

# **Delta Region Community Health Systems Development (DRCHSD) Program**

## **Federal Office of Rural Health Policy: Federal Grants 101**



# The Center's Purpose

The National Rural Health Resource Center (The Center) is a nonprofit organization dedicated to sustaining and improving health care in rural communities. As the nation's leading technical assistance and knowledge center in rural health, The Center focuses on five core areas:

- Transition to Value and Population Health
- Collaboration and Partnership
- Performance Improvement
- Health Information Technology
- Workforce



[ruralcenter.org](http://ruralcenter.org)

National  
Rural Health  
Resource Center



# DRCHSD Program Supported by FORHP and DRA



U.S. Department of Health & Human Services



# HRSA

Federal Office of Rural Health Policy

*This project is supported by the Health Resources and Services Administration ([HRSA](#)) of the U.S. Department of Health and Human Services ([HHS](#)) under grant number U65RH31261, Delta Region Health Systems Development, \$10,000,000 (0% financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by [HRSA](#), [HHS](#) or the U.S. Government.*

[ruralcenter.org](http://ruralcenter.org)

National  
Rural Health  
Resource Center

# Diversity, Equity, Inclusion, & Anti-racism



## Building a culture where difference is valued

The Center is committed to DEI and anti-racism. We create an environment that reflects the communities we live in and serve; a place where everyone feels accepted and empowered to be their full, authentic selves; and where everyone belongs.

We understand the impact of and seek to defeat racism and discrimination in ourselves, our workplace, and the world. This guides how we cultivate leaders, build our programs and resources, and deliver our technical assistance.

We are an organization that honors, celebrates, and respects all dimensions of diversity. These principles are central to our mission and to our impact.

*[Read more at ruralcenter.org/DEI](https://ruralcenter.org/DEI)*

[ruralcenter.org](https://ruralcenter.org)

# Delta Region Community Health System Development (DRCHSD) Program Supported By:



Delta Regional Authority

U.S. Department of Health & Human Services



**HRSA**

Federal Office of Rural Health Policy



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DRCHSD Program Coordinator  
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[ruralcenter.org](http://ruralcenter.org)

National  
Rural Health  
Resource Center



# Federal Grants 101

**Suzanne Snyder, MSW**  
**Public Health Analyst**  
**Hospital State Division**  
**Federal Office of Rural Health Policy (FORHP)**

**Vision: Healthy Communities, Healthy People**



# Federal Grants 101

## AGENDA

- How to Apply
- Where and How to Find Funding
- Reading a Notice of Funding Opportunity (NOFO)
- HRSA Review Process
- Application Tips and Common Mistakes
- Q&A



# How to Apply

## SAM and Grants.gov Registrations

Must register in 2 different systems

System	Why is it important?	Website	Support
<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://sam.gov/content/home">https://sam.gov/content/home</a>	Federal Service Desk <a href="https://www.fsd.gov/gsafsd_sp">https://www.fsd.gov/gsafsd_sp</a> 1-866-606-8220 Monday-Friday, 8 AM to 8 PM ET.
<b>Grants.gov</b>	Search for and find federal grant opportunities. Submit grant applications.	<a href="https://www.grants.gov/web/grants/register.html">https://www.grants.gov/web/grants/register.html</a>	<a href="https://gditshared.servicenow.com/hhs_grants">https://gditshared.servicenow.com/hhs_grants</a> 1-800-518-4726 Email <a href="mailto:support@grants.gov">support@grants.gov</a> 24 hours a day 7 days a week.





# How to Apply

## Step 1: System for Award Management (SAM)

- Register with SAM
  - <https://www.sam.gov>
  - **1.888.606.8220**
  - Registration is **FREE**
- What You Need to Register
  - UEI Number (*received when signing up*)
  - Taxpayer Identification Number
  - Non-Federal entities must mail an original, signed notarized letter to the Federal Service Desk within 30 days of activation
- Renew Registration **Annually**



# How to Apply

## Step 1: System for Award Management (SAM), continued

The screenshot displays the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The SAM.gov logo is prominently displayed on the left, and a badge on the right identifies it as the 'Official U.S. Government Website' which is '100% Free'. The main content area is divided into two primary sections. The left section, titled 'The Official U.S. Government System for:', lists various services such as Contract Opportunities, Assistance Listings, Contract Disputes, Wage Determinations, Federal Hierarchy, Information, Entities, Disaster Response Registry, Exclusions, and Responsibility, and Entity Reporting. The right section, titled 'Register Your Entity or Get a Unique Entity ID', provides instructions for new users and features three buttons: 'Get Started' (circled in red), 'Renew Entity' (circled in red), and 'Check Entity Status'. Red arrows point from the text 'New SAM user' to the 'Get Started' button and from 'Existing SAM user' to the 'Renew Entity' button. At the bottom, there is a search bar with a dropdown menu for 'Select Domain...' and a search input field containing the text 'e.g. 1606N020Q02'.

- Register your organization at [www.SAM.gov](http://www.SAM.gov)
- Establish an E-Business Point of Contact (EBiz POC) to oversee all activities for your organization within Grants.gov
- Receive a Unique Entity Identifier (UEI) or Entity ID by SAM and be fully registered in approximately 7-10 business days

# How to Apply

## Step 1: System for Award Management (SAM), concluded

- **Electronic Business Point of Contact (E-Biz POC)**
  - Critical role in the Grants.gov registration and application process
- **Marketing Partner ID Number (MPIN) password**
  - Created by the E-Biz POC
  - Used to login into Grants.gov to designate Authorized Organization Representatives
- **Authorized Organization Representatives (AORs)**
  - Designated by the E-Biz POC in Grants.gov
  - Authorized to submit applications on behalf of an organization



# How to Apply

## Step 2: Grants.gov

**1**

GRANTS.GOV <sup>SM</sup>  
FIND. APPLY. SUCCEED.<sup>SM</sup>

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

## REGISTER

**2**

**3**

GRANTS.GOV > Register

### REGISTER

Please enter your information below to create an Account.

