

HRSA Electronic Handbooks (EHBs)

Fiscal Year (FY) 2025 Quality Improvement Fund - Transitions in Care for Justice-Involved Populations (QIF-TJI)

HRSA-25-005

User Guide for Applicants

Last updated on May 10, 2024



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This user guide describes the steps to submit an FY 2025 QIF-TJI application in the HRSA Electronic Handbooks (EHBs). Use this guide with the QIF-TJI notice of funding opportunity (NOFO) and example forms, both available on the [QIF-TJI technical assistance webpage](#), for complete application development guidance. For steps that have a corresponding image, the format (e.g., Figure 5, 1) will include a hyperlink to the figure and a reference to the numbered box on the image pointing out where on the screen the user should perform the action.

1. Starting the FY 2025 QIF-TJI Application

Complete and submit the application by following a two-phase process:

1. Find the Notice of Funding Opportunity announcement (NOFO) number (HRSA-25-005) in Grants.gov, access the application package, and submit the completed forms in Grants.gov.
2. Validate, complete, and submit this application in EHBs.

To validate the Grants.gov application, log into EHBs and click on the [Grant Application](#) link under the Tasks tab ([Figure 1, 1](#)) and then click on the **Grants.Gov Application Pending Validation: Validate** link ([Figure 1, 2](#)). You will need your Grants.gov and EHB tracking numbers (**emailed after successful Grants.gov submission**) ([Figure 2](#)).

Figure 1: Grant Applications Link



Figure 2: Validating your Grant.gov Application

Grants.Gov Application - Validate

Note(s):
In order to ensure that the correct persons are given permissions to work on this Grants.gov application, you must enter the following validation information from the submitted Grants.gov application

Fields with * are required

Announcement Information

* Announcement Number
(From submitted Grants.gov application) (e.g. HRSA-04-061 or 04-061)

Grants.gov Application Information

* Grants.gov Tracking Number
(From submitted Grants.gov application) (e.g. GRANT00059900)

EHBs Application Information

* EHBs Application Tracking Number
(From email notification) (e.g. 00025328)

Cancel Validate

IMPORTANT NOTE: Refer to the HRSA SF-424 Two-Tier Application Guide available at <http://www.hrsa.gov/grants/apply/applicationguide/sf424programspecificappguide.pdf> for more details related to submitting an application in Grants.gov and validating it in EHBs.

1. Once the application is validated in EHBs, click the Tasks tab on the EHBs homepage to navigate to the **Pending Tasks – List** page.

IMPORTANT NOTE:

- If you do not have a username, you must register in EHBs. Do not create duplicate accounts.
- If you experience login issues or forget your password, contact Health Center Program Support through the BPHC Contact Form or (877) 464-4772 Monday-Friday, 7:00 a.m. to 8:00 p.m. ET.

2. Locate the FY 2025 QIF-TJI application using the EHBs application tracking number (e-mailed after successful Grants.gov submission) and click the **Start** link to begin working on the application in EHBs (if you previously accessed the application, the **Start** link will be replaced with **Edit**).
 - The system opens the **Application - Status Overview** page of the application (**Figure 3**).

Figure 3: Accessing the Application - Status Overview Page

Application - Status Overview

Due Date: [Redacted] (Due in: [Redacted]) | Application Status: In Progress

Announcement Number: HRSA-25-005 Announcement Name: Fiscal Year (FY) 2025 Quality Improvement Fund – Transitions in Care for Justice-Involved Populations (QIF-TJI) Created by: [Redacted]

Application Type: New Grant Number: N/A Last Updated By: [Redacted]

Application Package: SF424 Application FY: 2025 Program Type: Non-Construction

Resources

Users with permissions on this application (1)

List of forms that are part of the application package

| Section | Status | Options |
|--|--------------|---------|
| Basic Information 1 | Not Started | |
| SF-424 | Not Started | |
| Part 1 | Not Started | Update |
| Part 2 | Not Started | Update |
| Project/Performance Site Location(s) | Not Started | Update |
| Project Narrative | Not Started | Update |
| Budget Information 2 | Not Started | Update |
| Section A-C | Not Started | Update |
| Section D-F | Not Started | Update |
| Budget Narrative 3 | Not Started | Update |
| Other Information | Not Started | Update |
| Disclosure of Lobbying Activities | Not Started | Update |
| Appendices | Not Started | Update |
| Program Specific Information | Not Complete | Update |

The application consists of a standard section and a program-specific section. Complete both sections to submit your application to HRSA. Click Update to access each section.

2. Completing the Standard Section of the Application

The Standard section of the application consists of the following main sections:

- Basic Information ([Figure 3, 1](#))
- Budget Information ([Figure 3, 2](#))
- Other Information ([Figure 3, 3](#))

The Basic Information has been imported from Grants.gov and has undergone a data validation check. You may edit this information, if necessary. Only the fields marked with an asterisk (*) are required. The section has the following forms:

- The **SF-424 Part 1** displays the basic application and applicant organization information.
- The **SF-424 Part 2** displays information about the proposed project, including the project title, project period, and cities, counties, and Congressional districts affected by the project. The text entered in the abstract provided in Grants.gov can be updated in this section ([Figure 4, 1](#)).

Figure 4: Project Abstract on the SF-424 Part 2

- In the Project/Performance Site Location(s) form, enter the location that you consider to be your main service delivery site where you will provide services supported with QIF-TJI funding.
- In the **Project Narrative** form, attach the Project Narrative by clicking the **[Attach File]** button (Figure 5, 1). See the FY 2025 QIF-TJI NOFO for detailed requirements for the Project Narrative.

Figure 5: Attach Project Narrative

2.1 Completing the Budget Information (SF-424A) and Budget Narrative

Complete the **Budget Information** form and provide a **Budget Narrative**.

