



# HRSA **Healthy Grants** WORKSHOP

## Understanding the Notice of Funding Opportunity (NOFO) Requirements and Opportunity for HRSA Recipient Feedback

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Public Health Analyst,  
HIV/AIDS Bureau (HAB)



# AGENDA

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## Understanding NOFO Requirements

- 15 minutes + 5 minutes for Q&A

## NOFO Recipient Feedback Session

- 30 minutes

# Register, Update, and Maintain

## *Preventive Care*



System	Importance	Website
<b>Data Universal Number System (DUNS)</b>	DUNS numbers are required to identify organizations and it tracks how federal grant money is allocated.	<a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>
<b>System for Award Management (SAM)</b>	Designating an E-business Point of Contact. Registering with SAM is required for organizations to use Grants.gov.	<a href="https://www.sam.gov/">https://www.sam.gov/</a>
<b>Grants.gov</b>	System by which organizations can submit applications for Federal funding.	<a href="http://www.grants.gov/">http://www.grants.gov/</a>

# Learn the NOFO Template

## Wellness Activities

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

# HRSA

Health Resources & Services Administration

Bureau of Health Workforce  
Division of Nursing and Public Health

*Nurse Anesthetist Traineeship (NAT) Program*

Funding Opportunity Number: HRSA-18-006  
Funding Opportunity Type: New, Competing Continuation

Catalog of Federal Domestic Assistance (CFDA) Number: 93.124

### NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2018

**Application Due Date: February 28, 2018**

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!  
Deadline extensions are not granted for lack of registration.  
Registration in all systems, including SAM.gov and Grants.gov,  
may take up to 1 month to complete.*

Issuance Date: December 21, 2017

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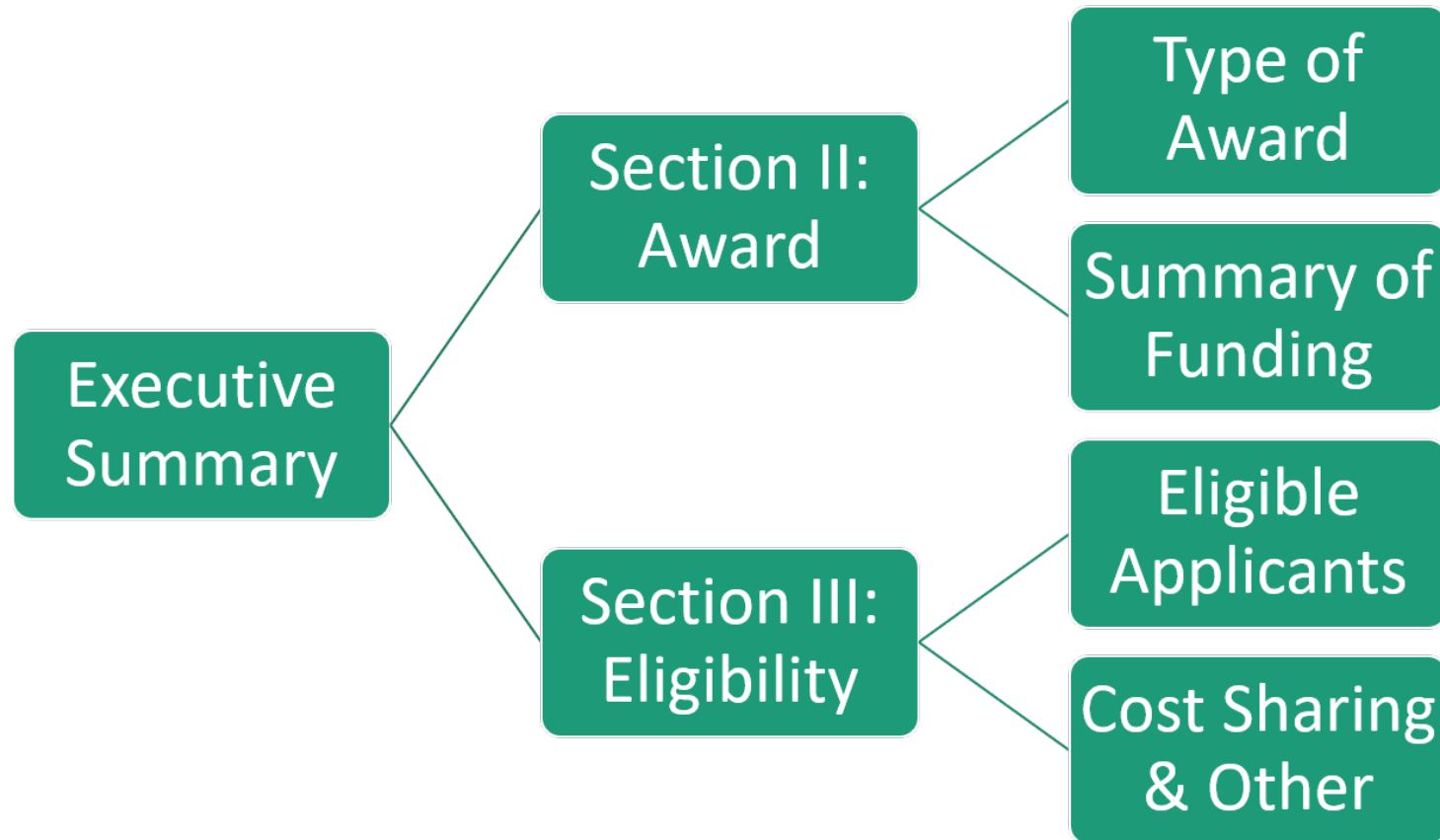
Authority: Public Health Service Act, Section 311(a)(2) of the Public Health Service Act (42 U.S.C. 296(a)(2)).