- Required fields are denoted with an asterisk (\*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions).
- Username cannot resemble UEI. 12 character usernames must contain a special character.
- Password requirements: Your password must contain at least eight characters including: at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # \$ % ^ & \*). Your password must not contain dictionary words, names, or your Username.
- If Mobile Phone Number is provided, it must be a US number and it can be used to reset forgotten password.

**Contact Information:**

\*First Name:   
Middle Initial:   
\*Last Name:   
\*Email Address:   
\*Primary Phone Number:   
Mobile Phone Number (US Only):   
(Can be used to reset forgotten password)  
Confirm Mobile Phone Number:

**Account Details:**

\*Username:   
\*Password:  (Case Sensitive)  
\*Confirm Password:  (Case Sensitive)

**Communications:**

Subscribe:

- GRANTS.GOV ALERTS  
Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.
- GRANTS.GOV NEWSLETTER  
Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

Continue » Cancel

**Registering with Grants.gov**  
One account to manage all your profiles, applications, and subscriptions.

**Applicants**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

**Grantors**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. Ask your **agency point of contact** to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

**Get Registered Now »**

**2**

**3**

Intro to Grants.gov - How to Register wit...

## HOW TO REGISTER with GRANTS.GOV

GRANTS.GOV <sup>SM</sup>  
FIND. APPLY. SUCCEED.<sup>SM</sup>

CONNECT WITH US: Blog Twitter YouTube Alerts RSS XML Extract Get Adobe Reader

HEALTH & HUMAN SERVICES: HHS.gov | EEOC / No Fear Act | Accessibility | Privacy | Disclaimers | Site Map

COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud





# How to Apply

## Step 2: Grants.gov, continued

- Log on to [Grants.gov](https://www.grants.gov)
- AOR must complete profile on Grants.gov
  - Need UEI Number
  - SAM Registration
- E-Biz POC must log into Grants.gov to approve AOR registration
- AOR registration must be updated **annually**
- AOR password must be updated **every 90 days**



Check out the [How to Register with Grants.gov](#) video!

# Where and How to Find Funding HRSA Website

Health Resources & Services Administration Bureaus and Offices | Newsroom | Contact HRSA

# HRSA

Health Resources & Services Administration

Home Grants Loans & Scholarships Data Warehouse Training & TA Hub About HRSA

Home » Grants » Find Grant Funding

## Apply for a Grant

### Find Grant Funding

Determine Eligibility

Prepare Your Application

Follow the Application Process

Track Your Application

### Manage your Grant

Become a Grant Reviewer

Frequently Asked Questions

## Find Grant Funding

HRSA fulfills its mission through grants and cooperative agreements.

A **grant** is money, property, or direct help we award to a qualified non-federal entity (NFE).

A **cooperative agreement** is like a grant in that we award money to NFEs. However, we also help with program activities.

### Alert

We list **Office for the Advancement of Telehealth (OAT)**, **Office of Global Health (OGH)**, and **Office of Intergovernmental and External Affairs (OIEA)** funding opportunities under the Office of the Administrator.

Select Office of the Administrator in the Bureau/Office drop-down list.

### Search Grant Funding Opportunities:

Keywords  Status  Bureau/Office

### Search Grant Funding Opportunities:

Rural  Status  Bureau/Office

### Rural Health Care Coordination Program

Funding Opportunity Number: **HRSA-23-125**  
Application Deadline: **05/26/2023**

Bureau/Office: **Federal Office of Rural Health**  
Policy  
Status: **Open**

**Who can apply:** Eligible applicants include domestic public or private, non-profit or for-profit entities, including faith-based, community-based, tribes, and tribal organizations. The applicant organization may be located in a rural or urban area, but must have demonstrated [\[+\] Show More Eligibility Info](#)

### Delta Health Systems Implementation Program

Funding Opportunity Number: **HRSA-23-128**  
Application Deadline: **05/18/2023**

Bureau/Office: **Federal Office of Rural Health**  
Policy  
Status: **Open**

**Who can apply:** Eligible applicants include domestic public or private, non-profit entities. Domestic faith-based and community-based organizations, tribes, and tribal organizations are also eligible to apply.

### Rural Communities Opioid Response Program – Child and

[Check it out for yourself!](#)



# Where and How to Find Funding

## HRSA Website, continued


The screenshot shows the HRSA website interface. At the top, there is a dark blue navigation bar with the HRSA logo and text: "Health Resources & Services Administration" and "Bureaus and Offices | Newsroom | Contact HRSA". Below this is a white search bar. A secondary navigation bar contains links: "Home", "Grants", "Loans & Scholarships", "Data Warehouse", "Training & TA Hub", and "About HRSA". The main content area has a breadcrumb trail: "Home » Grants » Find Grant Funding » Delta Health Systems Implementation Program". On the left, a vertical sidebar lists navigation options: "Apply for a Grant" (with sub-links: "Find Grant Funding", "Determine Eligibility", "Prepare Your Application", "Follow the Application Process", "Track Your Application"), "Manage your Grant", "Become a Grant Reviewer", and "Frequently Asked Questions". The main content features a large blue heading "Delta Health Systems Implementation Program" and a red heading "About the Program". Below the heading, there are three columns of information: "Funding Opportunity Number: HRSA-23-128", "Dates to Apply: 03/24/2023 to 05/18/2023", "Bureau/Office: Federal Office of Rural Health Policy", "Status: Open" (with a green checkmark), and "Estimated Award Date: 09/30/2023". To the right of this information are three buttons: "Apply on Grants.gov" (green), "Track Your Application" (blue), and "Email Us" (blue). A paragraph of text at the bottom explains the program's purpose: "This notice announces the opportunity to apply for funding under the Delta Health Systems Implementation Program (DSIP). The purpose of this program is to improve healthcare delivery in rural areas by implementing projects that will improve the financial sustainability of hospitals and allow for increased access to care in rural communities. These projects focus on financial and operational improvement, quality improvement, telehealth, and workforce development in hospitals in the in the rural counties and parishes of the Delta region. The DSIP provides funding to support critical access hospitals, small rural hospitals (inpatient prospective payment system facilities with up to 100 beds) in the Delta region that have".



