



Tribal Grants 101 Workshop Region 5 Bemidji Area Tribes

May 6, 2024

Curtizia Alexander, Public Health Analyst, Region 5 - Chicago
Anne Huang, Nurse Consultant, Region 5 - Chicago
Office of Intergovernmental and External Affairs

Vision: Healthy Communities, Healthy People



Introduction

- Who is here?
- Have you ever applied for funding?
- Did you ever receive a Federal Grant?



Agenda



1. Review of the grant's application process
2. Responding to a NOFO and Grants writing tips
3. Critical Pieces of the NOFO (Submitting an Application)
4. The ORC Process (How Applications are Reviewed)



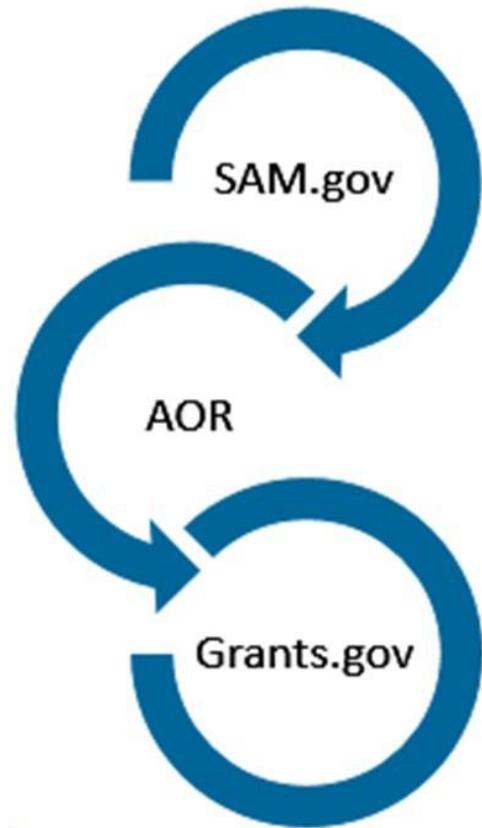
1. Review of the Grant's Application Process

- **Let's Go!**



Required Steps for Grants.gov Registration

These steps **MUST** be completed prior to registering for Grants.gov:



- Register the organization with System for Award Management (SAM)
- A Unique Entity Identifier (UEI) or Entity ID will be assigned by SAM
- Designate Business Point Of Contact (I.e. Authorized Organization Representative – AOR)
- Register the organization with [Grants.gov](#)

The Federal Grants Application Process: Register, Update and Maintain



System	Importance	Website
Unique Entity Identifier (UEI)	Unique number assigned to all entities who register to do business with the federal government. Required.	https://sam.gov/content/entity-information
System for Award Management (SAM)	Designating an E-business Point of Contact. Registering with SAM is required for organizations to use Grants.gov.	https://www.sam.gov/
Grants.gov	System by which organizations can submit applications for Federal funding.	http://www.grants.gov/



Step 1 – System for Awards Management (SAM)

Register with SAM

<https://www.sam.gov>

1.888.606.8220

Registration is **FREE**



What You Need to Register

- UEI Number
- 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**



Step 1 – SAM.gov

Designating Electronic Business Point of Contact

- **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 log 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



Step 2 – Grants.gov

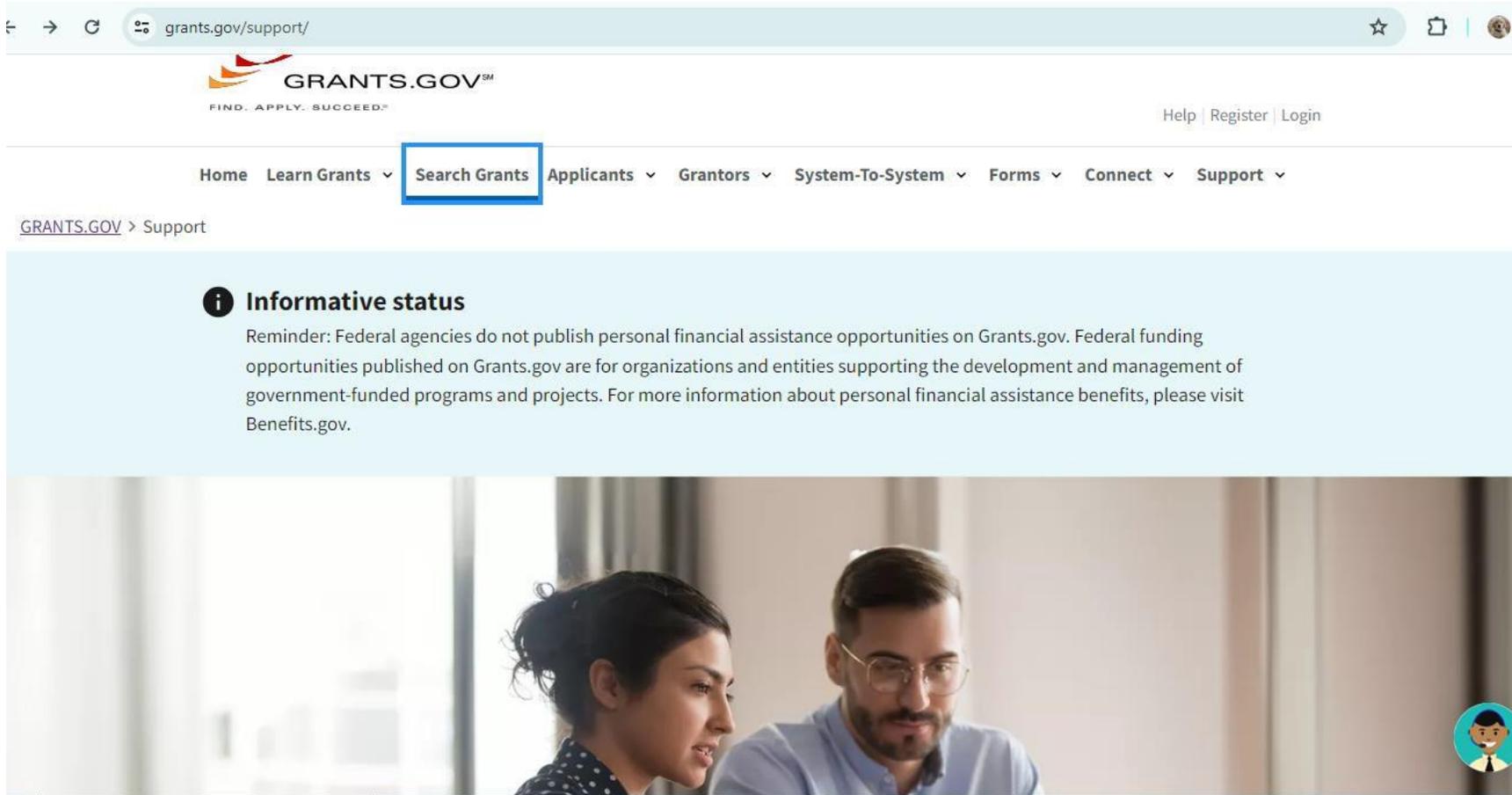
Designating Authorized Organization Representative (AOR)

