of Application Submission

### Application Format Requirements

The total size of all uploaded files **may not exceed the equivalent of 25 pages when printed by HRSA. The total size may not exceed 10 MB. This 25-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support.** Standard forms are NOT included in the page limit.

**Applications that exceed the specified limits (approximately 10 MB, or that exceed 25 pages when printed by HRSA) will be deemed non-compliant. All non-compliant applications and will not be considered for funding.**

### Application Format

Applications for funding must consist of the following documents in the following order:

## SF-424 Non Construction – Table of Contents

- **It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.**
- **Failure to follow the instructions may make your application non-compliant. Non-compliant applications will not be given any consideration and those particular applicants will be notified.**

- **For electronic submissions, applicants have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.**
- **For electronic submissions, no table of contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.**
- **When providing any electronic attachment with several pages, add table of content page specific to the attachment. Such page will not be counted towards the page limit.**

| Application Section | Form Type | Instruction | HRSA/Program Guidelines |
|---|---|---|---|
| Application for Federal Assistance (SF-424) | Form | Pages 1, 2 & 3 of the SF-424 face page. | Not counted in the page limit |
| Project Summary/Abstract | Attachment | Can be uploaded on page 2 of SF-424 - Box 15 | Required attachment. Counted in the page limit. Reference guidance for detailed instructions. Provide table of contents specific to this document only as the first page |
| Additional Congressional District | Attachment | Can be uploaded on page 2 of SF-424 - Box 16 | As applicable to HRSA; not counted in the page limit |
| HHS Checklist Form PHS-5161 | Form | Pages 1 & 2 of the HHS checklist. | Not counted in the page limit |
| Project Narrative Attachment Form | Form | Supports the upload of Project Narrative document | Not counted in the page limit |
| Project Narrative | Attachment | Can be uploaded in Project Narrative Attachment form. | Required attachment. Counted in the page limit. Reference guidance for detailed instructions. Provide table of contents specific to this document only as the first page |
| SF-424A Budget Information - Non-Construction Programs | Form | Page 1 & 2 to supports structured budget for the request of Non construction related funds | Not counted in the page limit |

| Application Section | Form Type | Instruction | HRSA/Program Guidelines |
|---|---|---|---|
| SF-424B Assurances - Non-Construction Programs | Form | Supports assurances for non construction programs | Not counted in the page limit |
| Disclosure of Lobbying Activities (SF-LLL) | Form | Supports structured data for lobbying activities. | Not counted in the page limit |
| Other Attachments Form | Form | Supports up to 15 numbered attachments. This form only contains the attachment list | Not counted in the page limit |
| Attachment 1-15 | Attachment | Can be uploaded in Other Attachments form 1-15 | Refer to the attachment table provided below for **specific** sequence. Counted in the page limit |

**To ensure that attachments are organized and printed in a consistent manner, follow the order provided below. Note that these instructions may vary across programs. All attachments are counted in the page limit.**

**Additional supporting documents, if applicable, can be provided using the available rows. Do not use the rows assigned to a specific purpose in the program guidance.**

**Merge similar documents into a single document. Where several pages are expected in the attachment, ensure that you place a table of content cover page specific to the attachment. Table of content page will not be counted in the page limit.**

| Attachment Number | Attachment Description (Program Guidelines) |
|---|---|
| Attachment 1 | Job descriptions for key personnel. |
| Attachment 2 | Letters of support signed by Director of the State's Title V agency; Director of the State's agency for Title II of CAPTA; Director of the State's Single State Agency for Substance Abuse Services; and the Director of the State's Head Start State Collaboration Office (eligibility requirement) |
| Attachment 3 | Letters of Agreement and/or Description of Proposed/Existing Contracts. |
| Attachment 4 | Project Organizational Chart. |
| Attachment 5 | Other Relevant Documents not specified elsewhere in this Table of Contents. |

Note the following specific information related to your submission.

**i. Application Face Page**
Use Application Form SF-424 provided with the application package. Prepare according to instructions provided in the form itself. For information pertaining to the Catalog of Federal Domestic Assistance, the Catalog of Federal Domestic Assistance Number is 93.110.

**DUNS Number**
All applicant organizations are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at http://www.dnb.com or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page. Applications ***will not*** be reviewed without a DUNS number. Note: a missing or incorrect DUNS number is the primary reasons for an application to be "Rejected for Errors" by Grants.gov.

Additionally, the applicant organization is required to register annually with the Federal Government's Central Contractor Registry (CCR) in order to do electronic business with the Federal Government. Information about registering with the CCR can be found at http://www.ccr.gov.

**ii. Table of Contents**
The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications no table of contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit.)

**iii. Application Checklist**
Complete the HHS Checklist Form PHS 5161-1 provided with the application package.

**iv. Budget**
Use Application Form SF-424A – Budget Information for Non-Construction Programs provided with the application package. *Please complete Sections A, B, E, and F, and then provide a line item budget using the budget categories in the SF-424A for a project and budget period of July 15, 2010 through September 30, 2012.*

**v. Budget Justification**
Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. The budget period is for 27 months. Line item information must be provided to explain the costs entered in the SF-424A. **The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the project's objectives/goals.** Be very careful about showing how each item in the "other"

category is justified. The budget justification MUST be concise. Do NOT use the justification to expand the project narrative.

**Include in the following in the Budget Justification narrative:**

**Personnel Costs:** Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percent full time equivalency, and annual salary.

**Fringe Benefits:** List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project.

**Travel:** List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops.

**Equipment:** List equipment costs and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment (a unit cost of $5,000 and a useful life of one or more years).

**Supplies:** List the items that the project will use. In this category, separate office supplies from medical and educational purchases. Office supplies could include paper, pencils, and the like; medical supplies are syringes, blood tubes, plastic gloves, etc., and educational supplies may be pamphlets and educational videotapes. Remember, they must be listed separately.

**Contracts**: Applicants and or grantees are responsible for ensuring that their organization and or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts. Applicants and or grantees must provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables.

**Other:** Put all costs that do not fit into any other category into this category and provide an explanation of each cost in this category. In some cases, grantee rent, utilities and insurance fall under this category if they are not included in an approved indirect cost rate.

**Indirect Costs:** Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For institutions subject to OMB Circular A-21, the term "facilities and

administration" is used to denote indirect costs. If an organization applying for an assistance award does not have an indirect cost rate, the applicant may wish to obtain one through HHS's Division of Cost Allocation (DCA). Visit DCA's website at: http://rates.psc.gov/ to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them.

**vi. Staffing Plan and Personnel Requirements**

Applicants must present a staffing plan and provide a justification for the plan that includes education and experience qualifications and rationale for the amount of time being requested for each staff position. Position descriptions that include the roles, responsibilities, and qualifications of proposed project staff must be included as **Attachment 1**.

**vii. Assurances**

Use Application Form SF-424B Assurances – Non-Construction Programs provided with the application package.

**viii. Certifications**

Use the certifications and Disclosure of Lobbying Activities form provided with the application package.

**ix. Project Abstract**

Provide a summary of the application. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise and without reference to other parts of the application. For this application the Abstract should be a summary of the information requested in the Program Narrative section (IV.2.x) below.

*Please place the following at the top of the abstract:*

- *Project Title*
- *Applicant Name*
- *Address*
- *Contact Phone Numbers (Voice, Fax)*
- *E-Mail Address*
- *Web Site Address, if applicable*

The project abstract must be **single-spaced** and **limited to one page** in length.

**x. Program Narrative**

This section provides a comprehensive framework and description of all aspects of the proposed program. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.

States must submit the following information in order to meet requirements for an approvable application under this Funding Announcement:

A. An inventory of the information or data currently available to the State for the purposes

of the needs assessment as described in section 511(b)(1) and in first two paragraphs of the "Full Needs Assessment Guidance" section under Award Information, Summary of Funding (II.2.) above. This inventory should not include actual data about at-risk communities or areas, but instead must describe the existing data available to the State to make data-driven determinations.

B. A discussion of the gaps in the currently available information (i.e. which required data are not readily available to the State).

C. A discussion of the State's capacity to locate, gather, and assemble the information or data required for the needs assessment, including the expected obstacles to and opportunities for comprehensive, timely, quality data collection.

D. A discussion of the barriers to and opportunities for ensuring that the needs assessment is coordinated with, and takes into account, the State Title V MCH Block Grant needs assessment, the communitywide strategic planning and needs assessments conducted in accordance with section 640(g)(1)(c) of the Head Start Act, and the inventory of current unmet needs and current community-based and prevention-focused programs and activities to prevent child abuse and neglect, and other family resource services operating in the State required under section 205(3) of Title II of the Child Abuse Prevention and Treatment Act.

E. Based on currently available information, a general description of the State's approach to conducting the assessment of needs and available resources. Items for consideration include:

    a. How will the State collect data and information to measure each of the needs assessment data elements required in the legislation?

    b. Which stakeholders and partners would collaborate to gather and assemble information? How would the State ensure effective and efficient collaboration?

    c. What process would be used to ensure coordination with other statewide and communitywide needs assessments conducted by the State?

    d. How will the State ensure that all required parties, as identified in the "Eligible Applicants" section above, sign off on the needs assessment application?

F. A description of anticipated technical assistance needs, as described in "Anticipated Need for Technical Assistance" below.

