



# The HRSA GRANTS PROCESS

*Presented By:*

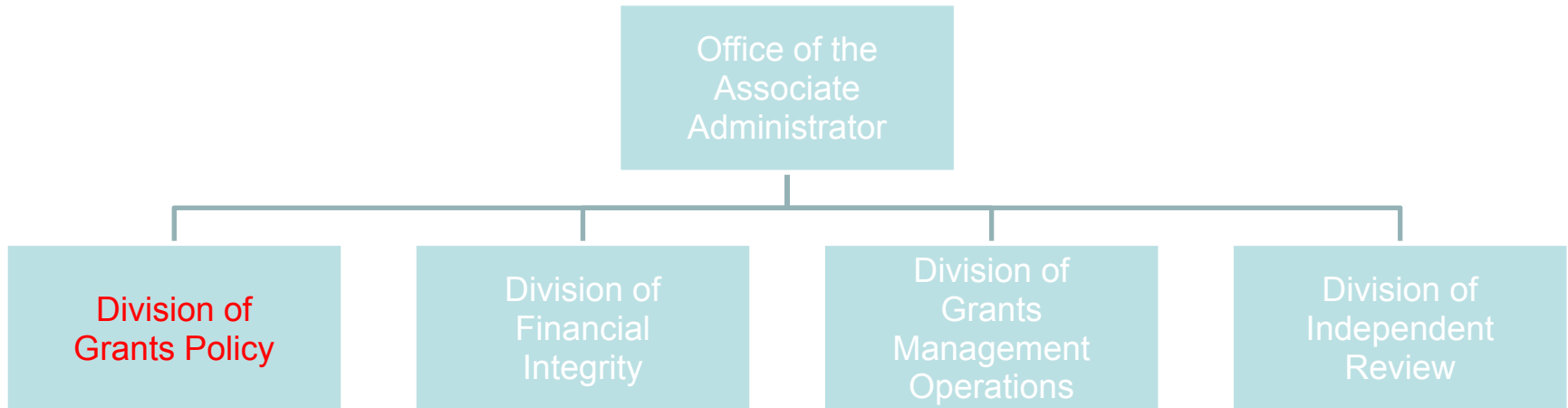
*Darren S. Buckner, Jeannie Davis & Sarah Hammond  
HRSA Office of Federal Assistance Management (OFAM)*

*July 19, 2010*

*Denver, CO*



# OFAM Organizational Chart





# Office of Federal Assistance Management

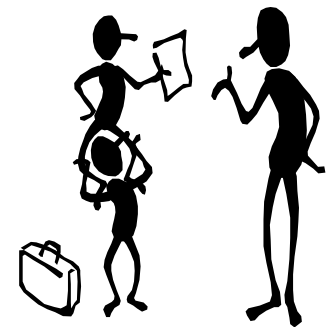


## Division of Grants Policy (DGP)

Sarah Hammond, MPA

Policy Analyst

Presenter





## Division of Grants Policy

- Work with Program Offices to create and publish Funding Opportunity Announcements (FOAs)
- Work with Program Offices to ensure FOAs are in line with legislation and consistent with government-wide requirements
- Coordinate with Division of Grants Management, Division of Financial Integrity, and Division of Independent Review
- Post FOAs on [Grants.gov](https://www.grants.gov)



# Division of Grants Policy

- Lifecycle of an Application
  - **Registration**
  - Find Opportunities and Download Application Package
  - Navigating an FOA
  - Forms and Assurances
  - Application Process
  - Issues with Submission
  - Follow-up
- Provide Resources



**GET**

**REGISTERED!**



# Registration

- None of it matters if you aren't registered!
- Allow plenty of time for registration
- D&B, CCR, Grants.gov
- What you provide
  - Organization name and address
  - Name of CEO/organization owner
  - Legal Structure of the organization
  - Year the organization started
  - Primary type of business
  - Total number of employees



# Dun and Bradstreet

- Step 1: Get a DUNS Number (same day)  
<http://fedgov.dnb.com/weform/.displayHomePage.do>

## Get an Expedited D-U-N-S Number

Purchase our **DUNS File Creator** service and you'll not only get a D&B D-U-N-S Number in **5 business days or less**, but we will also begin to establish a D&B credit file for your company

Go >

Or opt for a free DUNS number which you will receive within 30 days.