- Log in to 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



The Federal Grants Application Process: Grants.gov

How to find funding opportunities



The screenshot shows the Grants.gov website interface. The browser address bar displays 'grants.gov/support/'. The Grants.gov logo is at the top left, with the tagline 'FIND. APPLY. SUCCEED.'. Navigation links include 'Home', 'Learn Grants', 'Search Grants' (highlighted with a blue box), 'Applicants', 'Grantors', 'System-To-System', 'Forms', 'Connect', and 'Support'. A breadcrumb trail shows 'GRANTS.GOV > Support'. A light blue informational banner contains the following text:

i Informative status
Reminder: Federal agencies do not publish personal financial assistance opportunities on Grants.gov. Federal funding opportunities published on Grants.gov are for organizations and entities supporting the development and management of government-funded programs and projects. For more information about personal financial assistance benefits, please visit Benefits.gov.

Below the banner is a photograph of a woman and a man in a professional setting. A small circular icon of a person is visible in the bottom right corner of the image area.

Search on Grants.gov



GRANTS.GOV > Support

SEARCH GRANTS



[Search Tips](#)

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

Search

SORT BY:

Posted Date (Descending)

Update Sort

DATE RANGE:

All Available

Update Date Range

1 2 3 4 ... 98 Next

Opportunity Number <input type="button" value="v"/>	Opportunity Title <input type="button" value="v"/>	Agency <input type="button" value="v"/>	Opportunity Status <input type="button" value="v"/>	Posted Date <input type="button" value="v"/>	Close Date <input type="button" value="v"/>
---	--	---	---	--	---

OPPORTUNITY STATUS:



HRSA
Office of Intergovernmental and External Affairs

Manage Subscriptions on Grants.gov

- **Manage Subscriptions**
 - Newsletter Archive
- **Social Media**

MANAGE SUBSCRIPTIONS

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.](#)



Custom Email Notifications

When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

» [Subscribe to Grants.gov News](#)

» [Subscribe to Grants.gov Alerts](#)

Support on Grants.gov

Grants.gov Contact Center

- 24 hours a day, 7 days a week
- Closed on federal holidays
- Phone: 1-800-518-4726
- Email: support@grants.gov
- iPortal: Top 10 requested help topics (FAQs), searchable knowledge base, self service ticketing and ticket status, and live Web chat.



HRSA Notices of Funding Opportunities

- **Grants.gov** -- www.grants.gov
- **HRSA Website** -- www.hrsa.gov/grants
- Register to get **email notifications** when opportunities are available:
<https://www.grants.gov/connect/manage-subscriptions/>



2. Responding to the NOFO and Grants Writing Tips



VIEW GRANT OPPORTUNITY

HRSA-24-016

Opioid-Impacted Family Support Program

Department of Health and Human Services

Health Resources and Services Administration

Apply

Subscribe

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-24-016	HRSA-24-016-Full Announcement - HRSA-24-016.zip	Mar 07, 2024 01:22:17 PM EST	794.1 KB
HRSA-24-016 Notice of Funding Opportunity	HRSA-24-016 OIFSP.pdf	Mar 07, 2024 01:22:17 PM EST	970.3 KB
▾ Folder: Other Supporting Documents - Appendix	HRSA-24-016-Other Supporting Documents - Appendix.zip	Apr 03, 2024 02:48:43 PM EDT	1.5 MB
▾ Folder: Other Supporting Documents - Notice	HRSA-24-016-Other Supporting Documents - Notice.zip	Apr 05, 2024 01:00:17 PM EDT	131.9 KB



Funding Opportunity Announcement

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA

Health Resources & Services Administration

Bureau of Health Workforce
Division of Medicine and Dentistry

Dental Faculty Loan Repayment Program

Funding Opportunity Number: HRSA-21-019

Funding Opportunity Type(s): New

Assistance Listings (CFDA) Number: 93.059

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2021

Application Due Date: April 19, 2021

*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, including SAM.gov and Grants.gov,
may take up to 1 month to complete.*

Issuance Date: February 17, 2021

MODIFICATION DATE: MARCH 16, 2021

The following changes were made to this Notice:
p. 20: criterion 2(b) was changed from 10 to 15 points
p. 23: Priority 2 attachment was changed from Attachment 7 to Attachment 8
p. 23: the text of Priority 2 was slightly modified
p. 26: a funding preference was added

Oksana Cobb
Project Officer, Oral Health Branch
Telephone: (301) 945-0279
Fax: (301) 443-0162
Email: OCobb@hrsa.gov

Authority: 42 U.S.C. § 293k-2 (Section 748 of the Public Health Service Act)

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Simpler.Grants.Gov

NOFO100 Pilot

We have heard your feedback! In partnership with the HHS Office of Grants (OG), we are currently piloting some big changes to NOFOs to make it easier to apply for federal grants.

