

Notice of Funding Opportunity

Application due December 9, 2024 at 11:59 p.m. Eastern Time (ET)



State Offices of Rural Health Coordination and Development Program (SORHCDDP)

Opportunity number: HRSA-25-034



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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on December 9, 2024 at 11:59 p.m. Eastern Time (ET).



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:

Review the Opportunity

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Basic information

Health Resources and Services Administration

Support the 50 State Offices of Rural Health (SORHs) and rural stakeholders nationwide to improve the coordination of rural health services and improve health care in rural areas.

Summary

The State Offices of Rural Health Coordination and Development Program (SORHCDP) builds the capacity of the 50 State Offices of Rural Health (SORH) and rural stakeholders nationwide by strengthening leadership, increasing opportunities for collaboration, offering education on policy and emerging rural health issues, and supporting the core functions of the SORH. This in turn will improve health care in rural areas.

Funding detail

Application type: New, Competing Continuation

Expected total available FY 2025 funding: \$950,000

Expected number and type of awards: Up to 1 Cooperative Agreement

Funding range per award: Up to \$950,000 per budget period

We plan to fund awards in 12-month budget periods for a total 5-year period of performance of August 1, 2025, to July 31, 2030.

The program and awards depend on the appropriation of funds and are subject to change based on the availability and amount of appropriations.



To help you find what you need, this NOFO uses internal links. In Adobe Reader you can return to where you were by pressing Alt + Backspace.

Eligibility

Who can apply You can apply if your organization meets the following eligibility requirements below.

Types of eligible organizations These types of domestic organizations may apply.



Have questions? Go to [Contacts and Support](#)

Key facts

Opportunity name: State Offices of Rural Health Coordination and Development Program (SORHCDP)

Opportunity number: HRSA-25-034

Announcement version: New

Federal assistance listing: 93.155

Statutory authority: [Social Security Act, §711\(b\) \(42 U.S.C. 912\(b\)\)](#)



Have questions? Go to [Contacts and Support](#)

- Non-profits with or without a 501(c)(3) IRS status
- For-profit organizations, including small businesses
- State, county, city, township, and special district governments, including the District of Columbia, domestic territories, and the Freely Associated States
- Native American tribal governments
- Native American tribal organizations

“Domestic” means the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Individuals are not eligible applicants under this NOFO.

Other eligibility criteria

To be reviewed and scored, your application must target all 50 State Offices of Rural Health.

Completeness and responsiveness criteria

We will review your application to make sure it meets these basic requirements to move forward in the competition.

We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria.
- Requests funding above the award ceiling shown in the [funding range](#).
- Is submitted after the [deadline](#).

Application limits

You may not submit more than one application. If you submit more than one application, we will only accept the last on-time submission.

You may submit more than one application under the same UEI if each proposes a distinct project. We will only review your last validated application for each distinct project before the deadline.

Key dates

NOFO issue date: October 8, 2024

Informational webinar:
Tuesday, October 15th, 2024
at 2PM ET.

Application deadline:
December 9, 2024 at 11:59
p.m. Eastern Time (ET)

Expected award date is by:
July 15, 2025

Expected start date:
August 1, 2025

Cost sharing

This program has no cost-sharing requirement. If you choose to share in the costs of the project, we will not consider it during merit review. We will hold you accountable for any funds you add, including through reporting.

Program Description

Purpose

The purpose of the State Offices of Rural Health Coordination and Development Program (SORHCDP) is to develop and maintain activities that will build the capacity of the 50 SORH and rural stakeholders nationwide by strengthening leadership, increasing opportunities for collaboration, offering education on policy and emerging health issues, and supporting the core functions of the SORH. This in turn will improve health care in rural areas.

Program Goals

Goal 1: Leadership Development

Provide leadership development at national, regional, state, and local levels to increase the impact of SORH.

Goal 2: Partnerships and Collaboration

Facilitate partnerships and collaboration at the national, regional, state, and local levels to improve the exchange of data, information, and best practices that support rural health.

Goal 3: Addressing Emerging Rural Health Issues

Assist in the coordination of rural health care through education on policy and emerging health issues including HRSA priorities.

Goal 4: SORH Capacity and Efficiency

Provide capacity building for SORH core functions to improve SORH efficiency.