Go >

If your company is located outside of the U.S., please contact your respective D&B Worldwide Office.

## Get a D-U-N-S Number for Government Purposes

Are you a business required to register with the US Federal government for contracts or grants?

Go >

## Update My D&B D-U-N-S Profile

Do you have a D-U-N-S Number and want to update your file with D&B?

Go >

Have a Web Site and Your D-U-N-S Number Already?  
Get the D-U-N-S® Registered™ Smart Seal

Go >







## Central Contractor Registry (CCR)

- Step 2: Register with CCR (2-3 days)  
<https://www.bpn.gov/ccr/default.aspx>
- Must be updated annually, which can take up to 5 days!
- Registration is an eligibility **requirement** to submit applications through Grants.gov for Federal funding



# Central Contractor Registration

**Central Contractor Registration**

CCR Home   CCR Search   Federal Agency Registration   News   Release Notes   Request Data Access   Help

Contractors   Grantees   International Registrants   Small Businesses   Security Notes   **596,512 Active Registrants**

**Quick Links**

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

**Welcome to Central Contractor Registration (CCR)**

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

**Log in to CCR**

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)

**Create New Registration**

**CCR Registrations Over Time**

CCR Registrations Choosing Contracts, Grants, or Both Over Time

Year	Contracts	Grants	Contracts and Grants
2/2010	~18,000	~18,000	~18,000
2/2011	~18,000	~18,000	~18,000
2/2012	~18,000	~18,000	~18,000
2/2013	~18,000	~18,000	~18,000
2/2014	~18,000	~18,000	~18,000
4/2015	~18,000	~18,000	~18,000



# CCR Registration

- Designate an E-Biz Point of Contact
  - Has M-PIN (gives authority to AOR to submit applications)
  - AOR- Authorized Organization Representative
- AORs must have complete profiles
- E-Biz POC must approve AORs to submit applications on behalf of the organization



# Grants.gov

- Step 3: Register with Grants.gov (same day)  
[www.grants.gov](http://www.grants.gov)
- AORs must complete their profile on Grants.gov.  
(wait 1 day after CCR registration)
- Need DUNS
- Create username and password- serve as electronic signature when submitting



# Grants.gov

- Step 4: AOR Authorization (Immediate)
- E-Biz POC will get an email when an AOR registers
- Must login and approve the AOR to submit
- AOR gets confirmation email and can submit
- AOR can also check status
- Registration must be updated annually



## Find Opportunities

- Grants.gov
- HRSA Website
- All open opportunities
- Register to get email notifications when opportunities are available:
  - [www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp)
  - [www.hrsa.gov/grants](http://www.hrsa.gov/grants)

- [HRSA Home](#)
- [Get Health Care](#)
- [Grants](#)**
- [Loans & Scholarships](#)
- [Data & Statistics](#)
- [Public Health](#)
- [About HRSA](#)

- [Apply for a Grant](#)
- [Manage Your Grant](#)
- [Funded Projects](#)
- [Grant Reviewers](#)

[HRSA Home](#) > [Grants](#)

[Share](#) |

## Open Opportunities

[Sign up for e-mail notification](#) each time a HRSA grant application becomes available (Grants.gov).

[Health Professions opportunities to be reissued.](#)

HRSA provides leadership and financial support to health care providers in every state and U.S. territory. HRSA grantees provide health care to uninsured people, people living with HIV/AIDS, and pregnant women, mothers and children. They train health professionals and improve systems of care in rural communities. Current grant opportunities are listed below.

On this page: [Health Professions](#) | [HIV/AIDS](#) | [Maternal & Child Health](#) | [Office of the Administrator](#) |

### Next Steps

- [Register with Grants.gov](#)
- [Register with Electronic Hand Books \(EHBs\)](#)
- [Apply for Grants](#)
- [Report Your Grant Data](#)
- [Become a Grant Reviewer](#)

### Related Links

- [HHS Grants Policy Statement \(PDF\)](#)
- [HRSA Details & Guidance](#) (current)



# Grants.gov: Find Opportunities

## *Find. Apply. Succeed.*

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).