G. A statement indicating whether the State intends to apply for a grant that would enable it to deliver evidence-based early childhood home visiting services, as described in section 511(c).

    a. If the State does apply for such a grant, the following information must be submitted:

i. A statement designating the entity or entities within the State that will administer funds under this program, and describing the capacity of this lead entity to carry out the program.

ii. A description of the process to be used in identifying the populations to be served on the basis of the full needs assessment, with specific information regarding high-risk groups as defined in section 511 (d)(4) of the Act.

iii. A description of the process to be used in selecting the most effective model(s) to be implemented to meet identified needs.

iv. Assurances that:

1) priority will be given to serving low-income eligible families and eligible families in at-risk communities, in adherence with the completed statewide needs assessment,

2) the State will obtain and submit documentation or other appropriate evidence from the organization or entity that developed the service delivery model or models used to verify that the program is implemented and services are delivered according to the model's specifications,

3) the State will establish procedures to ensure that the participation of each eligible family is voluntary and that services are provided to an eligible family in accordance with the individual assessment for that family,

4) the State will submit annual reports to the Secretary regarding the program and activities carried out by the program,

5) the State will participate in and cooperate with data and information collection necessary for the evaluation required under section 511(g)(2) and other research and evaluation activities carried out under section 511(h)(3), and

6) if the State has one of the 17 ACF funded projects in the Evidence-Based Home Visiting cluster, the new funds will be used to support that current grantee[1].

v. A statement indicating that the populations to be served and the service delivery model will be consistent with the completed statewide needs assessment,

[1] [1] These States include: California, Colorado, Delaware, Hawaii, Illinois, Minnesota, New Jersey, New York, Ohio, Oklahoma, Rhode Island, South Carolina, Tennessee, Texas and Utah.

vi. A statement indicating that the service delivery model or models will be consistent with the evidence-based criteria established pursuant to section 511(d)(3)(A) of the Act and forthcoming HHS guidance,

vii. A description of the process to be used in identifying quantifiable, measurable benchmarks established to demonstrate that the program contributes to improvements in the areas specified under section 511(d)(1)(A) of the Act (which may be updated following the completion of the needs assessment and State Plan), with an assurance that the State will report on these benchmarks in the 3rd and 5th years of the program, and

viii. A preliminary description of other existing State programs, including Federally funded State programs, that include home visitation services.

**Anticipated Need for Technical Assistance**

HHS intends to provide training and technical assistance to States throughout the grant application process described above, and as States implement their programs. The overall goals of the technical assistance are to build the capacity of States to complete the needs assessment, submit applications that meet requirements, and plan for and implement their approved programs effectively and with fidelity to proven models where appropriate. While HHS recognizes that many home visiting program models that States are likely to implement provide model-specific technical assistance, HHS anticipates providing technical assistances in several areas, including: conducting needs assessments, strategic planning, collaboration and partnerships, communication and marketing, fiscal leveraging, implementing and supporting home visiting programs that meet requirements for evidence of effectiveness, selecting home visiting model(s) to meet the target populations' needs, data and information systems, quality assurance, workforce issues, strategies for coordinating and providing technical assistance to programs within the State, training, outreach, sustainability, and evaluation. The list of topics is not meant to be exhaustive and HHS intends to tailor technical assistance to meet needs identified by the States.

To assist the Federal Government to plan for and provide the most appropriate type and level of support, States should include in their application a description of their technical assistance needs related to conducting and submitting the needs assessment. States should also identify other areas in which technical assistance is anticipated to be needed, if applicable.

**xi. Attachments**

Please provide the following items to complete the content of the application. Please note that these are supplemental in nature, and are not intended to be a continuation of the project narrative. Be sure each attachment is clearly labeled.

*Attachment 1: Job Descriptions for Key Personnel*

Keep each to one page in length or less as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

*Attachment 2: Letters of Support*
Include letters of support/concurrence from the Director of the State's Title V agency; Director of the State's agency for Title II of CAPTA; Director of the State's Single State Agency for Substance Abuse Services; and the Director of the State's Head Start State Collaboration Office. This is an eligibility requirement. Note: The original signed and dated Letters of Support should be kept by the applicant organization.

*Attachment 3: Memorandum of Agreements (MOAs) or Letters of Commitment (LOC) and/or Description(s) of Proposed/Existing Contracts (project specific).* Provide any documents that describe working relationships between the applicant agency and other agencies and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the subcontractors and any deliverable. MOAs or LOCs must be dated. **Note: The original signed and dated MOA or LOC should be kept by the applicant organization.**

*Attachment 4: Project Organizational Chart*
Provide a one-page figure that depicts the organizational structure of the project, including subcontractors and other significant collaborators.

*Attachment 5: Other Relevant Documents*
Include here any other documents that are relevant to the application.

## 3. Submission Dates and Times

### Application Due Date

The due date for applications under this grant announcement is **July 9, 2010 at *8:00 P.M. ET.*** Applications will be considered as meeting the deadline if the application is submitted to and validated by Grants.gov on or before the due date. Please consult Appendix A for detailed instructions on submission requirements.

The Chief Grants Management Officer (CGMO) or a higher level designee may authorize an extension of published deadlines when justified by circumstances such as natural disasters (e.g. floods or hurricanes) or other disruptions of services, such as a prolonged blackout. The authorizing official will determine the affected geographical area(s).

### Late applications

Applications which do not meet the criteria above are considered late applications and will not be considered under this funding opportunity announcement.

## 4. Intergovernmental Review

The ACA Maternal, Infant, and Early Childhood Home Visiting Program is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

## 5. Funding Restrictions

Upon receipt of an approvable application under this announcement, a notice of grant award for the State's allocation under the above formula will be processed. All but $500,000 of the State's allocation will be restricted, and funds will not be available for expenditure until such time as the State submits an approvable needs assessment and Updated State Plan for the home visiting program. The unrestricted funds may be used for planning or implementation activities associated with the establishment of early childhood home visiting programs.

## 6. Other Submission Requirements

As stated in Section IV.1, except in rare cases HRSA will no longer accept applications for grant opportunities in paper form. Applicants submitting for this funding opportunity are ***required*** to submit ***electronically*** through Grants.gov. To submit an application electronically, please use the http://www.Grants.gov apply site. When using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

It is essential that your organization ***immediately register*** in Grants.gov and become familiar with the Grants.gov site application process. If you do not complete the registration process you will be unable to submit an application. The registration process can take up to one month, so you need to begin immediately.

To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Number System (DUNS) number
- Register the organization with Central Contractor Registry (CCR)
- Identify the organization's E-Business Point of Contact (E-Biz POC)
- Confirm the organization's CCR "Marketing Partner ID Number (MPIN)" password
- Register an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and FAQs are available on the Grants.gov web site at www.grants.gov. Assistance is also available from the Grants.gov help desk at support@grants.gov or by phone 24 hours a day, seven days a week (excluding Federal holidays) at 1-800-518-4726.

**Formal submission of the electronic application:** Applications completed online are considered formally submitted when the application has been successfully transmitted electronically by your organization's AOR through Grants.gov and has been validated by Grants.gov on or before the deadline date and time.

## V. Application Review Information

### 1. Review Criteria

This is a formula-based grant program. The FY 2010 funds will be distributed to States using a formula determined by: 1) an equal base allocation of $500,000 for each State; 2) an amount equal to the funds, if any, currently provided to a State or entity within that State under the Supporting Evidence Based Home Visiting (EBHV) Program administered by the Children's Bureau of the Administration for Children and Families; and, 3) an amount based on the number of children in families at or below 100% of the Federal poverty level in the State as compared to the number of such children nationally. A Table of the Estimated Amount of Award for each State is included as Appendix B.

### 2. Review and Selection Process

All applications will be reviewed internally by grants management officials (business and financial review) and program staff (technical review) for eligibility, completeness, accuracy, and compliance with the requirements outlined in this announcement. The program review will include the State's response to items A through G in the Program Narrative section (IV.2.x) above. Of particular concern will be:

- The capacity and commitment of the entity designated by the Governor to administer an evidence-based home visiting program under the ACA Maternal, Infant, and Early Childhood Home Visiting Program.

- The clarity and feasibility of the State's approach to conducting and submitting the needs assessment and the degree to which this approach complies with the specific requirements for an application under this FOA, as outlined above and in accordance with section 511(b) of Title V, as amended by the ACA.

- The clarity of the State's plan for ensuring coordination and collaboration among entities and stakeholders.

- The clarity of the State's description of anticipated technical assistance needs.

- A statement that the State is requesting funding for a home visiting program.

### 3. Anticipated Announcement and Award Dates

The anticipated date of award is July 15, 2010.

# VI. Award Administration Information

## 1. Award Notices

Each applicant will receive written notification of the outcome of the internal review process, including a summary of the expert committee's assessment of the application's merits and weaknesses, and whether the application was selected for funding. Applicants may be required to respond in a satisfactory manner to Conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin performance.

The Notice of Award sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, and the total project period for which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant agency's Authorized Representative, and reflects the only authorizing document. It will be sent on the start date of July 15, 2010.

## 2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental), as appropriate.

HRSA grant awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to the grant based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at http://www.hrsa.gov/grants/. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the Notice of Grant Award).

HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care published by HHS. This document is available online at http://www.omhrc.gov/CLAS.

Awards issued under this guidance are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.hrsa.gov/grants/trafficking.htm. If you are unable to access this link, please contact the Grants Management Specialist identified in this guidance to obtain a copy of the Term.

## 3. Reporting

The successful applicant under this guidance must comply with the following reporting and review activities:

**a. Audit Requirements**
Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at www.whitehouse.gov/omb/circulars.

**b. Payment Management Requirements**
Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System. The report identifies cash expenditures against the authorized funds for the grant. The FFR Cash Transaction Reports must be filed within 30 days of the end of each quarter. Failure to submit the report may result in the inability to access award funds. Go to www.dpm.psc.gov for additional information.

c. **Status Reports**

1) Submit a **Financial Report**. A financial status report is required within 90 days of the end of each budget period. The report is an accounting of expenditures under the project that year. It must be submitted on-line by grantees in the HRSA Electronic Handbooks system at https://grants.hrsa.gov/webexternal/home.asp. More specific information will be included in the award notice.