# Where and How to Find Funding

## Grants.gov

An official website of the United States government [Here's how you know](#) ▾




Help | Register | Login

Home Learn Grants ▾ **Search Grants** Applicants ▾ Grantors ▾ System-To-System ▾ Forms ▾ Connect ▾ Support ▾

**Your Team. Your Workspace.**

Applying for a funding opportunity is easier and more efficient when your team collaborates. Grants.gov Workspace makes it possible.

[Apply for a Grant Using Workspace](#)





# Where and How to Find Funding

## Navigating Grants.gov



[Help](#) | [Register](#) | [Login](#)

[Home](#) | [Learn Grants](#) | [Search Grants](#) | [Applicants](#) | [Grantors](#) | [System-To-System](#) | [Forms](#) | [Connect](#) | [Support](#)

### SEARCH GRANTS



#### BASIC SEARCH CRITERIA:

Keyword(s):  

Opportunity Number:

CFDA:

[Search](#)

[Search Tips](#)

SORT BY:

Posted Date (Descending)

[Update Sort](#)

DATE RANGE:

All Available

[Update Date Range](#)

1 2 3 4 ... 4 Next

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
<a href="#">HRSA-24-041</a>	National Coordinating Center on Transition	HHS-HRSA	Posted	11/01/2023	03/11/2024
<a href="#">HRSA-24-042</a>	Transition for Youth with Autism and/or Epilepsy Demonstration Projects	HHS-HRSA	Posted	11/01/2023	03/11/2024
<a href="#">CDC-RFA-PS-24-0003</a>	Support and Scale Up of HIV Prevention Services in Sexual Health Clinics	HHS-CDC-NCHHSTP	Posted	11/01/2023	01/15/2024
<a href="#">CDC-RFA-PS-24-0026</a>	Implementation of Community Health Worker-Mediated Services for Re-Engagement to Care and Outreach for Persons with HIV in Rural Communities (REACH: Rural Re-Engagement and Care using CHWs for Persons with HIV)	HHS-CDC-NCHHSTP	Posted	11/01/2023	01/05/2024
<a href="#">HRSA-24-007</a>	Rural Health Network Development Planning Program	HHS-HRSA	Posted	10/25/2023	01/26/2024

#### OPPORTUNITY STATUS:

- Forecasted (62)
- Posted (16)
- Closed (181)
- Archived (1,632)

FUNDING INSTRUMENT TYPE:



# Where and How to Find Funding

## Navigating Grants.gov, part 2

### VIEW GRANT OPPORTUNITY

HRSA-24-007

Rural Health Network Development Planning Program

Department of Health and Human Services

Health Resources and Services Administration

Apply

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE



#### General Information

**Document Type:** Grants Notice  
**Funding Opportunity Number:** HRSA-24-007  
**Funding Opportunity Title:** Rural Health Network Development Planning Program  
**Opportunity Category:** Discretionary  
**Opportunity Category Explanation:**  
**Funding Instrument Type:** Grant  
**Category of Funding Activity:** Health  
**Category:** <https://grants.hrsa.gov/2010/Web2External/Interface/FundingCycle/ExternalView.aspx?>

**Version:** Synopsis 1  
**Posted Date:** Oct 25, 2023  
**Last Updated Date:** Oct 25, 2023  
**Original Closing Date for Applications:** Jan 26, 2024  
**Current Closing Date for Applications:** Jan 26, 2024  
**Archive Date:**  
**Estimated Total Program Funding:** \$ 3,000,000  
**Award Ceiling:** \$100,000  
**Award Floor:** \$0



# Where and How to Find Funding

## Navigating Grants.gov, part 3

### VIEW GRANT OPPORTUNITY

HRSA-24-007

Rural Health Network Development Planning Program

Department of Health and Human Services

Health Resources and Services Administration

Apply

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

#### Select Grant Opportunity Package

##### PLEASE READ BEFORE APPLYING!

If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

#### Opportunity Package(s) Currently Available for this Funding Opportunity:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
93.912	HRSA-24-007	Rural Health Network Development Planning Program	PKG00283606	Oct 25, 2023	Jan 26, 2024	<a href="#">Preview</a>   <a href="#">Apply</a>



# Where and How to Find Funding

## Navigating Grants.gov, part 4

### Opportunity Package Details

**Agency Contact Information:** Contact Nkem Osian at (301)443-2751 or email nosian@hrsa.gov

**Who Can Apply:** Organization Applicants

#### PACKAGE FORMS:

[Download Instructions](#)

#### Mandatory Forms

(Click to Preview)

Application for Federal Assistance (SF-424) [V4.0]  
Attachments [V1.2]  
Project/Performance Site Location(s) [V4.0]  
Project Narrative Attachment Form [V1.2]  
Grants.gov Lobbying Form [V1.1]  
Budget Narrative Attachment Form [V1.2]  
Budget Information for Non-Construction Programs (SF-424A) [V1.0]  
Key Contacts [V2.0]  
Project Abstract Summary [V2.0]

#### Optional Forms

(Click to Preview)

Disclosure of Lobbying Activities (SF-LLL) [V2.0]

Close





# Where and How to Find Funding

## Navigating Grants.gov, part 5

### VIEW GRANT OPPORTUNITY

HRSA-24-007  
Rural Health Network Development Planning Program  
Department of Health and Human Services  
Health Resources and Services Administration

Apply



SYNOPSIS   VERSION HISTORY   **RELATED DOCUMENTS**   PACKAGE

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - HRSA-24-007	<a href="#">HRSA-24-007-Full Announcement - HRSA-24-007.zip</a>	Oct 31, 2023 07:59:16 AM EDT	488.1 KB



# Where and How to Find Funding

## Navigating Grants.gov – Manage Subscriptions



[Help](#) | [Register](#) | [Login](#)

[Home](#) | [Learn Grants](#) | [Search Grants](#) | [Applicants](#) | [Grantors](#) | [System-To-System](#) | [Forms](#) | [Connect](#) | [Support](#)



### MANAGE SUBSCRIPTIONS

- [Manage Subscriptions](#)
  - [Newsletter Archive](#)
- [Social Media](#)

