U.S. Department of Health and Human Services

HRSA
Health Resources & Services Administration

Two-Tier Application Guide

A guide developed and maintained by HRSA for preparing and submitting *two-tier* applications through Grants.gov AND the HRSA Electronic Handbooks (EHBs) using the SF-424 Workspace Application Package

Updated April 19, 2024

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1. *INTRODUCTION*

1.1. About HRSA

Our programs provide equitable health care to people who are geographically isolated and economically or medically vulnerable. This includes programs that deliver health services to people with HIV, pregnant people, mothers and their families, those with low incomes, residents of rural areas, American Indians and Alaska Natives, and those otherwise unable to access high-quality health care.

Our programs also support health infrastructure, including through training of health professionals and distributing them to areas where they are needed most, providing financial support to health care providers, and advancing telehealth.

In addition, we oversee programs for providing discounts on prescription drugs to safety net providers, facilitating organ, bone marrow, and cord blood transplantation, compensating individuals injured by vaccination, and maintaining data on health care malpractice payments.

In Fiscal Year 2021, we provided nearly $54 billion in funding to support our mission. For more information, visit the HRSA Agency Overview page and explore data and maps on our health care programs.

1.2. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help you (the applicant organization/agency) prepare and submit two-tier[1] competing continuation, competing supplement, limited competition, and new applications electronically to HRSA through Grants.gov **and** the HRSA Electronic Handbooks (EHBs), as specified in the HRSA notice of funding opportunity (NOFO). This *Two-Tier Application Guide* is specific to HRSA NOFOs using the Application for Federal Assistance SF-424**[2]** application package **for applicants that are required to submit initial information electronically through Grants.gov, and subsequent information through the EHBs**. This *Guide* presents HRSA general information related to the application preparation and submission process and will be updated periodically.

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[1] Describes certain HRSA applications where the initial application submission is through Grants.gov (first tier or Phase 1) and the supplemental information submission is through the EHBs (second tier or Phase 2). Submission of EHBs information is always completed AFTER Grants.gov submission (refer to FOA for specific guidance and dates).
[2] If you are applying for Research or Training awards that require the SF-424 Two-Tier Research and Related (R&R) application package, you must refer to HRSA's R&R Two-Tier Application Guide for guidance.

Note: To request a subsequent budget period, recipients only need to submit the streamlined Non-Competing Continuation (NCC) Progress Report for continued funding of the next budget period. For details and user guides, please visit HRSA's Non-Competing Continuation Process page.

1.3. Document Version Control

HRSA's Division of Grants Policy in the Office of Federal Assistance and Acquisition Management periodically updates and maintains this document.

1.4. Summary of Significant Changes

April 19, 2024

- Added citations regarding the Further Consolidated Appropriations Act, 2024 (P.L. 118-47).
- Added Registering in ID.me for Payment Management System (PMS) Access guidance for successful applicants who receive an award.

April 1, 2024

- Updated Project Abstract guidance: removed bulleted list. We no longer require *specific contact details* in the Project Abstract Summary form.

January 12, 2024

- Updated **Accessibility Provisions and Non-Discrimination Requirements** in Section 2.1. Administrative and National Policy Requirements.
- Updated Executive Level II salary rate limitation amount from $212,100 to **$221,900** to align with OPM's Salary Table No. 2024-EX. Also updated related salary breakdowns and examples.

2. POLICIES, ASSURANCES, DEFINITIONS, AND OTHER INFORMATION

2.1. Administrative and National Policy Requirements

Successful applicants are required to comply with 45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (UAR).

In addition to the numerous administrative and national policy requirements imposed by regulation and HHS policies, HRSA stresses the following requirements of every award:

Standards for Financial Management
Recipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75. The financial systems must enable the recipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

Internal controls must be in place to ensure that costs charged to HRSA awards are allowable, allocable to the HRSA award, reasonable, necessary, and documented. For example, controls must be in place to ensure that only actual time worked on HRSA projects are charged to HRSA awards, and that the time worked has management approval from the HRSA award recipient. There also must be internal controls in place to ensure that costs charged to HRSA awards through subawards are monitored and evaluated by the HRSA award recipient and that only allowable, allocable, reasonable, necessary and documented costs are charged to HRSA awards.

HRSA funds must retain their award-specific identity—they may not be commingled with state funds or other federal funds. ["Commingling funds" typically means depositing or recording funds in a general account without the ability to identify each specific source of funds for any expenditure.]

Accessibility Provisions and Non-Discrimination Requirements
If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see the Laws and Regulations Enforced by the HHS Office for Civil Rights.

Contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance. Visit OCRDI's website to learn more about how federal civil rights laws and accessibility requirements apply to your programs, or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Acknowledgment of Federal Funding
If the NOFO notes that the program is subject to the General Provisions of P.L. 118-47 (or P.L. 117-328), the following statutory/legislative mandate applies:

Division D, Title V, Section 505
"When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds included in this Act, including but not limited to state and local governments and recipients of federal research grants, shall clearly state –

   (1) the percentage of the total costs of the program or project which will be financed with federal money;
   (2) the dollar amount of federal funds for the project or program; and
   (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources."

In addition, HRSA requires recipients to use the following acknowledgment and disclaimer:

   "This [project/publication/program/website] [is/was] supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $XX with xx percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government."

Recipients are required to use this language when issuing statements, press releases, requests for proposals, bid solicitations, and other HRSA supported publications and forums describing projects or programs funded in whole or in part with HRSA funding. Examples of HRSA-supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issues briefs. For more details, see HRSA's Communicating and Acknowledging Federal Funding webpage.

Conflict of Interest
HRSA has established a Federal Financial Assistance Conflict of Interest Policy (COI Policy) pursuant to 45 CFR § 75.112, which requires that awarding agencies establish conflict of interest policies for federal awards that: 1) Address conditions under which outside activities, relationships, or financial interests are proper or improper; 2) Provide for advance notification of outside activities, relationships, or financial interests, and a process of review as appropriate; and 3) Outline how financial conflicts of interest may be addressed. This policy addresses such conditions; identifies when and how a non-federal entity (NFE) must provide written notification of such outside activities, relationships, or financial interests to HRSA or, in the case of grant subrecipients, to the pass-through entity, and describes a process of review of

such disclosures; and discusses the means by which financial conflicts of interest may be addressed.

This COI Policy, except as noted below, applies to all NFEs receiving HRSA financial assistance, either directly (from HRSA) or indirectly (i.e., through a subaward from a pass-through entity). Note: For the purposes of this COI Policy, institutions of higher education that are instrumentalities of a state under applicable state laws are subject to the requirements applicable to such entities.

Healthy People 2030
Led by HHS, Healthy People 2030 is the nation's 10-year plan for addressing our most critical public health priorities and challenges. Since 1980, HHS's Office of Disease Prevention and Health Promotion has set measurable objectives and targets to improve the health and well-being of the nation.

This decade, Healthy People 2030 features 355 core – or measurable – objectives with 10-year targets, new objectives related to opioid use disorder and youth e-cigarette use, and resources for adapting Healthy People 2030 to emerging public health threats like COVID-19. For the first time, Healthy People 2030 also sets 10-year targets for objectives related to social determinants of health. More information about Healthy People 2030 may be found online at https://health.gov/healthypeople.

Mandatory Disclosures
The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the HHS awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award (45 CFR § 75.113). Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3354).

Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to:

HRSA (The Awarding Agency)

AND

U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201

URL: https://oig.hhs.gov/fraud/report-fraud/index.asp
(Include "Mandatory Grant Disclosures" in subject line)
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: grantdisclosures@oig.hhs.gov

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

(a) As described in 2 CFR § 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:

(1) Procure or obtain,

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

    i.   For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

    ii.   Telecommunications or video surveillance services provided by such entities or using such equipment.

    iii.   Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

Smoke-Free Workplace

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law (P.L.) 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

Trafficking in Persons

Awards issued under HRSA NOFOs 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 Trafficking Victims Protection.

NOTE: The signature of the Authorized Organization Representative (AOR) on the application serves as the required certification of compliance for your organization regarding the administrative and national policy requirements.

2.2.   Compliance Requirements at a Glance

For reference, the chart below provides compliance requirements by recipient and requirement type.

Recipient Type	Administrative Requirements	Cost Principles	Audit Requirements
State, Local & Tribal Governments	45 CFR part 75	45 CFR part 75; subpart E	45 CFR part 75; subpart F
Colleges & Universities	45 CFR part 75	45 CFR part 75; subpart E	45 CFR part 75; subpart F
Non-Profits	45 CFR part 75	45 CFR part 75; subpart E	45 CFR part 75; subpart F
Hospitals	45 CFR part 75	45 CFR part 75, Appendix IX	45 CFR part 75; subpart F
For-Profits	45 CFR part 75	48 CFR subpart 31.2 (FAR 31.2)	45 CFR part 75; subpart F

Recipient Type	Administrative Requirements	Cost Principles	Audit Requirements
Foreign	[45 CFR part 75](#)	As stated above for each recipient type	[45 CFR part 75](#) except where the HHS awarding agency determines that the application of these subparts would be inconsistent with the international obligations of the United States or the statutes or regulations of a foreign government.

2.3.   Assurances and Certifications

Complete the required Certification Regarding Lobbying Form and, if applicable, the Disclosure of Lobbying Activities Form provided with the application package.

NOTE: The signature of the AOR on the application serves as the required certification of compliance for your organization regarding assurances and certification.