Background

Federally funded since 1991, the SORH Program assists states in strengthening rural health care delivery systems by maintaining a focal point for rural health within each state. There is a SORH in each of the 50 states. The SORH in each state links small rural communities with state and federal resources to help develop long-term solutions to

improve access to, and the quality of care for the nearly 60 million people living in rural communities.

To help SORH build up the capacity to support rural communities, SORHCDP was created in 2005 to support the leadership, education, and collaboration across the 50 SORHs.

Program requirements and expectations

- You must collaborate with all 50 SORH and rural stakeholders nationwide to better coordinate and improve rural health care.
- You are expected to establish a plan to provide leadership development opportunities, such as workforce and capital development, at the national, regional, state, and local levels to increase SORH impact;
- You are expected to facilitate partnerships and collaboration at the national, regional, state, and local levels to improve the exchange of information and best practices that support rural health;
- You are expected to assist in the coordination of rural health care by providing education on policies and emerging issues that impact rural health. This includes convening national and regional meetings annually for SORH, federal partners, and key rural stakeholders.
- You are expected to provide technical assistance and capacity building to improve program performance among the SORH.

Award information

Cooperative agreement terms

Our responsibilities

Aside from monitoring and technical assistance, we also get involved in these ways:

- Providing guidance in planning, operation, and evaluation activities;
- Providing guidance and assistance in identifying key organizations with whom to partner and collaborate;
- Facilitating introductions to other HRSA programs, federal agencies, and other key organizations as their work pertain to assisting SORHs;
- Participating, as appropriate, in the planning and implementation of any meetings, webinars, educational activities, advisory committees, or workgroups;
- Identifying opportunities and providing guidance on strategies for disseminating information about programs and activities;

- Reviewing and providing feedback and recommendations on products and activities under this award prior to public dissemination; and
- Identifying or suggesting special projects, studies, products, or publications around emerging rural health issues.

Your responsibilities

You must follow all relevant laws and policies. Your other responsibilities will include:

- Working collaboratively with HRSA, responding to HRSA requests, comments, and questions on a timely basis;
- Working collaboratively with all 50 SORH and rural stakeholders nationwide;
- Supporting SORH in collecting and disseminating information, coordinating activities, building collaborative partnerships, convening stakeholders, and providing leadership development to improve rural health;
- Engaging SORH and rural stakeholders in the planning, execution, and evaluation of activities, including the identification of education needs and development of high quality and relevant products, in coordination with HRSA;
- Convening SORH and key rural health stakeholders across the local, regional, state, and national levels;
- Identifying knowledge gaps in SORH capacity to develop high-quality educational and leadership resources and tools;
- Maintaining projects that will help support engagement with SORH and rural stakeholders in a broad range of activities;
- Consulting with HRSA on the development of resources, ongoing implementation of proposed activities, and responding to requests to meet HRSA and FORHP priorities.

Funding policies and limitations

Policies

- We will only make awards if this program receives appropriated funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget year will depend on:
 - Appropriation of funds
 - Satisfactory progress in meeting the project's objectives

- A decision that continued funding is in the government's best interest
- If we receive more funding for this program, we consider options such as:
- Fund more applicants from the rank order list
- Extend the period of performance
- Award supplemental funding

General limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget Information in Section 3.1 of the [Application Guide](#). You can also see 45 CFR part 75, or any superseding regulation, [General Provisions for Selected Items of Cost](#).
- You cannot earn profit from the federal award. See [45 CFR 75.400\(g\)](#).
- Congress's current appropriations act includes a salary limitation, which applies to this program. As of January 2024, the salary rate limitation is \$221,900. Note this limitation may be updated.

Program-specific statutory or regulatory limitations

- You cannot use funds for purchasing or improving real estate, or foreign travel.

See [Manage Your Grant](#) for other information on costs and financial management.

Indirect costs

Indirect costs are costs you charge those incurred for a common or joint purpose across more than one project and that cannot be easily separated by project. For example, this could include utilities for a building that supports multiple projects. Learn more at [45 CFR 75.414](#).

Indirect costs are determined using one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency at time of award.