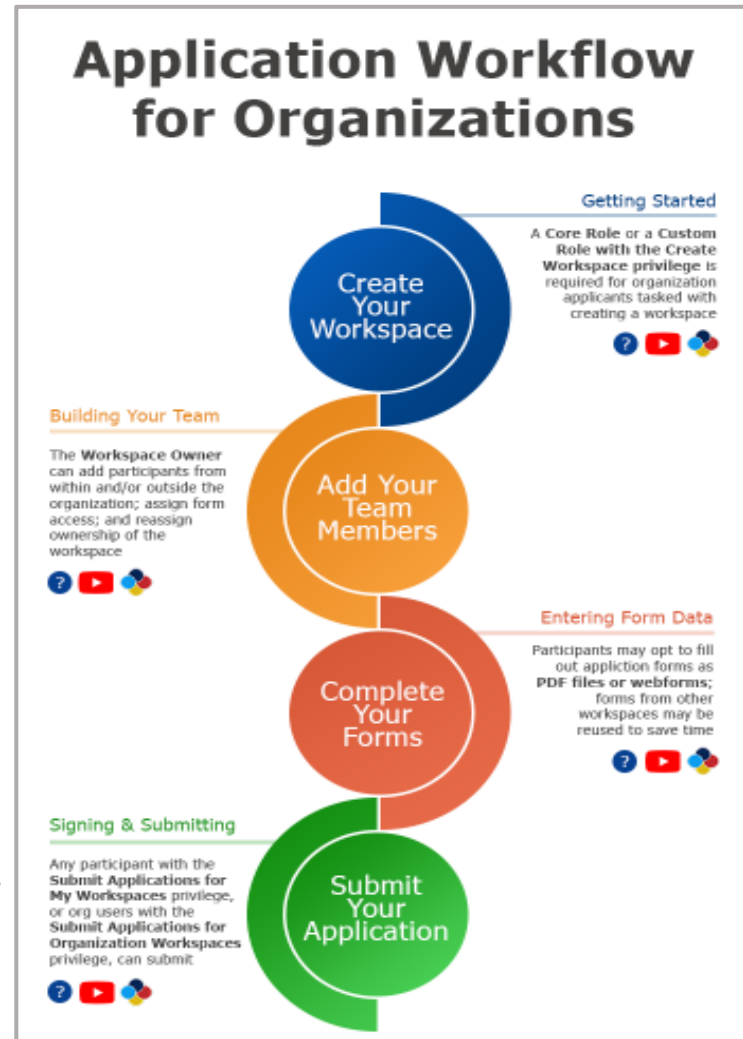
Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)



# Where and How to Find Funding

## Navigating Grants.gov – 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.



Watch the [How to Create a Grants.gov Workspace](#) video!

# Reading a Notice of Funding Opportunity (NOFO)

## What's Inside?

U.S. Department of Health and Human Services

**HRSA**  
Health Resources & Services Administration

**NOTICE OF FUNDING OPPORTUNITY**

Fiscal Year 2024  
Federal Office of Rural Health Policy  
Community-Based Division

**Rural Health Network Development Planning Program**  
**Funding Opportunity Number:** HRSA-24-007  
**Funding Opportunity Type(s):** New  
**Assistance Listing Number:** 93.912

**Application Due Date:** January 26, 2024

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

**Issuance Date:** October 25, 2023

Modified on 10/31/2023 to update Grants.gov Links on Page 4.

Nkem Osian  
Public Health Analyst, Federal Office of Rural Health Policy  
Call: 301-443-2751  
Email: [nosian@hrsa.gov](mailto:nosian@hrsa.gov)

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

- Explains available funding, application, and eligibility information
- Contains information applicants need to know to apply for funding
- Includes program history, regulations, and HRSA contact information



# Reading a Notice of Funding Opportunity (NOFO)

## What's Inside?, continued

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- Program Funding Opportunity Description
- Award Information
- Eligibility Information
- Application and Submission Information
- Application Review Information
- Award Administration Information
- Agency Contacts
- Other Information





# Reading a Notice of Funding Opportunity (NOFO)

## Executive Summary

Serves as a summary to potential applicants about the funding opportunity. It usually comprises the following:

- Name of Program/Title
- Funding Opportunity Number
- Application Due Date
- Purpose and Objectives
- Eligible Applicants
- Available Funding
- Number of Awards
- Cost Sharing/Match Requirement
- Project Period
- Agency Contacts

### SUMMARY

Funding Opportunity Title:	Rural Health Network Development Planning Program
Funding Opportunity Number:	HRSA-24-007
Assistance Listing Number:	93.912
Due Date for Applications:	January 26, 2024
Purpose:	The <a href="#">Health Resources and Services Administration (HRSA)</a> is accepting applications for the fiscal year (FY) 2024 Rural Health Network Development Planning Program. The purpose of this program is to promote the planning and development of integrated health care networks to address the following legislative aims: (i) achieve efficiencies; (ii) expand access to, coordinate, and improve the quality of basic health care services and associated health outcomes; and (iii) strengthen the rural health care system as a whole.
Program Objective(s):	At the conclusion of the grant program, network partners will be able to accomplish the following Network Planning Program goals: achieve efficiencies, increase access to care and coordination, and strengthen the rural health care system.
Eligible Applicants:	To be eligible to receive a grant under this notice of funding opportunity, an entity –  (A) Shall be a domestic public or private, non-profit, or for-profit entity with demonstrated experience serving, or the capacity to serve, rural underserved populations;



# Reading a Notice of Funding Opportunity (NOFO)

## Application and Submission Information

### 1. Address to Request Application Package

We **require** you to apply online through [Grants.gov](https://www.grants.gov). Use the SF-424 workspace application package associated with this notice of funding opportunity (NOFO). Follow these directions: [How to Apply for Grants](#). If you choose to submit using an alternative online method, see [Applicant System-to-System](#).