2) **Other Reports.** The project's final report and any products developed through the grant are to be provided to the Division of Grants Management Operations within **90** days of the end of the project period. The final report must be submitted on-line by grantees in the HRSA Electronic Handbooks system at https://grants.hrsa.gov/webexternal/home.asp. The Division of Grants Management Operations will forward these materials to the Project Officer. The Project Officer will provide these final reports and products to the MCH Library for public access.

**3) Project Period End Performance Reporting**
Successful applicants receiving funding will be required, within 90 days from the end of the project period, to electronically complete the program specific data forms that appear in the appendices of this guidance. The requirement includes providing expenditure data for the final year of the project period, the project abstract and cooperative agreement summary data as well as final indicators/scores for the performance measures.

## VII. Agency Contacts

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this grant announcement by contacting:

Mickey Reynolds
Grants Management Specialist
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 11A-02

5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-0724
Fax: (301) 443-6686
Email: mreynolds@hrsa.gov

Additional information related to the overall program issues may be obtained by contacting:

Audrey M. Yowell, PhD, MSSS
Health Resources and Services Administration
Maternal and Child Health Bureau
5600 Fishers Lane
18A-39
Rockville MD 20857
homevisiting@hhs.gov

Moushumi Beltangady
Administration for Children and Families.
901 D Street SW, 6th Floor West
Washington, DC 20447
homevisiting@hhs.gov

Applicants/Grantees may need assistance when working online to submit their application forms electronically. For assistance with submitting the application in Grants.gov, contact Grants.gov Contact Center, 24 hours a day, 7 days a week, excluding Federal holidays:

Grants.gov Contact Center
Phone: 1-800-518-4726
E-mail: support@grants.gov

Applicants/Grantees may need assistance when working online to submit the remainder of their information electronically through HRSA's Electronic Handbooks (EHABs). For assistance with submitting the remaining information in HRSA's EHBs, contact the HRSA Call Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Call Center
Phone: (877) Go4-HRSA or (877) 464-4772
TTY: (877) 897-9910
Fax: (301) 998-7377
E-mail: CallCenter@HRSA.GOV

## VIII. Tips for Writing a Strong Application

A concise resource offering tips for writing proposals for HHS grants and cooperative agreements can be accessed online at: http://www.hhs.gov/asrt/og/grantinformation/apptips.html.

## Appendix A: HRSA's Electronic Submission Guide

## Table of Contents


1. INTRODUCTION ..... 24
   1.1. DOCUMENT PURPOSE AND SCOPE ..... 24
   1.2. DOCUMENT ORGANIZATION AND VERSION CONTROL ..... 24
2. PROCESS OVERVIEW ..... 25
   2.1 NEW COMPETING APPLICATIONS (ENTIRE SUBMISSION THROUGH GRANTS.GOV; NO VERIFICATION REQUIRED WITHIN HRSA EHBS) ..... 25
   2.2 NEW COMPETING, COMPETING CONTINUATION, AND COMPETING SUPPLEMENT APPLICATIONS (SUBMITTED USING BOTH GRANTS.GOV AND HRSA EHBS; VERIFICATION REQUIRED WITHIN HRSA EHBS) ..... 26
   2.3. NONCOMPETING CONTINUATION APPLICATION ..... 26
3. REGISTERING AND APPLYING THROUGH GRANTS.GOV ..... 27
   3.1. REGISTER – APPLICANT/GRANTEE ORGANIZATIONS MUST REGISTER WITH GRANTS.GOV (IF NOT ALREADY REGISTERED) ..... 27
   3.2. APPLY - APPLY THROUGH GRANTS.GOV ..... 29
4. VALIDATING AND/OR COMPLETING AN APPLICATION IN THE HRSA ELECTRONIC HANDBOOKS ..... 31
   4.1. REGISTER - PROJECT DIRECTOR AND AUTHORIZING OFFICIAL MUST REGISTER WITH HRSA EHBS (IF NOT ALREADY REGISTERED) ..... 32
   4.2. VERIFY STATUS OF APPLICATION ..... 33
   4.3. VALIDATE GRANTS.GOV APPLICATION IN THE HRSA EHBS ..... 33
   4.4. MANAGE ACCESS TO THE APPLICATION ..... 34
   4.5. CHECK VALIDATION ERRORS ..... 34
   4.6. FIX ERRORS AND COMPLETE APPLICATION ..... 34
   4.7. SUBMIT APPLICATION IN HRSA EHBS ..... 35
5. GENERAL INSTRUCTIONS FOR APPLICATION SUBMISSION ..... 35
   5.1. NARRATIVE ATTACHMENT GUIDELINES ..... 36
   5.2. APPLICATION CONTENT ORDER (TABLE OF CONTENTS) ..... 37
   5.3. PAGE LIMIT ..... 37
6. CUSTOMER SUPPORT INFORMATION ..... 37
   6.1. GRANTS.GOV CUSTOMER SUPPORT ..... 37
   6.2. HRSA CALL CENTER ..... 38
   6.3. HRSA PROGRAM SUPPORT ..... 38
7. FAQS ..... 38
   7.1. SOFTWARE ..... 38
   7.2. APPLICATION RECEIPT ..... 42
   7.3. APPLICATION SUBMISSION ..... 45
   7.4 GRANTS.GOV ..... 45

# 1. Introduction

## 1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help applicants and grantees submit new competing, competing continuation, competing supplements, and most noncompeting continuation applications electronically to HRSA through Grants.gov (and HRSA EHBs, where applicable). All applicants must submit in this manner. This document is intended to be the comprehensive source of information related to the electronic grant submission processes and will be updated periodically. This document does not replace program guidance provided in funding opportunity announcements.

> NOTE: In order to view, complete and submit an application package, you will need to download the compatible version of Adobe Reader software. All applicants must use the Adobe Reader version 8.1.1 or later version to successfully submit an application.

## 1.2. Document Organization and Version Control

This document contains SEVEN (7) sections. Following is the summary:

| | Section | Description |
|---|---|---|
| 1. | Introduction | Describes the document's purpose and scope. |
| 2. | Process Overview-<br>- New Competing Application through Grants.gov only (no verification required within HRSA EHBs)<br><br>- New Competing, Competing Continuation, and Competing Supplement Applications (submitted using both Grants.gov and HRSA EHBs (with HRSA EHBs Verification)<br><br>- Noncompeting Continuation Application | Provides detailed instructions to applicant organizations and institutions submitting a new competing application using Grants.gov that does **not** require HRSA EHBs verification.<br><br>Provides detailed instructions for those grantees submitting new competing, competing continuation, and competing supplement applications through Grants.gov and HRSA EHBs that **require** HRSA EHBs verification.<br><br>Provides detailed instructions to existing HRSA Grantees on submitting a noncompeting continuation application through Grants.gov and HRSA EHBs; verification required within EHBs. |
| 3. | Registering and Applying through Grants.gov | Provides detailed instructions to enable applicants/grantees to register and apply electronically using Grants.gov in the |

| | | |
|---|---|---|
| | | submission of grant applications. |
| 4. | HRSA Electronic Handbooks | Provides detailed instructions and important guidance on registering an individual and/or organization, verifying the status of applications, validating grants.gov application in the EHB, managing access to the application, checking and correcting validation errors, completing and submitting the application. |
| 5 | General Instructions for Application Submission | Provides instructions and important policy guidance regarding application format requirements and submission. |
| 6. | Customer Support Information | Provides contact information to address technical and programmatic questions. |
| 7. | Frequently Asked Questions (FAQs) | Provides answers to frequently asked questions by various categories |

This document is under version control. Please visit http://www.hrsa.gov/grants to retrieve the latest published version.

## 2. Process Overview

### 2.1 New Competing Applications (Entire Submission Through Grants.gov; no verification required within HRSA EHBs)

**NOTE: Use the program guidance to determine if verification in HRSA EHBs is required. If verification is required, you should refer to Section 2.2. If verification is not required, continue reading this section.**

Following is the process for submitting a New Competing Application through Grants.gov:

1. HRSA will post all New Competing announcements on Grants.gov (http://www.grants.gov).
2. Once the program guidance is available, applicants should search for the announcement in Grants.gov 'Find Grant Opportunities.' (http://www.grants.gov/applicants/find_grant_opportunities.jsp) or 'Apply for Grants' (http://www.grants.gov/Apply).
3. Download the application package and instructions from Grants.gov. The program guidance is also part of the instructions that must be downloaded.
4. Save a copy of the application package on your computer and complete all the forms based on the instructions provided in the program guidance.
5. Submit the application package through Grants.gov (requires registration).
6. Track the status of your submitted application using *Track My Status* at Grants.gov until you receive email notifications that your application has been received and validated by Grants.gov and received by HRSA.

## 2.2 New Competing, Competing Continuation, and Competing Supplement Applications (Submitted Using Both Grants.gov and HRSA EHBs; verification required within HRSA EHBs)

**NOTE: You should review program guidance to determine if verification in HRSA EHBs is required. If verification is NOT required, you should refer to Section 2.1 above. If verification is required, continue reading this section.**

Following is the process for submitting a Competitive Application through Grants.gov with verification required within HRSA Electronic Handbooks (EHBs):

1. HRSA will post all Competing Continuation and Competing Supplemental announcements on Grants.gov (http://grants.gov/search). Announcements are typically posted at the beginning of the fiscal year. However, program guidances are not generally available until later. New Competing applications that require verification within EHBs are posted throughout the year. For more information, visit http://www.hrsa.gov/grants.
2. When a program guidance becomes available, applicants should search for the announcement in Grants.gov under 'Apply for Grants' (http://www.grants.gov/Apply). Since eligibility for Competing Continuation and Competing Supplemental funding is limited to current grantees, those announcements will not appear under Grants.gov 'Find Grant Opportunities.'
3. Download the application package and instructions from Grants.gov. The program guidance is also part of the instructions that must be downloaded. Note the *Announcement Number* as it will be required later in the process.
4. Save a copy of the application package on your computer and complete all the standard forms based on the instructions provided in the program guidance.
5. Submit the application package through Grants.gov (r*equires registration*). Note the *Grants.gov Tracking Number* as it will be required later in the process.
6. Track the status of your submitted application using *Track My Status* at Grants.gov until you receive email notifications that your application has been received and validated by Grants.gov and received by HRSA.
7. HRSA EHBs software pulls the application information into EHBs and validates the data
8. HRSA notifies the Project Director, Authorizing Official (AO), Business Official (BO) and application point of contact (POC) by email to check HRSA EHBs for results of HRSA validations and enter supplemental information required to process the competing continuation or supplemental application. Note the *HRSA EHBs tracking number* from the email.
9. The application in HRSA EHBs is validated by a user from the grantee organization by providing three independent data elements--Announcement Number, Grants.gov Tracking Number and HRSA EHBs Tracking Number.
10. The AO verifies the pending application in HRSA EHBs, fixes any validation errors, and makes necessary corrections. Supplemental forms are completed. AO submits the application to HRSA.