What are we doing?

Today's NOFOs are long and difficult! So, we are on a mission to simplify our NOFOs and improve the overall application process.

- Using best practices learned from prototypes developed and tested by OG, we are redesigning our NOFOs by:
- Using plain and straightforward language
- Removing unnecessary information
- Visually organizing the NOFOs in a more readable and comprehensible way
- Redesigning the structure of the NOFO to make critical information easier to find

How does it affect potential applicants?

Our redesigned NOFOs should help applicants by:

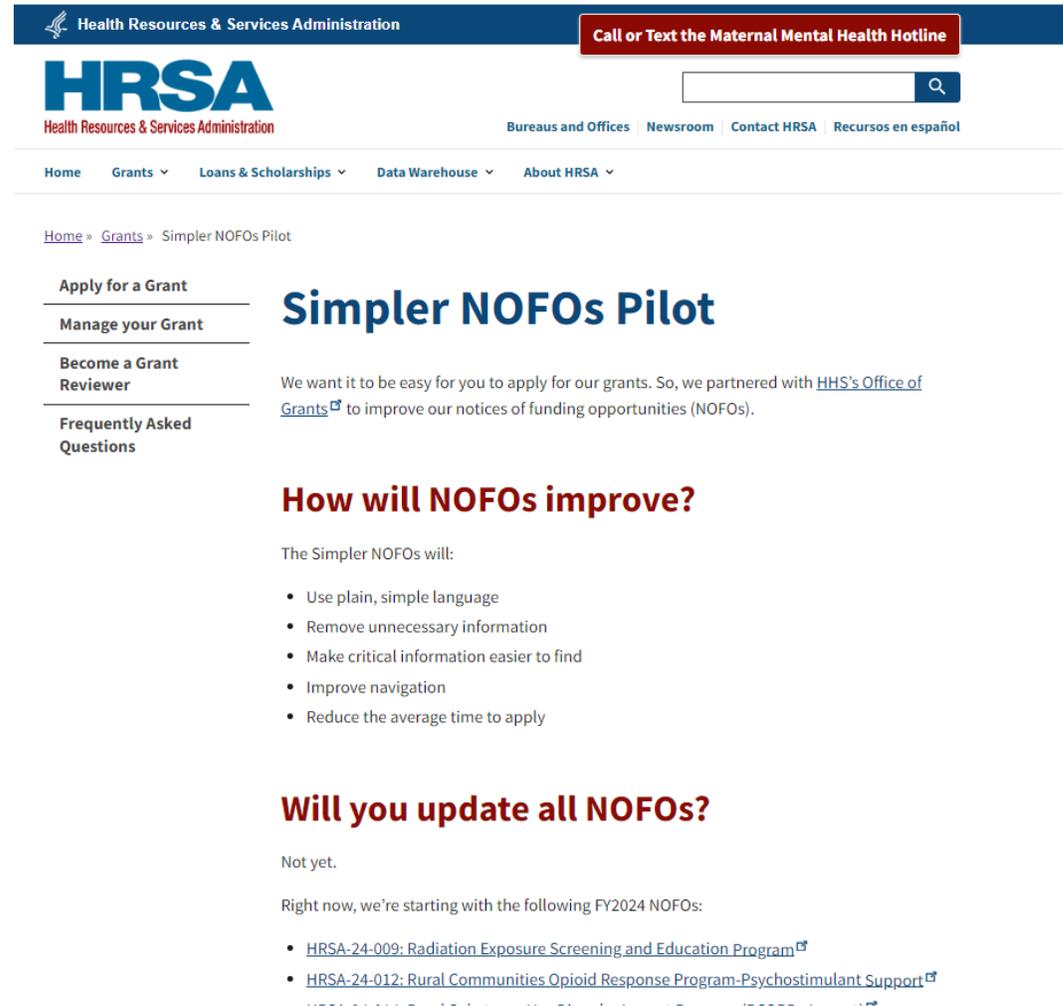
- Reducing the time spent applying
- Making it easy to comprehend and navigate NOFO content
- Clearly providing application and eligibility requirements
- ...and much more to come!
- After publication, we will evaluate the impact and identify more improvements to meet applicant needs!



Website: <https://simplergrants.hhs.gov/>



Simpler NOFOs Pilot - HRSA



The screenshot shows the HRSA website header with the logo and navigation menu. The main content area features a sidebar with links like 'Apply for a Grant' and 'Manage your Grant'. The main heading is 'Simpler NOFOs Pilot', followed by a paragraph explaining the partnership with HHS's Office of Grants to improve funding notices. Below this is a section titled 'How will NOFOs improve?' with a bulleted list of improvements. Another section titled 'Will you update all NOFOs?' states that updates are not yet implemented and lists two specific FY2024 NOFOs: HRSA-24-009 and HRSA-24-012.

Health Resources & Services Administration

HRSA
Health Resources & Services Administration

Call or Text the Maternal Mental Health Hotline

Bureaus and Offices | Newsroom | Contact HRSA | Recursos en español

Home | Grants | Loans & Scholarships | Data Warehouse | About HRSA

Home » Grants » Simpler NOFOs Pilot

Apply for a Grant

Manage your Grant

Become a Grant Reviewer

Frequently Asked Questions

Simpler NOFOs Pilot

We want it to be easy for you to apply for our grants. So, we partnered with [HHS's Office of Grants](#) to improve our notices of funding opportunities (NOFOs).