In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the forms themselves are no longer required to be part of HRSA's Application Package and the updated common certification and representation requirements will be stored and maintained within the System for Award Management (SAM). Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through [SAM](#).

2.4.   References

[About HRSA](#)

[How to Apply for a HRSA Grant](#)

System for Award Management (SAM) | SAM.gov Knowledge Base

Grants.gov Online User Guide

Grants.gov Workspace Overview

Tips for Preparing Grant Proposals

2.5.   Definitions

Please refer to 45 CFR § 75.2 Definitions.

2.6.   Acronyms

AL	Assistance Listings (formerly the Catalog of Federal Domestic Assistance (CFDA))
AO	Authorizing Official
AOR	Authorized Organization Representative
BHW	Bureau of Health Workforce
BPHC	Bureau of Primary Health Care
CAS	Cost Allocation Services
CCR	Central Contractor Registration (now defunct)
CFR	Code of Federal Regulations
CGMO	Chief Grants Management Officer
DSO	Digital Services Operation
DUNS	Data Universal Numbering System
EBiz POC	E-Business Point of Contact
EHBs	Electronic Handbooks
EIN	Employer Identification Number
EO	Executive Order
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FFATA	Federal Funding Accountability and Transparency Act
FORHP	Federal Office of Rural Health Policy
FY	Fiscal Year
F&A	Facilities and Administration
GMO	Grants Management Officer
GMS	Grants Management Specialist
HAB	HIV/AIDS Bureau
HHS	Health and Human Services
HRSA	Health Resources and Services Administration
HSB	Healthcare Systems Bureau
IE	Internet Explorer

MCHB	Maternal and Child Health Bureau
MPIN	Marketing Partner ID Number
MTDC	Modified Total Direct Cost
NCC	Noncompeting Continuation
NHAS	National HIV/AIDS Strategy
NOA	Notice of Award
NOFO	Notice of Funding Opportunity
OFAM	Office of Federal Assistance Management
OMB	Office of Management and Budget
ORO	Office of Regional Operations
OS	Operating System
PC	Program Contact
PD	Project Director
P.L.	Public Law
PO	Project Officer / Program Official
POC	Point of Contact
R&R	Research and Related
SAM	System for Award Management
SF	Standard Form
TA	Technical Assistance
TIN	Tax Identification Number
UEI	Unique Entity Identifier

3. REGISTERING AND APPLYING THROUGH GRANTS.GOV USING WORKSPACE

Grants.gov Application Submission and Receipt Procedures

This section provides the application submission and receipt instructions for HRSA program applications. Read the following instructions carefully and completely.

Under the two-tier system, HRSA **requires** you to initially apply electronically. Information on validating and/or completing an application in the EHBs is provided in Section 4 of this *Guide*.

3.1. Electronic Delivery

HRSA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for funding opportunities. HRSA requires you to submit your applications online.

> • **NOTE:** HRSA highly recommends that you <u>complete</u> the Grants.gov registration process at least 4 WEEKS before your organization's first Grants.gov submission.

3.2. How to Register to Apply through Grants.gov

a. *Instructions:* Read the instructions below about registering to apply for HRSA funds. You should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to 4 weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

If individual applicants are eligible to apply for this funding opportunity, refer to:
Grants.gov: Individual Registration

Organization applicants can find complete instructions here:
Grants.gov: Organization Registration

1) *Register with SAM*: The Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM), has replaced the Data Universal Numbering System (DUNS) number. Register in SAM and you will be assigned a UEI. It takes 1 day (after you enter the EBiz POC name and EBiz POC email in SAM) to receive a UEI, which will allow you to register with Grants.gov and apply for federal funding.

   All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

   Effective March 3, 2023, individuals assigned a SAM.gov Entity Administrator role must be an employee, officer, or board member, and cannot be a non-employee. This change is to ensure entities are in control of who has permission to control roles within their entity.

   Here's what this means:

   • Entity Administrators assigning roles to non-employees will only be able to assign a Data Entry role or lower.

   • Any entities assigning Entity Administrator roles using an Entity Administrator Role Request Letter (formerly called "notarized letter") will

no longer be able to assign the Entity Administrator role to a non-employee.

- Entity Administrator roles assigned to non-employees will be converted to Data Entry roles. With a Data Entry role, non-employees can still create and manage entity registration data entry but cannot manage roles.

If you are an entity using a non-employee or if you are a non-employee working with an entity to manage registrations, please read (and share) more about this change on the BUY.GSA.gov blog to know what to expect.

Make sure you "opt-in" for public display of your record within SAM so HRSA can easily access and review your information. If you see the question "Is my information available for viewing by the public?" please answer "Yes."

For more detailed instructions for registering with SAM, refer to: Grants.gov: Applicant Registration.

2) *Create a Grants.gov Account:* The next step in the registration process is to create an account with Grants.gov. You must know your organization's UEI number to complete this process. Enter the UEI (SAM) in the data entry field labeled "UEI" on the Grants.gov SF-424 form. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for awards on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

For more detailed instructions about creating a profile on Grants.gov, refer to: Grants.gov: Add Profile

3) *Authorize Grants.gov Roles:* After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to: Grants.gov: Authenticate AOR

4) *Track Role Status:* To track your role request, refer to:
   Grants.gov: Track My Application

b. *Electronic Signature:* When submitting applications through Grants.gov, insert the name of your organization's AOR who submits the application into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR. Applicants often miss this step and it is crucial for valid and timely submissions.

3.2.1. Find Funding Opportunity
There are three ways to search for HRSA funding opportunities on Grants.gov.
1. Enter keyword or phrase in the Search box at the top of the home page at Grants.gov.
2. Click on one of the following tabs in the middle of the home page to: Browse Newest, Browse Categories, Browse Agencies, or Browse Eligibilities.
3. Click the SEARCH GRANTS tab, enter the funding opportunity number and/or assistance listings number, and then select the funding opportunity for which you wish to apply. Refer to the NOFO for eligibility criteria. Otherwise, use the various filters to help narrow your search.

Search for the funding opportunity under the APPLICANTS tab under *How to Apply for Grants*. Enter the NOFO number provided in the field, Funding Opportunity Number. (Example: HRSA-22-000.)

3.2.2. Subscribing to a NOFO
HRSA strongly recommends subscribing to NOFOs you are interested in by using the Subscribe button located next to the Apply button on the Grant Opportunity page. By subscribing and providing your email address before reviewing or preparing the workspace application package, you will receive notifications including modifications, related documents and/or republications of the NOFO on Grants.gov before its closing date.

3.3. How to Submit an Application to HRSA via Grants.gov

Complete Phase 1, the Grants.gov portion of the application using both the built-in instructions and the instructions provided in the NOFO. For assistance with program guidance related questions, contact the Program Contact (PC) listed in Section VII of the NOFO. For assistance with budget or other administrative related questions, contact the Grants Management Specialist (GMS) listed in Section VII of the NOFO.

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and

edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: Grants.gov: How to Apply for Grants

1) *Create a Workspace*: Creating a workspace allows you to complete your application online and route it through your organization for review before submitting.

2) *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.

    a. *Adobe Reader*: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace so that they will appear similar to other Standard or HRSA forms. You can download and save the individual PDF forms to your local device storage, network drive(s), or external drives, and then access through Adobe Reader.

    NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: Grants.gov: Adobe Software Compatibility

    b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. You must complete these mandatory fields to successfully submit your application.

    c. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: You may submit an application through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Note: Your application will not be submitted until you complete this step. Grants.gov recommends submitting your application package at least 24–48 hours (1–2 calendar days) before the close date to provide you with time to correct any potential technical issues that may disrupt the application submission. However, HRSA suggests submitting applications to Grants.gov **at least 3 calendar days before** the deadline to allow for any unforeseen circumstances.

4) *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:
Grants.gov: Applicant Training.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 (International callers dial 1-606-545-5035) and email at support@grants.gov. For questions related to the specific funding opportunity, contact the number listed in the application package of the award you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist HRSA with tracking and understanding the issue.

After successful submission in Grants.gov (Phase 1) and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and the requirements for the Project Director and Authorizing Official to review and submit additional information in HRSA EHBs (Phase 2). Your application will not be considered compliant and complete unless you review and submit the additional information in HRSA EHBs by the due date.

Notifications from HRSA EHBs are expected to go out within 7 business days from the date of submission. If you do not receive notification that your application has been successfully received, please contact the HRSA EHBs Contact Center at 877-GO4-HRSA (877-464-4772) [TTY: (877) 897-9910] Monday through Friday between 7 a.m. and 8 p.m. ET or via the web at HRSA Grants and Electronic Handbooks Contact Center. Please have your Grants.gov tracking number available.

3.4.   Timely Receipt Requirements and Proof of Timely Submission

Online Submission. All applications must be received by 11:59 p.m. ET on the date listed in Section IV.4. Submission Dates and Times in the NOFO, unless otherwise noted. Grants.gov automatically records proof of timely submission. An electronic date/time stamp is generated within the system and sent to the AOR when Grants.gov successfully receives the application. The applicant AOR will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application serving as proof of their timely submission.

When HRSA successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and HRSA will not consider the application for funding. HRSA strongly suggests that you apply **at least 3 calendar days before** the deadline to allow for any unforeseen circumstances. HRSA is under no obligation to

accept applications that are late due to problems with computer systems at your organization or system-to-system grant submission service, failure to submit by the deadline, or failure to follow instructions in the Application Guide, or instructions in the NOFO.