## 2.3. Noncompeting Continuation Application

The following is the process for submitting a Noncompeting Continuation application through Grants.gov and HRSA EHBs; verification required within HRSA EHBs:

1. HRSA will communicate the Noncompeting announcement number to the Project Director (PD) and authorizing official (AO) listed on the most recent Notice of Grant Award (NGA) via email. The announcement number will be required to search for the announcement/funding opportunity when applying in Grants.gov.
2. Search for the announcement/funding opportunity in Grants.gov under **'Apply for Grants.'** Since eligibility is limited to current grantees, the announcement will not appear under Grants.gov 'Find Grant Opportunities.'
3. Download the application package and instructions from Grants.gov. The program guidance is part of the instructions that must be downloaded.
4. Save a copy of the application package on your computer and complete all the forms based on the instructions provided in the program guidance.
5. Submit the application package through Grants.gov (requires registration).
6. Track the status of your submitted application using *Track My Status* at Grants.gov until you receive email notifications that your application has been received and validated by Grants.gov and received by HRSA.
7. The HRSA Electronic Handbooks (EHBs) software pulls the application information into EHBs and validates the data. HRSA sends an email to the PD, AO, business official (BO), and application point of contact (POC) to review the application in the HRSA EHBs for validation errors and enter additional information, including in some cases, performance measures, necessary to process the noncompeting continuation.
8. The PD logs into the HRSA EHBs to enter all additional information necessary to process the application. The PD must also provide the AO submission rights for the application.
9. The AO verifies the application in HRSA EHBs, fixes any remaining validation errors, makes necessary corrections, and submits the application to HRSA (requires registration in EHBs).

## 3. Registering and Applying Through Grants.gov

Grants.gov requires a one-time registration by the applicant organization and annual updating. *If you do not complete the registration process and update it annually, you will not be able to submit an application.*

The five-step registration process must be completed by every organization wishing to apply for a HRSA grant opportunity. The process will require some time (*anywhere from five business days to a month*). Therefore, first-time applicants or those considering applying at some point in the future should register **immediately**. Registration with Grants.gov provides the representatives from the organization the required credentials necessary to submit an application.

### 3.1. REGISTER – Applicant/Grantee Organizations Must Register With Grants.gov (if not already registered)

If an applicant/grantee organization has already completed Grants.gov registration for HRSA or another Federal agency, skip to the next section.

For those applicant organizations still needing to register with Grants.gov, detailed registration information can be found on the Grants.gov "Get Registered" Web site (http://www.grants.gov/applicants/get_registered.jsp). These instructions will walk you through the following five basic registration steps:

**Step 1:** Obtain a Data Universal Number System (DUNS) number
A DUNS number is a unique number that identifies an organization. It has been adopted by the Federal government to help track how Federal grant money is distributed. Ask your grant administrator or chief financial officer to provide your organization's DUNS number. If your organization does not have a DUNS number, you may request one online at http://fedgov.dnb.com/webform or call the special Dun & Bradstreet hotline at 1-800-705-5711 for the US and US Virgin Islands (1-800-234-3867 for Puerto Rico) to receive one free of charge. Note: A missing or incorrect DUNS number is the primary reason for applications being "Rejected for Errors" by Grants.gov.

**Step 2:** Register with the Central Contractor Registration (CCR)
The CCR is the central government repository for organizations working with the Federal government. Check to see if your organization is already registered at the CCR Web site. If your organization is not registered, identify the primary contact who should register your organization. Visit the CCR Web site at http://www.ccr.gov to register online or call 1-888-227-2423 to register by phone. CCR Registration must be renewed annually.

- Designate the organization's E-Business Point of Contact (E-BIZ POC)
- Create the organization's CCR "Marketing Partner ID Number (MPIN)" password. The E-BIZ POC will use the MPIN to designate Authorized Organization Representatives (AORs) through Grants.gov

The CCR Registration must become active before you can proceed to step 3.

**Step 3:** Creating a Username & Password
- AORs must create a short profile and obtain a username and password from the Grants.gov Credential Provider
- AORs will only be authorized for the DUNS number with which they registered in the Grants.gov profile

**Step 4:** AOR Authorization
- The E-Business POC uses the DUNS number and MPIN to authorize your AOR status
- Only the E-BIZ POC may authorize AORs

**Step 5:** Track AOR Status
- Using your username and password from Step 3, go to Grants.gov's 'Applicant Login' to check your AOR status at https://apply07.grants.gov/apply/loginhome.jsp.

In addition, allow for extra time if an applicant does not have a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN). The CCR validates the EIN against Internal Revenue Service records, a step that will take an additional one to five business days.

Additional assistance regarding the complete registration process is available at Grants.gov at http://www.grants.gov/applicants/get_registered.jsp. Grants.gov provides a variety of support options through online Help including Context-Sensitive Help, Online Tutorials, FAQs, Training Demonstrations, User Guides (http://www.grants.gov/assets/ApplicantUserGuide.pdf), and Quick Reference Guides.

Please direct questions regarding Grants.gov registration to the Grants.gov Call Center at: 1-800-518-4726. Call Center hours of operation are 24 hours a day, 7 days a week, excluding Federal holidays.

> NOTE: It is highly recommended that this registration process be completed at least two weeks prior to the submittal date of your organization's first Grants.gov submission.

## 3.2. APPLY - Apply through Grants.gov

The Grants.gov/Apply feature includes a simple, unified application process to enable applicants to apply for grants online. The information applicants need to understand and execute the steps can be found at Grants.gov Apply for Grants (http://www.grants.gov/applicants/apply_for_grants.jsp). Step 2 'Complete the Grant Application Package' includes a narrated online tutorial on how to complete a grant application package using Adobe. The site also contains an *Applicant User Guide* at http://www.grants.gov/assets/ApplicantUserGuide.pdf.

### 3.2.1. Find Funding Opportunity

If you are submitting a new competing application, search for the announcement in Grants.gov **Find** Grant Opportunities (http://www.grants.gov/applicants/find_grant_opportunities.jsp) and select the announcement for which you wish to apply. Refer to the program guidance for eligibility criteria.

> NOTE: All new competing announcements should be available in Grants.gov FIND! When funding opportunities are released, announcements are made available in Grants.gov APPLY.

If you are submitting a competing continuation, competing supplement, or noncompeting continuation application, search for the announcement in **Apply** For Grants (http://www.grants.gov/Apply). Enter the announcement number communicated to you in the field *Funding Opportunity Number*. (Example announcement number: 5-S45-10-001)

> NOTE: Noncompeting continuations and announcements with restricted eligibility are not available under the Find Grant Opportunities function in Grants.gov.

### 3.2.2. Download Application Package

Download the application package and instructions. Application packages are posted in Adobe Reader format. To ensure that you can view the application package and instructions, you should download and install the Adobe Reader application.

For more information on using Adobe Reader, please refer to Section 7.1.2.

> NOTE: Please review the system requirements for Adobe Reader at http://www.grants.gov/help/download_software.jsp.

### 3.2.3. Complete the Grant Application Package

Complete the application using both the built-in instructions and the instructions provided in the program guidance. Ensure that you save a copy of the application on your computer. For assistance with program guidance related questions, please contact the program officer listed on the program guidance.

> NOTE: Competing continuations, competing supplements, and noncompeting continuations should provide their 10-digit grant number (box 4b from NGA) in the Federal Award Identifier field (box 5b in SF424 or box 4 in SF424 R&R). **You may complete the application offline – you are not required to be connected to the Internet.**

### 3.2.4. Submit Application

Once you have downloaded the application package, completed all required forms, and attached all required documents—click the "Check Package for Errors" button and make any necessary corrections.

- In Adobe Reader, click on the 'Save and Submit' button when you have done all of the above and are ready to send your completed application to Grants.gov.

Review the provided application summary to confirm that the application will be submitted to the program for which you wish to apply. To submit, **the AOR** must login to Grants.gov and enter their user name and password. Note: the same DUNS number, AOR user name, and password must be used to complete and submit your application. Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov Tracking Number will be provided on this screen (GRANTXXXXX). Please record this number so that you may refer to it for all subsequent help.

Please direct questions regarding application submission to the Grants.gov Call Center at: 1-800-518-4726. Call Center hours of operation are 24 hours a day, 7 days a week, excluding Federal holidays.

> NOTE: The AOR must be connected to the Internet and must have a Grants.gov username and password tied to the correct DUNS number in order to submit the

application package.

### 3.2.5. Verify Status of Application in Grants.gov

Once Grants.gov has received your submission, Grants.gov will send email messages to the PD, AO, and the POC listed in the application advising of the progress of the application through the system. You should receive up to four emails. The first will confirm receipt of your application by the Grants.gov system ("Received"), and the second will indicate that the application has either been successfully validated ("Validated") by the system prior to transmission to the grantor agency or has been rejected due to errors ("Rejected with Errors"). An application for HRSA funding must be both received and validated by Grants.gov by the application deadline.

