



Rural Maternity and Obstetrics Management Strategies Program (RMOMS)

Notice of Funding Opportunity: HRSA-23-049
Technical Assistance Webinar

May 31, 2023

Victoria (Vicky) Tsai and Carey Zhuang
Federal Office of Rural Health Policy (FORHP)

Vision: Healthy Communities, Healthy People



Agenda

- **Webinar Overview**
- **About FORHP and the RMOMS Program**
- **Program Purpose, Goals & Structure**
- **Eligibility Requirements**
- **Project Requirements**
- **Application Requirements**
- **How to Apply**
- **Review Process**
- **Resources**
- **Questions**



Webinar Details

Documents Available for Download

- HRSA-23-049 RMOMS NOFO
- HRSA-23-049 RMOMS TA Webinar slides

Access the HRSA-23-049 Frequently Asked Questions

- RMOMS FAQs: <https://www.hrsa.gov/grants/find-funding/HRSA-23-049/faq#application-questions>

Access the Webinar Recording

- Today's webinar recording will be posted to: <https://www.hrsa.gov/rural-health/community/rmoms>
- Email RMOMS@hrsa.gov 24 hours after live event

Questions

- Ask question at the end of the presentation (please call in)
- Chat box may be used throughout the presentation
- Email RMOMS@hrsa.gov afterwards

Note: HRSA cannot provide information or guidance beyond what is included in the notice of funding opportunity. The agency cannot edit draft applications or provide feedback on specific project proposals.



Disclaimer

The Rural Maternity and Obstetrics Management Strategies Program (RMOMS) Notice of Funding Opportunity (NOFO) and HRSA's SF-424 Application Guide should be your primary resources for application instructions and guidelines. This webinar will merely provide a brief overview of the NOFO and answer any questions you might have at this stage in the process.

HRSA's SF-424 Application Guide is available at:

<http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf>



How to Access the Notice of Funding Opportunity Announcement (NOFO)

Announcement [HRSA-23-049](#)

Go to [GRANTS.gov](https://www.grants.gov) search “Rural Maternity and Obstetrics Managements Strategies Program” and click on “HRSA-23-049” from the list of programs filter by the search.

1. Select the “Package” tab.
2. Select “Preview” located under “Actions” in the bottom right corner.
3. A new window will open. Select “Download Instructions.”



How to Access the Notice of Funding Opportunity Announcement (NOFO)

Notice of Funding Opportunity (NOFO)

- Provides programmatic information
- Available at:
<https://www.grants.gov/web/grants/view-opportunity.html?oppld=340917>

U.S. Department of Health and Human Services

HRSA
Health Resources & Services Administration

NOTICE OF FUNDING OPPORTUNITY
Fiscal Year 2023
Federal Office of Rural Health Policy
Community-Based Division

<p>Rural Maternity and Obstetrics Management Strategies Program Funding Opportunity Number: HRSA-23-049 Funding Opportunity Type(s): New Assistance Listings Number: 93.912</p>

Application Due Date: July 7, 2023

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
HRSA will not approve deadline extensions for lack of registration.
Registration in all systems may take up to 1 month to complete.

Issuance Date: May 15, 2023

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See [Section VII](#) for a complete list of agency contacts.

Authority: 42 U.S.C. § 254c-1b (§ 330A-2 of the Public Health Service Act)



Federal Office of Rural Health Policy (FORHP)

- Help increase access to care for underserved populations and build health care capacity
 - Community Based Division
 - Hospital State Division
 - Rural Strategic Initiatives Division
 - Policy Research Division
- “Voice for Rural Health”
- Review Health and Human Services regulations
- Administer Grant Programs
- Provide Technical Assistance and Other Resources