If you are using slow internet, such as dial-up connections, be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

3.5.   Late Applications

Applications which do not meet the criteria as outlined in Section IV 4. Submission Dates and Times of the NOFO will be considered late applications and will not be reviewed. Refer to HRSA's Policy on Late Submission of Grant Applications for more information.

3.6.   Requesting a Waiver from the Electronic Submission Requirement

HRSA *requires* you to apply electronically and have the application validated under the correct funding opportunity number on or before the deadline date and time. The registration and application process protects you against fraud and ensures that only authorized representatives from an organization can submit an application. You are responsible for maintaining these registrations, which should be completed well in advance of submitting an application. You *must* submit your application electronically by the deadline posted on the NOFO. If you wish to request a waiver from the submission requirement, you must request an exemption in writing from **ApplicationWaivers@hrsa.gov no later than 5 calendar days after the opportunity's closing date.** Requests received after 5 calendar may not be considered. The request should provide details as to why you are technologically unable to submit electronically through the Grants.gov portal. If requesting a waiver from the submission requirements, include the following in the email request:

- HRSA funding opportunity number
- Organization's name
- Address
- Telephone number
- UEI number
- Name, address, and telephone number of the PD

- Grants.gov Tracking Number (GRANTXXXXXXXX) assigned to the submission along with a copy of the "Rejected with Errors" notification as received from Grants.gov, if applicable
- If case numbers were given from calling Grants.gov, include those as well
- Any other details regarding the justification

HRSA's Division of Grants Management (DGMO) in the Office of Federal Assistance Management is the only office authorized to grant waivers from the electronic submission requirement.

HRSA is very strict on adhering to application deadlines and submission requirements. Deadline extensions will not be granted for Grants.gov verification errors, last-minute registration, or submission errors on your part. DGMO may consider an extension of published deadlines or allowance of a submission outside of the Grants.gov system, when justified by circumstances such as natural disasters (e.g., floods or hurricanes), other disruptions of services (e.g.,such as a prolonged blackout), or in the rare event of a validated technical issue on the side of the government that prevented you from applying before the deadline. DGMO will determine the affected geographical area(s) or other applicant group parameters.

HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval. However, the application must still be validated by the deadline.

4.   VALIDATING AND/OR COMPLETING AN APPLICATION IN THE HRSA ELECTRONIC HANDBOOKS (EHBs)

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

To access an application in HRSA EHBs, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all applicants and allow for the unique identification of each system user. Applications must be submitted in the English language and in the terms of U.S. dollars (45 CFR § 75.111(a)).

- **Registration within HRSA EHBs is required only once for each applicant.**
- **HRSA EHBs allows a single user to be associated 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 application process must create **individual**

system accounts. In the second step, the users must associate themselves with the appropriate recipient organization. **To find your organization's record, use the UEI number associated with the application submitted in Grants.gov.**

To complete the HRSA EHBs registration:

1. Create Individual User Accounts: Identify your role in the grants management process. HRSA EHBs offer the following three functional roles for individuals from applicant/recipient 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. Associate user with Applicant Organization: Locate the UEI number from the application SF-424 submitted through Grants.gov. You must use this number to find your organization during registration. All individuals from the organization working on the application must use the same UEI number to ensure correct registration.

Registration with HRSA EHBs is independent of Grants.gov registration.

For assistance in registering with HRSA EHBs, call the HRSA EHBs Contact Center at 1-877-464-4772 (select option 3) [TTY: 877-897-9910], Monday through Friday (except federal holidays) from 7 a.m. to 8 p.m. ET or via the web on the HRSA Grants and Electronic Handbooks Contact Center page.

For BPHC funding opportunities, contact Health Center Program Support for assistance with submitting information in HRSA EHBs, Monday through Friday, 8 a.m. to 8 p.m. ET, excluding federal holidays, at 877-464-4772 (select option 2) or submit an inquiry online via the Contact the Bureau of Primary Health Care form.

• **IMPORTANT**: You must use your HRSA EHBs Tracking Number or your 10-digit award number to identify your organization.

4.2. Verify Status of Application

HRSA will send an email to the PD, AO, POC, and the BO (listed on the submitted application) to confirm that the application was successfully received.

- **NOTE**: You should check HRSA EHBs within 2–3 business days after submission through Grants.gov for availability of your application.

4.3.   Validate Grants.gov Application in the HRSA EHBs

The HRSA EHBs includes 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 will need to provide the following information:

Data Element	Source	Example
Funding Opportunity Number	From submitted Grants.gov application	HRSA-##-###
Grants.gov Tracking Number	From submitted Grants.gov application	GRANTXXXXXXXX
HRSA EHBs Application Tracking Number	From email notification sent to PD, AO, BO, and POC listed on application.	123456

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 and then click on the *Add Grants.Gov Application* link. (This is only visible for applications that require supplemental forms.)

You will now need to complete a form using the numbers specified in the table above 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 to access the application. To ensure that only authorized individuals from the organization gain access to the application, you must follow the process described above.

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 the EHBs for your specific application, use the appropriate link under the deliverables section to access your application.

4.5. Check Validation Errors

HRSA EHBs will validate the application received through Grants.gov. All validation errors are recorded and displayed. 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

You must review the errors in HRSA EHBs and make necessary corrections. You 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. Competing 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, and fixes any validation errors. Supplemental application forms and any required attachments are completed. The AO assigned to the application within HRSA EHBs must submit the application. (The designee of the AO can also submit the application.) Submit the completed application to HRSA by the due dates listed within the NOFO.

> • **NOTE:** You must submit the application by the due date listed within the NOFO. There are two deadlines within the funding opportunity – one for submission within Grants.gov and the second for submission within HRSA EHBs. **You may not complete the EHBs portion if you have not met the Grants.gov deadline.**

Performance Measures for Competitive Applications – Some HRSA NOFOs include specific data forms and require performance measure reporting. If the completion of performance measure information is indicated in the NOFO, successful applicants receiving award funds will be required, within 30 calendar days of the Notice of Award (NOA) to register in EHBs and electronically complete the program-specific data forms that appear in the funding opportunity. This requires the provision of budget breakdowns

in the financial forms based on the award amount, the project abstract and other award summary data, and objectives for the performance measures.

5.   GENERAL INSTRUCTIONS FOR APPLICATION SUBMISSION

HRSA *requires* you to apply electronically. HRSA encourages you to apply through Grants.gov using the Standard Form 424 (SF-424) application package associated with the NOFO and follow the directions provided at Grants.gov. If you use an alternative electronic submission, see Grants.gov: APPLICANT SYSTEM-TO-SYSTEM. Applications must be submitted in the English language and in the terms of U.S. dollars (45 CFR § 75.111(a)).

The following instructions are applicable to all submissions unless otherwise noted in the relevant NOFO. Failure to follow the instructions may make your application non-responsive. HRSA will not consider non-responsive applications and will notify applicants. It is mandatory to follow the instructions provided to ensure HRSA can efficiently and consistently print your application for review, if needed.

5.1.   Instructions for Completing the SF-424 for Two-Tier Applications

i.   *Application Face Page*
Complete Application Form SF-424 provided with the application package. Prepare according to instructions provided in the form itself.

Important notes for applicants:
- o Changes to improve award data accuracy have led HHS to require that applicant street addresses (SF-424 cover page and Project/Performance Site Location Form) contain a valid 9-digit zip code. Use the following USPS.com link to find your 9-digit zip code: USPS: Look Up a ZIP Code.
- o Enter the name of the **Project Director** in 8. f. "Name and contact information of person to be contacted on matters involving this application." If, for any reason, the PD will be out of the office, please ensure the email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required.
- o Enter the amount requested during the first budget period in item 18 a.

Unique Entity Identifier (UEI) Number
Your organization (and subrecipients of HRSA award funds) is required to have a UEI number in order to apply for a grant or cooperative agreement from the Federal Government. Include the Organizational UEI number in form SF-424 (item 8c on the application face page). Applications *will not* be reviewed without a UEI number. Note: A missing or incorrect UEI number is the number one reason for applications being "Rejected for Errors" by Grants.gov. HRSA will not extend the deadline for

applications with a missing or incorrect UEI number. You should take care in entering the correct UEI number in the application.

Additionally, your organization (and any subrecipient of HRSA award funds) is required to register annually with SAM in order to conduct electronic business with the Federal Government. SAM registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that your organization's SAM registration is active and the Marketing Partner ID Number (MPIN) is current. Organizations will not be able to submit an application or accept an award if SAM registration is not complete and accurate. Information about registering with SAM can be found at SAM.gov.

Assistance Listings Number

The AL number, as listed on the cover of the NOFO, is prepopulated in box 11 of the form.

ii.   Intergovernmental Review (Executive Order (EO) 12372)

If a NOFO is subject to EO 12372, "Intergovernmental Review of Federal Programs," it will be noted in Section IV.5. Intergovernmental Review of the funding opportunity. Refer to section 19 on the SF-424.

If intergovernmental review applies, the following language will appear in the NOFO:

> Program X is subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

EO12372 allows states the option of setting up a system for reviewing applications from within their states for assistance under certain federal programs. Information on states that have chosen to set up such a review system and corresponding State Single Points of Contact may be obtained from the following website: Intergovernmental Review (SPOC List as of April 20, 2020).

All applicants other than federally recognized Native American tribes or tribal organizations should contact their Single Point of Contact as early as possible to alert them to the prospective applications and receive any necessary instructions on the state's process used under this EO.

iii.   Table of Contents

The application should be presented in the order of the Table of Contents provided in Section 5.3 of this *Two-Tier Application Guide*. 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.)

iv. Budget

Note: the directions here may differ from those offered by Grants.gov. Follow the instructions included in the program-specific NOFO and the instructions below when completing the project budget forms.