If your application has been rejected due to errors, you must correct the application and resubmit it to Grants.gov before the closing date. If you are unable to resubmit because the opportunity has since closed, you must **contact the Director of the Division of Grants Policy**, within five (5) business days from the closing date, via email at DGPWaivers@hrsa.gov and thoroughly explain the situation. Your email must include the HRSA Announcement Number, the name, address, and telephone number of your organization, and the name and telephone number of the project director, as well as the Grants.gov Tracking Number (GRANTXXXXXX) assigned to your submission, along with a copy of the "Rejected with Errors" notification you received from Grants.gov. HRSA is very strict in adhering to application deadlines and electronic submission requirements. Extensions for competitive funding opportunities are only granted in the rare event of a natural disaster or validated technical system problem on the side of either Grants.gov or the HRSA Electronic Handbooks (EHBS) that prevented a timely application submission.

You can check the status of your application(s) anytime after submission by logging into Grants.gov and clicking on the 'Track My Application' link on the left side of the page. This link will also be included in the confirmation email that you receive from Grants.gov.

If there are no errors, the application will be downloaded by HRSA. Upon successful download to HRSA, the status of the application will change to "Received by Agency" and the contacts listed in the application will receive a third email from Grants.gov. Once your application is received by HRSA, it will be processed to ensure that the application is submitted for the correct funding announcement, with the correct grant number (if applicable), and applicant/grantee organization. Upon this processing, which is expected to take up to two to three business days, HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to "Agency Tracking Number Assigned." You will receive the fourth email in which Grants.gov will relay the Agency Tracking Number. Note the HRSA tracking number and use it for all correspondence with HRSA.

## 4. Validating and/or Completing an Application in the HRSA Electronic Handbooks

Learn how to register, verify data, validate information, manage access to your application, fix errors, and complete your application in EHBs. For assistance in registering with, or using

HRSA EHBs, call the HRSA Call Center at 1-877-464-4772 between 9:00 am to 5:30 p.m. ET or email callcenter@hrsa.gov.

### 4.1. Register - Project Director and Authorizing Official Must Register with HRSA EHBs (if not already registered)

In order to access a noncompeting continuation, a competitive continuation, or a competitive supplement in HRSA EHBs, existing grantee organizations must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user.

- *Note that registration within HRSA EHBs is required only once for each user.*
- *Note that HRSA EHBs now allow the user to use his/her single username and associate it with more than one organization.*

Registration within HRSA EHBs is a two-step process. In the first step, individual users from an organization who participate in the grants process must create **individual** system accounts. In the second step, the users must associate themselves with the appropriate grantee organization. **To find your organization record, use the 10-digit grant number from the Notice of Grant Award (NGA) belonging to your grant.** Note that since all existing grantee organization records are already in EHBs, there is no need to create a new one.

To complete the registration quickly and efficiently we recommend that you have the following information readily available:

1. Identify your role in the grants management process. HRSA EHBs offer the following three functional roles for individuals from applicant/grantee organizations:

   - Authorizing Official (AO),
   - Business Official (BO), and
   - Other Employee (for Project Directors, assistant staff, AO designees and others).

   For more information on functional responsibilities, refer to the HRSA EHBs online help.

2. Ensure you have the 10-digit grant number from the latest NGA belonging to your grant (Box 4b on NGA). You must use the grant number to find your organization during registration. All individuals from the organization working on the grant must use the same grant number to ensure correct registration.

In order to access a noncompeting continuation, competitive continuation, or a competitive supplement application, the Project Director and other participants must register the specific grant and add it to their respective portfolios. This step is required to ensure that only authorized individuals from the organization have access to grant data. **Project Directors will need the latest Notice of Grant Award (NGA) in order to complete this additional step**. Again, note that this is a one-time requirement.

The Project Director must give the necessary privileges to the AO and other individuals who will assist in the submission of grant applications using the administer feature in the grant handbook. The Project Director should also delegate the "Administer Grant Users" privilege to the AO.

Once you have access to your grant handbook, use the appropriate link under the deliverables section to access your application.

Note that registration with HRSA EHBs is independent of Grants.gov registration.

For assistance in registering with HRSA EHBs, call the HRSA Call Center at 1-877-464-4772 between 9:00 am to 5:30 p.m. ET or email callcenter@hrsa.gov.

> IMPORTANT: You must use your HRSA EHBs Tracking Number or your 10-digit grant number (box 4b from NGA) to identify your organization.

## 4.2. Verify Status of Application

HRSA will send an email to the PD, AO, POC, and the BO – all listed on the submitted application, to confirm that the application was successfully received. The PD listed on the most recent NGA, if different from the PD listed on the application will also receive an email notification. Therefore, it is important to ensure that email addresses are correct.

> NOTE: Grantees should check HRSA EHBs within two to three business days from submission within Grants.gov for availability of your application.

## 4.3. Validate Grants.gov Application in the HRSA EHBs

The HRSA EHBs include a validation process to ensure that only authorized individuals from an organization are able to access the organization's competing applications. The first user who seeks access to any competing application needs to provide the following information:

| Data Element | Source | Example |
|---|---|---|
| Announcement Number | From submitted Grants.gov application | HRSA-10-061 or 10-016 |
| Grants.gov Tracking Number | From submitted Grants.gov application | GRANT00059900 |
| HRSA EHBs Application Tracking Number | From email notification sent to PD, AO, BO, and POC listed on application. | 25328 |

Note that the source of each data element is different and knowledge of the three numbers together is considered sufficient to provide that individual access to the application.

To validate the grants.gov application, log in to the EHBs and click on the 'View Applications' link, then click on the 'Add Grants.Gov Application' link (this is only visible for grant applications that require supplemental forms).

At this point, you will be presented with a form, which will require the numbers specified in the table above in order to validate your grants.gov application.

> NOTE: The first individual who completes this step should use the 'Peer Access' feature to share the application with other individuals from the organization. It is recommended that the AO complete this step.

## 4.4. Manage Access to the Application

You must be registered in HRSA EHBs in order to access the application. To ensure that only authorized individuals from the organization gain access to the application, you must follow the process described earlier.

The PD, using the Administer Users feature in the grant handbook, must give the necessary privileges to the AO and other individuals who will assist in the submission of applications. Project Directors must also delegate the 'Administer Grant Users' privilege to the AO so that future administration can be managed by the AO.

The individual who validated the application must use the 'Peer Access' feature to share this application with other individuals from the organization. This is required if you wish to allow multiple individuals to work on the application in HRSA EHBS.

Once you have access to your grant handbook, use the appropriate link under the deliverables section to access your grant application.

## 4.5. Check Validation Errors

HRSA EHBs will validate the application received through Grants.gov. All validation errors are recorded and displayed to the applicant. To view the validation errors use the 'Grants.gov Data Validation Comments' link on the application status page in HRSA EHBs.

## 4.6. Fix Errors and Complete Application

Applicants must review the errors in HRSA EHBs and make necessary corrections. If so noted in the funding opportunity announcement, applicants must also complete the detailed budget and other required forms in HRSA EHBs and assign an AO who must be a registered user in the HRSA EHBs. HRSA EHBs will show the status of each form in the application package and the status of all forms must be "Complete" in the summary page before the HRSA EHBs will allow the application to be submitted.

## 4.7. Submit Application in HRSA EHBs

4.7.1. Noncompeting Continuations - When completing and submitting a Noncompeting continuation, you must have the 'Submit Noncompeting Continuation' privilege. The Project Director must give this privilege to the AO or a designee. Once all forms are complete, the application must be submitted to HRSA.

> NOTE: You will have two weeks from the date the application was due in Grants.gov for submission of the remaining information in HRSA EHBs. The new due date will be listed in HRSA EHBs.

**Performance Measures for Noncompeting Continuation Applications** – For applications that require submittal of performance measures electronically through the completion of program specific data forms, instructions will be provided both in the program guidance and through an email notifying grantees of their responsibility to provide this information; and providing instruction on how to do so.

4.7.2. New Competing, Competing Continuation, and Competing Supplement Applications Submitted Using Both Grants.gov and HRSA EHBs - After the Grants.gov application is pulled into EHBs and validated, the AO verifies the pending application in HRSA EHBs, fixes any validation errors, and makes necessary corrections. Supplemental forms are completed. The application must then be submitted by the AO assigned to the application within HRSA EHBs. (The designee of the AO can also submit the application.) The completed application must be submitted to HRSA by the due dates listed within the program guidance.

> NOTE: You must submit the application by the due date listed within the program guidance. There are two deadlines within the guidance – one for submission within Grants.gov and the second for submission within HRSA EHBs.

**Performance Measures for All Competitive Applications -** Many HRSA guidances include specific data forms and require performance measure reporting. If the completion of performance measure information is indicated in this guidance, successful applicants receiving grant funds will be required, within 30 days of the Notice of Grant Award (NGA), to register in HRSA's Electronic Handbooks (EHBs) and electronically complete the program specific data forms that appear in this guidance. This requires the provision of budget breakdowns in the financial forms based on the grant award amount, the project abstract and other grant summary data, and objectives for the performance measures.

# 5. General Instructions for Application Submission

The following guidelines are applicable to all submissions unless otherwise noted. Failure to follow the instructions may make your application non-compliant. Non-compliant applications will not be given any consideration and the particular applicants will be notified. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

## 5.1. Narrative Attachment Guidelines

### 5.1.1. Font

Please use an easily readable typeface, such as Times Roman, Arial, Courier, or CG Times. The text and table portions of the application must be submitted in not less than 12- point and 1.0 line spacing. Applications not adhering to 12-point font requirements may be returned. For charts, graphs, footnotes, and budget tables, applicants may use a different pitch or size font, not less than 10 pitch or size font. However, it is vital that when scanned and/or reproduced, the charts are still clear and readable.

Please do not submit organizational brochures or other promotional materials, slides, films, clips, etc.