2.1.1 Budget Information - Section A-C

The **Budget Information – Section A-C** form consists of the following three sections:

- Section A – Budget Summary
 - Section B – Budget Categories
 - Section C – Non-Federal Resources
1. Click the **Update** link for Section A-C on the **Application - Status Overview** page (Figure 6, 1) to go to the **Budget Information – Section A** form (Figure 7).

Figure 6: Section A-C Update Link

Application - Status Overview

Due Date: [Date] (Due in: [Days]) | Application Status: In Progress

Announcement Number: HRSA-25-005 Announcement Name: Fiscal Year (FY) 2025 Quality Improvement Fund – Transitions in Care for Justice-Involved Populations (QIF-TJI) Created by: [Name]

Application Type: New Grant Number: N/A Last Updated By: [Name]

Application Package: SF424 Application FY: 2025 Program Type: Non-Construction

Resources

Users with permissions on this application (1)

List of forms that are part of the application package

| Section | Status | Options |
|--------------------------------------|--------------|---------|
| Basic Information | | |
| SF-424 | Not Started | |
| Part 1 | Not Started | Update |
| Part 2 | Not Started | Update |
| Project/Performance Site Location(s) | Not Started | Update |
| Project Narrative | Not Started | Update |
| Budget Information | | |
| Section A-C | Not Started | Update |
| Section D-F | Not Started | Update |
| Budget Narrative | Not Started | Update |
| Other Information | | |
| Disclosure of Lobbying Activities | Not Started | Update |
| Appendices | Not Started | Update |
| Program Specific Information | | |
| Program Specific Information | Not Complete | Update |

Figure 7: Section A – Budget Summary Showing Program

| Section A - Budget Summary | | Estimated Unobligated Funds | | New or Revised Budget | | | Update |
|------------------------------------|-------------|-----------------------------|-------------|-----------------------|-------------|-------|--------|
| Grant Program Function or Activity | CFDA Number | Federal | Non-Federal | Federal | Non-Federal | Total | |
| Quality Improvement Fund | 93.527 | \$0.00 | \$0.00 | | \$0.00 | | |

- To enter or update the budget information for the program, click on the **[Update]** button displayed in the top right corner of Section A – Budget Summary header. **Section A – Update** Page will open (**Figure 8**).

Figure 8: Section A – Update Page

The screenshot shows the 'Section A - Update' page. At the top right, it says 'Due Date: [blank]' and 'Section Status: Not Complete'. Below this is a table titled 'Section A - Budget Summary'. The table has columns for 'Grant Program Function or Activity', 'CFDA Number', 'Estimated Unobligated Funds' (with sub-columns for 'Federal' and 'Non-Federal'), and 'New or Revised Budget' (with sub-columns for 'Federal', 'Non-Federal', and 'Total'). A row for 'Quality Improvement Fund' shows \$0.00 in both Estimated Unobligated Funds columns. A 'Total' row shows \$0.00 in both Estimated Unobligated Funds columns. Under the 'New or Revised Budget' section, the 'Federal' column has a callout '1' and the 'Non-Federal' column has a callout '2'. There are 'Cancel' and 'Save and Continue' buttons at the bottom.

- Under the **New or Revised Budget** section, in the Federal column, enter the amount of federal funds you are requesting for the 2-year QIF-TJI period of performance (Figure 8, 1). In the Non-Federal column, enter the non-federal funds in the budget (Figure 8, 2). Do not enter amounts for Estimated Unobligated Funds.
- Click on the **[Save and Continue]** button to go back to the **Budget Information – Section A-C** page. It will display the updated New or Revised Budget under Section A – Budget Summary (Figure 9).

IMPORTANT NOTE:

- The federal amount refers only to QIF-TJI funding request, not all federal grant funding that you receive.
- The total federal amount cannot exceed \$1,000,000.

Figure 9: Section A – Budget Summary Page After Update

The screenshot shows the 'Section A - Budget Summary' page after an update. The table now shows a 'QIF' row with a CFDA Number of 93.527. Under the 'New or Revised Budget' section, the 'Federal' column has a value of \$1,500,000.00, and the 'Non-Federal' column has a value of \$0.00. The 'Total' column shows \$1,500,000.00. There is an 'Update' button at the top right and an 'Update Sub Program' button at the bottom left.

- In Section B – Budget Categories, provide the federal and non-federal funds across object class categories for the 2-year period of performance. Click on the **[Update]** button at the top right corner of Section B header (Figure 10) to go to the **Section B – Update** page (Figure 11).

Figure 10: Section B – Budget Categories

The screenshot shows the 'Section B - Budget Categories' page. It features a table with columns for 'Object Class Categories', 'Grant Program Function or Activity' (with sub-columns for 'Federal' and 'Non-Federal'), and 'Total'. The table lists various categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Total Direct Charges, Indirect Charges, and Total. All values in the 'Federal' and 'Non-Federal' columns are currently \$0.00. There is an 'Update' button at the top right.

- Enter the federal amount for each object class category under the Federal column (Figure 11, 1).

- Enter “0” in the Federal or Non-Federal columns of the Object Class Categories that are not applicable.
- You may request funding for equipment (enter on the Equipment row). The combined one-time funding request cannot exceed \$250,000.

7. Enter the non-federal amount for each object class category under the Non-Federal column (**Figure 11, 2**).

IMPORTANT NOTE:

- The total federal amount in Section B – Budget Categories must be equal to the total new or revised federal budget amount in Section A – Budget Summary (no greater than \$1,000,000).
- The total non-federal amount in Section B – Budget Categories must be equal to the total new or revised non-federal budget amount in Section A – Budget Summary.