Method 2 – *De minimis* rate. [Per 45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. This rate is 10% of modified total direct costs (MTDC). [45 CFR 75.2](#) defines MTDC. You can use this rate indefinitely or until you negotiate a rate. If you use the *de minimis* rate, you must use it for all federal awards unless you negotiate a rate.

Program income

Program income is money earned as a result of your award-supported project activities. You must use any program income you generate from awarded funds for approved project-related activities. Find more about program income at [45 CFR 75.307](#).



Step 2:

Get Ready to Apply

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Get registered SAM.gov



Have questions? Go
to [Contacts and
Support](#).

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist to find out what you'll need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HRSA-25-034.

After you select the opportunity, we recommend that you click the **Subscribe** button to get updates.

Application writing help

Visit HHS [Tips for Preparing Grant Proposals](#).

Visit [HRSA's How to Prepare Your Application](#) page for more guidance.

See [Apply for a Grant](#) for other help and resources.

Join the webinar

For more information about this opportunity, join the webinar on Tuesday, October 15, 2024 at 2PM ET . You can join at <https://hrsa-gov.zoomgov.com/j/1601562840?pwd=8fQKcWLVfPvGgGMeNoQ0zhOSCZZtgV.1>.

If you are not able to join through your computer, you can call in at 1-833-568-8864 with meeting ID 1601562840 and passcode 86466505.

We will record the webinar. If you are not able to join live, please email SNdiangui@hrsa.gov to access the recording.



Step 3:

Prepare Your Application

In this step

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Application contents and format

Applications include 5 main components. This section includes guidance on each.

Application page limit: 60 pages

Submit your information in English and express whole number budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission format
Project abstract	Use the Project Abstract Summary form
Project narrative	Use the Project Narrative Attachment form
Budget narrative	Use the Budget Narrative Attachment form
Attachments	Insert each in the Other Attachments form
Other required forms	Upload using each required form

Required format

You must format your narratives and attachments using our required formats for fonts, size, color, format, and margins. See the formatting guidelines in Section 3.2 of the [Application Guide](#).

Project abstract

Complete the information in the Project Abstract Summary form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. For more information, see Section 3.1.2 of the [Application Guide](#).

At the top of the abstract, include the following information:

- Project title
- Organization name and full address (street, city, state, zip code)
- Applicant organization website, if applicable
- Project director's name, title, phone numbers, and email address

Project narrative

In this section, you will describe all aspects of your project. Project activities must comply with the [nondiscrimination requirements](#).

Use the section headers and the order listed.

Introduction

See merit review criterion 1: [Need](#)

Briefly describe the purpose of your proposed project and your knowledge of or experience working with all 50 SORH and rural stakeholders nationwide.

Need

See merit review criterion 1: [Need](#)

This section will help reviewers understand the national context of the SORH that you will serve.

- Describe the unmet needs of all 50 SORH and their work to better coordinate and improve rural health services.
- Discuss any relevant barriers that all 50 SORH and rural stakeholders nationwide face. Specifically talk about how the project hopes to address these barriers.

Approach

See merit review criterion 2: [Response](#)

- Tell us how you'll address the stated needs and meet the [program requirements and expectations](#) described in this NOFO. Describe your plan to support all 50 SORH and rural stakeholders by:
 - Providing leadership development at the national, regional, state, and local levels to increase the impact of SORH.
 - Collecting and disseminating innovations to enhance the impact of SORH as a partner to improve rural health; and
 - Providing continuing education programing (e.g., mentoring or peer-to-peer exchanges) to support SORH in leadership development.
 - Facilitating collaboration at the national, regional, state, and local levels to improve the exchange of information and best practices between SORHs and rural stakeholders to support rural health.
 - Assisting in the coordination of rural health care through education on policy and emerging health issues. Topics may include, but are not limited to, rural

health workforce development, including convening a network of workforce experts to promote workforce recruitment and retention, linking SORH with their Primary Care Organization (PCO) and Area Health Education Centers (AHECs) in their states, as well as understanding capital resource needs in rural areas.

- Enhancing the organizational capacity of SORH through the identification and development of resources targeted at the SORH core activities.
- Describe existing and new collaborators you plan to engage as part of your project's strategy.
- Describe how you will disseminate educational materials, reports, products, publications, and other project outputs to key target audiences.