**Note:** Grants.gov calls the NOFO "Instructions."

Select "Subscribe" and enter your email address for HRSA-24-007 to receive emails about changes, clarifications, or instances where we republish the NOFO. You will also be notified by email of documents we place in the RELATED DOCUMENTS tab that may affect the NOFO and your application. *You're responsible for reviewing documents that relate to this NOFO.*

### 2. Content and Form of Application Submission

#### Application Format Requirements

Submit your information as the *Application Guide* and this program. **Do so in English and budget figures expressed in U.S. dollars.** See the Completeness Checklist in the *Application Guide* to help you.

#### Application Page Limit

The total number of pages that count toward the page limit shall be **pages** when we print them. We will not review any pages that exceed the page limit. Using the pages within the page limit, HRSA will determine eligibility. See [Eligibility Information](#) of the NOFO.

Narrative Section	Review Criteria
Introduction	Criterion 1: NEED
Organizational Information	Criterion 5: RESOURCES/CAPABILITIES
Need	Criterion 1: NEED
Approach	Criterion 2: RESPONSE
Work Plan	Criterion 4: IMPACT
Resolution of Challenges	Criterion 2: RESPONSE
Evaluation and Technical Support Capacity	Criterion 3: EVALUATIVE MEASURES Criterion 5: RESOURCES/CAPABILITIES
Budget Narrative	Criterion 6: SUPPORT REQUESTED



# Reading a Notice of Funding Opportunity (NOFO)

## Application Review

- Addresses the **criteria** that agency will use to evaluate applications.
- Includes the merit and other review criteria that evaluators will use to judge applications, including any statutory, regulatory, or other preferences (e.g., minority status or Native American tribal preferences) that will be applied in the review process.

Five review criteria are used to review and rank DSIP applications. Below are descriptions of the review criteria and their scoring points.

Criterion 1: **NEED (30 points)** - Corresponds to Section IV's [Need](#)

### Community and Hospital Demographics (15 points)

- The extent to which the application clearly identifies the health care structure and systems of the applicant community.
- The extent to which the application clearly identifies the health care needs of the service area using demographic data from reliable and recent data sources.
- The extent to which the application clearly identifies the target population(s) to be serviced, including any rural underserved communities and those who suffer from poorer health outcomes, health disparities, and other inequalities.

### Hospital Improvement Opportunities (15 points)

- The extent to which the application discusses recent technical assistance received from external subject matter experts or consultants
- The extent to which the application discusses the resulting recommendations for areas of improvement.

Criterion 2: **RESPONSE (20 points)** – Corres

## 2. Review and Selection Process

The objective review process provides an objective evaluation of applications to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below. See Section 5.3 of HRSA's [SF-424 Application Guide for more details](#). In addition to the ranking based on merit criteria, HRSA approving officials will apply other factors (e.g., geographical location and proof of prior TA) described below in selecting applications for award.

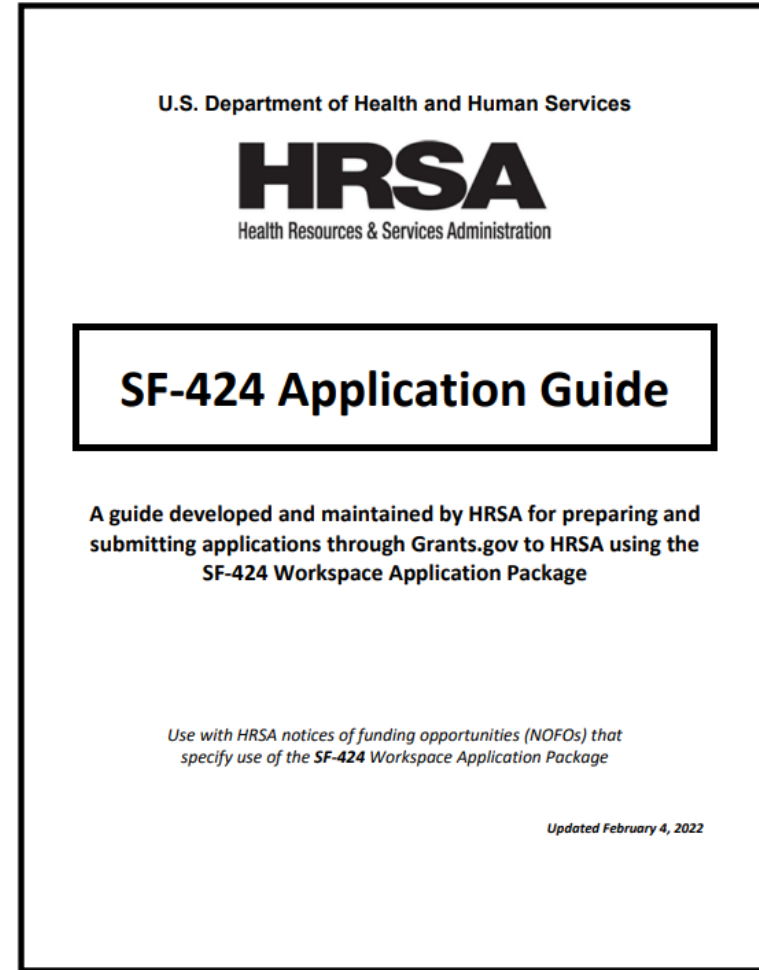


# Reading a Notice of Funding Opportunity (NOFO)

## SF-424 Application Guide

- Notice of Funding Opportunity Companion Guide
  - Detailed instructions to help applicants prepare and submit applications

[Check it out](#) for yourself!



