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

HRSA
Health Resources & Services Administration

Contents

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

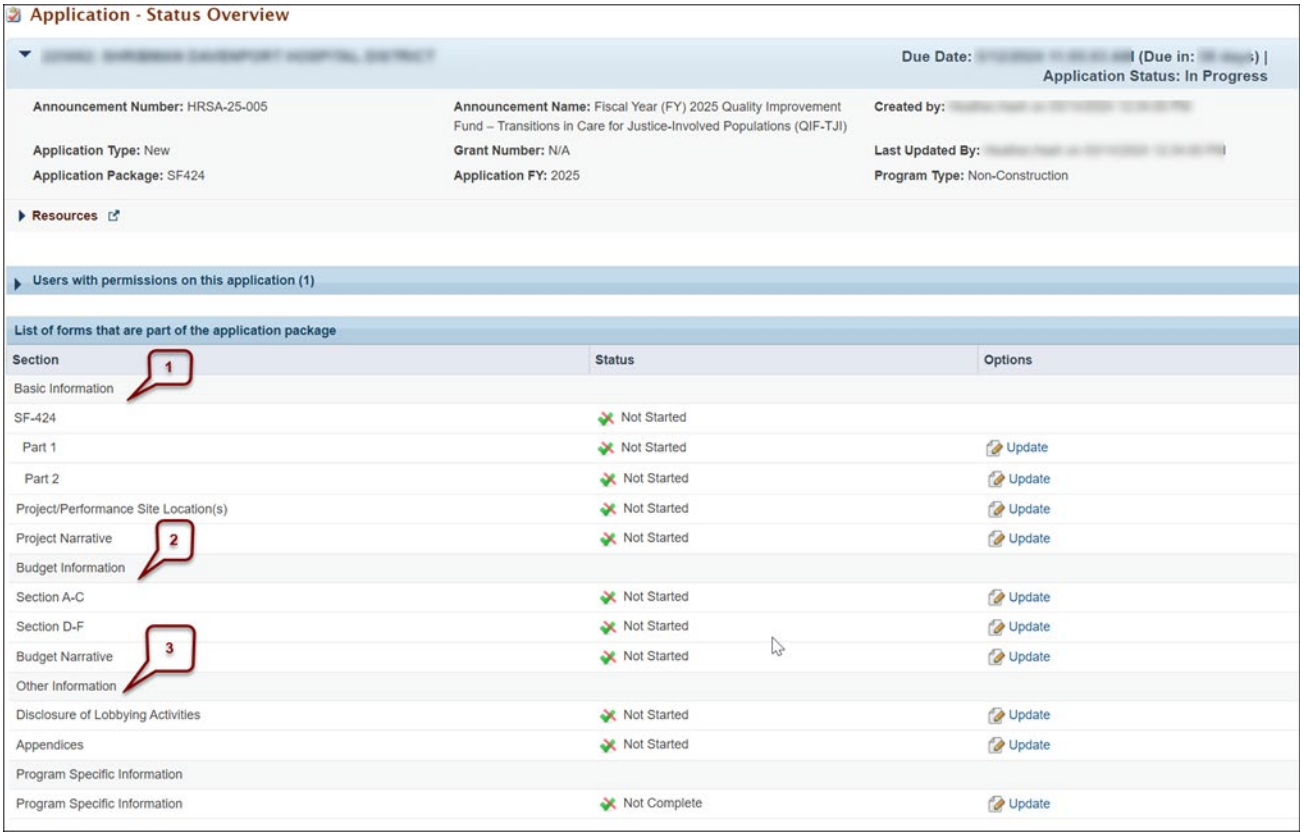
IMPORTANT NOTE: Refer to the HRSA SF-424 Two-Tier Application Guide available at http://www.hrsa.gov/grants/apply/applicationguide/sf424programspecificappguide.pdf for more details related to submitting an application in Grants.gov and validating it in EHBs.