High-level work plan

See merit review criteria 2: [Response](#) and 4: [Impact](#)

- Describe how you'll achieve each of the objectives in the Approach section during the period of performance.
- Provide a timeline that includes each activity and identifies who is responsible for each activity. As appropriate, identify how key stakeholders will help plan, design, and carry out all activities, including the application. Include letters of support or agreement from key stakeholders or collaborators in Attachment 4.
- Provide a detailed workplan in Attachment #1, covering the entire 5-year period of performance of August 1, 2025 – July 31, 2030. You should include a year-by-year breakout of the work plan, outlining goals, objectives, activities, responsible staff, timelines (when possible), and metrics (process and outcome measures).

Resolving challenges

See merit review criterion 2: [Response](#)

- Discuss challenges that you are likely to encounter in carrying out activities in your work plan and explain approaches that you'll use to resolve them.
- Describe existing infrastructure that is in place that will help you overcome any potential barriers.

Evaluation and technical support capacity

See merit review criteria 3: Evaluation measures and 5: Resources and capabilities

- Describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should

monitor ongoing processes and the progress towards the goals and objectives of the project.

- Describe the systems and processes that will support tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes.
- Quantitative and qualitative data should be used to capture program performance and impact to meet SORHCDP goals. The final list of measures will be determined collaboratively with HRSA

Performance Measurement and Reporting:

- Describe how you will collect, and report required performance data accurately and on time.
- Describe how you will manage and securely store data.
- Describe how you will monitor and analyze performance data to support continuous quality improvement.
- See Reporting for more information

Organizational information

See merit review criterion 5: [Resources and capabilities](#)

- Briefly describe your mission, structure, and the scope of your current activities. Explain how they support your ability to carry out the program requirements. Include a project organization chart in Attachment 8.
- Discuss your organization's experience and history in collaborating with the SORHs on a national level.
- Demonstrate key project staff's qualifications and experience in carrying out all aspects of the project on a national level. Provide specific examples, data, and outcomes to support organizational experience and success for each of the following [SORHCDP goals](#).
- Include your staffing plan and job descriptions for each staff member in Attachment 2. Each staff member reflected in the staffing plan must have a biographical sketch in Attachment 3.
- Discuss your organization's experience developing partnerships to support the 50 SORH. Include letter of agreements or support from key collaborators in Attachment 4.

- Discuss how you'll follow the approved plan, account for federal funds, and record all costs to avoid audit findings.

Budget narrative and budget narrative

See merit review criterion 6: [Support Requested](#)

Your budget should follow the instructions in Section 3.1.4 Project Budget Information - Non-Construction Programs (SF-424A) Budget of the [Application Guide](#) and any specific instructions listed in this section. Your budget should show a well-organized plan.

HHS now uses the definitions for [equipment](#) and [supplies](#) in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or \$10,000 and the threshold for supplies to below that amount.

The total project or program costs are all allowable (direct and indirect) costs incurred for the HRSA award activity or project. This includes costs charged to the award and non-federal funds used to satisfy a matching or cost-sharing requirement (which may include maintenance of effort, if applicable).

The budget narrative supports the information you provide in Standard Form 424-A. See [other required forms](#). It includes an itemized breakdown and a clear justification of the requested costs. The merit review committee reviews both.

The budget narrative includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [Funding policies and limitations](#).

To create your budget narrative, see detailed instructions in Section 3.1.5 of the [Application Guide](#).

Attachments

Place your attachments in order in the Other Attachments form. See the application checklist to determine if they count toward the page limit.

Attachment 1: work plan

Attach the project's work plan. Make sure it includes everything required in the [Project narrative](#) section.

Attachment 2: staffing plan and job descriptions

See Section 4.1.vi of the [Application Guide](#).

Include a staffing plan that shows the staff positions that will support the project and key information about each. Justify your staffing choices, including education and experience qualifications and your reasons for the amount of time you request for each staff position.

For key personnel, attach a one-page job description. It must include the role, responsibilities, and qualifications.

Attachment 3: biographical sketches

Include biographical sketches for people who will hold the key positions you describe in Attachment 2.

For key personnel, include no more than two-page biographical sketches. Do not include non-public, personally identifiable information. If you include someone you have not hired yet, provide a letter of commitment from that person along with the biographical sketch.