The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing[3] requirement as applicable.

Classification of Costs:

There is no universal rule for classifying certain costs as either direct or indirect facilities and administration (F&A) under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect F&A cost in order to avoid possible double-charging of federal awards. Guidelines for determining direct and indirect F&A costs charged to federal awards are provided in 45 CFR part 75, subpart E.

For multi-year non-construction projects:

Complete Sections A – F of the SF-424A Budget Information – Non-Construction Programs form included with the application package for each year of the period of performance. The budget period is for 1 year. However, you **must** submit 1-year budgets for each of the subsequent budget periods within the requested period of performance at the time of application. In Section A use rows 1–4 to provide the budget amounts for the first 4 years of the project. Enter the amounts in the "New or Revised Budget" column- not the "Estimated Unobligated Funds" column. In Section B 6. Object Class Categories of the SF-424A, provide the object class category breakdown (i.e., line item budget) for each year of the period of performance specified in Section A. In Section B, use column (1) to provide category amounts for year 1 and use columns (2) through (4), if applicable, for subsequent budget years. If applicable for year 5, submit a copy of Section B of the SF-424A as an Attachment (specific attachment number will be listed in the NOFO - **not** counted in the page limit).

Section C – Non-Federal Resources: complete **only if** Section III. 2. Cost Sharing/Matching of the NOFO indicates that cost sharing/matching is required. Lines 8–11 correspond to the first 4 years of the project. If applicable for year 5, submit a copy of Section C of the SF-424A as an Attachment (specific attachment number will be listed in the NOFO).

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[3] If not a requirement per statute or regulation, voluntary matching or cost sharing is not considered during merit review.

Section D – Forecasted Cash Needs: If no cost sharing/matching is required, complete only line 13. Federal, the first column titled "Total for 1st Year." If cost sharing/matching is required, please complete all three lines "13. Federal," "14. Non-Federal" and "15. Total (Sum of lines 13 and 14)," the first column titled "Total for 1st Year."

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project: Complete line 16. of the Future Funding Periods columns for the outyears, with *(b) First* being the 2nd year, *(c) Second* being the 3rd year, etc.

Section F – Other Budget Information
Complete as appropriate.

If the NOFO notes that the program is subject to the General Provisions of P.L. 118-47 (or P.L. 117-328), the following Salary Rate Limitation applies:

Salary Rate Limitation:
The Further Consolidated Appropriations Act, 2024 (P.L. 118-47), Division D, Title II, § 202, *which supersedes the Consolidated Appropriations Act, 2023 (P.L. 117-328), Division H, Section 202,* provides a salary rate limitation. The law limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II, which is **$221,900 (*effective January 2024*)**. This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to your organization. This salary rate limitation also applies to subrecipients under a HRSA grant or cooperative agreement. Note that these or other salary rate limitations will apply in the following fiscal years, as required by law.

See the breakdown and examples of the limitation below:

Individual's *actual* base full-time salary:	$255,000
50 percent of time will be devoted to project	
Direct salary	$127,500
Fringe (25 percent of salary)	$31,875
Total	$159,375

Amount that may be claimed on the application budget due to the statutory salary rate limitation:
Individual's base full-time salary *adjusted* to Executive Level II: **$221,900**
50 percent of time will be devoted to the project

Direct salary	**$110,950**
Fringe (25 percent of salary)	**$ 27,737** (rounded down)
Total amount	**$138,687** (rounded down)

Personnel Justification Table
(varied FTE percentages)

Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary*	Federal Amount Requested
J. Smith	CEO	50	$255,000	$221,900	$110,950
M. Green	Dentist	100	$225,000	$221,900	$221,900
C. Moore	Physician	50	$200,000	No adjustment needed	$100,000
R. Doe	Nurse Practitioner	100	$120,000	No adjustment needed	$120,000
H. Black	Outreach Director	50	$70,000	No adjustment needed	$35,000
D. Jones	Data/AP Specialist	25	$50,000	No adjustment needed	$12,500
	TOTAL		$920,000		$600,350

*used only when salary is over limitation of $221,900

Finally, remember that in order to be considered as allowable costs on your HRSA award, you need to ensure that personnel costs are supported by official records that accurately reflect the work performed and that internal controls provide reasonable assurance that the personnel costs are accurate, allowable, and allocable to the HRSA award.

Funding Restrictions (in general)
You may request no more than the funding ceiling amount listed in Section II.2. Summary of Funding and Section IV.6. Funding Restrictions of the NOFO. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Unallowable Costs
The governing cost principles address selected items of cost. The NOFO specifies unallowable costs that apply to each funding opportunity. The following list of unallowable costs is not intended to be all-inclusive. Consult the cost principles for the complete explanation of the allowability or unallowability of costs they address. For the full list of cost principles refer to Section 2.2 "Compliance Requirements at a Glance" to see which cost principles apply to your organization and refer to Subpart E – Cost Principles at 45 CFR part 75. The allowability of costs under individual HRSA awards also may be governed by requirements specified in the program statute, regulations, or the specific terms and conditions of the award, which will take

precedence over the general information provided here and in the regulations that are referenced.

Also note that a cost is not allowable if it is not reasonable, necessary, allocable to the award, or adequately documented (45 CFR § 75.403).

Item	Description
Advertising and Public Relations	Conditionally allowable. See 45 CFR § 75.421 for details.
Advisory Councils	Costs incurred by advisory councils or committees are unallowable **unless** authorized by law, the HHS awarding agency or as an indirect cost where allocable to federal awards. See 45 CFR § 75.444, applicable to states, local governments and Indian tribes.
Alcoholic Beverages	Costs of alcoholic beverages are unallowable.
Bad Debts	Unallowable.
Entertainment Costs	Conditionally unallowable. This includes the cost of amusements, social activities, and related incidental costs. 45 CFR § 75.438 clarifies when entertainment costs may be charged to a federal award with prior approval.
Fundraising Costs	Unallowable.
Honoraria	Unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium. A payment for services rendered, such as a speaker's fee under a conference award, is allowable.
Invention, Patent, or Licensing Costs	Unallowable as a direct cost unless specifically authorized in the NOA. May be allowable as indirect costs provided they are authorized under applicable cost principles and are included in the negotiation of indirect cost rates. Such costs include licensing or option fees, attorney's fees for preparing or submitting patent applications, and fees paid to the U.S. Patent and Trademark Office for patent application, patent maintenance, or recordation of patent-related information.
Lobbying	Generally unallowable, including costs of lobbying activities to influence the introduction, enactment, or modification of legislation by the U.S. Congress or a state legislature. Under certain circumstances, as provided in the applicable cost principles, costs associated with activities that might otherwise be considered "lobbying"

Item	Description
	that are directly related to the performance of a grant or cooperative agreement may be allowable. The recipient should obtain an advance understanding with the GMS if it intends to engage in these activities. See "Restriction on Lobbying" below and at 45 CFR § 75.450 for additional descriptions and examples of prohibited activities.
Meals	Generally unallowable except for the following: • Subjects and patients under study. • Where specifically approved as part of the project or program activity, e.g., in programs providing children's services. • When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement. • As part of a per diem or subsistence allowance provided in conjunction with allowable travel. • Under a conference award, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances. Guest meals are not allowable.
Pre-award Costs	Costs incurred before the effective date of the sponsored agreement, whether or not they would have been allowable thereunder if incurred after such date, are unallowable unless approved by HRSA or authorized under expanded authority. Where authorized by HRSA as an expanded authority, a recipient may, at its own risk and without HRSA prior approval, incur obligations and expenditures to cover costs up to (and including) 90 calendar days before the beginning date of the initial budget period of a new or competing continuation award if such costs • are necessary to conduct the project or program, and • would be allowable under the grant or cooperative agreement, if awarded. However, even if authorized as an expanded authority, if a specific expenditure would otherwise require prior approval, the cost or activity must meet the same tests of

Item	Description
	allowability as if incurred after award. If not authorized as part of expanded authorities, the applicant/recipient must seek HRSA prior approval before incurring pre-award costs. HRSA prior approval is required for any costs to be incurred more than 90 calendar days before the beginning date of the initial budget period of a new or competing continuation award.
Promotional Items (SWAG)	Promotional items and memorabilia (e.g., pencils, cups, t-shirts, cookbooks, bags), gifts, and souvenirs designed to promote the recipient's organization are unallowable as advertising/public relations costs.

Finally, even if a cost is not included on the above list, if there is not adequate documentation of particular costs, such as vouchers, invoices, timekeeping records, etc. with enough detail to determine if the cost is allowable, then the organization's annual audit might reflect that the costs cannot be charged to the HRSA award and a refund will be necessary if the costs remain undocumented.

Funding Restrictions: If the NOFO notes that the program is subject to the General Provisions of P.L. 118-47 (or P.L. 117-328), the following statutory/legislative mandates are in effect and organizations should ensure that they have policies and procedures in place, and effective financial management practices, to avoid expending any HRSA funds on prohibited activities. Your organization must comply with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like all other applicable award requirements, the effectiveness of these policies, procedures and controls is subject to audit.