How will NOFOs improve?

The Simpler NOFOs will:

- Use plain, simple language
- Remove unnecessary information
- Make critical information easier to find
- Improve navigation
- Reduce the average time to apply

Will you update all NOFOs?

Not yet.

Right now, we're starting with the following FY2024 NOFOs:

- [HRSA-24-009: Radiation Exposure Screening and Education Program](#)
- [HRSA-24-012: Rural Communities Opioid Response Program-Psychostimulant Support](#)

Website: <https://www.hrsa.gov/grants/simpler-nofos>



Simpler NOFO – Pilot View

Notice of Funding Opportunity
Application due May 6, 2024

HRSA
Health Resources & Services Administration
Bureau of Health Workforce
Division of Nursing and Public Health

Opioid-Impacted Family Support Program

Opportunity number: HRSA-24-016



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Contents 2



Current Notice of Funding Opportunity - Sample

[Home](#) » [Grants](#) » [Find Grant Funding](#) » Opioid-Impacted Family Support Program

- 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**

Opioid-Impacted Family Support Program

Need help with your application?

Watch the [FY24 Opioid-Impacted Family Support Program webinar](#).

Join the [Opioid-Impacted Family Support Program Q&A webinar](#)
Date: April 10, 2024
Time: 1 p.m. ET

About the program

Funding Opportunity Number: **HRSA-24-016**
Dates to Apply: **03/07/2024 to 05/06/2024**

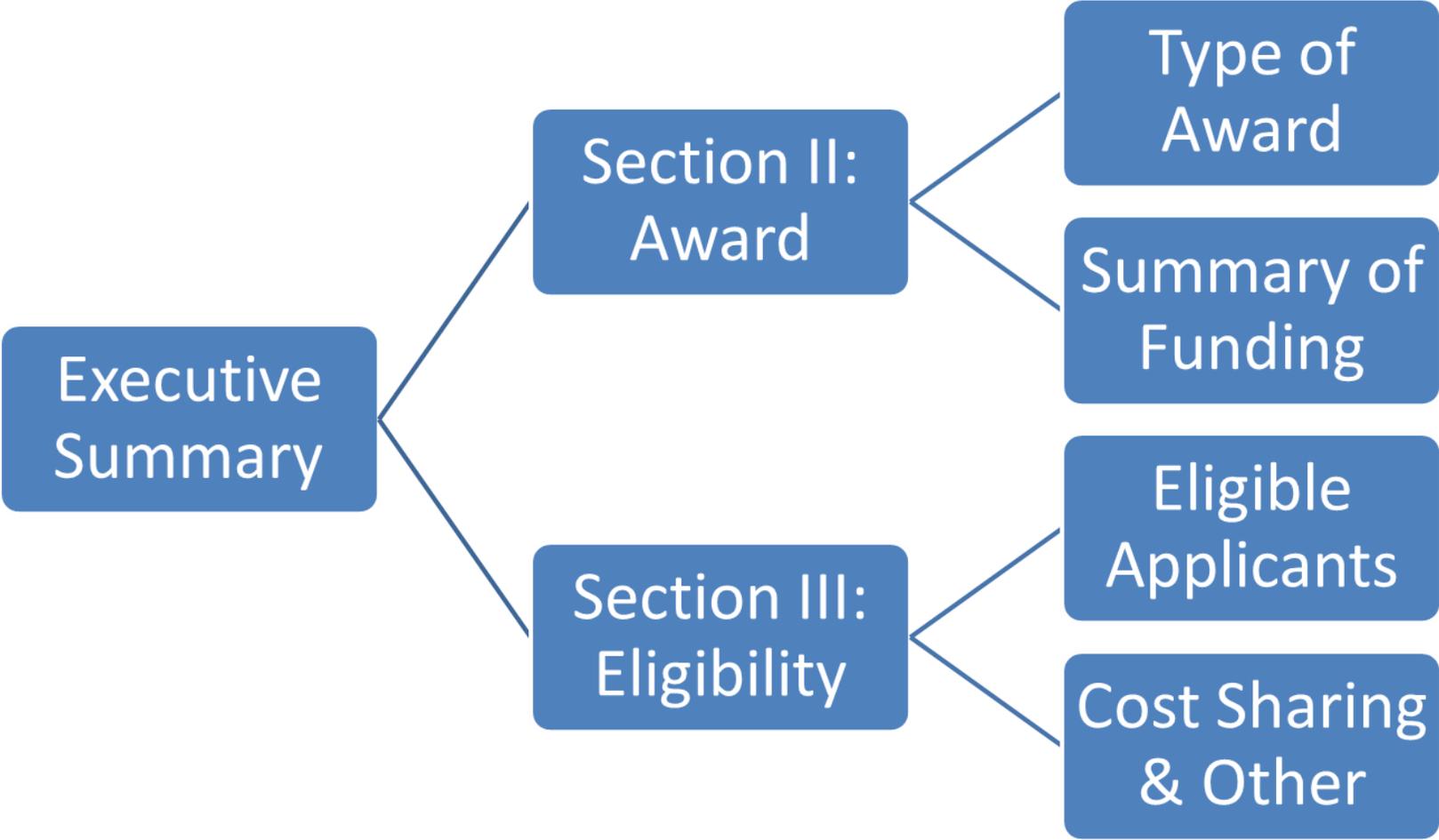
Bureau/Office: **Bureau of Health Workforce**
Status: **Open** ✓
Estimated Award Date: **09/01/2024**

- [Apply](#)
- [Track Your Application](#)
- [Email Us](#)

This program’s purpose is to support training programs that enhance and expand paraprofessionals knowledge and expertise, and to increase the number of peer support specialists and other behavioral health-related paraprofessionals who work on integrated, interprofessional teams in providing services to families impacted by OUD and other SUD. A special focus is on supporting children and adolescents in high need and high demand areas who have experienced trauma and are at risk for mental health disorders.