In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities >](#)

Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)

Update-to-date information on the state of recovery. [Learn more >](#)

[Feature Stories](#)



Recovery Act Grant Opportunities

Archived Webinars

**Alert:** The Grants.gov AT07 environment will be unavailable from Saturday May 1, 12:00 AM ET to Sunday, May 2, 2010 11:59 PM ET in order to enhance and improve our testing environment. As a precautionary measure, the Grants.gov Production environment will be unavailable on Saturday May 1, from 12:00 AM - 8:00 AM ET. We apologize for this inconvenience.

### FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities**
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information







# Grants.gov: Find

## FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [Get Registered](#). This process takes 3-5 business days up to 4 weeks if you experience any difficulties.

### Search Grant Opportunities

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Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number.

Basic Search



Search by a variety of categories of funding activities.

Browse by Category



Search from a list of agencies offering grant opportunities.

Browse by Agency



Search by more specific criteria such as: Funding Instrument Type, Eligibility or Sub-agency.

Advanced Search



Search for Recovery Act Opportunities.

Find Recovery Act Opportunities





## Search Results

[New Search](#)

Sort: Close Date, Ascending

[Sort by Open Date](#)

Results 1 - 20 of 25

<a href="#">Close Date</a>	<a href="#">Opportunity Title</a>	<a href="#">Agency</a>	<a href="#">Funding Number</a>
04/23/2010	<a href="#">EMSC Targeted Issue Grants</a>	Health Resources & Services Administration	HRSA-10-062
04/30/2010	<a href="#">Geriatric Education Centers</a>	Health Resources & Services Administration	HRSA-10-091
04/30/2010	<a href="#">Health Care and Other Facilities</a>	Health Resources & Services Administration	HRSA-10-041
04/30/2010	<a href="#">Rural Training Track- Technical Assistance Demonstration Program</a>	Health Resources & Services Administration	HRSA-10-192
04/30/2010	<a href="#">Geriatric Training Program for Physicians, Dentists, And Behavioral And Mental Health Professions</a>	Health Resources & Services Administration	HRSA-10-044
04/30/2010	<a href="#">Rural Health Workforce Development Program</a>	Health Resources & Services Administration	HRSA-10-193
05/03/2010	<a href="#">Service Area Competition-Additional Areas (SAC-AA)</a>	Health Resources & Services Administration	HRSA-10-204
05/03/2010	<a href="#">Hepatitis C Treatment Expansion Initiative Evaluation and Technical Assistance Center</a>	Health Resources & Services Administration	HRSA-10-216
05/05/2010	<a href="#">Nurse Faculty Loan Program</a>	Health Resources & Services Administration	HRSA-10-142



# Grants.gov: Find

## Fetal Alcohol Spectrum Disorders



Synopsis

Full Announcement

Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **04/13/2010** . If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#) . The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

### Description of Modification

Attach application package and guidance

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	HRSA-10-034
Opportunity Category:	Discretionary



# Grants.gov: Download FOA and Package

## SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

### READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. 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 application package, ALL applicants must be using the same software version.**

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

### Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.110	HRSA-10-034	3671	Fetal Alcohol Spectrum Disorders	Health Resources & Services Administration	<a href="#">download</a>



## Funding Opportunity Announcement

- Explains the available funding and application information
- All Federal announcements must follow the same format (set by OMB)
- Has the information applicants need to apply for funding



# Funding Opportunity Announcement

- Overview Content (in this order)
  - Federal Agency Name
  - Funding Opportunity Title
  - Announcement Type
  - Funding Opportunity Number (HRSA-11-XXX)
  - Catalog of Federal Domestic Assistance Number (CFDA)
  - Key Dates



## FOA: Sections

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information



# I. Funding Opportunity Description

- Funding description
- Funding priorities
- Program History
- Indicators of successful projects
- Citations for authorizing statutes
- Regulations for funding opportunity





## II. Award Information

- Type of award (grant or cooperative agreement)
- Total amount of funding
- Number of awards
- Average award amount
- Anticipated start date
- Number of budget periods



## III. Eligibility Information

- What makes an application eligible?
  - 1. Eligible applicants
  - 2. Cost Sharing or Matching Requirements
  - 3. Other eligibility criteria
    - Maintenance of Effort or Non-supplant
    - Collaboration?
    - Sustainability?