### 5.1.2. Paper Size and Margins

For duplication and scanning purposes, please ensure that the application can be printed on 8 ½" x 11" white paper. Margins must be at least one (1) inch at the top, bottom, left and right of the paper. Please left-align text.

### 5.1.3. Names

Please include the name of the applicant and 10-digit grant number (if competing continuation, competing supplement, or noncompeting continuation) on each page.

### 5.1.4. Section Headings

Please put all section headings flush left in bold type.

### 5.1.5. Page Numbering

Do not number the standard OMB approved forms. Please number each attachment page sequentially. Reset the numbering for each attachment. (Treat each attachment/document as a separate section.)

### 5.1.6. Allowable Attachment or Document Types

The following attachment types are supported in HRSA EHBs. Even though grants.gov may allow you to upload various types of attachments, **it is important to note that HRSA only accepts the following types of attachments. Files with unrecognizable extensions may not be accepted or may be corrupted, and will not be considered as part of the application**:

.DOC - Microsoft Word
.RTF - Rich Text Format
.TXT - Text
.WPD - Word Perfect Document
.PDF - Adobe Portable Document Format
.XLS - Microsoft Excel

**File Attachment Names**

- Limit File Attachment Name to Under 50 Characters

- Do not use any Special Characters (e.g., -, %, /, #, ) or Spacing in the File Name or for Word Separation
  -- The Exception is Underscore ( _ )
  **Note-** your application will be 'rejected' by Grants.gov if you use special characters or attachment names greater than 50 characters

### 5.2. Application Content Order (Table of Contents)

HRSA uses an automatic numbering approach that will ensure that all applications will look the same when printed for objective review.

HRSA uses two standard packages from Grants.gov.

- SF 424 (otherwise known as 5161) – For service delivery programs
- SF 424 R&R – For research and training programs

For each package, HRSA has defined a standard order of forms and that order is available within the program guidance. The program guidance also provides applicants with explicit instructions on where to upload specific documents.

### 5.3. Page Limit

When your application is printed, the narrative documents may not exceed 80 pages in length unless otherwise stated in the funding opportunity announcement. These narrative documents include the abstract, project and budget narratives, and any other attachments such as letters of support required as a part of the guidance. This 80 page limit **does not** include the OMB approved forms. Note that some program guidances may require submission of OMB approved program specific forms as attachments. These attachments will not be included in the 80 page limit.

Applicants must follow the instructions provided in this section and ensure that they print out all attachments on paper and count the number of pages before submission.

> NOTE: Applications that exceed the specified limits will be deemed non-compliant. Non-compliant competing applications will not be given any consideration and the particular applicants will be notified. Non-compliant noncompeting applications will have to be resubmitted in order to comply with the page limits.

## 6. Customer Support Information

### 6.1. Grants.gov Customer Support

Please direct ALL questions regarding Grants.gov to Grants.gov Call Center at: 1-800-518-4726. Call Center hours of operation are 24 hours a day, 7 days a week, excluding Federal holidays.

Please visit the following URL for additional support on the Grants.gov Web site: http://www.grants.gov/help/help.jsp.

### 6.2. HRSA Call Center

For assistance with or using HRSA EHBs, call 1-877-464-4772 between 9:00 am to 5:30 p.m. ET or email callcenter@hrsa.gov.

Please visit HRSA EHBs for online help. Go to: https://grants.hrsa.gov/webexternal/home.asp and click on 'Help'

### 6.3. HRSA Program Support

For assistance with program guidance related questions, please contact the program contact listed on the program guidance. Do not call the program contact for technical questions related to either Grants.gov or HRSA EHBs.

## 7. FAQs

### 7.1. Software

#### 7.1.1. What are the software requirements for using Grants.gov?

Applicants will need to download Adobe Reader. For information on Adobe Reader, go to http://www.grants.gov/help/download_software.jsp#adobe811.

#### 7.1.2. Adobe Reader

The Adobe Reader screen is shown in Figure 1 below.

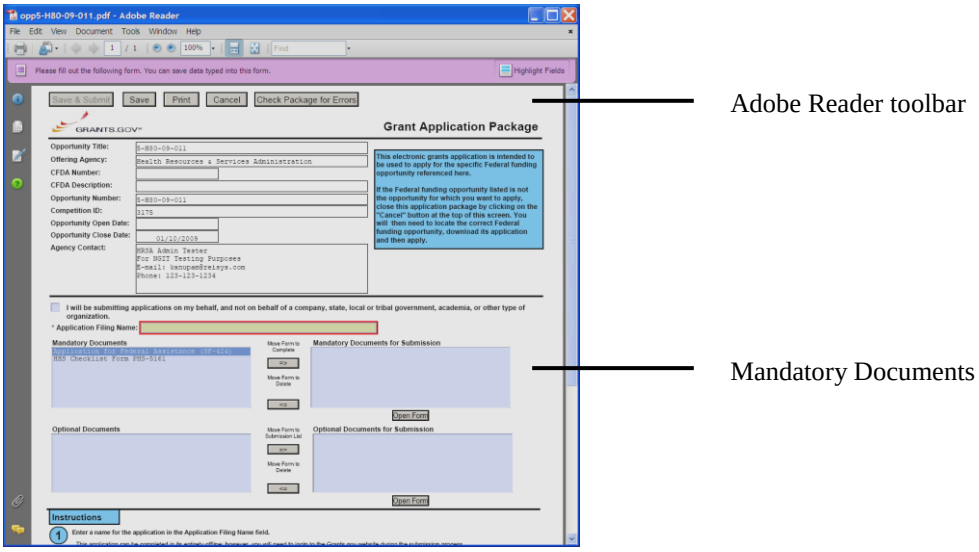



**Figure 1: Adobe Reader Screen**

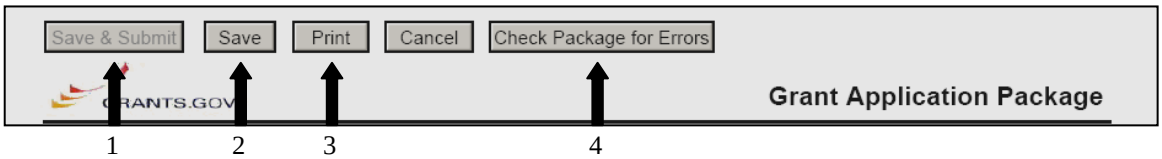



**Figure 2: The Adobe Reader Toolbar**

1. Submit – Click to submit the application package to Grants.gov (not available until all mandatory documents have been completed and the application has been saved).
2. Save – Click to save the application package to your local computer.
3. Print – Click to print the application package.
4. Check Package for Errors – Click prior to submitting the application package to ensure there are no errors.

Documents that you must include in your application package are listed under Mandatory Documents. Refer to Figure 3 below.

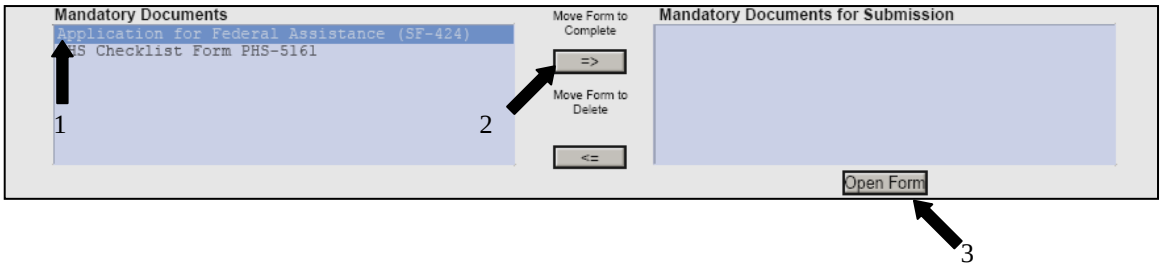



**Figure 3: Working with Mandatory Documents (Adobe Reader)**

1. Under Mandatory Documents, select the document you want to work on.
2. Click on the 'Move Form to Complete' button.
3. Select the document under Mandatory Documents for Submission and click on the 'Open Form' button. (Note: depending on your version of Adobe Reader, the forms may open automatically when you click on the document name.)

When you open a document for viewing or editing, Adobe Reader opens the document at the bottom of the main application page. Refer to Figure 4 below.

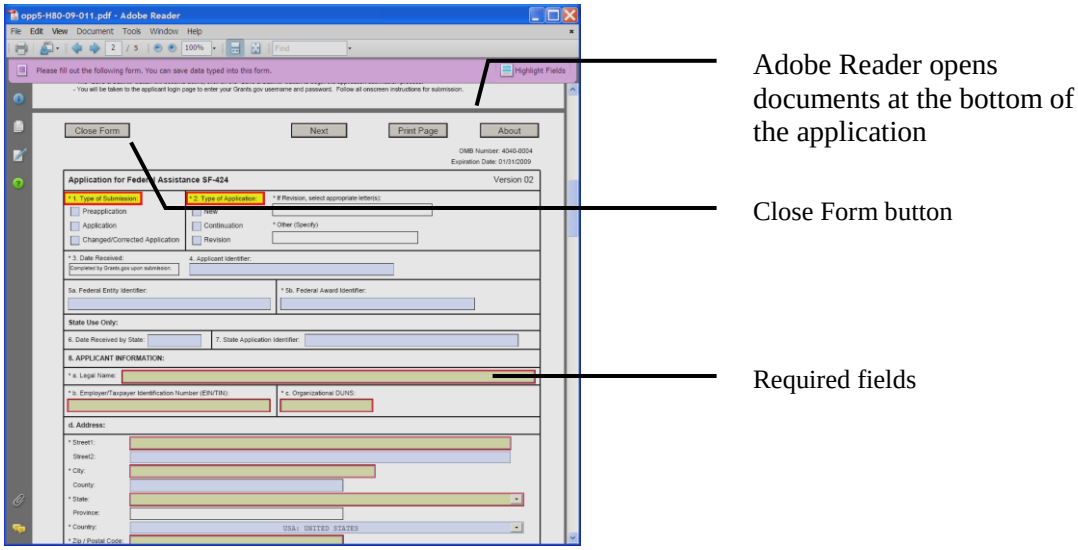



**Figure 4: An Open Form in Adobe Reader**

Note that the buttons are attached to the top of the page and move with the page. Click on the 'Close Form' button to save and close the form.