Visit us at: <https://www.hrsa.gov/rural-health>



New in the FY23 NOFO

- **New Statute for the RMOMS Program**
- **RMOMS Focus Areas** (NOFO pages 1-2)
 1. Rural Hospital Obstetric Service Aggregation
 2. Approaches to Risk-Appropriate Care
 3. Financial Sustainability
- **Network Composition** (NOFO pages 8-10)
 1. At least three rural hospitals or Critical Access Hospitals (CAHs)
 2. At least one academic or tertiary institution
 3. The state Medicaid agency
- **Regional Obstetrics Service Aggregation Plan** (NOFO pages 18-20)
 - For the purposes of the RMOMS program, the Regional Obstetrics Service Aggregation Plan is a work plan that describes the activities or steps that you will use to achieve each of the objectives proposed during the entire period of performance.
- **Data Requirements** (Appendix B, NOFO pages 46-67)
 - Award recipients are required to work with the HRSA-funded Data Support Provider and provide **aggregate** data at least twice a year throughout the period of performance.
- **Funding Priority (NOFO pages 13, 35-36)**
 - A funding priority is when an application receives more points when specified criteria are met. The scores are adjusted by a pre-determined number of points.



New Statute for the RMOMS Program

HRSA-23-049 RMOMS funding opportunity is authorized under a new statute, [Section 330A-2 of the Public Health Service Act](#), which has slightly different language compared to prior RMOMS funding opportunities.

For reference, the FY22 RMOMS NOFO was authorized under Section 330A(e) of the Public Health Service Act (see [HRSA-22-115](#) for more details)



RMOMS Program Context (NOFO pages 1-3)

National trends in maternal health have declined.

- Increasing pregnancy-related mortality and morbidity
- Disproportionally affecting racial minority, low-income, and rural residents
- Rural hospital obstetric unit closures

RMOMS collaborative program structure includes:

- HRSA's Federal Office of Rural Health Policy
 - Critical Access Hospitals and Rural Hospitals
- State Medicaid Offices



RMOMS Program Information (NOFO page 1)

Purpose: To establish or continue collaborative improvement and innovation networks to improve access to and delivery of maternity and obstetrics care in rural areas

Goals:

- i. Identify and implement evidence-based and sustainable delivery models for the provision of maternal and obstetrics care in rural hospitals and communities;
- ii. Enhance and preserve access to maternal and obstetric services in rural hospitals that includes developing an approach to aggregate, coordinate, and sustain the delivery and access of preconception, prenatal, pregnancy, labor and delivery, and postpartum services;
- iii. Provide training for professionals in health care settings that do not have specialty maternity care;
- iv. Collaborate with academic institutions that can provide regional clinical expertise (such as specialty expertise and provider support using a variety of modalities including telehealth services) and help identify barriers to providing maternal health care, including strategies for addressing such barriers; and
- v. Assess and address disparities in infant and maternal health outcomes, including among rural racial and ethnic minority populations and underserved populations.



RMOMS Program Information (NOFO pages 1-2, 10-11)

Focus Areas:

1. Rural Hospital Obstetric Service Aggregation
2. Approaches to Risk-Appropriate Care
3. Financial Sustainability

Applicants are to develop strategies that address all three Focus Areas.



RMOMS Program Information (NOFO page 8, 16-17)

Award recipients will employ a network structure to develop strategies or approaches for addressing the three RMOMS program Focus Areas.

Hospitals within the network are encouraged to aggregate services and work together in a collective manner to improve access to and sustain maternal and obstetric services in a rural region.

Program Structure

- **Year 1: Planning Year** to engage in network capacity building and infrastructure development, utilize the Regional Obstetrics Service Aggregation Plan to guide the planning of program implementation in years 2-4, and establish a data collection strategy.
- **Years 2-4: Implementation Years** to implement the program using the approved Regional Obstetrics Service Aggregation Plan, ensure the ongoing and full participation of each network member in a shared governance model, and collect aggregate data from network partners and report data to the HRSA-funded Data Support Provider.