Attachment 4: agreements with other entities

Provide any documents that describe working relationships between your organization and others you refer to in the proposal. Documents that confirm actual or pending contracts or agreements should clearly describe the roles of subrecipients and contractors and any deliverable. Make sure you sign and date any letters of agreement. If letters of support are required for eligibility, include them in this attachment.

Attachment 5: for multi-year budgets--5th year budget

For the fifth budget year, submit a copy of Section B of the SF-424A as an attachment. We do not count this in the page limit however, any related budget narrative does count. See Section 3.1. 4 of the [Application Guide](#).

Attachment 6: project organizational chart

Provide a one-page diagram that shows the project's organizational structure.

Attachment 7-13: other relevant documents (no more than 6) [Optional]

You may include any other documents that are relevant to the application.

Other required forms

You will need to complete some other forms. Upload the following forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and any available instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award



Step 4:

Learn About Review and Award

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Application review

Initial review

We review each application to make sure it meets eligibility criteria, including the completeness and responsiveness criteria. If your application does not meet these criteria, it will not be funded. We will not review any pages that exceed the page limit.

Merit review

A panel reviews all applications that pass the initial review. The members use the following criteria.

Criterion	Total number of points = 100
1. Need	15 points
2. Response	30 points
3. Performance reporting and evaluation	10 points
4. Impact	10 points
5. Resources and capabilities	30 points
6. Support requested	5 points

Criterion 1: need

15 points

See Project Narrative [Introduction](#) and [Need](#) sections.

The panel will review your application for:

- How well the application describes the purpose of the proposed project.
- The strength of the knowledge or experience working with all 50 SORH and rural stakeholders nationwide cited in the application.
- The extent to which the application describes the unmet needs of the 50 SORH.
- The extent to which the application discusses the barriers that all 50 SORH and rural stakeholders nationwide face, and the strength of the discussion of how the project hopes to address these barriers.

Criterion 2: response

30 points

See Project Narrative [Approach](#), [High-level work plan](#), and [Resolving challenges](#) sections.

The panel will review your application for:

Approach: (12 points)

- How well the applicant's proposed project responds to the program's [purpose](#).
- The strength of the application's plan to support all 50 SORH and rural stakeholders by:
 - Providing leadership development at the national, regional, state, and local levels to increase the impact of SORH.
 - Collecting and disseminating innovations to enhance the impact of SORH as a collaborator to improve rural health; and
 - Providing continuing education programming (e.g., mentoring or peer-to-peer exchanges) to support SORH in leadership development.
 - Facilitating collaboration at the national, regional, state, and local levels to improve the exchange of information and best practices between SORHs and rural stakeholders to support rural health.
 - Assisting in the coordination of rural health care through education on policy and emerging health issues. Topics may include, but are not limited to, rural health workforce development, including convening a network of workforce experts to promote workforce recruitment and retention, linking SORH with their PCO and AHECs in their states, as well as understanding capital resource needs in rural areas.

High-level work plan (12 points)

- Enhancing the organizational capacity of SORH through the identification and development of resources targeted at the SORH core activities.
- The extent to which the application proposes partners with sufficient expertise to support the program's goals such as State Rural Health Associations (SRHAs); Rural-focused philanthropies; and Federal partners (i.e., U.S. Department of Agriculture, Department of Veterans Affairs, Centers for Disease Control and Prevention, etc.).
- The strength of the dissemination plan for educational materials, reports, products, publications, and other project outputs to key target audiences included in the application.
- The strength of the workplan included in Attachment #1.

Resolving challenges: (6 points)

- The extent to which the application includes a discussion on challenges likely to be encountered in carrying out proposed activities and the infrastructure in place to help overcome any barriers.

Criterion 3: evaluation measures

10 points

See Project Narrative [Evaluation and technical support capacity](#) section.

The panel will review your application for:

- The strength and effectiveness of the plan for ongoing program performance evaluation.
- How well the application describes the systems and processes that will support tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes.
- How well the application describes the plan to collect, and report required performance data accurately and on time.

Criterion 4: impact

10 points

See Project Narrative [High-level work plan](#) section.