Figure 11: Section B – Update Page

The screenshot shows the 'Section B - Update' page with a table of budget categories. The table has columns for 'Federal', 'Non-Federal', and 'Total'. The 'Equipment' row has a value of \$250,000.00 in the Federal column. A 'Calculate Total' button is visible at the bottom left of the table, and a 'Save and Continue' button is at the bottom right. Red callouts are placed over the Federal column (1), the Non-Federal column (2), and the 'Save and Continue' button (3).

| Object Class Categories | Federal | Non-Federal | Total |
|-------------------------|---------------------|---------------|---------------------|
| Personnel | \$ 0.00 | \$ 0.00 | \$0.00 |
| Fringe Benefits | \$ 0.00 | \$ 0.00 | \$0.00 |
| Travel | \$ 0.00 | \$ 0.00 | \$0.00 |
| Equipment | \$ 250,000.00 | \$ 0.00 | \$250,000.00 |
| Supplies | \$ 0.00 | \$ 0.00 | \$0.00 |
| Contractual | \$ 0.00 | \$ 0.00 | \$0.00 |
| Construction | \$ 0.00 | \$ 0.00 | \$0.00 |
| Other | \$ 0.00 | \$ 0.00 | \$0.00 |
| Indirect Charges | \$ 0.00 | \$ 0.00 | \$0.00 |
| Total | \$250,000.00 | \$0.00 | \$250,000.00 |

8. Click on the **[Save and Continue]** button (**Figure 11, 3**) to go back to the **Budget Information – Section A-C** page (**Figure 12**).
9. In **Section C – Non-Federal Resources**, enter the non-federal amount specified in **Section A – Budget Summary** across the applicable non-federal resources by clicking the **[Update]** button in the top right corner of the **Section C** header (**Figure 12, 1**).

IMPORTANT NOTE:

- The total non-federal amount in Section C – Non-Federal Resources must be equal to the total new or revised non-federal amount specified in Section A – Budget Summary.

10. Click the **[Save and Continue]** button to proceed to the next form (**Figure 12, 2**).

Figure 12: Section C - Non- Federal Resources

| Grant Program Function or Activity | Applicant | State | Local | Other | Program Income | Total |
|------------------------------------|---------------|---------------|---------------|---------------|----------------|---------------|
| Quality Improvement Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

2.1.2 Budget Information - Section D-F

The **Budget Information – Section D-F** consists of the following three sections and is not required. Please leave these sections blank. Click the **[Save and Continue]** button on the Budget Information – Section D-F to proceed.

- Section D – Forecasted Cash Needs
- Section E – Federal Funds Needed for Balance of the Project
- Section F – Other Budget Information

2.1.3 Budget Narrative

Upload the budget narrative by clicking the **[Attach File]** button (Figure 13, 1). See the FY 2025 QIF-TJI NOFO for detailed requirements for the Budget Narrative. Then, click the **[Save and Continue]** button to proceed to the Disclosure of Lobbying form (Figure 13, 2).

Figure 13: Budget Narrative

Budget Narrative

Due Date: [] Section Status: Not Complete

Resources

Fields with * are required

* Budget Narrative (Minimum 1) (Maximum 2)

No documents attached

2.2 Completing the Other Information Section

The Other Information section consists of the Disclosure of Lobbying Activities and Appendices forms.

2.2.1 Completing the Disclosure of Lobbying Activities Form

Answer the question regarding lobbying activities. If yes, complete all sections of the **Disclosure of Lobbying Activities** form. If no, you may skip the rest of the form. Click the **[Save and Continue]** button to proceed to the **Appendices** form.

2.2.2 Completing the Appendices Form

Upload attachments by clicking the associated **[Attach File]** button for each (Figure 14):

- Attachment 1: Letters of Commitment - required (minimum 3, maximum 20 attachments)
- Attachment 2: Other Relevant Documents - as applicable (maximum 20 attachments)

After completing the **Appendices** form, click on the **[Save and Continue]** button to proceed to the **Program Specific Information – Status Overview** page.

Figure 14: Appendices

The screenshot shows a web form titled "Appendices". At the top right, it indicates "Due Date: [blank] (Due in: [blank]) | Section Status: Not Complete". Below the title, there is a "Resources" section with a count of 0. Two attachment sections are visible: "Attachment 1: Letters of Commitment (Required) (Minimum 3) (Maximum 20)" and "Attachment 2: Other Relevant Documents (As Applicable) (Maximum 20)". Both sections show "No documents attached" and an "Attach File" button. At the bottom of the form, there are three buttons: "Go to Previous Page", "Save", and "Save and Continue".

3. Completing the Program Specific Section of the Application

1. See the QIF-TJI NOFO and sample forms on the [QIF-TJI technical assistance webpage](#) for more details about application requirements.
2. Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (**Figure 15, 1**). Click the **Program Specific Information** link (**Figure 15, 2**) under the Program Specific Information section in the left menu to open the **Status Overview** page for the Program Specific Information forms (**Figure 16**).
3. Click the **Update** link to edit a form (**Figure 16, 1**).

IMPORTANT NOTE: Your session remains active for 30 minutes after your last activity. Save your work every five minutes to avoid losing data.