Division B, Title VII

1. Confidentiality Agreements (Section 742)

Division B, Title II

2. Salary Rate Limitation (Section 202)
3. Gun Control (Section 210)

Division D, Title V

4. Anti-Lobbying (Section 503)

5. Acknowledgment of Federal Funding (Section 505)

6. Restriction on Abortions (Section 506)

7. Exceptions to Restriction on Abortions (Section 507)

8. Ban on Funding Human Embryo Research (Section 508)

9. Limitation on Use of Funds for Promotion of Legalization of Controlled Substances (Section 509)

10. Restriction of Pornography on Computer Networks (Section 520)

11. Restriction on Purchase of Sterile Needles (Section 526)

Details:

Division B, Title VII

1. Confidentiality Agreements (Section 742)

   (a) None of the funds appropriated or otherwise made available by this or any other Act may be available for a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

   (b) The limitation in subsection (a) shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a federal department or agency governing the nondisclosure of classified information.

Division D, Title II

2. Salary Rate Limitation (Section 202)

   "None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II."

Effective January 2024, the Executive Level II salary increased from $212,100 to **$221,900.**

This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary rate limitation also applies to subawards/subcontracts under an HRSA grant or cooperative agreement.

3. Gun Control (Section 210)

    "None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control."

Division D, Title V

4. Anti-Lobbying (Section 503)

    "(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself.

    (b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal

government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future federal, state or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control."

5. Acknowledgment of Federal Funding (Section 505)

"When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds included in this Act, including but not limited to state and local governments and recipients of federal research grants, shall clearly state –

(1) the percentage of the total costs of the program or project which will be financed with federal money;
(2) the dollar amount of federal funds for the project or program; and
(3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources."

6. Restriction on Abortions (Section 506)

"(a) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for any abortion.

(b) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for health benefits coverage that includes coverage of abortion.

(c) The term ''health benefits coverage'' means the package of services covered by a managed care provider or organization pursuant to a contract or other arrangement."

7. Exceptions to Restriction on Abortions (Section 507)

   "(a) The limitations established in the preceding section shall not apply to an abortion –

   (1) if the pregnancy is the result of an act of rape or incest; or
   (2) in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

   (b) Nothing in the preceding section shall be construed as prohibiting the expenditure by a state, locality, entity, or private person of state, local, or private funds (other than a state's or locality's contribution of Medicaid matching funds).

   (c) Nothing in the preceding section shall be construed as restricting the ability of any managed care provider from offering abortion coverage or the ability of a state or locality to contract separately with such a provider for such coverage with state funds (other than a state's or locality's contribution of Medicaid matching funds).

   (d)(1) None of the funds made available in this Act may be made available to a federal agency or program, or to a state or local government, if such agency, program, or government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

   (d)(2) In this subsection, the term "health care entity" includes an individual physician or other health care professional, a hospital, a provider-sponsored organization, a health maintenance organization, a health insurance plan, or any other kind of health care facility, organization, or plan."

8. Ban on Funding of Human Embryo Research (Section 508)

   "(a) None of the funds made available in this Act may be used for –

(1) the creation of a human embryo or embryos for research purposes; or

(2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)).

(b) For purposes of this section, the term ''human embryo or embryos'' includes any organism, not protected as a human subject under 45 CFR 46 as of the date of the enactment of this Act, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

9. Limitation on Use of Funds for Promotion of Legalization of Controlled Substances (Section 509)

"(a) None of the funds made available in this Act may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications.

(b)The limitation in subsection (a) shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage."

10. Restriction of Pornography on Computer Networks (Section 520)

"(a) None of the funds made available in this Act may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

(b) Nothing in subsection (a) shall limit the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities."

11. Restriction on Purchase of Sterile Needles (Section 526)

"Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug: Provided, That such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant state or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the state or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with state and local law."

v. *Budget Narrative*

Provide a budget narrative that explains the amounts requested for each line of the budget in Section B. 6. Object Class Categories. The budget narrative should specifically describe how each item will support the achievement of proposed objectives. Be very careful about showing how each item in the "other" category is justified. For subsequent budget years, the narrative should highlight the changes from year 1 or clearly indicate that there are no substantive budget changes during the period of performance. Do NOT use the budget narrative to expand the project narrative.

Budget for Multi-Year Award (periods of performance vary, maximum of 5 years)

NOFOs invite applications for periods of performance of 1 to up to 5 years. Generally, awards, on a competitive basis, will be for a 1-year budget period; although the period of performance may be up to 5 years. Submission and HRSA approval of the progress report(s) and any other required submission or reports is the basis for the budget period renewal and release of subsequent year funds. Funding beyond the 1-year budget period but within the multi-year period of performance is subject to availability of funds, satisfactory progress of the recipient, and a determination that continued funding would be in the best interest of the Federal Government.

In addition to requirements included in the program-specific NOFO, include the following in the Budget Narrative:

Personnel Costs: Explain personnel costs by listing each staff member who will be supported from funds, name (if possible), position title, percentage of full-time equivalency, and annual salary. If the NOFO notes that the program is subject to the General Provisions of P.L. 118-47 (or P.L. 117-328), the following applies: Award funds may not be used to pay the salary of an individual at a rate in

excess of Executive Level II of $221,900. An individual's base salary, per se, is NOT constrained by the statutory provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements. Provide an individual's actual base salary if it exceeds the cap. See the Personnel Justification Table in the Budget section.

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project. If the NOFO notes that the program is subject to the General Provisions of P.L. 118-47 (or P.L. 117-328), the following applies: If an individual's base salary exceeds the statutory salary rate limitation (i.e., $221,900), adjust fringe proportionally.

Travel: List travel costs according to local and long distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the travel expenses (e.g., airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, provide number of trips involved, the destinations, and the number of individuals for whom funds are requested.

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 items that meet the definition of equipment (a unit cost of $5,000 or more and a useful life of 1 or more years). For example, large items of medical equipment.

Supplies: List the items that the project will use to implement the proposed project. Separate items into three categories: office supplies (e.g., paper, pencils), medical supplies (e.g., syringes, blood tubes, gloves), and educational supplies (e.g., brochures, videos). Items must be listed separately.

Per 45 CFR § 75.321, property will be classified as supplies if the acquisition cost is under $5,000. Note that items such as laptops, tablets, and desktop computers are classified as a supply if the value is under the $5,000 equipment threshold.

Contractual/Subawards/Consortium/Consultant: Provide a clear explanation as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables. You should not provide line item details

on proposed contracts, rather you should provide the basis for your cost estimate for the contract. You are responsible for ensuring that your organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts/subawards. Recipients must notify potential subrecipients that entities receiving subawards must be registered in SAM and provide the recipient with their UEI number (see 2 CFR part 25). For consultant services, list the total costs for all consultant services. In the budget narrative, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.

For subawards to entities that will help carry out the work of the award, you should decribe how you will monitor their work to ensure the funds are being properly used.

Per the Suspension and Debarment rules in the Uniform Administrative Requirements, as implemented by HRSA under 45 CFR § 75.213, non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR parts 180 and 376. These regulations restrict awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Alterations and Renovations: If allowable, list total funds requested for Alterations & Renovations. In the budget justification, itemize, by category and justify the costs of alterations and renovations including repairs, painting, removal or installation of partitions, shielding, or air conditioning. Where applicable, provide the square footage and costs.

Other: Include all costs that do not fit into any other category and provide an explanation of each cost in this category (e.g., EHR provider licenses, audit, legal counsel). In some cases, rent, utilities, and insurance fall under this category if they are not included in an approved indirect cost rate.

You may include the cost of access accommodations as part of your project's budget, including sign interpreters, plain language and health literacy print materials in alternate formats (including Braille, large print, etc.); and linguistic competence modifications (e.g., translation or interpretation services.

Indirect Costs: Indirect costs are those costs incurred for common or joint objectives which cannot be readily and specifically identified with a particular project or program but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For some institutions, the term "facilities and administration" (F&A) is used to denote indirect costs. If your organization does not have an indirect cost

rate, you may wish to obtain one through HHS's Program Support Center (PSC). Visit PSC's Indirect Cost Negotiations website to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them. If indirect costs are included in the budget, attach a copy of the indirect cost rate agreement. If the indirect cost rate agreement is required per the NOFO, it will not count toward the page limit. Any non-federal entity that has never received a negotiated indirect cost rate, (except a governmental department or agency unit that receives more than $35 million in direct federal funding) may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.

vi.   *Staffing Plan and Personnel Requirements*

You 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 in the Attachment *specified in the NOFO*. Biographical sketches for any key employed personnel that will be assigned to work on the proposed project must be included in the Attachment *specified in the NOFO*. When applicable, biographical sketches should include training, language fluency and experience working with the cultural and linguistically diverse populations that are served by your programs. Finally, you should describe your method for ensuring that only actual work performed will be charged to the award and how that method meets federal cost principle requirements under § 75.430 Compensation—personal services.

vii.   *Assurances*

If research involving human subjects is anticipated, you must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in the Code of Federal Regulations, Title 45 – Public Welfare, part 46 – Protection of Human Subjects (45 CFR part 46), available online.

If research involving human subjects is anticipated, you must hold a Federal Wide Assurance (FWA) of compliance from the Office of Human Research Protections (OHRP) before award. You must provide your Human Subject Assurance Number (from the FWA) in the application; if you do not have an assurance, you must indicate in the application that you will obtain one from OHRP before award.

viii. *Certifications*

Complete the required Certification Regarding Lobbying Form, and if applicable, the Disclosure of Lobbying Activities Form provided with the application package.