The panel will review your application for:

- How effective the proposed project is likely to be.
- The extent to which the proposed activities address the historical and ongoing needs of all 50 SORH and will positively impact all fifty SORH and rural stakeholders nationwide.
- The extent to which the project addresses how the applicant will work collaboratively with all 50 SORH and rural stakeholders nationwide to carry out project activities.

Criterion 5: resources and capabilities

30 points

See Project Narrative [Organizational information](#) section.

The panel will review your application for:

- The strength of the applicant's experience or history in collaborating with all 50 SORH on a national level.
- The strength of the applicant's staffing plan, and the ability and experience of the key project staff to carry out all aspects of the program at a national level.

- The strength of the specific examples, data, and outcomes to demonstrate organizational experience and success for each of the program goals.
- The strength of the applicant's experience developing relationships to support the 50 SORH.

Criterion 6: support requested

5 points

See [Budget and budget narrative](#) section.

The panel will review your application for:

- How reasonable the proposed budget is for each year of the period of performance.
- Whether costs, as outlined in the budget and required resources sections, are reasonable and align with the project's scope.
- Whether key staff have adequate time devoted to the project to achieve project objectives.

Risk review

Before making an award, we review your award history to assess risk. We need to ensure all prior awards were managed well and demonstrated sound business practices.. We:

- Review any applicable past performance
- Review audit reports and findings
- Analyze the budget
- Assess your management systems
- Ensure you continue to be eligible
- Make sure you comply with any public policies

We may ask you to submit additional information.

As part of this review, we use SAM.gov Entity Information [Responsibility / Qualification](#) to check your history for all awards likely to be more than \$250,000 over the period of performance. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The amount of available funds.
- Assessed risk.
- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of HRSA-funded projects, including the diversity of project types and geographic distribution.

We may:

- Fund out of rank order.
- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Award notices

We issue Notices of Award (NOA) on or around the [start date](#) listed in the NOFO. See Section 5.4 of the [Application Guide](#) for more information.



Step 5:

Submit Your Application

In this step

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Application submission and deadlines

Your organization's authorized official must certify your application. See the section on finding the application package to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. When you register or update your SAM.gov registration, you must agree to the financial assistance general certifications and representations, and specifically with regard to grants.

Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. See information on getting registered. You will have to maintain your registration throughout the life of any award.

Deadlines

You must submit your application by December 9th, 2024, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

Submission method

Grants.gov You may do so using Grants.gov Workspace. This is the preferred method. For alternative online methods, see Applicant System-to-System..

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks, or we may not get it. Do not encrypt, zip, or password protect any files.

See [Contacts and Support](#) if you need help.

Other submissions

Intergovernmental review If your state has a process, you will need to submit application information for intergovernmental review under [Executive Order 12372](#). Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process and others do not.

To find out your state's approach, see the [list of state single points of contact](#). If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you do not need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

Application checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Included in page limit?
☐ Project abstract	Use the Project Abstract Summary Form.	Yes
☐ Project narrative	Use the Project Narrative Attachment form.	Yes
☐ Budget narrative	Use the Budget Narrative Attachment form.	Yes
Attachments	Insert each in a single Other Attachments form.	
Work plan		Yes
Staffing plan and job descriptions		Yes
Biographical sketches		No
Letters of agreement and MOUs		Yes
Maintenance of effort documentation		Yes
Multi-year budgets—5th year budget		No
Funding preference or priority documentation		Yes
Project organizational chart		Yes
Tables and charts		Yes
Other required forms*	Upload using each required form.	
Application for Federal Assistance (SF-424)		No
Budget Information for Non-Construction Programs (SF-424A)		No
Disclosure of Lobbying Activities (SF-LLL)		No
Project/Performance Site Location(s)		No

Component	How to Upload	Included in page limit?
Grants.gov Lobbying Form		No
Key Contacts		No

* Only what you attach in these forms counts against the page limit. The form itself does not count.



Step 6:

Learn What Happens After Award

In this step

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Post-award requirements administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award (NOA).
- The regulations at [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, and any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
 - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
 - [2 CFR 200.1](#), Definitions, Equipment.
 - [2 CFR 200.1](#), Definitions, Supplies.
 - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
 - [2 CFR 200.314\(a\)](#), Supplies.
 - [2 CFR 200.320](#), Methods of procurement to be followed.
 - [2 CFR 200.333](#), Fixed amount subawards.
 - [2 CFR 200.344](#), Closeout.
 - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
 - [2 CFR 200.501](#), Audit requirements.
- The HHS [Grants Policy Statement](#) (GPS). Your NOA will reference this document. If there are any exceptions to the GPS, they'll be listed in your NOA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).
- See the requirements for performance management in [2 CFR 200.301](#).