Understanding the NOFO Basics



Pieces of a NOFO



Section I: Program Funding Opportunity Description



Section II: Award Information



Section III: Eligibility Information



Section IV: Application and Submission Information



Section V: Application Review Information



Section VI: Award Administration Information



Section VII: Agency Contacts



Section VIII: Other Information

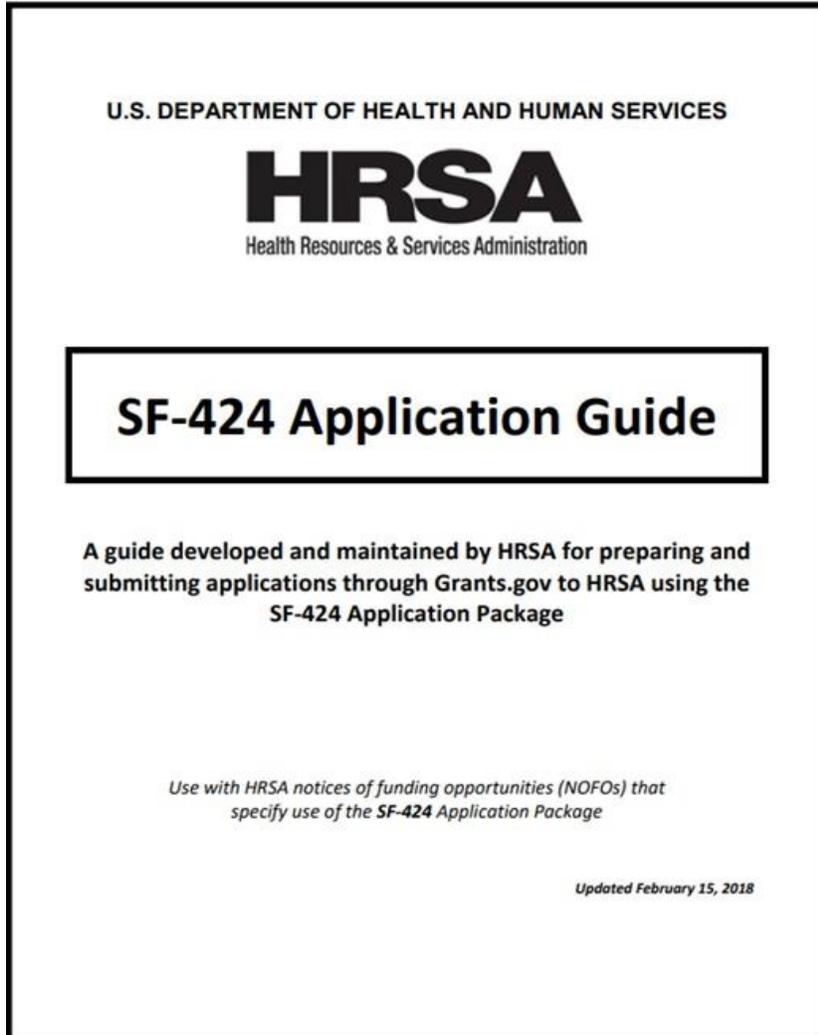


Section IX: Tips for Writing a Strong Application



Appendix: Budget

SF-424 Application Guide



- Companion guide to NOFO
- Referenced throughout NOFO

www.hrsa.gov/grants/apply/applicationguide/

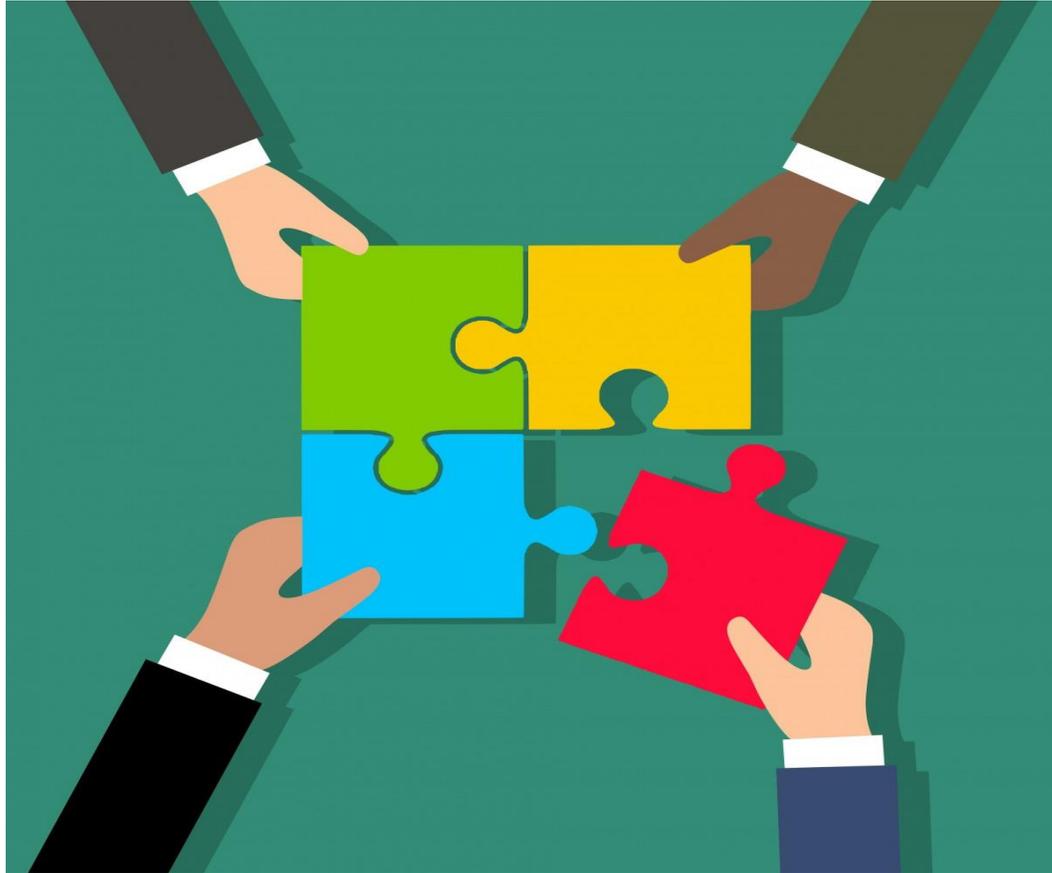


Budget Submission Overview

- SF424A and SF424 R&R
- Budget narrative justification
- Indirect costs; salary limitations; funding restrictions
- Submit line-item budget and budget justification
 - Submit line-item budget for all years of funding request
 - Submit justification for all years of funding request
 - May vary according to specific NOFO



3. Critical Pieces of the NOFO (Submitting an Application)



A Good Proposal vs. a Funded Proposal

Good

- Explains problem
- Has a lot of information,
- but isn't organized
- Not enough information on collaborations, staff, or objective
- Gaps in response to the review criteria
- Final review by creator

Funded

- Explains problem and what the organization plans on doing to fix it
- Has a lot of information, but the proposal flows and is easy to read and understand
- Describes current/planned collaborations, provides information on staff needed, clearly defines objective
- Responds to all the review criteria
- Reviewed by several people



Writing a Strong Application



1. Do the **Research**
2. **Recruit** a Team
3. **Respond** to the Requirements
4. **Review** the Application
5. **Revise** as Needed

Recruit a Team

- **Internal Team**

- Help draft the application
- Talk with colleagues and partners
- Provide honest feedback
- Have knowledge of the your organization

- **Consortium/Network Members**

- Determine the roles and participation levels
- Obtain written commitments (i.e. MOUs)
- Consider overall network structure



Respond to the Requirements

General Tips

- Be Clear and concise
- Focus on the project activities
- Avoid jargon and acronyms
- Describe gaps in current services
- Don't assume
- Use current data sources



Review the Application & Revise as Needed

Be willing to use all available resources to strengthen the application.

- Grant writers
 - Advantages/disadvantages
- Other resources



- Have I read the funding opportunity announcement?
- Is my organization eligible to apply?
- Does my organization have the technical expertise, the personnel, and the financial capacity?
- Are all stakeholders in my organization supportive?
- Is my organization prepared to do what it takes?

The Federal Grant Application Process

Common Mistakes

- Not registered with Grants.gov
- Missing or incorrect UEI on application
- 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



The Federal Grant Application Process

Common Mistakes (cont'd)

- Applicant does not address the Need in the NOFO
- Responds with a list of activities, but does not tie these activities to the overall application