Funding Overview (NOFO pages i, 28)

Application Due Date: July 7, 2023

Estimated Number of Awards: 2 cooperative agreements

Maximum Funding Amount: \$1,000,000 per year

Period of Performance: September 30, 2023 – September 29, 2027 (4 years)

Funding Restrictions: cannot use RMOMS funds for the following

- To acquire real property
- For construction
- For major renovation/alteration of any space

More information can be found in [HRSA's SF-424 Application Guide](#)



Eligibility – Applicant Organization (NOFO page 8, 22)

Domestic public or private, non-profit or for-profit, entities.

- Includes faith-based organizations, community-based organizations, tribes, and tribal organizations
- Can be located in an urban or rural area and must have demonstrated experience serving, or the capacity to serve, rural underserved populations

Must be part of an **established or formal network, which may need to be expanded to meet this program’s network definition.**

Should have the staffing and infrastructure necessary to oversee program activities and serve as the fiscal agent for the cooperative agreement.



Eligibility – Network (NOFO pages 8-10, 44-45)

The overall network must be able to provide prenatal care, labor care, birthing, and postpartum care services in rural areas, frontier areas, or medically underserved areas, or to medically underserved populations or Indian Tribes or Tribal organizations.

RMOMS Program Network Definition:

- An organizational arrangement among three or more separately owned domestic public and/or private entities, including the applicant organization.
- Must have a network composition that includes:
 - 1) **At least three rural hospitals or Critical Access Hospitals (CAHs)**
 - 2) **At least one academic or tertiary institution that can provide regional clinical expertise (such as specialty expertise and provider support using a variety of modalities including telehealth services) and help identify barriers to providing maternal health care, including strategies for addressing such barriers**
 - 3) **The state Medicaid agency**



Eligibility – Geographic Requirements (NOFO page 10)

At least one network member must be located in a HRSA-designated rural county or rural census tract in an urban county.

All services supported by this program must exclusively be provided in, and must target populations residing in, HRSA-designated rural counties or rural census tracts in urban counties.



Eligibility Information: Frequently Asked Questions

Question #1

Q: My organization is located in a metropolitan area but we serve rural communities. Are we eligible to apply as the lead applicant?

A: Yes. (NOFO page 10)

- At least one network member must be located in a HRSA-designated rural county or rural census tract in an urban county; however, the applicant organization may be located in an urban area.
- All services supported by this program must exclusively be provided in, and must target populations residing in, HRSA-designated rural counties or rural census tracts in urban counties.
- To ascertain whether a particular county or census tract is rural, please refer to <https://data.hrsa.gov/tools/rural-health?tab=Address>.



Eligibility Information: Frequently Asked Questions

Question #2

Q: Do we need to have signed MOA/Us among all network members prior to the cooperative agreement starting?

A: Yes, **except state Medicaid agencies**

- You should submit a copy of your network's **signed MOA/U for network partner types 1-2 (required)**, and the Letter of Commitment or MOA/U from the state Medicaid agency (if available). (NOFO page 25)
- The Medicaid letter of commitment should describe the extent of the anticipated partnership for the purposes of the RMOMS program. (NOFO page 25)
- If awarded, you are required to obtain at least a letter of commitment from the state Medicaid agency within 90 days of the project period start date and a signed Memorandum of Agreement or Understanding (MOA/U) with the state Medicaid agency by the end of the planning year (September 29, 2024). (NOFO page 9)



Program Staffing Recommendations (NOFO pages 23-24)

HRSA strongly encourages you to have a minimum total equal to 2.0 FTE allocated for implementation of project activities, met across two or more staffing positions, including the project director position.

- HRSA recommends at least 0.5 FTE to be allocated for staff at the network level to coordinate data collection and reporting across all network partner clinical sites.
- HRSA strongly encourages you to devote at least 0.25 FTE to the Project Director position.
- Project staff cannot bill more than 1.0 FTE across federal awards.