Health information technology interoperability

If you receive an award, you must agree that where your activities involve implementing, acquiring, or upgrading health IT, you, and all your subrecipients will:

- Meet the standards and specifications in [45 CFR part 170, subpart B](#), if those standards support the activity.
- If the activities relate to activities of eligible clinicians in ambulatory settings or hospitals under Sections 4101, 4102, and 4201 of the HITECH Act, that you will use only health IT certified by the [Office of the National Coordinator for Health Information Technology \(ONC\) Health IT Certification Program](#).

If standards and implementation specifications in [45 CFR part 170, subpart B](#) cannot support the activity, we encourage you to use health IT that meets non-proprietary standards and specifications of consensus-based standards development organizations. This may include standards identified in the [ONC Interoperability Standards Advisory](#).

Non-discrimination and legal requirements

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).

Contact the [HHS Office for Civil Rights](#) for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance. Visit [OCRDI's website](#) to learn more about how federal civil rights laws and accessibility requirements apply to your programs, or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Executive order on worker organizing and empowerment

[Executive Order on Worker Organizing and Empowerment \(E.O. 14025\)](#) encourages worker organizing and collective bargaining to promote equality of bargaining power between employers and employees.

You can support these goals by developing policies and practices that you could use to promote worker power.

Cybersecurity

You must create a cybersecurity plan if your project involves both of the following conditions:

- You have ongoing access to HHS information or technology systems.
- You handle personally identifiable information (PII) or personal health information (PHI) from HHS.

You must base the plan based on the [NIST Cybersecurity Framework](#). Your plan should include the following steps:

Identify:

- List all assets and accounts with access to HHS systems or PII/PHI.

Protect:

- Limit access to only those who need it for award activities.
- Ensure all staff complete annual cybersecurity and privacy training. Free training is available at 405(d): Knowledge on Demand (hhs.gov).
- Use multi-factor authentication for all users accessing HHS systems.
- Regularly backup and test sensitive data.

Detect:

- Install antivirus or anti-malware software on all devices connected to HHS systems.

Respond:

- Create an incident response plan. See [Incident-Response-Plan-Basics_508c.pdf \(cisa.gov\)](#) for guidance.
- Have procedures to report cybersecurity incidents to HHS within 48 hours. A cybersecurity incident is:
 - Any unplanned interruption or reduction of quality, or
 - An event that could actually or potentially jeopardize confidentiality, integrity, or availability of the system and its information.

Recover:

- Investigate and fix security gaps after any incident.

Reporting

If you are funded, you will have to follow the reporting requirements in Section 4 of the [Application Guide](#). The NOA will provide specific details.

You must also follow these program-specific reporting requirements:

- Progress reports each year
- Annual performance reports through [Electronic Handbooks](#).



Contacts and Support

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Agency contacts

Program and eligibility

Sarah Ndiang'ui

Public Health Analyst, Hospital State Division

Attn: State Rural Health Coordination and Development Program

Federal Office of Rural Health Policy

Health Resources and Services Administration

Email your questions to this program's in-box: SNdiangui@hrsa.gov

Call: 301-443-0876

Financial and budget

Kimberly Dews

Grants Management Specialist

Division of Grants Management Operations, OFAM

Health Resources and Services Administration

Email your questions to this program's in-box: kdews@hrsa.gov

Call: 301-443-0655

HRSA Contact Center

Open Monday – Friday, 7 a.m. – 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 / 877-Go4-HRSA

TTY: 877-897-9910

Electronic Handbooks Contact Center

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726, search the [Grants.gov Knowledge Base](https://www.grants.gov), or [email Grants.gov for support](https://www.grants.gov). Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Helpful websites

- [HRSA's How to Prepare Your Application page](#)
- [HRSA Application Guide](#)
- [HRSA Grants page](#)
- HHS [Tips for Preparing Grant Proposals](#)