Figure 15: Left Navigation Menu

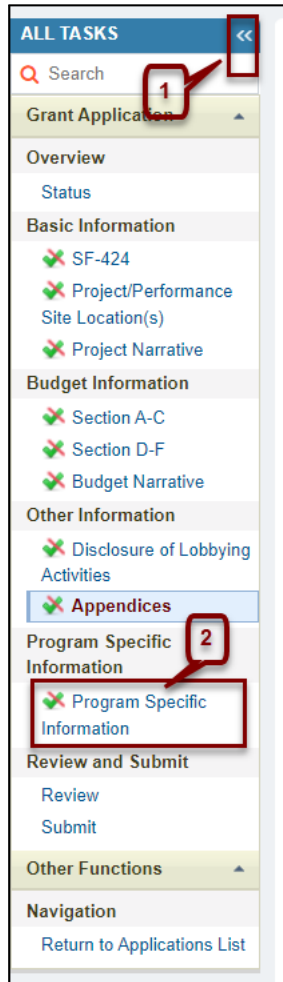


Figure 16: Status Overview Page for Program-Specific Forms

Status Overview

Due Date: [] | Program Specific Status: Not Complete

Resources []

| Section | Status | Options |
|--|-------------|---------|
| Program Specific Information Status | | |
| Budget Information | | |
| Form 1B | Not Started | Update |
| Project Information | | |
| Form 5A - Services Provided | Not Started | |
| Required Services | Not Started | Update |
| Additional Services | Not Started | Update |
| Specialty Services | Not Started | Update |
| Scope Overview | Not Started | Update |
| Project Plan | Not Started | Update |
| Other Information | | |
| Equipment List | Not Started | Update |
| Sites and AIR | | |
| Form 5B - Service Sites | Not Started | Update |
| Project Cover Page | Not Started | Update |
| Other Requirements For Sites | Not Started | Update |

Return to Complete Status

3.1 Form 1B - Funding Request Summary

Form 1B: Funding Request Summary displays the QIF-TJI funding request and asks if you will use QIF-TJI funds for equipment. The QIF-TJI Federal Funding Request field (**Figure 17, 1**) is pre-populated from the **Budget Information – Section A**, New or Revised Budget, Federal total. If you need to revise the federal funding request amount, go back to the Budget Information Form. The federal funding request amount cannot exceed \$1,000,000.

3.1.1 Completing Form 1B - Funding Request Summary

1. Review the information that has been pre-populated for the QIF-TJI Federal Funding Request (**Figure 17, 1**). The QIF-TJI Federal Funding Request must not exceed \$1,000,000. Go to **Section A – Budget Summary** to edit the New or Revised, Federal total, if needed.
2. Provide your Health Center Program H80 grant number. This is an eligibility requirement (**Figure 17, 2**). Indicate whether you are requesting QIF-TJI funds for equipment (**Figure 17**). You may request up to \$250,000 for equipment.

IMPORTANT NOTE:

- If you are requesting funds for equipment select Equipment (**Figure 17, 3**). Ensure the equipment amount is included in Section B – Budget Categories (**Figure 10**).
- If you are not requesting funds for equipment select N/A (no funding request for equipment) (**Figure 17, 4**). In this case, the equipment line should be \$0 in Section B – Budget Categories (**Figure 10**).

3. Click on the **[Save and Continue]** button to proceed to Form **5A**.

Figure 17: Form 1B- Funding Request Summary

Browse » Grant Application » Program Specific Information []

Form 1B: Funding Request Summary

Due Date: | Section Status:

Resources

View

Notice of Funding Opportunity | QIF-TJI Technical Assistance Resources

Fields with * are required

Note(s):

Note the following when completing this form:

- Before completing Form 1B, the SF-424A: Budget Information form must be completed.
- Go to Section A - Budget Summary in the Budget Information form to edit the Total Federal Funds requested, not to exceed \$1,000,000.
- Go to Section B - Budget Categories in the Budget Information form to edit the Federal funds requested for Equipment, not to exceed \$250,000.

An example Form 1B: Funding Request Summary is available on the QIF-TJI technical assistance webpage.

QIF-TJI Total Federal Funding Request \$0.00

H80 Validation

- Provide your Health Center Program H80 grant number (Example H80CS00001).
- You must provide an active H80 grant number to successfully submit this application to HRSA. Reminder: This is an eligibility criterion.

* Enter your H80 grant number:

Note(s):

- Indicate if you are requesting QIF-TJI funds for equipment purchases.
- If you select 'Equipment' below, you must include the equipment amount in the equipment line item in Section B – Budget Categories on the Budget Information form and complete the Equipment List form.
- If you select 'N/A' below, the Equipment List form will not be available in your application.

*** Equipment Funding**

Indicate below if you are requesting QIF-TJI funding for:

Equipment

N/A (no funding requested for equipment)

Note(s):

Based on your selection, the system will require you to complete the applicable forms. After providing required information in the relevant forms, if you change the selected option above, the system will delete information from all forms that are no longer applicable.

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

3.2 Form 5A - Services Provided

Form 5A – Services Provided has the following three sections:

- **Required Services**
- **Additional Services**
- **Specialty Services.**

These sections are “read-only” and are not editable. These sections are pre-populated with the services in your current Health Center Program Scope that HRSA has on file for your organization.

3.2.1 Completing Form 5A

1. **Required Services:** If the pre-populated data does not reflect any recently approved scope changes, click the **[Refresh from Scope]** button to refresh the data and display the approved changes. Click the **[Continue]** button and proceed to **Additional Services**.
2. **Additional Services:** If the pre-populated data does not reflect any recently approved scope changes, click the **[Refresh from Scope]** button to refresh the data and display the approved changes. Click the **[Continue]** button and proceed to **Specialty Services**.
3. **Specialty Services:** If the pre-populated data does not reflect any recently approved scope changes, click the **[Refresh from Scope]** button to refresh the data and display the approved changes.
4. Click the **[Save and Continue]** button to proceed to **Scope Overview Form**.

3.3 Scope Overview Form

The **Scope Overview Form** has one section, Health Center Program Scope of Project. This is required.

3.3.1 Completing the Health Center Program Scope of Project Section

1. Before completing the Health Center Program Scope of Project section, determine if a Scope Adjustment or Change in Scope request will be necessary to implement your QIF-TJI project. For the questions about Forms 5A, 5B, and 5C, select Yes or No (**Figure 18, 1**). **Note:** HRSA will provide QIF-TJI awardees with post-award guidance on how to document carceral settings where they provide in-scope services to JI-R individuals during the 2-year period of performance. **Do not** select Yes for Form 5B to document carceral settings.
2. If you select Yes for Form 5A, 5B, and/or 5C, describe the proposed changes in the comment box below the respective question (**Figure 18, 2**).
3. Click on the **[Save and Continue]** button to proceed to **Project Plan**.