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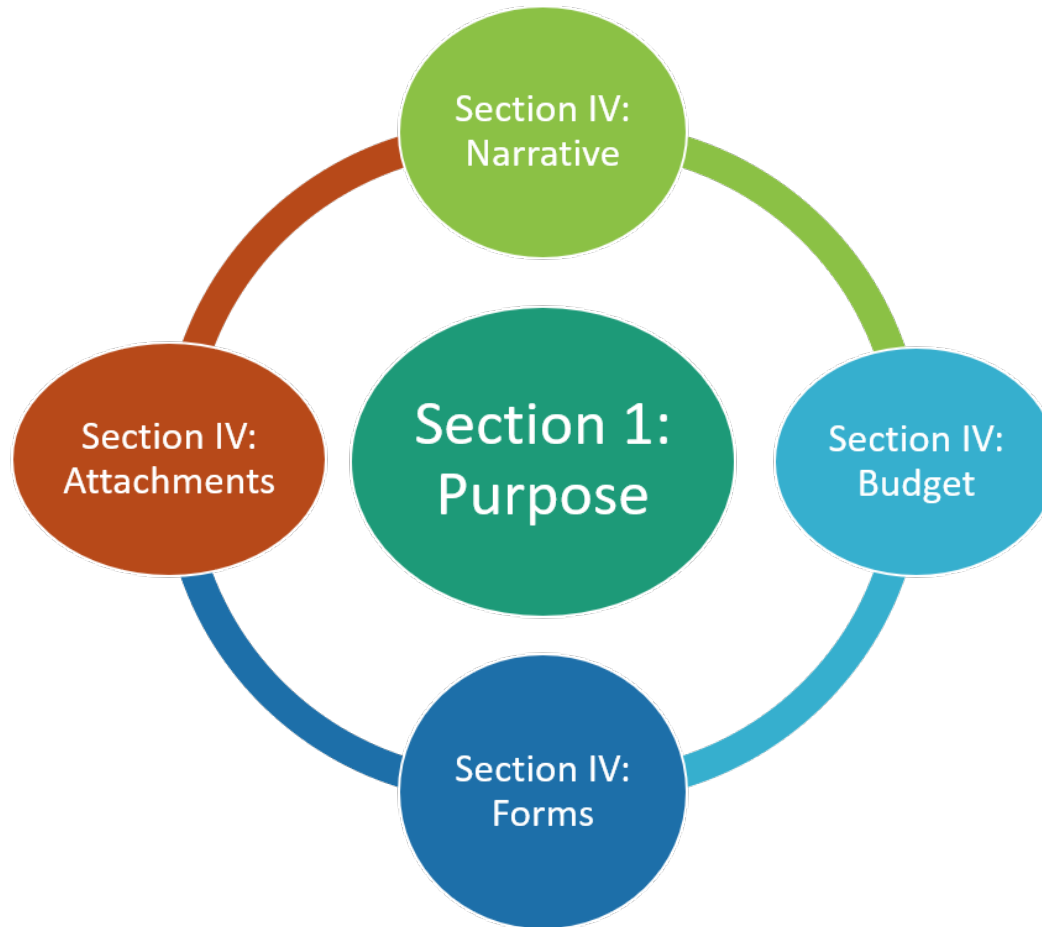
# Understanding the NOFO Requirements