## Special Note: Working with Earlier Versions of Adobe Reader

It is highly recommended that you remove all earlier versions of Adobe Reader prior to installing the latest version of Adobe Reader. Do this by using 'Add or Remove Programs' from Control Panel in Windows.

If it is necessary that you keep older versions of Adobe Reader on your computer, you should be aware that the program will unsuccessfully attempt to open application packages with the earlier, incompatible version. Use the following workaround to avoid this problem.

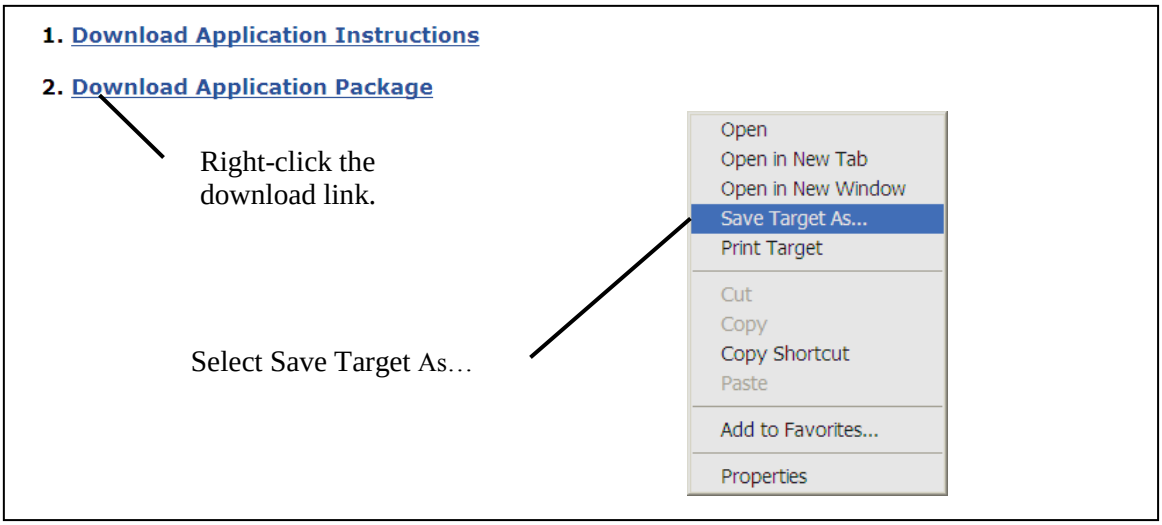



**Figure 5: Downloading from Grants.gov**

1. From the Grants.gov download page, right-click on the Download Application Package link and select 'Save Target As…' from the menu.
2. Save the target on your computer (preferably to the Desktop) as an Adobe Acrobat Document.

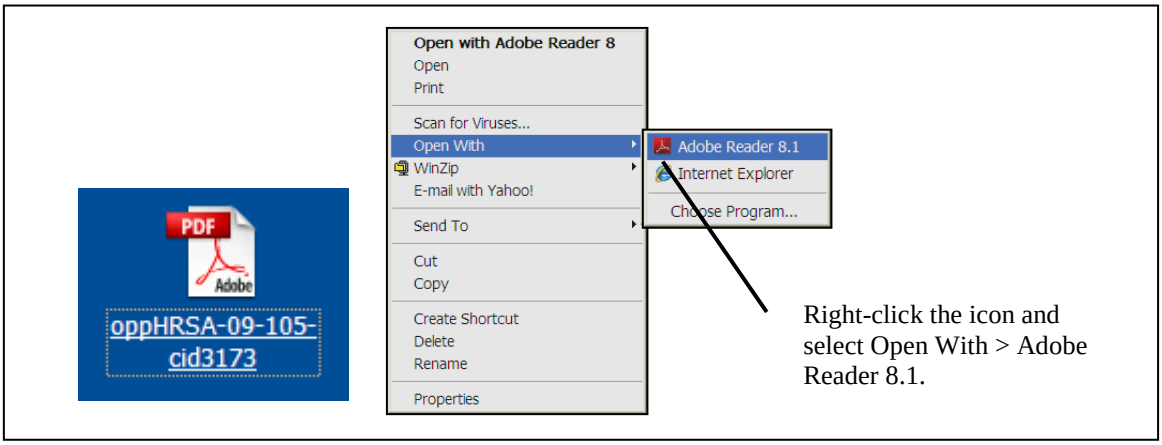



**Figure 6: Selecting Open with Adobe Reader**

3. Right-click the icon.
4. Select 'Open With' > 'Adobe Reader 8.1' from the menu.

### 7.1.3 Can I download Adobe Reader onto my computer?

There are software applications that allow you to successfully navigate the Grants.gov pages and complete your application. These applications can be found at: http://www.grants.gov/help/download_software.jsp#811#adobe811. However, depending on your organization's computer network and security protocols you may **not** have the necessary

permissions to download software onto your workstation. Contact your IT department or system administrator to download the software for you or give you access to this function.

#### 7.1.4. Is Grants.gov Macintosh compatible?

Yes. For details, please visit http://www.grants.gov/help/general_faqs.jsp.

#### 7.1.5. What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v5.0 and above and Netscape 4.72 and above. IE 6.0 and above is the recommended browser. HRSA EHBs are 508 compliant.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need the appropriate viewers.

#### 7.1.6. What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their OS version. It is recommended that Safari v1.2.4 and above or Netscape v7.2 and above be used.

Note that Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

### 7.2. Application Receipt

#### 7.2.1. When do I need to submit my application?

**Competing Submissions:**
Applications must be submitted to Grants.gov by 8:00 p.m. ET on the due date. An application for HRSA funding must be both received and validated by Grants.gov by the application deadline.

For applications that require verification in HRSA EHBs (refer to program guidance), Verification must be completed and applications submitted in HRSA EHBs by 5:00 p.m. ET on the due date mentioned in the guidance. This supplemental due date is different from the Grants.gov due date.

**Noncompeting Submissions:**
Applications must be submitted to Grants.gov by 8:00 p.m. ET on the due date. An application for HRSA funding must be both received and validated by Grants.gov by the application deadline.

#### 7.2.2. What is the receipt date (the date the application is electronically received by Grants.gov or the date the data is received by HRSA)?

**Competing Submissions:**

The submission/receipt date is the date the application is electronically received by Grants.gov. An application for HRSA funding must be both received and validated by Grants.gov by the application deadline.

For applications that require verification in HRSA EHBs (refer to program guidance), the submission/receipt date will be the date the application is submitted in HRSA EHBs.

**Noncompeting Submissions:**
The submission/receipt date will be the date the application is submitted in HRSA EHBs.

Applications must be verified and submitted in HRSA EHBs by 5:00 p.m. ET on the due date. (Two (2) weeks after the due date in Grants.gov.) Refer to the program guidance for specific dates.

### 7.2.3 Once my application is submitted, how can I track my application and what emails can I expect from Grants.gov and HRSA?

You can check the status of your application(s) anytime after submission by logging into Grants.gov and clicking on the 'Track My Application' link on the left side of the page. This link will also be included in the confirmation email that you receive from Grants.gov.

When you submit your competing application in Grants.gov, it is first received and then validated by Grants.gov. Typically, this takes a few hours but it may take up to 48 hours during peak volumes. You should receive four emails from Grants.gov.

The first will confirm receipt of your application by the Grants.gov system ("Received"), and the second will indicate that the application has either been successfully validated ("Validated") by the system prior to transmission to the grantor agency or has been rejected due to errors ("Rejected with Errors"). An application for HRSA funding must be both received and validated by Grants.gov by the application deadline.

Subsequently, the application will be downloaded by HRSA. This happens within minutes of when your application is successfully validated by Grants.gov and made available for HRSA to download. On successful download at HRSA, the status of the application will change to "Received by Agency" and you will receive a third email from Grants.gov.

After this, HRSA processes the application to ensure that it has been submitted for the correct funding announcement, with the correct grant number (if applicable) and grantee/applicant organization. This may take up to 3 business days. Upon this processing HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to "Agency Tracking Number Assigned;" you will receive a fourth email from Grants.gov.

For applications that require verification in HRSA EHBs, you will also receive an email from HRSA confirming the successful receipt of your application and asking the PD and AO to review and resubmit the application in HRSA EHBs.

If is suggested that you check the respective systems if you do not receive any emails within the specified timeframes.

NOTE: Refer to FAQ 7.2.5 below for a summary of emails.

### 7.2.4. If a resubmission is required due to technological problems encountered using the Grants.gov system and the closing date has passed, what should I do?

You must **contact the Director of the Division of Grants Policy**, within five (5) business days from the closing date, via email at DGPWaivers@hrsa.gov and thoroughly explain the situation. Your email must include the HRSA Announcement Number, the Name, Address, and telephone number of the Organization, and the Name and telephone number of the Project Director, as well as the Grants.gov Tracking Number (GRANTXXXXXXXX) assigned to your submission, along with a copy of the "Rejected with Errors" notification you received from Grants.gov. Extensions for competitive funding opportunities are only granted in the rare event of a natural disaster or validated technical system problem on the side of either Grants.gov or the HRSA Electronic Handbooks (EHBS) that prevented a timely application submission. An application for HRSA funding must be both received and validated by the application deadline.