Figure 18: Scope Overview Form

The screenshot displays the 'Scope Overview Form' interface. At the top, it shows 'Responses: 0/1' and 'Section Status: Not Started'. The main section is titled 'Health Center Program Scope of Project'. Below this, there is a 'Notes' section. The form is divided into three main sections: 'Form 5A: Services Provided', 'Form 5B: Service Sites', and 'Form 5C: Other Activities/Locations'. Each section contains a 'Select One Option' dropdown menu and a text area for 'Describe proposed changes'. Red callouts are present: callout '1' points to the 'Select One Option' dropdowns, and callout '2' points to the text areas for each section. At the bottom right, there are 'Save' and 'Save and Continue' buttons.

3.2 Project Plan Form

The Project Plan form is divided into two sections, Project Overview and Project Details.

3.2.1 Completing the Project Plan Form-Project Overview

1. Provide a brief title for your project (**Figure 19, 1**).
2. Provide the address of up to three Carceral Setting Partners with whom you will collaborate to implement the proposed project(s) (**Figure 19, 2**).
3. Provide a brief description of the current barriers and challenges your proposed project(s) will address in Problem Statement (**Figure 19, 3**).
4. Briefly describe your population of focus for the proposed project(s) (**Figure 19, 4**).
5. Provide a description for Community Engagement Approach and your plan to gather input from throughout the period of performance (**Figure 19, 5**).

Figure 19: Project Plan Form

The screenshot shows the 'Project Plan' form with several sections. At the top, there is a 'Note(s)' section. Below that, a 'Resources' section is visible. The main form is divided into several sections, each with a red callout box containing a number:

- 1** points to the 'Project Overview' section.
- 2** points to the 'Project Name' field.
- 3** points to the 'Carceral Setting Partner' section, which includes a table for 'Add New Address' with columns for Address Name, Street Address, City, State, Zip Code, and Options.
- 4** points to the 'Problem Statement' field.
- 5** points to the 'Population of Focus' field.

At the bottom of the form, there is another 'Note(s)' section and an 'Add Project' button. Below the 'Add Project' button is a table with columns: Project #, Project Proposal, Goals, Critical Health Need(s), Health-Related Social Need(s), Innovative Activities, Evaluative Measures, and Options. At the very bottom, there are 'Go to Previous Page', 'Save', and 'Save and Continue' buttons.

3.2.2 Completing the Project Details

1. Click on the “Add Project” button (Figure 20, 1) to open a separate window.
2. Each project entry must include a narrative description of the project, goals of your proposed project, needs your project will address, specific activities you will implement, and measures you plan to use to assess the success of the project. (Figure 21).
3. After you have entered all the information about your project click on **[Save and Continue]** to return to the Project Plan Form. Projects will be assigned a number according to the order in which they are added (Figure 22).
4. To add additional Projects, begin at 1 and proceed through 4 again.
5. Click **[Save and Continue]** from the **Project Plan form** to continue to **Equipment List** once you add all projects.

Figure 20: Add Project

Note(s):
 Click on the "Add Project" button below to open up a separate window and add information about your proposed project. After you save information about the project, you will be redirected to this screen. You must add information for at least one project. You can add multiple projects by clicking on the "Add Project" button again.
 Provide a detailed description of the proposed project. Include:
 A brief overview of your project, including the evidence-based model(s) you will use,
 • Goals you intend to accomplish,
 • Critical health and health-related social needs the project will address,
 • The innovative activities you will implement, and
 • The evaluative measures you will use to assess the success of the project.
 Descriptions in the Project Details section should align with responses provided in the Project Narrative and with the Project Overview section of this Project Plan Form.
 After you have entered all information about your project, click "Save and Continue" to return to the Project Plan Form. The information you entered will appear in a table format on the main Project Plan Form. You may choose to add more than one project. Projects will be assigned a number according to the order in which they are added.

Add Project

| Project # | Project Proposal | Goals | Critical Health Need(s) | Health-Related Social Need(s) | Innovative Activities | Evaluative Measures | Options |
|-----------|------------------|-------|-------------------------|-------------------------------|-----------------------|---------------------|---|
| | | | | | | | <input type="button" value="Go to Previous Page"/> <input type="button" value="Save"/> <input type="button" value="Save and Continue"/> |

Figure 21: Add Project Information

Add Project

Note(s):
 Provide a detailed description of the proposed project. Include:
 • A brief overview of your project, including the evidence-based model(s) you will use,
 • Goals you intend to accomplish,
 • Critical health and health-related social needs the project will address,
 • The innovative activities you will implement, and
 • The evaluative measures you will use to assess the success of the project.
 Descriptions in the Project Details section should align with responses provided in the Project Narrative and with the Project Overview section of this Project Plan Form.
 After you have entered all information about your project, click "Save and Continue" to return to the Project Plan Form. The information you entered will appear in a table format on the main Project Plan Form. You may choose to add more than one project. Projects will be assigned a number according to the order in which they are added.

Fields with * are required

Project Overview
 * Provide a brief narrative overview of the proposed project, including the evidence-based model(s) you plan to implement.
 Maximum 2,000 characters

Goal(s)
 * Provide a brief description of the goal(s) of your proposed project. Tell us how the project will address needs and barriers and improve transitions in care for your population of focus. Goals should be specific and measurable. Goals should also reflect input from health center patients and community members who have lived experience with incarceration.
 Maximum 1,000 characters

Needs Summary
 * Select the needs your project will address. You must select at least one critical health need and at least one health-related social need. You may select multiple.