# HRSA Review Process

## Key Steps

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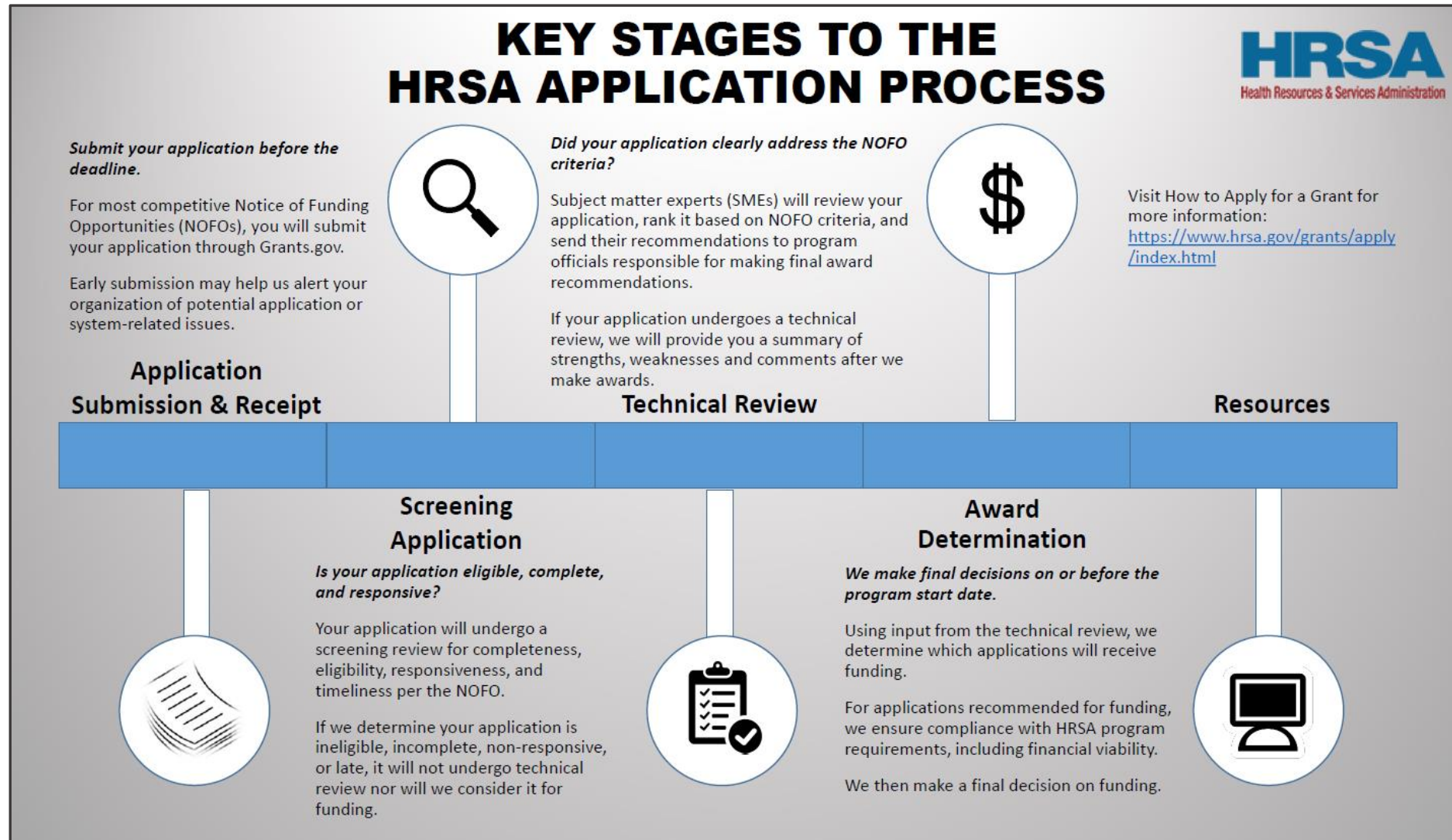
- The central review office is the Division of Independent Review (DIR).
- Applications are reviewed by an Objective Review Committee (ORC).
- The ORC Panel is comprised of independent qualified Reviewers.
- The ORC is responsible for evaluating and rating eligible applications in response to the NOFO.





# HRSA Review Process

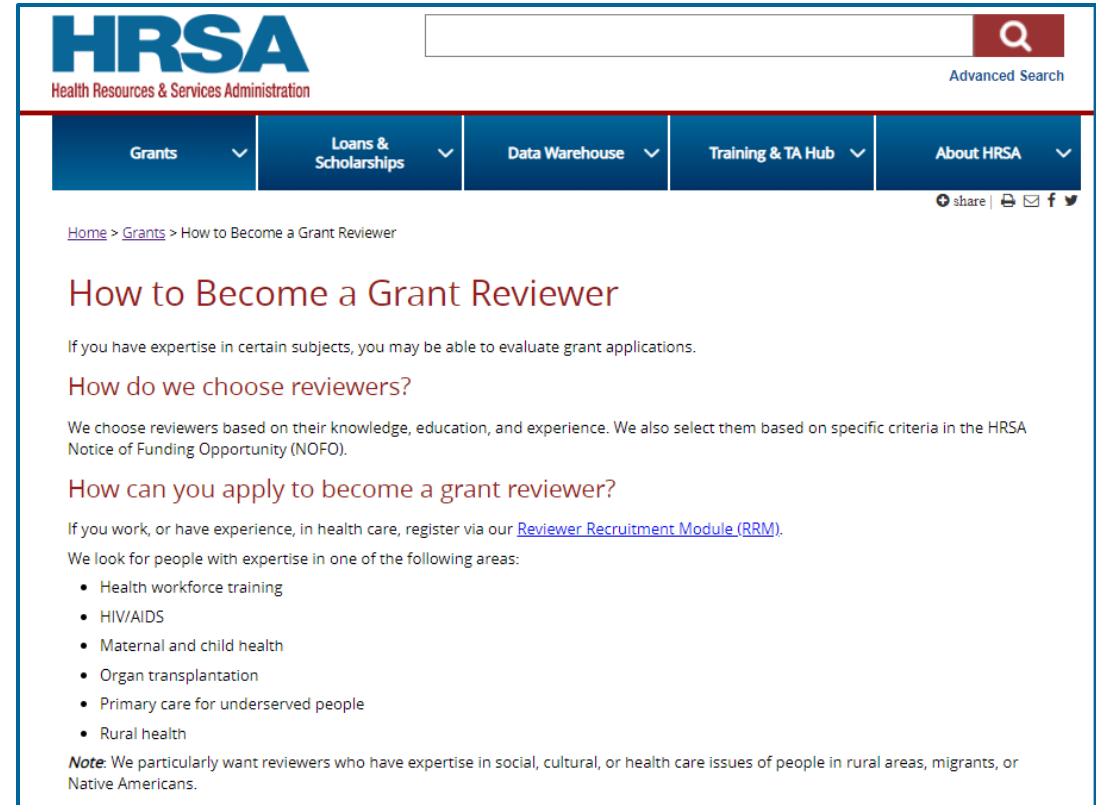
## Key Steps, continued



# HRSA Review Process

## Become a Grant Reviewer!

- We need reviewers to be a part of ORC panels
- Learn more about the grants process
- **HRSA has multiple grant program reviews each year**
- You must register to be a reviewer
  - <https://www.hrsa.gov/grants/reviewers>
  - Let us know when you are in the database *(so we can select you!)*
- Indicate your specialties in the background information *(indicate rural!)*