- **Data** – applicant leaves areas of the application blank, incomplete, or is using outdated data
- **Attachments** – missing or incomplete attachments



Check the Application Package

Mandatory Forms

- SF424 (R & R) [V2.0]
- Project/Performance Site Location(s) [V2.0]
- Research And Related Other Project Information [V1.4]
- Research & Related Budget [V1.4]
- Attachments [V1.2] (x-reference NOFO Section V.2.5)
 - 1 Work Plan
 - 2 Staffing Plan
 - 3 Project Org. Chart
 - 4 etc.
- Research and Related Senior/Key Person Profile (Expanded) [V2.0]

Optional Forms

- R & R Subaward Budget Attachment(s) Form [V1.4]
- Disclosure of Lobbying Activities (SF-LLL) [V1.2]



Resources and Support

Support

HRSA Grants Technical Assistance (TA) Webpage, videos, and podcasts

<http://www.hrsa.gov/grants/apply/>

<https://www.hrsa.gov/grants/apply-for-a-grant/prepare-your-application>

Grants.gov support - <https://www.grants.gov/support>

Smart choices

Submit early

Register to become a reviewer



Application and Submission Information

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically. HRSA encourages you to apply through [Grants.gov](http://www.grants.gov) using the SF-424 Research and Related (R&R) workspace application package associated with this notice of funding opportunity (NOFO) following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

The NOFO is also known as "Instructions" on Grants.gov. You must select "Subscribe" and provide your email address for each NOFO you are reviewing or preparing in the workspace application package in order to receive notifications including modifications, clarifications, and/or republications of the NOFO on Grants.gov. You will also receive notifications of documents placed in the RELATED DOCUMENTS tab on Grants.gov that may affect the NOFO and your application. *You are ultimately responsible for reviewing the [For Applicants](#) page for all information relevant to this NOFO.*

Successful applications will contain the information below. Please use the following section headers for the narrative:

- **PURPOSE AND NEED** -- Corresponds to Section V's [Review Criterion #1](#)

Briefly describe the purpose of the proposed project and outline the needs of the training program. Discuss the target population(s) served by the behavioral health workforce of focus, as well as the social determinants of health and the health disparities impacting the population or communities served. Use and cite demographic data whenever possible to support the information provided. This section will help reviewers understand the organization that would receive funding for training, as well as the needs of the communities that trainees would ultimately serve.

Please include the following:

- Describe the area of focus for the unmet need for behavioral health including but not limited to OUD and other SUD prevention, treatment and recovery services in high need high demand areas;
- Describe the need for evidence-based behavioral health workforce training, particularly as it pertains to integrated, interdisciplinary team-based care in the behavioral health discipline of focus;
- Describe the health needs of the target population(s) served by the proposed experiential training site(s);

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.