## *Wellness Activities*



# Understanding NOFO Requirements

## *Wellness Activities*



# Assess for Quality and Completeness

## ***Applicant Self-Examination***

- Who? Each staff who contributed
- How? Section V.1 Review Criteria
- Who Else? Any staff *except* the writers

# Assess Application Package for Completeness

## *Applicant Self-Examination*

- **Mandatory Forms**

- SF-424 (R & R)
- Assurances (SF-424B)
- Project Site Locations
- R&R Senior/Key Person
- R&R Other
- R&R Budget
- Attachments (x-reference NOFO Section IV.2.6)
  - 1 Work Plan
  - 2 Staffing Plan
  - 3 LOA/MOU
  - 4 etc.

- **Optional Forms**

- R&R Subaward Budget
- SF-LLL

# Submit Accurate and Timely Applications

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## ***Making Smart Choices***

- Do not wait until the last day!
- 27% of applicants submit on the application due date.
- 37% submit in the last 2 days.

# Use Existing Resources and Support

## *Making Smart Choices*

- **Classes, Coaching and Support:**
  - Participate in technical assistance/webinars.
  - Contact HRSA staff identified in the NOFO with questions.
  - Utilize the HRSA website, videos and podcasts.
  - Call the HRSA Contact Center.
  - Submit early.
  - Register to become a reviewer.

# NOFO Recipient Feedback Session

## Mid-Level Leadership Development Program Participants:

**Lieutenant Kimberlea Gibbs**

Public Health Analyst,  
Bureau of Primary Health Care

**Tamika Martin**

Public Health Analyst,  
HIV/AIDS Bureau



# NOFO Clarity Action Learning Team

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- **Background: NOFO Clarity Action Learning Team**
- **Purpose: Develop recommendations to clarify NOFOs**
- **Summary of tasks**
- **Next Steps**

# Make Your Voice Heard

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- **What are your thoughts on the application timeline?**
- **What is your organization's internal clearance process for submitting applications?**
- **What are some ways the NOFOs could be edited to improve clarity?**
- **What are your thoughts regarding acronym use in NOFOs?**
- **If you could change one thing about the NOFO structure or application process, what would it be?**

# Contact Information

**For questions concerning the content of this presentation, please contact:**

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**If you have a question or concern regarding a specific grant issue or program:**

For budget, reporting and other grant administrative requirement questions, please contact your Grants Management Specialist.

For project goals, scope, and other programmatic requirement questions, please contact your Project Officer.

**Full contact information for both individuals is listed on the last page of your most recent Notice of Award.**

# Questions?

## Find HRSA:

**Web:** <https://www.hrsa.gov/about/organization/bureaus>

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