The screenshot shows the HRSA website header with the logo and navigation menu. The main content area is titled "How to Become a Grant Reviewer" and includes the following text:

**How to Become a Grant Reviewer**

If you have expertise in certain subjects, you may be able to evaluate grant applications.

**How do we choose reviewers?**

We choose reviewers based on their knowledge, education, and experience. We also select them based on specific criteria in the HRSA Notice of Funding Opportunity (NOFO).

**How can you apply to become a grant reviewer?**

If you work, or have experience, in health care, register via our [Reviewer Recruitment Module \(RRM\)](#).

We look for people with expertise in one of the following areas:

- Health workforce training
- HIV/AIDS
- Maternal and child health
- Organ transplantation
- Primary care for underserved people
- Rural health

**Note:** We particularly want reviewers who have expertise in social, cultural, or health care issues of people in rural areas, migrants, or Native Americans.

# Application Tips and Common Mistakes

## The Five “R’s”

### Submitting Strong Applications

Do the  
Research

Recruit a  
Team

Respond to  
the Guidance

Review the  
Application

Revise it as  
needed



# Application Tips and Common Mistakes

## The Five “R’s” – Do the Research

- Learn about the grant program
- Study projects that have been awarded in the past
- Ensure you understand the application requirements
- Consider your organization’s capacity (*i.e., staffing, fiscal infrastructure, etc.*)
- Evaluate the time-cost benefit of applying for the funding opportunity
- Ask yourself if your organization can commit to the potential project



# Application Tips and Common Mistakes

## The Five “R’s” – Recruit a Team

- Internal Team
  - Help draft the application
  - Talk with colleagues and partners
  - Provide honest feedback
  - Have knowledge of your organization
- Consortium/Network Members
  - Determine the roles and participation levels
  - Obtain written commitments (*i.e. MOUs*)
  - Consider overall network structure





# Application Tips and Common Mistakes

## The Five “R’s” – Respond to the Guidance

- Use clear and concise language that is easy to read
- Stay focused on the project activities
- Avoid jargon and acronyms
- Describe gaps in current services
- Do not assume reviewers’ knowledge of your area/program
- Use current data sources



# Application Tips and Common Mistakes

## The Five “R’s” – Review your Application, Revise it as Needed

Ask yourself:

- Have I responded to all sections of the NOFO?
- Have I included all required attachments and completed all forms requested?
- Am I applying to the correct funding opportunity number?
- Does my proposed project address the program purpose as specified in the NOFO?
- Does my organization have the technical expertise, the personnel, and the financial capacity to handle this proposed project?



# Application Tips and Common Mistakes

## Top 10 Tips for Applicants, 1

### 1. Start preparing the application early.

- Time is needed to:
  - Ensure registration
  - Assemble team
  - Review materials
  - Outreach to funder
  - Participate in Technical Assistance calls/webinars
  - Respond to the NOFO
  - Submit before the deadline



# Application Tips and Common Mistakes

## Top 10 Tips for Applicants, 2 – 3

### 2. Follow the instructions in the NOFO carefully.

- All information should be placed in the order requested.
- A careful and ordered response is key because it:
  - Allows an applicant ease of review before submission; and
  - Eliminates the possibility of Reviewers having to look for information or possibly overlooking information.

### 3. Keep your audience in mind.

- Reviewers cannot include outside information and will review what is in your proposal.
- Responses should speak to the program requirements.
- Assume nothing and **keep the review criteria in mind.**



# Application Tips and Common Mistakes

## Top 10 Tips for Applicants, 4 – 5

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**4. Be brief, concise, and clear.**

**5. Be organized and logical.**

- Applications that fail to project a complete and thorough thought process run the risk of receiving low scores during the review process.
- Completeness is key in thought as well as required attachments.





# Application Tips and Common Mistakes

## Top 10 Tips for Applicants, 6

### 6. Show evidence of fiscal stability and sound fiscal management.

- Review your internal fiscal operations.
- Do you have the capacity to handle federal funds?
- Cite past experiences where and when possible.
- Where does your organization sit financially after the project is completed?
- What percentage of your annual operating revenue would be the potential award?



# Application Tips and Common Mistakes

## Top 10 Tips for Applicants, 7 – 8

### 7. Pay attention to technical details.

- Top Grants.gov Failures:
  - SAM.gov Expirations
  - File Type Associations

### 8. Be careful in the use of attachments.

- Do not use attachments for information required in the narrative.
- Cross reference tables and attachments to the appropriate section of the application.
- Upload required forms in the proper order.



# Application Tips and Common Mistakes

## Top 10 Tips for Applicants, 9 – 10

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- 9. Print out and carefully proofread and review your electronic application to ensure accuracy and completion.**
- 10. Submit all information at the same time.**



# Application Tips and Common Mistakes

## Common Mistakes

- Not registered with Grants.gov
- Expired SAM registration
- Application is rejected for errors and applicant did not leave enough time to correct before the deadline
- Rejection email is in spam folder
- AOR is not approved by E-Biz Point of Contact
- AOR is not available to submit the application
- Applying to the wrong announcement number
- Application exceeds page limits



# Contact Information

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# Questions?