Lobbying

1) No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3) Recipients of HRSA awards shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Federal Debt

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a federal grant. By signing the SF-424, the applicant is certifying that they are not delinquent on federal debt in accordance with OMB Circular A-129. (Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, guaranteed and direct student loans, benefits that were overpaid, etc.). If an applicant is delinquent on federal debt, they should attach an explanation that includes proof that satisfactory arrangements have been made with the Agency to which the debt is owed. This explanation should be uploaded as an Attachment.

<u>Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification</u>
By submitting this proposal, the prospective recipient is providing the certification set out below:

A. This certification in this clause is a material representation of fact. If it is later determined that the prospective recipient knowingly submitted an erroneous certification, in addition to other remedies available to the Federal Government, HHS may pursue available remedies, including but not limited to, suspension and/or debarment.

B. The prospective recipient shall provide immediate written notice to HRSA if at any time the recipient learns that its certification was erroneous when submitted, or had become erroneous due to changed circumstances.

C. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this certification, are defined in 2 CFR part 180, as supplemented by 2 CFR part 376.

D. The prospective recipient agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 2 CFR part 180 or 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by HRSA.

E. The prospective recipient further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and receive a copy of the signed attestation by such lower tier contractor/subrecipient.

F. A recipient may rely upon a certification of a prospective recipient in a lower tier covered transaction that neither it nor its principals, are proposed for debarment under 2 CFR part 180 or 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. HRSA strongly encourages each participant to check the Excluded Parties database in the System for Award Management available online.

G. Nothing contained in this certification requires establishment of a system of records in order to provide the certification required by this certification.

H. Except for transactions authorized under paragraph E of this statement, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 2 CFR part 180 or 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including, but not limited to, suspension and/or debarment.

ix. Project Abstract

Use the Standard OMB-approved Project Abstract Summary form that is included in the workspace application package. Do not upload the abstract as an attachment or it may count toward any applicable page limit.

Provide a summary of the application in the Project Abstract field / box using 4,000 characters or less.

Because the abstract is often distributed to provide information to the public and Congress, prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including the needs to be addressed, the proposed services, and the population group(s) to be served. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov. See the NOFO for additional information that may be required in the project abstract.

x. Project Narrative

This section provides a comprehensive description of all aspects of the proposed project. It should be succinct, self-explanatory, consistent with forms and attachments, and well organized so that reviewers can understand the proposed project. See the NOFO for specific narrative instructions.

xi. Attachments

Provide the attachments as specified in the NOFO. Any *hyperlinked* attachments will *not* be reviewed/opened by HRSA. Unless otherwise noted, attachments count toward the application page limit specified in the NOFO. **You must clearly label each attachment**.

5.2. Narrative and Attachment Formatting Guidelines

5.2.1. Font

Use an easily readable font, such as Times Roman, Arial, Courier, or CG Times. The text and table portions of the application must be single-spaced and submitted in not less than a 12-point font. Applications not adhering to 12-point font requirements may be deemed non-responsive and returned. For charts/graphs, footnotes, and budget tables, you may use a different pitch or size font but not less than 10-point or size font. It is vital that the charts/graphs are legible when scanned or reproduced.

5.2.2. Paper Size and Margins

For duplication and scanning purposes, ensure that the application can be printed on

8½" x 11" white paper. Margins must be at least one inch at the top, bottom, left and right of the paper. Left-align text.

5.2.3. Names

Include the name of the applicant and 10-digit award number (if competing continuation or competing supplement) on each page as a footer.

5.2.4. Section Headings

Put all section headings flush left in bold type.

5.2.5. Page Numbering

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

5.2.6. Allowable Attachment or Document Types

Unless otherwise noted in the NOFO, do not submit organizational brochures or other promotional materials, slides, films, clips, etc.

The HRSA EHBs supports the attachment types listed below. Although Grants.gov allows you to upload other types of attachments, **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**. When HRSA prints the application, documents will print as you have formatted them. If using Excel or other spreadsheet documents, be aware that reviewers will only see information that is set in the "Print Area" of the document.

File Attachment Types (acceptable by HRSA)
- .DOC/.DOCX - Microsoft Word
- .RTF - Rich Text Format
- .TXT - Text
- .WPD - Word Perfect Document
- .PDF - Adobe Portable Document Format
- .XLS/.XLSX - Microsoft Excel
- .VSD – Microsoft Visio

File Attachment Names
- Use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space ( ), period, parenthesis (), curly braces {}, square brackets [], ampersand &, tilde ~, exclamation point !, Comma ,

Semicolon; Apostrophe ', At sign @, Number sign #, Dollar Sign $, Percent Sign %, Plus sign +, Equal sign =.
- o Limit the file attachment name to under 50 characters.

Your application may be <u>rejected</u> by Grants.gov if you use attachment names greater than 50 characters.

5.3. Application Content Order (Table of Contents)

HRSA uses an automatic numbering approach to ensure uniformity of all applications when printed for objective review.

HRSA uses a standard package from Grants.gov (SF-424) and a standard order of forms (see the table on the following pages for Grants.gov submission and the program-specific NOFO for EHBs submission information). The NOFO also provides you with explicit instructions where to upload specific Attachments 1 to maximum of 15.

SF-424 Application for Federal Assistance – Table of Contents

Phase 1: Submission through Grants.Gov – refer to the specific NOFO for program-specific guidance

- It is mandatory to follow the instructions provided in this section to ensure that the application can be printed efficiently and consistently for review.
- **In NOFOs with page limits:** failure to follow the instructions may make the application non-responsive. Non-responsive applications will not be considered.
- For electronic submissions, you only 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.

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.	Required. Not counted in the page limit
Project Abstract Summary Form	Form	Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less.	Required. Not counted in the page limit. Refer to Section 5.1.ix of this *Guide* and the NOFO for detailed instructions, if applicable.
Additional Congressional District	Attachment	Can be uploaded on page 3 of SF-424 - Box 16	If this attachment is included, it will be counted in the page limit.
Project Narrative Attachment Form	Form	Supports the upload of Project Narrative document	Required. Not counted in the page limit.
Mandatory Project Narrative	Attachment	Must be uploaded in Project Narrative File Attachment form. Click the "Add Mandatory Project Narrative File" button.	Required attachment. Counted in the page limit. Refer to the NOFO for detailed instructions. Provide table of contents specific to this document only as the first page.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
SF-424A Budget Information -	Form	Pages 1–2 to support structured budget for the request of award funds.	Required. Not counted in the page limit.
Budget Narrative Attachment Form	Form	Supports the upload of Budget Narrative.	Required. Not counted in the page limit.
Mandatory Budget Narrative	Attachment	Must be uploaded in Budget Narrative Attachment form.	Required attachment. Counted in the page limit. Refer to the Section 5.1.v of this *Application Guide* and the NOFO for detailed instructions.
Project/Performance Site Location(s)[4]	Form	Supports primary and 299 additional sites in structured form.	Required. Not counted in the page limit.
Additional Performance Site Location(s)[3]	Attachment	Can be uploaded in the SF-424 Performance Site Location(s) form. Single document with all additional site location(s)	If this attachment is included, it will be counted in the page limit.
Grants.gov Lobbying Form	Form	Supports required lobbying assurances.	Required. Not counted in the page limit.
Disclosure of Lobbying Activities (SF-LLL)	Form	Supports structured data for lobbying activities.	Optional, as applicable: Not counted in the page limit.
Key Contacts Form	Form	Submit direct contact information for all principals* and key personnel**.	Required. Not counted in the page limit. Note: HRSA requires the "Middle Name" for each principal and key personnel submitted on the Key Contacts Form. If the principal, key personnel has no middle name, insert "N/A" on the Key Contacts Form.
Attachments Form	Form	Supports up to 15 numbered attachments. This form only contains the attachment list.	Not counted in the page limit.

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[4] Changes to improve grant award data accuracy have led HHS to require that applicant street addresses (SF-424 cover page and Project/Performance Site Location Form) contain a valid 9-digit zip code. Use the following USPS.com link to find your 9-digit zip code: USPS Look Up ZIP Code.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Attachments 1–15	Attachment	Can be uploaded in Attachments Form 1–15.	Refer to the attachment table provided in the NOFO for **specific** sequence. Unless the NOFO says otherwise, attachments are counted in the page limit.

- After successful submission of the Application Forms in Grants.gov (**Phase 1**), and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application. This notification is expected within 7 business days from the date of submission in Grants.gov.
- If you do not receive notification within 7 business days after submission in Grants.gov, contact the HRSA EHBs Contact Center at 877-GO4-HRSA (877-464-4772) or via the web at HRSA Grants and Electronic Handbooks Contact Center. Please have your Grants.gov tracking number at hand.
- Your application will not be considered compliant unless you review and submit the required application information in HRSA EHBs (**Phase 2**) by the appropriate deadline.

Attachment Number	Attachment Description (Program Guidelines)
Attachments 1–15	Please see instructions in the NOFO.

*Principal:
Per 2 CFR § 180.995,
(a) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
(b) A consultant or other person, whether or not employed by the participant or paid with federal funds, who—
(1) Is in a position to handle federal funds; (2) Is in a position to influence or control the use of those funds; or, (3) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Per 2 CFR § 376.995,
Individuals, in addition to those listed at 2 CFR § 180.995, who participate in HHS covered transactions including:
(a) Providers of federally required audit services; and
(b) Researchers.

Key Personnel: The Principal Investigator/Project Director (PI/PD) and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measurable way, whether or not they receive salaries or compensation under the award.