Select at least one of the following critical health needs your project will address.

- Managing chronic conditions
- Prevention, screening, diagnosis and treatment of HCV, HIV and other infectious disease
- Reducing risk of drug overdose
- Addressing mental health and substance use disorder treatment needs

Select at least one of the following health-related social needs your project will address.

- Housing insecurity
- Food insecurity
- Financial strain
- Lack of transportation/ access to public transportation
- Intimate partner violence
- Other - Please describe

Innovative Activities
 * List and describe the specific activities you will implement to adapt or build upon evidence-based model(s) of care to address the identified needs and barriers for your population of focus.
 Maximum 4,000 characters

Evaluative Measures
 * List the evaluative measures you plan to use to assess the success of your project. You must include at least one measure of patient experience and one measure of community engagement.
 Maximum 4,000 characters

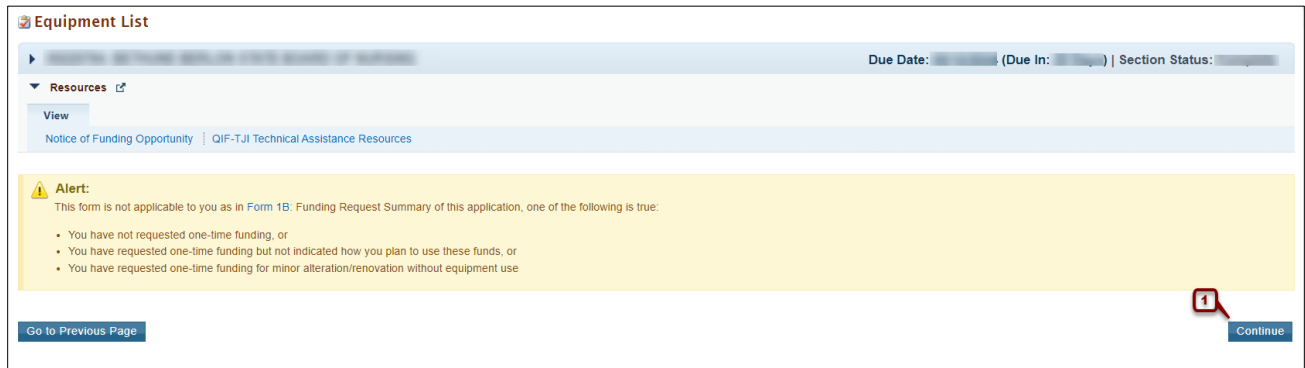
Figure 22: Project Details List

| Project # | Project Proposal | Goals | Critical Health Need(s) | Health-Related Social Need(s) | Innovative Activities | Evaluative Measures | Options |
|-----------|------------------|-------|-------------------------|-------------------------------|-----------------------|---------------------|---------------------------------------|
| 1 | | | | | | | <input type="button" value="Update"/> |
| 2 | | | | | | | <input type="button" value="Update"/> |

3.4 Equipment List

The **Equipment List form** provides a line-item list of proposed equipment to be purchased with grant funds. If you did not indicate funding for equipment on **Form 1B: Funding Request Summary**, this form will not apply to you (**Figure 23**). Click the Continue button to proceed to the next form (**Figure 23, 1**).

Figure 23: Equipment List



The screenshot shows the 'Equipment List' form interface. At the top, there is a header with 'Equipment List' and a breadcrumb trail. Below the header, there are fields for 'Due Date', '(Due In: ...)', and 'Section Status:'. A 'Resources' section is visible with a 'View' button and links for 'Notice of Funding Opportunity' and 'QIF-TJI Technical Assistance Resources'. A prominent yellow alert box contains the following text: 'Alert: This form is not applicable to you as in Form 1B: Funding Request Summary of this application, one of the following is true:'. Below the alert, there are three bullet points: 'You have not requested one-time funding, or', 'You have requested one-time funding but not indicated how you plan to use these funds, or', and 'You have requested one-time funding for minor alteration/renovation without equipment use'. At the bottom left, there is a 'Go to Previous Page' button, and at the bottom right, there is a 'Continue' button with a red callout box containing the number '1' pointing to it.

3.4.1 Completing the Equipment List Forms

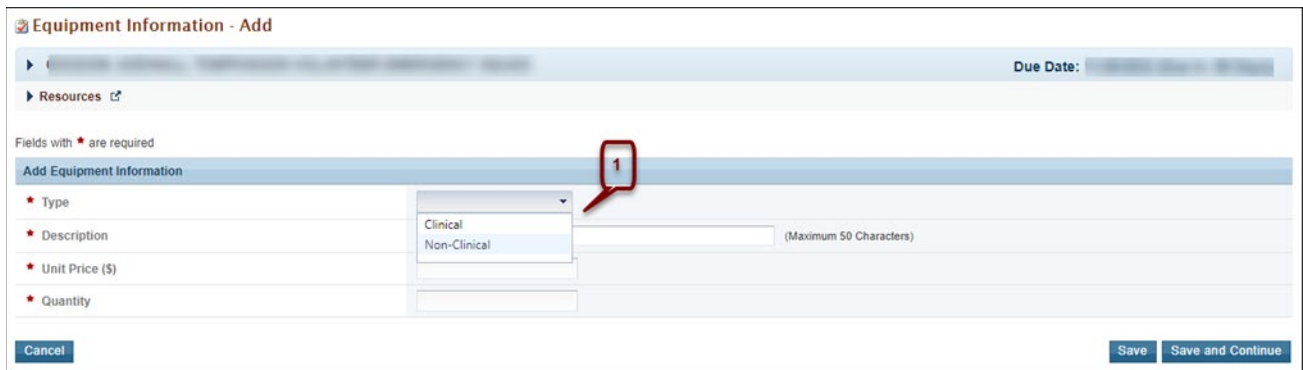
If you indicated funding for equipment, you must complete the **Equipment List** form. To complete this form, follow the steps below:

1. Click on the **[Add]** button to add equipment (**Figure 24, 1**).

Figure 24: Equipment List



Figure 25: Equipment List- Add



2. The system opens the Equipment Information - Add page (Figure 25).
3. Select an equipment type (Figure 25, 1) and enter the Description, Unit Price (\$), and Quantity., either “Clinical” or “Non-Clinical”.