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# Connect with HRSA

Learn more about our agency at:

[www.HRSA.gov](http://www.HRSA.gov)

Rural Health Questions? Email us at [RuralPolicy@HRSA.gov](mailto:RuralPolicy@HRSA.gov)



[Sign up for the HRSA eNews](#)

FOLLOW US:



# Appendix A: Funding Opportunity Forecast



# FORHP Funding Opportunity Forecast

(Pending Appropriations)

	FY 2024	FY 2025	FY 2026
RCORP-Overdose Response	NOFO Available Fall 2023 Project Start Date: 9/1/2024		
Rural Health Care Services Outreach		NOFO Available TBD Project Start Date: 5/1/2025	
RCORP-Psychostimulant Support	NOFO Available Winter 2023 Project Start Date: 9/1/2024		
Rural Health Network Development Planning	NOFO <b>Available NOW!</b> Project Start Date: 7/1/2024	NOFO Available TBD Project Start Date: 7/1/2025	NOFO Available TBD Project Start Date: 7/1/2026
Small Health Care Provider Quality Improvement			NOFO Available TBD Project Start Date: 8/1/2026
Rural Residency Planning and Development Grants	NOFO Available <b>Fall 2023</b> Project Start Date: 8/1/2024		
Rural Maternity and Obstetrics Management Strategies		NOFO Available Winter 2024 Project Start Date: 9/1/2025	



# Appendix B: Additional Resources



# HRSA Grant Technical Assistance Resources

- HRSA Grants Technical Assistance (TA) Webpage  
<http://www.hrsa.gov/grants/apply/>
- One-stop-shop for potential applicants on how to apply for HRSA Federal assistance.
- Applicants will find valuable information on how to apply for HRSA grants, including webcasts, videos, and other technical assistance guidance and a wealth of other relevant and useful information and links tailored to HRSA-specific process and requirements.

The screenshot shows the HRSA website's 'How to Prepare Your Application' page. The header includes the HRSA logo and navigation menus for Grants, Loans & Scholarships, Data Warehouse, Training & TA Hub, and About HRSA. The main content area features a breadcrumb trail (Home > Grants > Apply for a Grant > How to Prepare Your Application), a title 'How to Prepare Your Application', and introductory text stating that completing a grant application can take 40 hours or more. It lists key questions to ask before starting, such as 'Have I read the Notice of Funding Opportunity (NOFO) completely and carefully?' and 'Is my organization eligible to apply, based on the eligibility criteria in the NOFO?'. A sidebar on the right contains sections for 'Contact Us', 'Contact Grants.gov', 'Announcements', and 'Find Funding'.



# HRSA Grant Technical Assistance Resources, continued

data.HRSA.gov

Search



A-Z Index

Find Health Care ▾

Data ▾

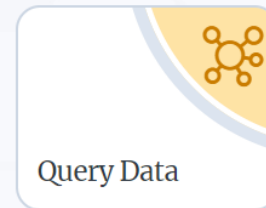
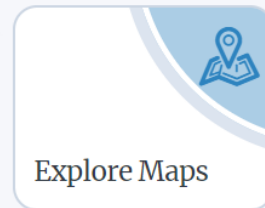
Maps ▾

Tools ▾

Topics ▾

Help ▾

## Explore Data and Maps on HRSA's Health Care Programs



Each year

**55,000,000**

women and children served through the Maternal and Child Health Title V Block Grant program

In FY 2019

**1,900**

nurses and nursing faculty serving at facilities with a critical shortage of nurses or teaching at accredited schools of nursing

More than

**57,000,000**

people supported by Federal Office of Rural Health Policy programs in FY 2019

<http://data.hrsa.gov>



**HRSA**  
Health Resources & Services Administration



# HRSA Grant Technical Assistance Resources, concluded

The screenshot shows the HRSA website's Training and Technical Assistance Hub. At the top left is the HRSA logo (Health Resources & Services Administration) and a search bar. A navigation menu includes: Grants, Loans & Scholarships, Data Warehouse, Training & TA Hub, and About HRSA. The main heading is "HRSA Training and Technical Assistance Hub". Below it, a paragraph states: "HRSA funds a variety of grantees and providers through its Bureaus and Offices. Each Bureau and Office funds training and technical assistance so grantees can maximize their impact. Non-grantees (organizations and providers) who serve similar populations may also find these helpful." Another paragraph says: "The Hub centralizes and extends the reach of HRSA's training and technical assistance resources. It can also further the impact of our grantees and non-grantees." A third paragraph notes: "We organize resources by topic. We may list some under multiple topics. We welcome your feedback. Tell us what you like and how we can improve the Hub." Below this is a "Search the Resource Library" section with a search input field and a "Search" button. On the right side, there is a "Browse by Topic" list with the following items and counts: Behavioral Health (17), Care Teams (33), Child and Adolescent Health (28), Chronic and Infectious Diseases (10), Financing (11), Health Information Technology (9), HIV/AIDS (5), Maternal Health (11), Older Adult Health (1), Oral Health (10), Performance Measurement & Quality Improvement (23), Research (18), Rural Health (29), Social Determinants of Health (25), Telehealth (5), Training Centers (19), and Workforce (45).

<https://www.hrsa.gov/library/index.html/>



# HRSA Grant Resources

- Grants Policy Update
- Effectively Managing Your Grants
- Grant Budgeting
- Understanding and Managing your Award
- Changes in Financial Reporting and Payment Management System Updates
- Healthy Workforce Resiliency
- Answers to Common EHB Questions
- HRSA IEA- Connecting and Supporting HRSA Grantees
- A Healthy Single Audit
- Improving the Federal Grants Experience
- Improving the Health of Underserved Populations
- Promoting Effective Communication in Healthcare

**HRSA**  
**Healthy**  
**Grants**  
**WORKSHOP**  
Presented as a Web Series

<https://www.hrsa.gov/grants/manage-your-grant/training/workshops>



# Questions or Comments



[ruralcenter.org](http://ruralcenter.org)

# Post-Polling Questions

I am \_\_\_ in my understanding of the federal grant application process, from searching for a federal grant to submitting a successful application.

I am \_\_\_ that I will apply the knowledge gained from this educational training to help leverage federal resources within my rural community.

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