After your application has been successfully processed by HRSA you will receive an email directing you organization to the application in the EHBs, where the required supplemental information must be submitted. Understand that for your application, only the forms mentioned in the Table of Contents listed above are submitted through Grants.gov. All supplemental information will be submitted through the HRSA EHBs. Refer to the program-specific NOFO for more detailed information.

You are reminded that failure to include all required documents as part of the application may result in an application being considered as incomplete or non-responsive.

5.4.   Application Page Limit

The total of uploaded attachment pages that count against the page limit shall be no more than the page limit specified in Section IV. 2. of the NOFO when printed by HRSA.

Forms that DO NOT count in the Page Limit

- Standard OMB-approved forms included in the workspace application package **do not** count in the page limit. The abstract is the standard form (SF) "Project_Abstract Summary." It **does not** count in the page limit.
- The Indirect Cost Rate Agreement **does not** count in the page limit.
- The proof of non-profit status (if applicable) **does not** count in the page limit.

If there are other attachments that do not count against the page limit, this will be clearly denoted in the NOFO's Section IV.2.v. or vi. Attachments.

If you use an OMB-approved form that is not included in the workspace application package for your NOFO, it will count against the page limit. Therefore, we strongly recommend you use Grants.gov workspace forms associated with your NOFO to avoid exceeding the page limit.

- ➢ HRSA will redact any pages considered over the page limit. The redacted copy of the application will move forward to the objective review committee.

It is important to ensure your application does not exceed the specified page limit.

Applications must be complete and validated by Grants.gov under the funding opportunity number before the deadline.

You must follow the instructions provided in this section. HRSA recommends that you print all attachments and confirm the number of pages before submission.

5.5.   Submission Dates and Times

Letter of Intent to Apply (ONLY if requested in on the cover and in Section IV.7. of the NOFO)
You are eligible to apply even if no letter of intent is submitted. The letter should identify your organization and its intent to apply, and briefly describe the proposal HRSA will not acknowledge receipt of letters of intent.

This letter should be sent via email by *the date listed in the NOFO* to:

> HRSA Digital Services Operation (DSO)
> Use the HRSA opportunity number as email subject (HRSA-##-###)
> HRSADSO@hrsa.gov

Application Due Date
The due date for applications in Grants.gov (Phase 1) is *11:59 p.m. ET* on the date listed in Section IV.4 Submission Dates and Times in the NOFO, unless otherwise noted. The due date to complete all other required information in HRSA EHBs (Phase 2) is *5 p.m. ET* on the date listed in Section IV.4 Submission Dates and Times in the NOFO, unless otherwise noted. Applications completed online are considered formally submitted and meeting the deadline if: (1) the application has been successfully transmitted electronically by the organization's AOR through Grants.gov and it has been validated by Grants.gov under the correct funding opportunity number on or before the Grants.gov deadline date and time, and (2) the Project Director has entered the HRSA EHBs to review the application, the Authorizing Official (AO) has submitted the additional information for the application, and it has been successfully received in the HRSA EHBs on or before the EHBs deadline and time.

5.6.   Correcting Mistakes

HRSA will only accept and review your first validated electronic submission, under the correct funding opportunity number, in Grants.gov. Applications submitted after the first submission will be marked as duplicates and considered ineligible for review. If you wish to change information submitted in a Grants.gov application, you may do so in the HRSA Electronic Handbooks (HRSA EHBs) application phase.

It is incumbent on you to ensure that the AOR is available to submit the application to HRSA by the published due date. HRSA will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline. Therefore, we urge you to submit your application **at least 3 calendar days before** the deadline. If an application is rejected by Grants.gov due to errors, it must be corrected and resubmitted to Grants.gov before the deadline date and time. Deadline extensions will <u>not</u> be provided to applicants who do not correct errors and resubmit before the posted deadline.

5.7. Tips for Writing a Strong Application

HRSA has designed a TA webpage to assist you in preparing your application. Resources include help with system registration, finding and applying for funding opportunities, writing strong applications, understanding the review process, and many other topics which you will find relevant. The webpage can be accessed at HRSA Apply For A Grant.

In addition, you can access a concise resource offering tips for writing proposals for HHS grants and cooperative agreements at HHS Tips for Preparing Grant Proposals.

5.8. Withdrawing an Application

You may withdraw your application from consideration at any time before an award is issued. Send notification of this withdrawal via email to ApplicationWaivers@hrsa.gov, with a copy sent to the Program Contact and Grants Management Specialist listed in the NOFO.

6. PROCESS OVERVIEW

6.1. Competing Applications (Steps 1 and 2: Submission through Grants.gov Using Workspace and the EHBs)

The process for submitting a competing application through Grants.gov using workspace is as follows:

1) HRSA posts all competing NOFOs on Grants.gov.
2) In order to apply for a HRSA award, you must complete the Grants.gov registration process. See Section 3 for more details.
3) Once the NOFO is available, you should search for the funding opportunity in Grants.gov by clicking the SEARCH GRANTS tab, entering the funding opportunity number (HRSA-##-###) and then selecting the funding opportunity or clicking the APPLICANTS tab and then clicking on *How to Apply for Grants*.
4) Create a workspace package. The NOFO, accessible via the instructions link, contains critical application instructions. Make note of the funding opportunity number.
5) Add workspace participants, complete the workspace package, check for errors, and notify the AOR the application is ready for submission.
6) Submit the application package through Grants.gov.
7) Track the status of your submitted application using Track My Application at Grants.gov until you receive email notifications that your application has been received **and** validated by Grants.gov and received by HRSA. Be sure the application has been validated under the correct funding opportunity number.

8) Once Grants.gov validates your application, you may track the status of the application within HRSA by using the "Track Your Application" widget, now available on HRSA's website. The application tracker will let you know where your application is at every stage in the process.

After successful submission of the Application Forms in Grants.gov (Phase 1), and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and access to complete the remainder of the application in EHBs.

The following is the process for submitting the supplemental information (Phase 2) through the EHBs:

1) Refer to the NOFO for specific information. Submit program-specific forms through the EHBs.
2) Refer to Section 4 of this *Guide* for more application submission information.

6.2.   Application Processing

HRSA staff review each application for eligibility, responsiveness, completeness, and conformity with the requirements outlined in the relevant NOFO, including programmatic, budgetary, and grants management compliance. Applications that pass the initial HRSA completeness and eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in Section V. 1. Review Criteria of the relevant NOFO.

All incomplete, ineligible, or otherwise non-compliant applications, and applications determined to be non-responsive to NOFO requirements will not be considered for funding. You may withdraw your application from consideration at any time before an award is issued.

For those applications that did not pass the initial screening, HRSA will advise applicants by email through the EHBs (sent to the individual signing the application on behalf of the organization) that the application will not be held for further consideration or be funded. The decision not to make an award or to make an award at a particular funding level, is discretionary and is not subject to appeal to any HRSA or HHS official or board.

6.3.   Objective Review Information

The Division of Independent Review is responsible for managing objective reviews within HRSA. The objective review process provides an objective evaluation of

applications to the individuals responsible for making award decisions. Objective review is essential to ensuring selection of applications that best meet the needs of the program consistent with published evaluation criteria and providing assurance to the public that the evaluation process is impartial and fair. Applications competing for federal funds receive an objective and independent review performed by a committee of experts qualified by training and experience in particular fields or disciplines related to the program being reviewed. In selecting review committee members, other factors in addition to training and experience may be considered to improve the balance of the committee, e.g., geographic distribution. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation based on the review criteria presented in Section V. 1. Review Criteria of the NOFO.

Applications that pass the initial HRSA completeness and eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in the NOFO. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

HRSA has procedures for assessing the technical merit of applications to provide for an objective review and to assist you in understanding the standards against which each application will be reviewed. HRSA has indicators for each review criterion to assist you in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. See the review criteria outlined with specific detail and scoring points in the NOFOs.

Funding factors may be applied during the objective review process or in the selection process. Funding factors are addressed in the NOFO, which will specify if you must make an affirmative request to be considered for a funding factor, what information is needed to demonstrate eligibility for the funding factor, and whether objective reviewers or HRSA staff determine if you've met the funding factor. The NOFO provides a detailed explanation of preferences, priorities, or special considerations with an explicit indication of their effect (e.g., whether they result in additional points being assigned). It is HRSA policy that funding preferences, priorities, and special considerations must be published in the NOFO.

You will receive written notification of the outcome of the objective review process, including a summary of the expert committee's assessment of the application's strengths and weaknesses, and whether the application was selected for funding.

6.4. Award Notification

The Notice of Award (NOA) is the legal document issued to the recipient that indicates an award has been made and funds may be requested from HRSA. Until an awarding office has issued an NOA for the initial budget period, any costs you incur for the project

are incurred at your own risk. HRSA may reimburse pre-award costs only to the extent that they would otherwise be allowable. The NOA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total period of performance for which support is contemplated. Signed by the Grants Management Officer (GMO), it is sent to the recipient's AOR, and reflects the only authorizing document. Any other correspondence announcing that an application has been selected for award is not an authorization to begin performance. Generally, HRSA will issue the NOA <u>before</u> the start date of the award as listed in Section V.4 of the NOFO.

A revised NOA may be issued during a budget period to effect an action resulting in a change in the period or amount of support or other change in the terms and conditions of award. An awarding office generally will not issue a revised NOA to reflect a recipient's post-award rebudgeting. Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions placed on their award document before funding can proceed. Letters of notification do not provide authorization to begin performance.