### 7.2.5 Can you summarize the emails received from Grants.gov and HRSA EHBs and identify who will receive the emails?

| Submission Type | Subject | Timeframe | Sent By | Recipient |
|---|---|---|---|---|
| Noncompeting Continuation | "Submission Receipt" | Within 48 hours | Grants.gov | AOR |
| | "Submission Validation Receipt" OR "Rejected with Errors" | Within 48 hours | Grants.gov | AOR |
| | "Grantor Agency Retrieval Receipt" | Within hours of second email | Grants.gov | AOR |
| | "Agency Tracking Number Assignment" | Within 3 business days | Grants.gov | AOR |
| | "Application Ready for Verification" | Within 3 business days | HRSA | AO, BO, SPOC, PD |
| Competing Application (without verification in HRSA EHBs) | "Submission Receipt" | Within 48 hours | Grants.gov | AOR |
| | "Submission Validation Receipt" OR "Rejected with Errors" | Within 48 hours | Grants.gov | AOR |

| Submission Type | Subject | Timeframe | Sent By | Recipient |
|---|---|---|---|---|
| | "Grantor Agency Retrieval Receipt" | Within hours of second email | Grants.gov | AOR |
| | "Agency Tracking Number Assignment" | Within 3 business days | Grants.gov | AOR |
| Competing Application (with verification in HRSA EHBs) | "Submission Receipt" | Within 48 hours | Grants.gov | AOR |
| | "Submission Validation Receipt" OR "Rejected with Errors" | Within 48 hours | Grants.gov | AOR |
| | "Grantor Agency Retrieval Receipt" | Within hours of second email | Grants.gov | AOR |
| | "Agency Tracking Number Assignment" | Within 3 business days | Grants.gov | AOR |
| | "Application Ready for Verification" | Within 3 business days | HRSA | AO, BO, SPOC, PD |

## 7.3. Application Submission

### 7.3.1 How can I make sure that my electronic application is presented in the correct order for objective review?

Follow the instructions provided in Section 5 to ensure that your application is presented in the correct order and is compliant with all the requirements.

## 7.4 Grants.gov

For a list of frequently asked questions and answers maintained by Grants.gov, please visit the following URL: http://www.grants.gov/applicants/applicant_faqs.jsp.

Grants.gov offers several tools and numerous user guides to assist applicants that are interested in applying for grant funds. To view the many applicant resources available through grants.gov please visit the following URL: http://www.grants.gov/applicants/app_help_reso.jsp.

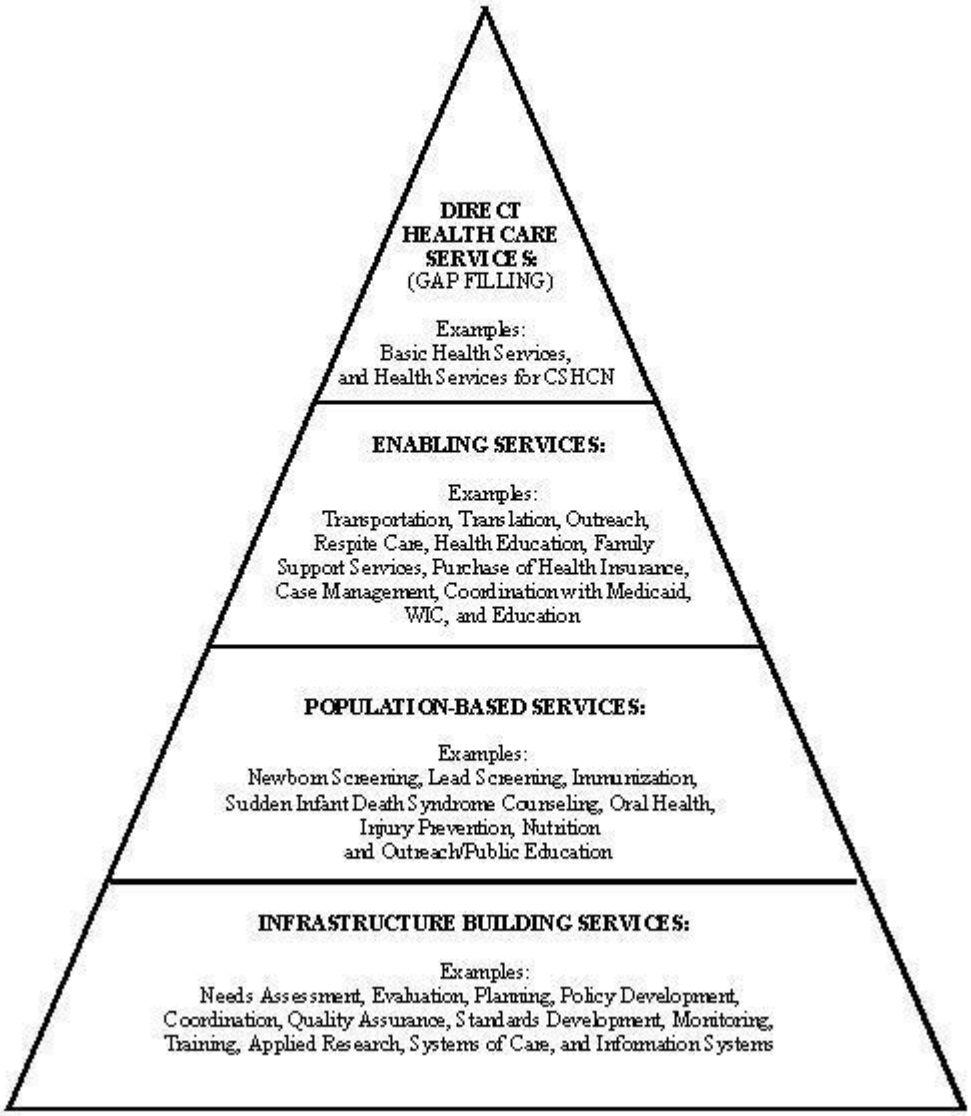
## Appendix B: Approximate Funding Levels per State[1]

| | | | | |
|---|---|---|---|---|
| Alabama | $1,414,473 | | Nevada | $881,142 |
| Alaska | $584,256 | | New Hampshire | $599,503 |
| Arizona | $1,792,003 | | New Jersey[3] | $2,035,554 |
| Arkansas | $1,145,502 | | New Mexico | $951,952 |
| California[4] | $7,782,987 | | New York [3] | $3,897,893 |
| Colorado[3] | $1,842,294 | | North Carolina | $2,134,807 |
| Connecticut | $829,224 | | North Dakota | $583,156 |
| Delaware[3] | $1,280,893 | | Ohio [3] | $3,047,074 |
| District of Columbia | $606,115 | | Oklahoma[3] | $1,920,105 |
| Florida | $3,193,733 | | Oregon | $1,061,379 |
| Georgia | $2,419,658 | | Pennsylvania | $2,070,398 |
| Hawaii [3] | $1,298,018 | | Rhode Island[3] | $1,304,596 |
| Idaho | $763,792 | | South Carolina[3] | $2,036,888 |
| Illinois [3] | $3,135,997 | | South Dakota | $635,074 |
| Indiana | $1,546,658 | | Tennessee [4] | $3,047,046 |
| Iowa | $889,743 | | Texas[3] | $6,918,471 |
| Kansas | $904,690 | | Utah[3] | $1,535,817 |
| Kentucky | $1,374,345 | | Vermont | $557,408 |
| Louisiana | $1,502,540 | | Virginia | $1,411,739 |
| Maine | $667,546 | | Washington | $1,311,814 |
| Maryland | $997,636 | | West Virginia | $855,628 |
| Massachusetts | $1,096,728 | | Wisconsin | $1,160,815 |
| Michigan | $2,014,745 | | Wyoming | $562,864 |
| Minnesota[3] | $1,701,396 | | American Samoa | $500,000 |
| Mississippi | $1,301,012 | | Guam | $500,000 |
| Missouri | $1,500,096 | | No. Mariana Islands | $500,000 |
| Montana | $651,999 | | Puerto Rico | $500,000 |
| Nebraska | $740,789 | | Virgin Islands | $500,000 |
| | | | Total Awards | $87,999,989 |

[1] U. S. Census Bureau, Small Area Income and Poverty Estimates, Estimates for The United States , 2008, Under age 5 in poverty, 2008 http://www.census.gov/cgi-bin/saipe/national.cgi?year=2008&ascii=
[3] States with one EBHV Program grantee site
[4] States with two EBHV Program grantee sites

## APPENDIX C: MCH Pyramid

### CORE PUBLIC HEALTH SERVICES DELIVERED BY MCH AGENCIES



## Appendix D: MCHB Administrative Forms and Performance Measures

On October 31, 2009, the Office of Management and Budget (OMB) approved revisions to the Maternal and Child Health Bureau (MCHB) Performance Measures for Discretionary Grants (OMB number 0915-0298; expiration date 10/31/2012).

A review of the Administrative Forms and Performance Measures for this discretionary grant program will be conducted and new Administrative Forms and Performance Measures will be assigned. The revised Administrative Forms and Performance Measures will be added to this guidance following the discretionary grant form review. If the review of the Administrative Forms and Performance Measures has not been conducted prior to the release of the guidance, the MCHB project officer will forward the new Administrative Forms and Performance Measures once the review is complete.

The following Administrative Forms and Performance Measures are assigned to this MCHB program.

- Form 1, MCHB Project Budget Details
- Form 2, Project Funding Profile
- Form 3, Budget Details by Types of Individuals Served
- Form 4, Project Budget and Expenditures by Types of Services
- Form 5, Number of Individuals Served (Unduplicated) by Type of Individual and Source of Primary Insurance Coverage
- Form 6, Maternal & Child Health Discretionary Grant Project Abstract
- Form 7, Discretionary Grant Project Summary Data
- Performance Measures: To be inserted following review of the Administrative Forms and Performance Measures.
- Data Elements: To be inserted following review of the Administrative Forms and Performance Measures.