Narrative Section	Review Criteria
Purpose and Need	(1) Purpose and Need
Response to Program Purpose: (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges	(2) Response to Program Purpose (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges
Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability	(3) Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability



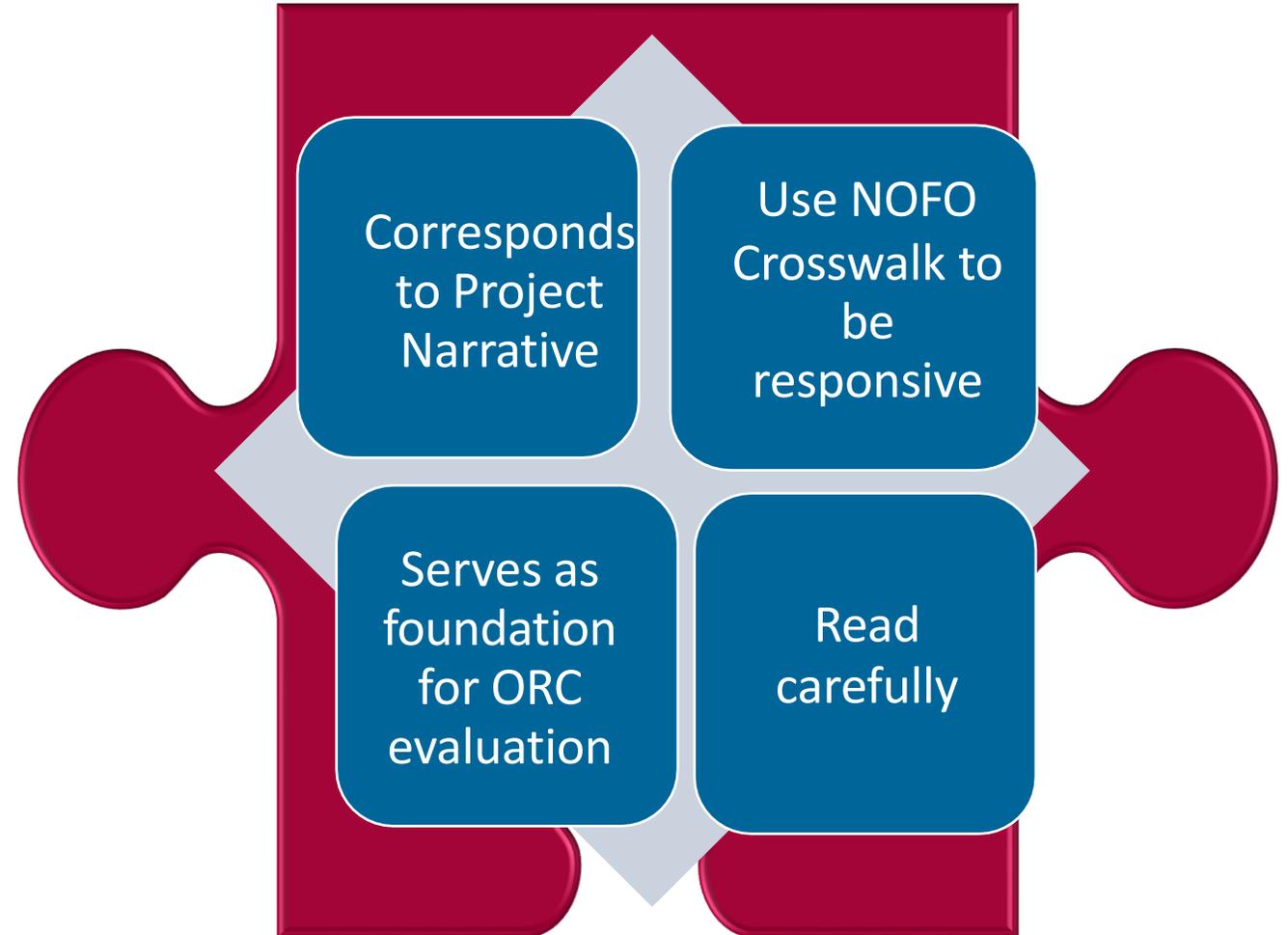
The Crosswalk – How applications will be scored

<u>Narrative Section</u>	<u>Generic Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response & (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures & (5) Resources/Capabilities
Organizational Information	(5) Resources/Capabilities
	(6) Support Requested – the budget section should include sufficient justification to



Review Criteria – The importance of each part

1. Need
2. Response
3. Evaluative Measures
4. Impact
5. Resources/Capabilities
6. Support Requested
7. Program - Specific