IMPORTANT NOTE:

- Include equipment that is \$5,000 or more per unit. Equipment items that cost less than \$5,000 each should be listed as Supplies in Section B – Budget Categories (Figure 8).

4. Click on the [Save and Continue] button to return to the Equipment List form page (Figure 24).
5. To edit an equipment item, click on the Update link under the Options menu (Figure 26, 1). To delete an equipment item, click on the Delete link under the Options menu (Figure 26, 2).

Figure 26: Equipment List- Updated



6. When you have finished entering the equipment, click on the [Save and Continue] button at the bottom of the screen to save your work and proceed to reviewing the forms.

4. Reviewing and Submitting the FY 2025 QIF-TJI Application to HRSA

1. Go to the standard section of the application using the **Grant Application** link next to **You are here:** at the top of the page.
2. On the **Application - Status Overview** page, sections that are incomplete or have errors will have a status of 'Not Complete.' Click the **Update** link under the Options menu to access each section needing revision. Update until the status is 'Complete' for all. Once all sections indicate 'Complete', click the **Review** link in the Review and Submit section of the left menu (**Figure 27, 1**).

Figure 27: Review Link

The screenshot displays the 'Application - Status Overview' page for application 225794: BETHUNE BERLON STATE BOARD OF NURSING. The left sidebar contains a 'Review and Submit' section with a 'Review' link highlighted by a red box and a '1' in a red circle. The main content area includes a table of sections with their status and an 'Update' button for each.

| Section | Status | Options |
|--------------------------------------|--------------|---------|
| Basic Information | Not Complete | Update |
| SF-424 | Not Complete | Update |
| Part 1 | Not Complete | Update |
| Part 2 | Not Complete | Update |
| Project/Performance Site Location(s) | Not Complete | Update |
| Project Narrative | Not Complete | Update |
| Budget Information | Not Complete | Update |
| Section A-C | Not Complete | Update |
| Section D-F | Not Complete | Update |
| Budget Narrative | Not Complete | Update |
| Other Information | Not Complete | Update |
| Disclosure of Lobbying Activities | Not Complete | Update |
| Appendices | Not Complete | Update |
| Program Specific Information | Not Complete | Update |
| Program Specific Information | Not Complete | Update |

3. The system opens the **Review** page (**Figure 28**). Click the **View** link in the Options column to see each part of your application. Click the Open Popup link at the bottom of the Options column to see all the program-specific forms. Click the Print Application button at the top of the page to print the forms.
4. When you are ready to submit the application to HRSA, click the Proceed to Submit button at the bottom of the **Review** page (**Figure 28, 1**).
5. The system opens the **Submit** page.

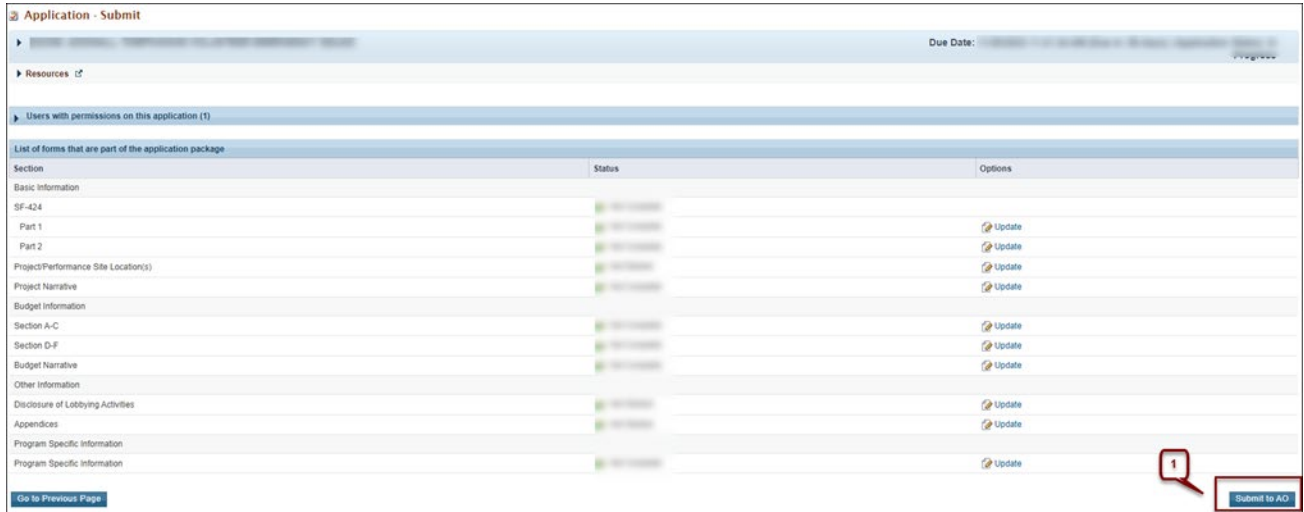
Figure 28: Review Page – Proceed to Submit

The screenshot displays the 'Review' page of an application system. At the top right, there are fields for 'Due Date' and 'Application Status'. Below this is a navigation bar with links for 'Resources', 'Application', 'Action History', 'Funding Opportunity Announcement', 'FOA Guidance', and 'Application User Guide'. A 'Print Application' button is visible on the left, and a 'Table of Contents' dropdown is on the right. The main content is a table with 23 items in 1 page(s). The table has four columns: 'View', 'Section', 'Type', and 'Options'. The sections listed include 'Basic Information', 'Budget Information', 'Other Information', 'Attachments List', 'All Other Attachments', and 'Program Specific Information'. Each row has a 'View' link or 'Not Available' text in the 'Options' column. At the bottom right, a red callout box with the number '1' points to a blue 'Proceed to Submit' button.