Unsuccessful applicants will receive notification from HRSA's Division of Grants Management Operations.

Registering in ID.me for Payment Management System (PMS) Access
If you receive an NOA and accept the award, you will need to create an account with ID.me to access HHS' PMS system. PMS is the tool used for managing award payments. This is a **new** requirement that improves identity assurance since it enables multi-factor authentication. For more information, visit the PMS website.

7. *REPORTING REQUIREMENTS*

Successful applicants must comply with the following standard reporting and review activities, unless otherwise noted in the NOFO or NOA. Some programs require program-specific reporting, please see Section VI. 3. Reporting in the NOFO.

   a. **Audit Requirements**
   Comply with audit requirements of 45 CFR part 75, subpart F. Available online.

   b. **Status Reports**

   1) **Federal Financial Report**. The Federal Financial Report (SF-425) is required. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically. Visit Reporting Requirements | HRSA. More specific information will be included in the NOA.

2) **Progress Report(s).** The recipient must submit a progress report to HRSA on a quarterly, semi-annual, or annual basis (as specified in the NOFO) or condition of the award. For multi-year awards, submission and HRSA approval of recipient progress report(s) triggers the budget period renewal and release of subsequent year funds. More information will be provided in the NOA.

3) **Final Report.** A final report is due within 90 calendar days after the period of performance ends. The final report collects information relevant to program-specific goals and progress on strategies; core performance measurement data; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the program; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. Recipients must submit the final report online in the HRSA EHBs system.

4) **Tangible Personal Property Report.** If applicable, the recipient must submit the Tangible Personal Property Report (SF-428) and any related forms within 90 calendar days after the period of performance ends. Recipients are required to report all federally-owned property and acquired equipment with an acquisition cost of $5,000 or more per unit. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. Property may be provided by HRSA or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal Government. Tangible personal property reports must be submitted electronically through HRSA EHBs. More specific information will be included in the NOA.

5) **Any other required reports and/or products specified in the NOFO**.

c. **Transparency Act Reporting Requirements**

New awards ("Type 1"[5]) issued are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (P. L. 109–282), as amended by section 6202 of P.L. 110–252, and implemented by 2 CFR part 170. IMPORTANT: The reporting requirements apply for the duration of the period of performance and so include all subsequent award actions to aforementioned HRSA grants and cooperative agreement awards (e.g., competing continuation (Type 2), non-competing continuation (Type 5), etc.). Grant and cooperative agreement recipients must report information for each first-tier subaward of $25,000 or more in federal funds and executive total

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[5] Part of a coding system HRSA uses to make distinctions between awards. The award type is the first digit of the "Award No." as indicated on the Notice of Award (NOA).

compensation for the recipient's and subrecipient's five most highly compensated executives as outlined in Appendix A to 2 CFR part 170 (FFATA details are available online at Requirements for Federal Funding Accountability and Transparency Act Implementation).

8. AGENCY CONTACTS

8.1. Working with HRSA Program and Grants Management Staff

For assistance with overall program-related questions, contact the PC listed in Section VII. Agency Contacts of the NOFO. For additional information regarding business, administrative, or fiscal issues, contact the GMS listed in Section VII. Agency Contacts of the NOFO. The PC and the GMS work as a team in many award-related activities.

Contact Grants.gov Customer Support for technical questions related to Grants.gov.

8.2. Grants.gov Customer Support

Direct all questions regarding Grants.gov to the Grants.gov Call Center at: 1-800-518-4726 (International callers dial 606-545-5035) or via email at Support@Grants.gov. Call Center hours of operation are 24 hours a day, 7 days a week, excluding federal holidays. Be sure to obtain a case number every time you call so that your issue can be tracked.

For additional support with the Grants.gov website, visit Grants.gov Support. You can also visit the Grants.gov Self Service Knowledge Base for answers to commonly asked questions.

8.3. EHBs Program-Specific (BPHC) Support

For BPHC funding opportunities, direct all questions regarding submitting information in EHBs to Health Center Program Support. Assistance is available Monday through Friday, 8 a.m. to 8 p.m. ET, excluding federal holidays, at 877-464-4772 (select option 2) or submit an inquiry online via the Contact the Bureau of Primary Health Care form.

9. FAQS AND OTHER INFORMATION

9.1. Software FAQs

9.1.1. What are the software requirements for using Grants.gov?

You will need to download Adobe Reader. For information on Adobe Reader, go to Adobe Software Compatibility.

9.1.2. 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. You can find these applications at Adobe Software Compatibility. 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.

9.1.3. Is Grants.gov Macintosh (Mac) compatible?

Yes.

9.2. Application Receipt FAQs

9.2.1. When do I need to submit my application?

Applications must be submitted and validated via Grants.gov (Phase 1) by 11:59 p.m. ET on the due date, unless otherwise specified in the NOFO. You should refer to the NOFO for exact submission dates and times. An application for HRSA funding must be both received **and** validated by Grants.gov under the correct funding opportunity number by the application deadline. HRSA strongly suggests submitting applications to Grants.gov **at least 3 calendar days before** the deadline to allow for any unforeseen circumstances.

After successful submission in Grants.gov (Phase 1) and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and the requirements for the Project Director and Authorizing Official (AO) to review and submit additional information in HRSA EHBs (Phase 2). Your application will not be considered for funding unless you submit the additional information in HRSA EHBs by the due date. Both deadlines must be met to be considered in the competition.

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

The submission/receipt date is the date the application is electronically received and validated by Grants.gov. An application for HRSA funding must be both received **and** validated under the correct funding opportunity number by Grants.gov by the application deadline. Allow sufficient time to have the application validated, which can take up to 48 hours.

For applications that require verification in HRSA EHBs (refer to the NOFO), the submission/receipt date will be the date the application is submitted by your organization's Authorizing Official (AO) in HRSA EHBs. You will receive an "Application Successfully Transmitted to HRSA" message in EHBs upon successful final application submission in HRSA EHBs.

9.2.3 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 any time after submission by logging into Grants.gov and clicking on the *Track My Application* link. This link will also be included in the confirmation email that you receive from Grants.gov.

When you submit your 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 will receive four emails from Grants.gov.

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

Subsequently, HRSA will download the application upon successful validation of your application by Grants.gov. The status of the application will then change to "Received by Agency" after successful validation and you will receive a third email from Grants.gov.

HRSA will process the application to ensure that it has been submitted for the correct funding opportunity number, along with the correct award number (if applicable) and recipient/applicant organization. This may take up to 3 business days. HRSA will assign a unique tracking number to your application which will be posted to Grants.gov. The status of your application will then be changed to "Agency Tracking Number Assigned" and you will receive a fourth email from Grants.gov.

> • **NOTE:** Refer to FAQ 9.2.5 below for a summary of emails.

9.2.4. If a resubmission is required due to technological problems encountered using the Grants.gov or EHBs system and the associated deadline date has passed, what should I do?

You must **contact DGMO at HRSA**, within 5 calendar days from the closing date, via email at ApplicationWaivers@hrsa.gov and provide a detailed explanation. If you missed the EHBs deadline regarding a BPHC funding opportunity, contact BPHCEHBWaivers@hrsa.gov. Your email must include the HRSA funding opportunity number, the name, address, and telephone number of the organization, the organization's UEI number, and the name and telephone number of the Project Director, as well as the Grants.gov tracking number (GRANTXXXXXXXX) and the HRSA EHBs tracking number assigned to your submission, along with a copy of the "Rejected with Errors" notification you received from Grants.gov and any BPHC case numbers or Health Center Program Support communications.

Extensions for funding opportunity deadlines are only granted in the rare event of a natural disaster or validated technical system problem on the side of the Government that prevented a timely application submission. An application for HRSA funding must be both received **and** validated under the correct funding opportunity number by the application deadline. Refer to HRSA's Policy on Late Submission of Grant Applications for more information.

9.2.5 Can you summarize the emails received from Grants.gov and identify who will receive the emails?

Submission Type	Subject	Timeframe	Sent By	Recipient
Competing Application	"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

Submission Type	Subject	Timeframe	Sent By	Recipient
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

9.3.   Application Submission FAQ

9.3.1.   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.

9.4.   Grants.gov FAQs

For a list of frequently asked questions and answers maintained by Grants.gov, visit Frequently Asked Questions by Applicants.

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, visit Training Resources and Videos for Grants.gov.

9.5.   Application Completeness Checklist

- ❑ Have I read the NOFO and this *Two-Tier Application Guide* thoroughly?
- ❑ Is my organization eligible to apply for the funding opportunity?
- ❑ Am I applying to the correct funding opportunity number?
- ❑ Is my proposed project responsive to the stated goals and objectives of the program as specified in the NOFO?
- ❑ Have I ensured my application does not exceed the funding ceiling amount specified in Section III of the NOFO?
- ❑ Have I completed all forms and attachments as requested in Section IV of the NOFO and this *Guide*?

- ❑ Have I ensured my application does not exceed the page limit, if applicable, specified in the NOFO?
- ❑ Will I apply **at least 3 calendar days before** the deadline to accommodate any unforeseen circumstances?
- ❑ Have I received confirmation emails from Grants.gov noting validation of successful submission?

9.6. Program-Specific Resources and Technical Assistance

Refer to Section VIII of the NOFO for additional information/resources (e.g., TA calls/webinars, related programs, useful website addresses).

10.   TECHNICAL ASSISTANCE RESOURCES

HRSA's Apply for a Grant TA webpage is a one-stop shop for potential applicants on how to apply for HRSA funding.