4. The ORC Process (How Applications are Reviewed)



Pieces of an ORC



Build a Reviewer Database



Timing and Number of Applications Expected



Schedule an ORC



Select Reviewers



Train Reviewers



Review Applications



Discuss Review Comments



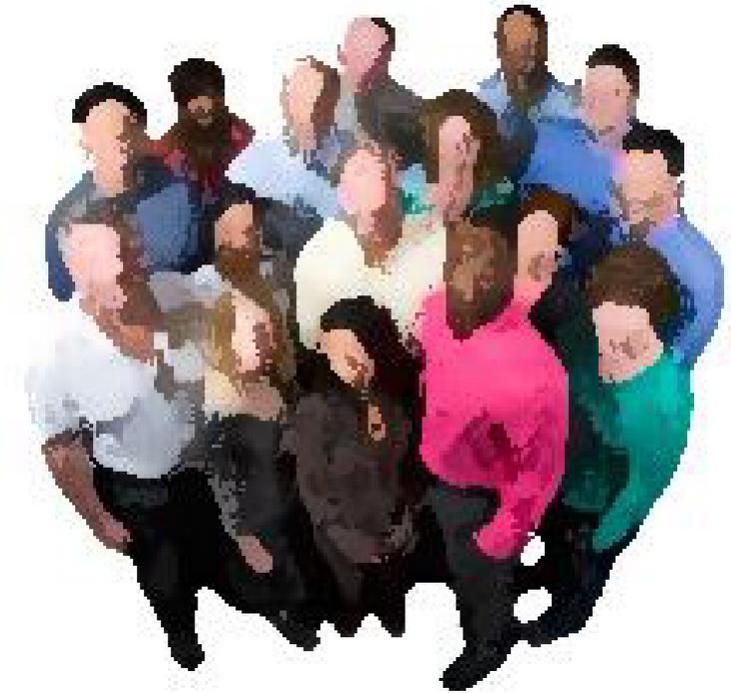
Document the Review



Publish the Results

The ORC Process - Reviewer Selection Process

Peer Reviewers are responsible for application evaluation against the merit criteria (*e.g., peers external to HRSA or Federal agency personnel*) and assisting HRSA in making the final selections for award.



The ORC Process - Objective Review Committee Meeting (ORC)

Step 1. Each application is independently reviewed by three (minimum) qualified reviewers.

Step 2. The ORC Panel meets virtually at a designated time to discuss and create the Summary Statement by consensus.



The ORC Process – Scoring Rubric



- **Outstanding:** All elements are clearly addressed, well-conceived, thoroughly developed, and well supported. Documentation and required information are specific and comprehensive. Weaknesses identified will likely have no effect on the applicant’s proposed project.
- **Very Good:** Elements are clearly addressed with necessary detail and adequate support. Most documentation and required information are specific and sufficient. Weaknesses identified will likely have minor effect on the applicant’s proposed project.
- **Satisfactory:** Elements are addressed, although some do not contain necessary detail and/or support. Most documentation and required Information are present and sufficient, although some are missing or deficient. Weaknesses identified will likely have moderate effect on the applicant’s proposed project.
- **Marginal:** Most elements are addressed, although when addressed, do not contain necessary detail and/or support. Some documentation and required information are missing or deficient. Weaknesses identified will likely have significant effect on the applicant’s proposed.
- **Poor:** Few, if any, elements are addressed. Documentation and required information are deficient or omitted. Weaknesses identified will likely have substantial effect on the applicant’s proposed project.



The ORC Process - Participants

- **Chairperson (Meeting Facilitator)**
- **Reviewers**
- **HRSA Staff**
 - *Program (Subject Matter Expert)*
 - *Grants Management Specialist (Budget Expert)*
 - *Review Administrator*
- **Logistics Contractor Support**
 - *Summary Statement Operator (Scribe)*
 - *Panel Monitor*



ORC Process – Steps in Conduction the ORC

The Panel Chairperson facilitates the reviewers by following a series of Steps to maintain order and consistency.

- **Introduction**
- **Open Discussion**
- **Summary Statement Development**
(Consensus Process)
- **Final Scoring**
(Confidential Process)



The ORC Process – The Rank Order List

The Rank Order List is a Final Ranking of Scores from The ORC Panel

The results are advisory in nature. HRSA makes the final determination for all funding decisions.



The ORC Process – The Final Summary Statement

- The applicant organization will receive the ORC Panel Feedback in the form of a Final Summary Statement.
- The Final Summary Statement will contain Strength, Met and/or Weakness comments by criterion.

Health Resources and Services Administration
HRSA-XX-123

FORHP: Tribal Grant TA Webinar Test
Objective Review Committee Final Summary Statement

Score: 97

Application Number: 100000
Application Name: SAMPLE ORGANIZATION INC
State: AZ City: White Mountain

Criterion 1: NEED
Strength:

The application cites rural and state level statistics that demonstrate the specific needs of this population when it interacts with the tribal test TA.

The applicant organization clearly discusses the health and social needs of children and their families in tribal areas, including the socioeconomic and cultural determinants of health and health disparities affecting the population served.

The applicant organization demonstrates a clear and comprehensive understanding of the problems and factors, which contribute to the problem areas.

Met:

The applicant organization documents a foundational understanding of the need for cross-system partner systems; this foundational understanding aligns with the funder's expectations.

Weakness:

None

RESPONSE

Criterion 2.1: Identify Test Sites

Strength:



All Pieces Are Important



Become a HRSA Grant Reviewer

We are seeking subject matter experts to provide peer, virtual reviews of the agency's grant applications. Grant reviewers are compensated for their time.

REQUIRED SUBJECT MATTER EXPERTISE IN AT LEAST ONE AREA	
Behavioral Health	Maternal and Child Health
Health Workforce Training	Primary Care Delivery
HIV/AIDS	Rural Health
Working with or Member of Underserved Communities	

ADDITIONAL EXPERTISE	
Diversity, Equity, Inclusion, and Accessibility (DEIA)	Lived Experience
Health Equity	Social Determinants of Health

If you are interested in serving as a grant reviewer, you can learn more at

<https://www.hrsa.gov/grants/reviewers>



Questions?



Contact Information

Curtizia Alexander, MPH, CPH

Public Health Analyst

Office of Intergovernmental and
External Affairs (IEA)

Health Resources & Services
Administration (HRSA)

Region 5- Chicago Regional Office (IL,
IN, MI, MN, OH, WI & 34 Federally
Recognized Tribes)

Work Cell: (240) 460-6729

calexander@hrsa.gov

Anne Huang, MS, RN

Nurse Consultant

Office of Intergovernmental and External
Affairs (IEA)

Health Resources & Services Administration
(HRSA)

Region 5- Chicago Regional Office (IL, IN, MI,
MN, OH, WI & 34 Federally Recognized Tribes)

Work Cell: (240) 468-1806

ahuang@hrsa.gov



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