State Offices of Rural Health Notification

(NOFO pages 11, 48)

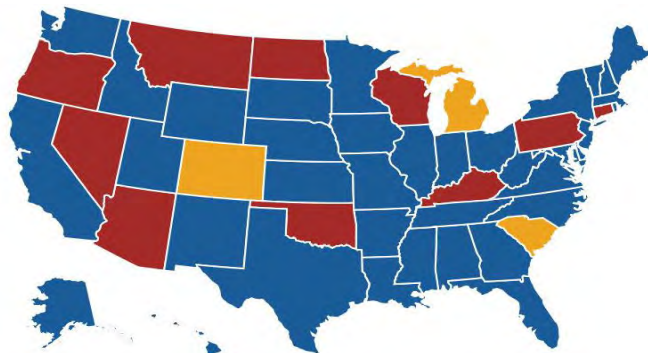
HRSA encourages applicants to notify their State Office of Rural Health (SORH) of their intent to apply to this program.

The SORH may be able to provide consultation, technical assistance or support for information dissemination activities.

37 State Departments of Health

10 Institutions of Higher Learning

3 Non-Profit Organizations



Who is my State Office of Rural Health (SORH)?

<https://nosorh.org/nosorh-members/nosorh-members-browse-by-state/>

What expertise does my SORH have?

<https://nosorh.org/sorh-showcase/areas-of-expertise/>

How can my SORH help me?

<https://nosorh.org/5-nosorh-releases-factsheet-and-video-to-support-sorh-work-with-cbd-grantees/>

Application Requirements

Application Section	NOFO Information/Details
1. Project Abstract	Pages 11-13
2. Project Narrative <ul style="list-style-type: none">• Introduction• Needs Assessment• Methodology• Work Plan• Resolution of Challenges• Evaluation of Technical Support• Organizational Information	Pages 14-24
3. Budget	Pages 24-25
4. Budget Narrative	Page 25
5. Attachments	Pages 25-27



Application Requirements - Project Abstract (NOFO page 11-13)

What it is: a one page, single-spaced **standalone summary** of the application

Tips for Applicants:

- Use clear and concise language to describe the proposal
- Provide **all** requested information
- Table with the target rural service area information **does not** count towards the one-page limit.
- See Section 4.1.ix of HRSA's [SF-424 Application Guide](#) for further instructions

ABSTRACT HEADER CONTENT
Applicant Organization Information Organization Name, Address (street, city, state, ZIP code), Facility/Entity Type (e.g., CAH, State Office of Rural Health, tribal organization, FQHC, RHC, public health department, etc.) and Website Address (if applicable)
Designated Project Director Information Project Director Name & Title, Contact Phone Number and E-Mail Address
RMOMS Project <ul style="list-style-type: none">• Project Title and Goal(s)• Requested award amount for each project year (1-4)
ABSTRACT BODY CONTENT
Network Composition <ul style="list-style-type: none">• Briefly describe the network, including name and goal(s). Indicate if you are a formal or established network, and if you expanded your network membership for this program, detail which network members were added.• Indicate the number of network members involved in the project who have signed a MOA/U; indicate organization facility type (e.g., CAH, State Office of Rural Health, tribal organization, health center, RHC, public health department, etc.)
Target Service Area It is recommended that applicants provide this information in a table format. <ul style="list-style-type: none">• <u>Entirely Rural Counties</u> (list county name(s))• <u>Partially Rural Counties</u> (list city, state, zip code, and census tract) Applicants should specify whether the area is in a HRSA-designated rural county or rural census tract in an urban county. To ascertain whether a particular county or census tract is rural, please refer to https://data.hrsa.gov/tools/rural-health?tab=Address
Target Population Briefly describe the target population the project proposes to serve and track.
Service Delivery Briefly describe the type of services provided (i.e., information demonstrating the provision of prenatal care, labor care, birthing, and postpartum care services) in rural areas, frontier areas, or medically underserved areas, or to medically underserved populations or Indian Tribes or Tribal organizations).