## IV. Application and Submission Information

- Address to request application package
- Content and form of application submission
- Submission Dates and Times
- Intergovernmental review
- Funding Restrictions
- Other submission requirements



## V. Application Review Information

- Review and selection process
- Anticipated announcement and award dates
- Review criteria- how the application will be evaluated



# HRSA Standard Review Criteria

- Need
- Response
- Impact
- Support Requested
- Evaluative Measures
- Resources/Capabilities



## VI. Award Administration Information

- Award notices- what they are and how they are sent
- Administrative and National Policy Requirements
- HHS Grants Policy Statement:  
<http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>
- Reporting



## VII. Agency Contacts

- Program Contact
- Grants Management Contact
- Grants.gov Help Desk
- EHBs Help Desk



## VIII. Other Information

- Other relevant information
- Definitions, Web links for relevant programmatic information, etc.
- FOA gives all the information needed to create and submit an application
- Use the FOA and application package to apply for funding





# Grants.gov: Download Package

- Application Package
- Save package to your computer and complete it off line.
- Forms will be moved from the left side of the screen to the right as you complete them.



# Grants.gov: Forms Package

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name:

Mandatory Documents	Move Form to Complete	Mandatory Documents for Submission
Application for Federal Assistance (SF-424)	=>	<input type="text"/>
Budget Information for Non-Construction Program		
Project Narrative Attachment Form		
Grants.gov Lobbying Form		
Budget Narrative Attachment Form		
Assurances for Non-Construction Programs (SF-424)		
HHS Checklist Form PHS-5161	Move Form to Delete	
	<=	<input type="button" value="Open Form"/>

Optional Documents	Move Form to Submission List	Optional Documents for Submission
Disclosure of Lobbying Activities (SF-LLD)	=>	<input type="text"/>
Attachments		
	Move Form to Delete	
	<=	



# Grants.gov Forms and Assurances

- Not all opportunities use the same forms
- All required forms are in the downloaded package
- Completed off-line and saved to your computer
- Forms will be available in the Office of Federal Assistance (OFAM) Resource Center after the presentation



# Assurances

- SF 424B (Non-Construction) and SF 424 D (Construction)
- Applicant will comply with
  - Civil Rights Assurance (45 CFR 80): Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352)
  - Assurance Concerning the Handicapped (45 CFR 84): Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112)
  - Assurance Concerning Sex Discrimination (45 CFR 86): Title IX of the Education Amendments of 1972 (Pub. L. 92-318)
  - Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91): The Age Discrimination Act of 1975 (Pub. L. 94-135)
  - Human Subjects Confirmation, when applicable (45 CFR 46)



# Certifications

- Human Subjects
- Delinquent Debt
- Lobbying
  - Grants.gov Lobbying Form : Certifies that organization does not lobby or, if they do, that they have filled out the SF-LLL
  - SF –LLL: Disclosure of Lobbying Activities, pursuant to 31 U.S.C 1352- describe any lobbying activities



# Executive Order 12372

- Executive Order 12372 (45 CFR Part 100):
  - FOA will indicate if EO 12372 applies to the specific program
  - If the program is subject to intergovernmental review, send a copy of the proposal to the Single State Point of Contact and note the date it was sent.
  - [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)



# Grants.gov: Submit

- Save completed application
- Click on “Check for Errors”
- Click on “Save and Submit”
- Enter Username and Password



# Grants.gov: Tracking

- Confirmation email with tracking number
- Validation
  - Grants.gov email verifying successful submission
  - OR rejection due to errors
- Transmission to HRSA
  - Email sent when HRSA retrieves application





# Grants.gov

- Registration and incorrect DUNS are the top two reasons applications are rejected- check carefully!
- Allow enough time!
- Deadlines are real!
- Update registration often!
- Avoid Special Characters in file names
- Limit File Size/Name Characters
- Register and Submit Early
- Be proactive and track your application (GRANTXXXXXXXX)
- Resources: <http://www.grants.gov/applicants/resources.jsp>



## 2-Tier Applications

- Some applications also come through the HRSA Electronic Handbooks (EHBs)
- HRSA's Electronic Submission Guide:  
<http://www.hrsa.gov/grants/index.html>



# Successfully Submitted!

- Application will go to the Division of Independent Review (DIR) and be reviewed by a review panel



# Contact Information

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