IMPORTANT NOTES:

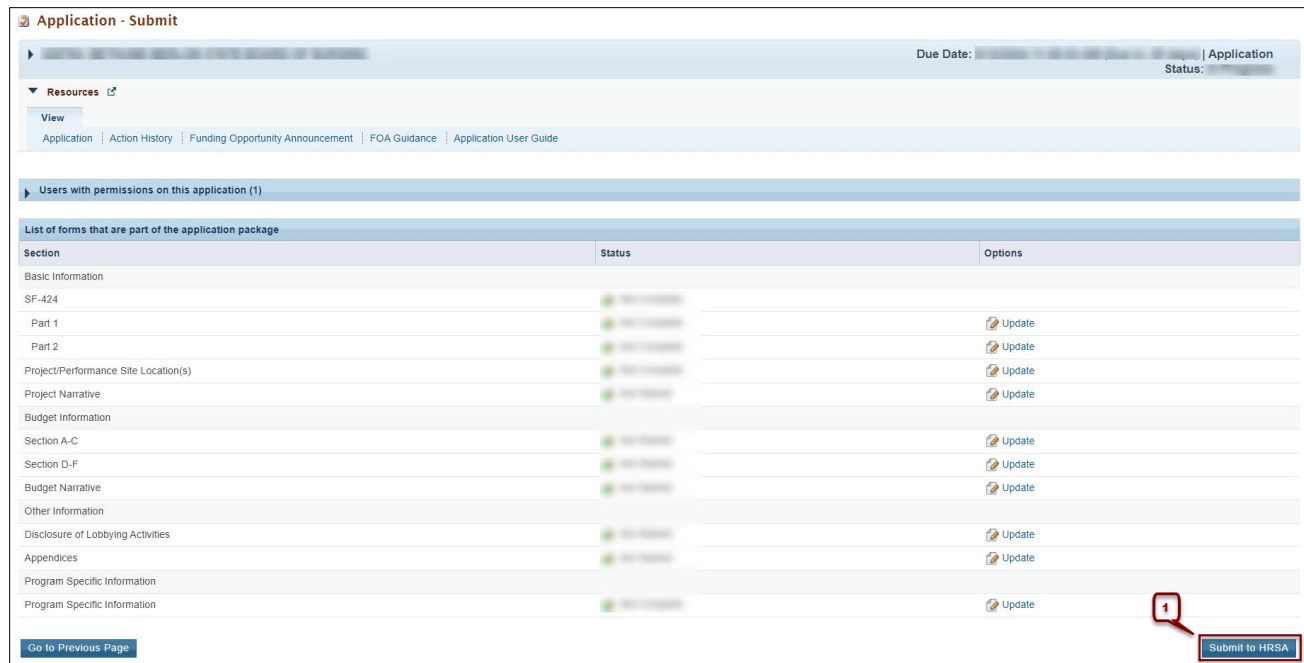
- To apply, you must have the 'Submit' privilege. This privilege must be given by the Project Director (PD) to the Authorizing Official (AO).
- If you are not the AO, a **Submit to AO** button will be displayed at the bottom of the **Submit** page. Click the button to notify the AO that the application is ready to submit to HRSA (**Figure 29**).
- The AO must click the **Submit to HRSA** button before the due date at 5:00 PM Eastern Time. Make sure to leave time for this step!

Figure 29: Submit to AO



6. Click the Submit to AO button at the bottom of the **Submit** page (Figure 29,1). If you are the AO, click the Submit to HRSA button at the bottom of the **Submit** page (Figure 30).
7. You are not done yet! the system goes to a confirmation page.

Figure 30: Submit Page



8. Check the box to certify and electronically sign the application. Then click the Submit to HRSA button (Figure 31) to submit your application to HRSA.

Figure 31: Submit to HRSA

The screenshot displays the 'Application - Submit Certify' interface. On the left, a navigation sidebar lists various sections: 'Grant Application', 'Overview', 'Status', 'Basic Information' (with sub-items SF-424, Project/Performance, Site Location(s), and Project Narrative), 'Budget Information' (with sub-items Section A-C, Section D-F, and Budget Narrative), 'Other Information' (with sub-items Disclosure of Lobbying Activities and Appendices), 'Program Specific Information' (with sub-item Program Specific Information), 'Review and Submit' (with sub-item Review), 'Submit', and 'Other Functions' (with sub-item Navigation). The main content area features a yellow 'Confirmation' banner with a note: 'Note: This is a confirmation page! You must click the appropriate button to complete your action.' Below this is a blue bar with 'Due Date: [blank] (Due in: [blank] days)' and 'Application Status: [blank]'. A 'Resources' section contains a 'View' button and links for 'Application', 'Action History', 'Funding Opportunity Announcement', 'FOA Guidance', and 'Application User Guide'. The 'Application Certification' section includes a text block: 'I certify (1) that the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge; I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that my false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)' and a checkbox labeled 'Please check the box to electronically sign the Application.' A 'Cancel' button is on the left, and a 'Submit to HRSA' button is on the right, highlighted with a red callout box containing the number '1'.

9. If you have any problems submitting the application in EHBs, contact **Health Center Program Support** at 1-877-464-4772 (Monday – Friday, 8:30 AM - 5:30 PM ET) or through the [BPHC Contact Form](#):
- Under *Technical Support*, select *EHBs Tasks/EHBs Technical Issues*
 - Select *Grant Applications Technical Question*