Application Requirements - Project Narrative (NOFO pages 14-24)

What it is: Application requirement requesting a comprehensive framework for describing all aspects of the proposed project. Serves to help reviewers clearly understand proposed projects

Tips for Applicants:

- Follow the required section and sub-section header format
- Complete responses for each section and sub-section using the specific details requested in the NOFO under each section
- Include and cite sources and documentation, as applicable
- Responses should be succinct, self-explanatory and well organized
- Responses should be consistent and supportive of the project proposal's overarching goals, objectives and focus
- Clearly state explicit project goals and expected outcomes

Section Headers

Introduction

Needs Assessment

Methodology

Work Plan

Resolution of Challenges

Evaluation and Technical Support Capacity

Organizational Information



Application Requirements – Work Plan (NOFO pages 18-20)

What it is: For the purposes of the RMOMS program, the **Regional Obstetrics Service Aggregation Plan** is a work plan that describes the activities or steps (including addressing the RMOMS Focus Areas) that you will use to achieve each of the objectives proposed **during the entire period of performance.**

Award recipients will be expected to submit an updated Regional Obstetrics Service Aggregation Plan **each year**, which incorporates any changes in activities or timelines and provides an update on completion status.

Note: The plan should include all information detailed in Section IV. ii. Project Narrative and should be submitted as Attachment 5.



Application Requirements – Data Requirements (NOFO pages 16-17, 21-22, 26, 46-47)

Applicants are to describe the process (including staffing and quality assurance safeguards) by which they will collect, store, share, manage and report **quantitative** and **qualitative** data across the network.

- Network leads must establish a process to gather and store data from all network partners and report aggregate data from network partners.
- Award recipients will coordinate and plan with HRSA and the HRSA-funded Data Support Provider to submit **aggregate data** during the planning year (year 1) and for the implementation period (years 2-4).
- A data collection strategy must be finalized during year 1 for data collection and storage of aggregate data.
- A signed and dated Data Usage/Sharing Agreement with all network partners must be submitted at the time of application as **Attachment 10**.



Application Requirements – Budget & Budget Narrative (NOFO pages 24-25)

Budget and budget narrative must adhere to guidance outlined in the NOFO and in Section 4.1.iv and 4.1. v of HRSA's [SF-424 Application Guide](#)

- Note guidance around contractual/consultant costs (SF-424, pg. 30) and indirect costs (SF-424, pg. 31)
- **Submit 1-year budgets for each of the four budget periods within the requested period of performance at the time of application.**

Requested Budget Line Item Categories:

- Personnel Costs
- Travel
- Equipment
- Supplies
- Contractual
- Indirect Costs
- Other

Note: HRSA may require award recipients to travel to conference(s) and/or technical assistance workshop(s) during the period of performance.



Application Requirements – Funding Restrictions (NOFO page 28-29)

Funds under this announcement **may not** be used for the following purposes:

- To build or acquire real property; or for construction
- Major renovation or alteration of any space.

Note: Minor renovations and alterations are allowable. Also refer to [HRSA SF-424 Application Guide](#).



Application Requirements – Attachments

(NOFO pages 25-27)

What it is: Includes required and optional document attachments that complete the content of the application

Tips for Applicants:

- Carefully follow the instructions detailed in the NOFO for each attachment
- Clearly label each attachment
- Be aware of what counts toward the application's **page limit**

Attachments

#1 Network Partnership Documentation
#2 Established Network History (if applicable)
#3 List of Network Members
#4 Map of Target Rural Service Area
#5 Regional Obstetrics Service Aggregation Plan
#6 Network Organizational Chart
#7 Staffing and Training Plan and Job Descriptions for Key Personnel
#8 Biographical Sketches of Key Personnel
#9 Documental of Maternal-Fetal Medicine (MFM) Physician
#10 Data Use/Sharing Agreement
#11 Other HHS Awards (if applicable)
#12-15 Other Relevant Documents (Optional)



Technical Assistance & Data Support Provider (NOFO pages 4, 16-17, 21, 46-47)

Award recipients are expected to work closely with a HRSA-funded **Technical Assistance provider** and Data Support Provider during the period of performance.

- Anticipated technical assistance includes routine conference calls, site visits and program meetings.

Networks are required to work with the HRSA-funded Data Support Provider and provide:

- Both quantitative and qualitative data will be used by the network and the HRSA-funded Data Support Provider to inform progress on the Regional Obstetrics Service Aggregation Plan, perform continuous quality improvement, and identify gaps in the aggregation of obstetric care within the targeted rural service area.

Note: HRSA will provide additional guidance on the technical assistance and data collection components of the project throughout the period of performance.



Funding Priority (NOFO pages 13, 35-36)

A funding priority is when an application receives more points when **specified criteria** are met. The scores are adjusted by a pre-determined number of points.

The RMOMS Program has a funding priority for proposed networks that serve rural communities located in one or more of the states with the top **10 highest average Maternity Care Health Professional Target Area (MCTA) scores**.

- In your application, you should clearly explain the applicable location(s) if your rural service area is in a different state from your applicant organization's primary address.
- If you are requesting a funding priority, please indicate this in the Project Abstract.

Applications will be adjusted by **five points** if the funding priority criteria are met.

Note: For more details on the funding priority, see NOFO pages 35-36



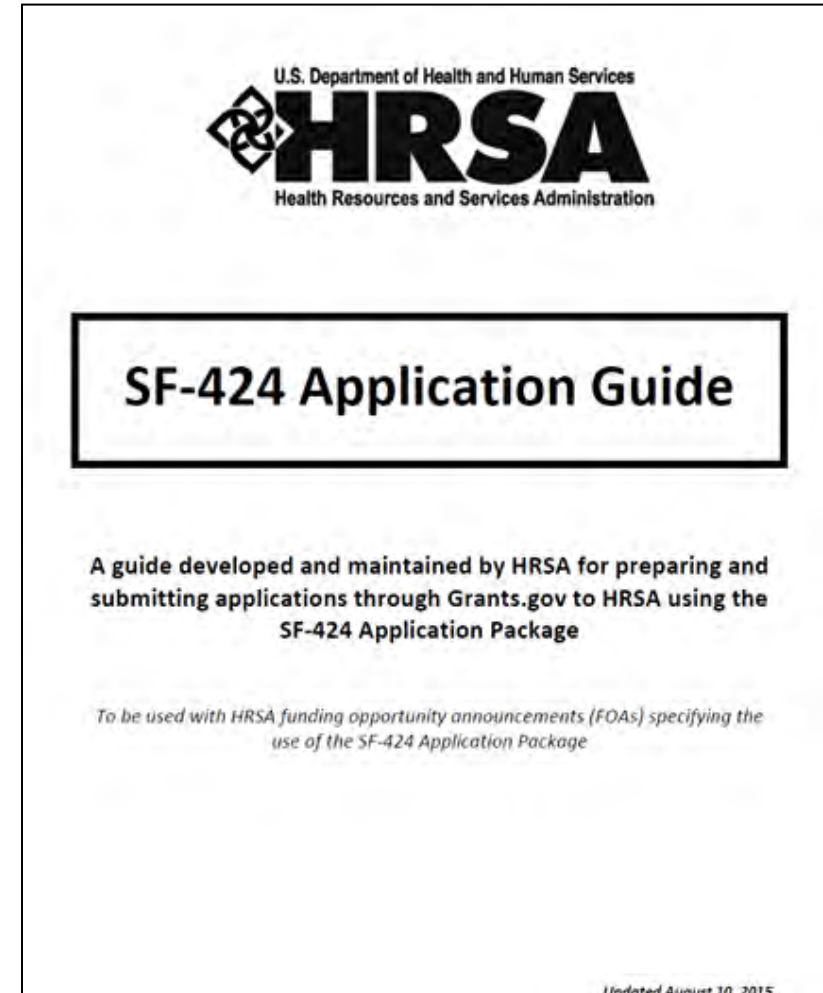
How to Apply



How to Apply

Application Guide

- Companion Guide to the NOFO
- Referenced throughout the NOFO
- <https://www.hrsa.gov/sites/default/files/hrsa/grants/apply/applicationguide/sf-424-guide.pdf>



How to Apply

Must register in 3 different systems

System	Why is it important	Website
Unique Entity Identifier (UEI)	UEI numbers are required to do business with the federal government. (Replaced DUNS number)	https://help.hrsa.gov/display/public/EHB/SKBFG/UEI+Transition+-+Applications%2C+Grants.gov%2C+Smar+t+Assist
System for Award Management (SAM)	Designating an E-Business Point of Contact. Registering with SAM is required for organizations to use Grants.gov.	http://www.sam.gov/
Grants.gov	Submit grant applications	http://www.grants.gov/web/grants/register.html



How to Apply – Registration Process

How long will the registration process take?



The process can take up to 4 weeks
START EARLY!

How to Apply – Grants.gov Details and the Authorized Organization Representative (AOR)

- Complete your **Authorized Organization Representative (AOR)** profile on Grants.gov and create your username and password at <http://www.grants.gov/web/grants/applicants/organization-registration.html>
- You will need to use your organization's SAM registration and UEI Number to complete this step
- Allow **3-5 business days** to register with Grants.gov after UEI and SAM registration
- When the registration is approved, the submitting AOR will receive a confirmation e-mail and will be able to submit an application



How to Apply – Tips for Completing your Application

- **Application Planning – What to Keep in Mind**

- Check registrations in SAM (UEI), and grants.gov!
- Read the entire funding opportunity and HRSA SF-424 application guide
- Check eligibility!
- Does your organization have the technical expertise, the personnel, and the financial capacity?
- Are all stakeholders supportive?
- Is your organization prepared to do what it takes?

- **Paint a Comprehensive Picture**

- **Review Criteria**

- All eligible applicants will be reviewed by an Objective Review Committee (ORC) to assess the technical merit of an application

- **Submit Your Application Early!**

Additional application writing resources are available in section 4.7 of HRSA's SF424 Application Guide. Tips for writing a strong application can also be found HRSA's website: <https://www.hrsa.gov/grants/apply/write-strong/index.html>



How to Apply - Submitting an Application

- Make sure your application is complete and follows the **NOFO** and **SF-424 Application Guide instructions**
- Submit your application in Grants.gov by **July 7, 2023 11:59 PM EST**
- Check your email - An applicant must receive at least two emails by the application deadline:
 1. Confirmation of application
 2. Validation of application
- Track the status of your application (see SF-424 Application Guide for more information)



What Happens After I Submit my Application?

HRSA's Division of Independent Review will:

- Convene panels of expert reviewers
- Ensure that a fair and ethical review is conducted for each application
- Provide a summary of the panel's comments regarding application strengths and weaknesses comments



Application Review Process (NOFO pages 29-35)

- Applications are reviewed and conducted by an external review panel
- Applications will be scored against the program’s review criteria listed in the NOFO
- Awards are made to the highest scoring application submitted
- Review summaries and scores are sent out to all applicants after reviews are completed
- Acceptance and non-acceptance letters sent out prior to the award date
- The Notice of Award will be sent out to successful applicants prior to the project period start date

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria. Any attachments referenced in a narrative section may be considered during the objective review.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response and (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities
Organizational Information	(5) Resources/Capabilities
Budget and Budget Narrative	(6) Support Requested



Fiscal Overview



Division of Grants Management Operations (DGMO)

Rural Maternity and Obstetrics Management Strategies Program
Funding Opportunity Announcement Technical Assistance Session
HRSA-23-049

***Bria Haley, Grants Management Specialist
Division of Grants Management Operations
Health Resources and Services Administration (HRSA)***



Roles and Responsibilities of Your GMS

- Provides clarification on grants regulations and financial aspects of the project including budgetary matters.
- Monitors compliance with grant requirements and cost policies
- Monitors receipt of all required reports and follow-up as necessary to obtain delinquent reports

Tips and Reminders

- Estimated Award Amount – Up to \$1,000,000 per year
- 4 Year Project – budget for all 4 years
- Allocate travel funds for up to two program staff to attend an annual 2.5-day technical assistance workshop in Washington, DC
- The Indirect Cost Agreement must be included with your application. If you do not have an IDC Agreement you can use the De Minimis Rate of 10% if you have never negotiated a rate with the Division of Cost Allocation (please indicate you are using the De Minimis Rate in your budget narrative).
- Applicants must completely breakdown all costs in the Budget Narrative and costs must correspond with the SF-424A.

Tips and Reminders Continued

Budget Tips from a Grants Perspective:

Personnel-Personnel budget justification must include the name each person, their role and responsibilities, the specific amount of funds requested for their salary and the percentage of time each person will devote to the project.

- Note the Salary Cap is \$212,100
- **Fringe Benefits**- You must include the means by which these fringe benefits were calculated and what is included in the fringe benefits.

Travel-Travel expenses can be divided by Local and Long Distance.

For Local travel, the mileage rate, number of miles, reason for the travel, estimated number of staff members attending the meetings, and other transportation or meeting related expenses must be explained and justified for each anticipated travel event planned.

For Long Distance travel break down expenses as listed above plus include any additional meeting expenses (hotel/airfare, etc.).

Tips and Reminders Continued

Equipment- Is tangible, non-expendable property charged directly to an award having a useful life of more than one year and an acquisition value of \$5,000 or more per unit or whatever value your organizations capitalizes equipment.

Each item of equipment requested must have its specific cost per unit listed and its need explained/justified.

Supplies-All tangible personal property other than equipment. Examples of supplies are office supplies, printed materials, and educational materials. Each item being requested in supplies must have its specific cost listed and its need explained/justified.

Contractual-Each contractual agreement must have a detailed explanation and associated cost for the item or service in the budget. Note, Federal Procurement Guidelines must be followed on all goods and services purchased with federal funds.

Other- Each item or service being requested in the Other budget category must have its specific cost listed and the need explained/justified.

Indirects- Please remember to include your rate agreement or indicate in the budget narrative you are claiming the De Minims Rate.

For assistance on Grants Administration

Bria Haley
HRSA/OFAM/DGMO/HRHB
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Rockville, MD 20857
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Resources

Applicant FAQs

- <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>

How to Apply for a Grant

- <http://www.hrsa.gov/grants/apply/index.html>

HRSA Guide for Developing Effective Financial Management Practices

- <https://www.hrsa.gov/sites/default/files/hrsa/grants/manage/tipsheetforunallowablecosts.pdf>

Rural Health Grants Eligibility Analyzer

- By State/County: <https://data.hrsa.gov/tools/rural-health?tab=StateCounty>
- By Address: <https://data.hrsa.gov/tools/rural-health?tab=Address>

State Offices of Rural Health Community-Based Organization Resources

- <https://nosorh.org/5-nosorh-releases-factsheet-and-video-to-support-sorh-work-with-cbd-grantees/>

HRSA Office of Regional Operations (ORO)

- <https://www.hrsa.gov/sites/default/files/hrsa/about/organization/bureaus/oro/orofactsheet.pdf>

**Additional resources are available in the NOFO
Appendix C, pages 48-49**



Contact Information (NOFO page 41)

Program-Related Inquiries:

Victoria (Vicky) Tsai

Public Health Analyst

Email: RMOMS@hrsa.gov

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Finance-Related Inquiries:

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Grants Management Specialist

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Phone: 301-443-3778



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Questions