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



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**)

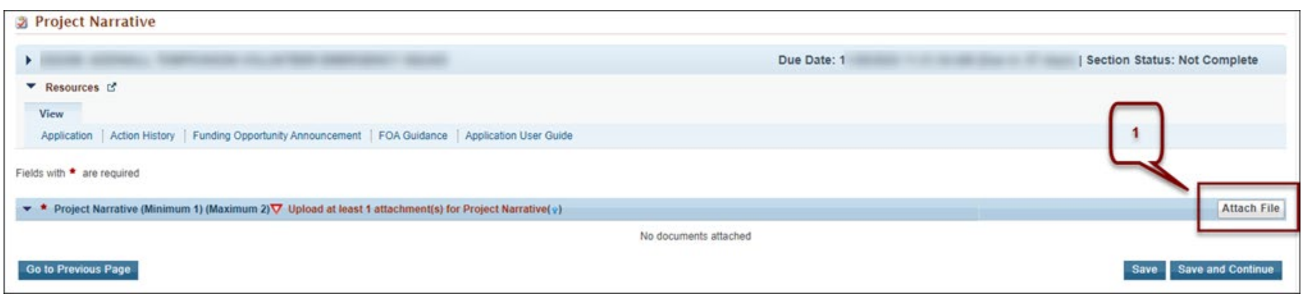
The Basic Information has been imported from Grants.gov and has undergone a data validation check. You may edit this information, if necessary. Only the fields marked with an asterisk **(*)** are required. The section has the following forms:

- 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

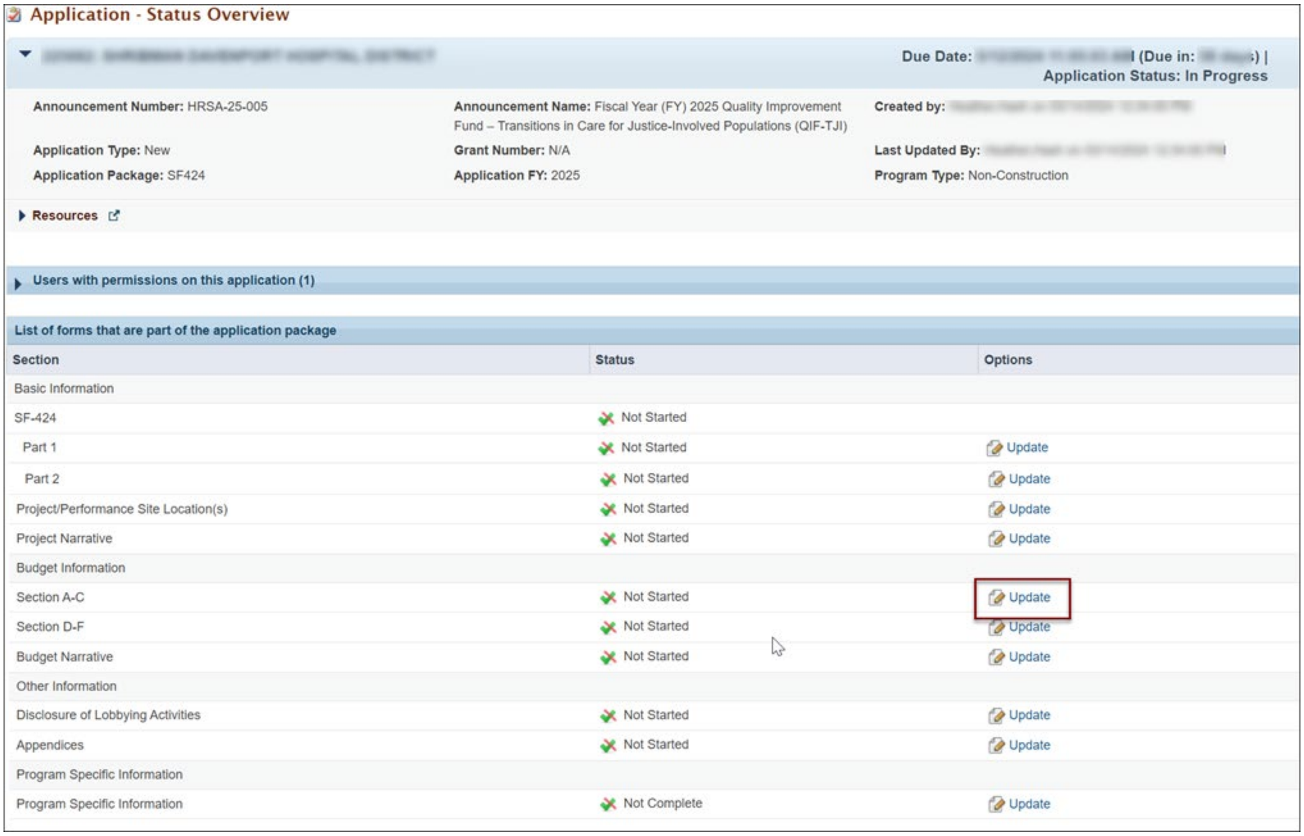
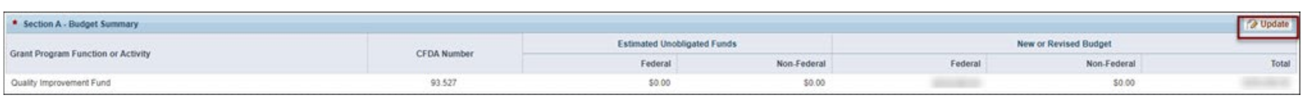
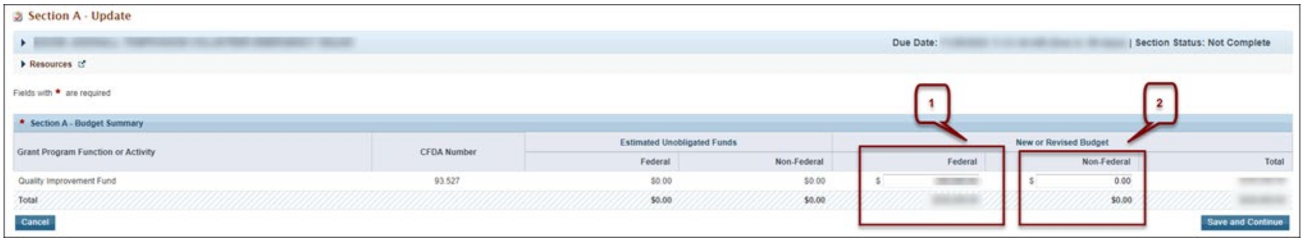


Figure 7: Section A – Budget Summary Showing Program



2. 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

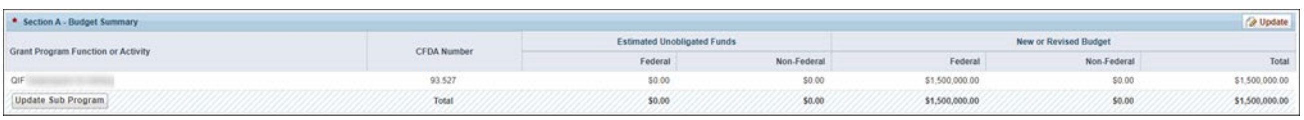


3. Under the **New or Revised Budget** section, in the Federal column, enter the amount of federal funds you are requesting for the 2-year QIF-TJI period of performance (**Figure 8**, **1**). In the Non-Federal column, enter the non-federal funds in the budget (**Figure 8**, **2**). Do not enter amounts for Estimated Unobligated Funds.
4. 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



5. 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

Section B - Budget Categories — Update

Object Class Categories	Grant Program Function or Activity: Federal	Grant Program Function or Activity: 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	[illegible]	$0.00	[illegible]
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
Total Direct Charges	[illegible]	$0.00	[illegible]
Indirect Charges	$0.00	$0.00	$0.00
Total	[illegible]	$0.00	[illegible]

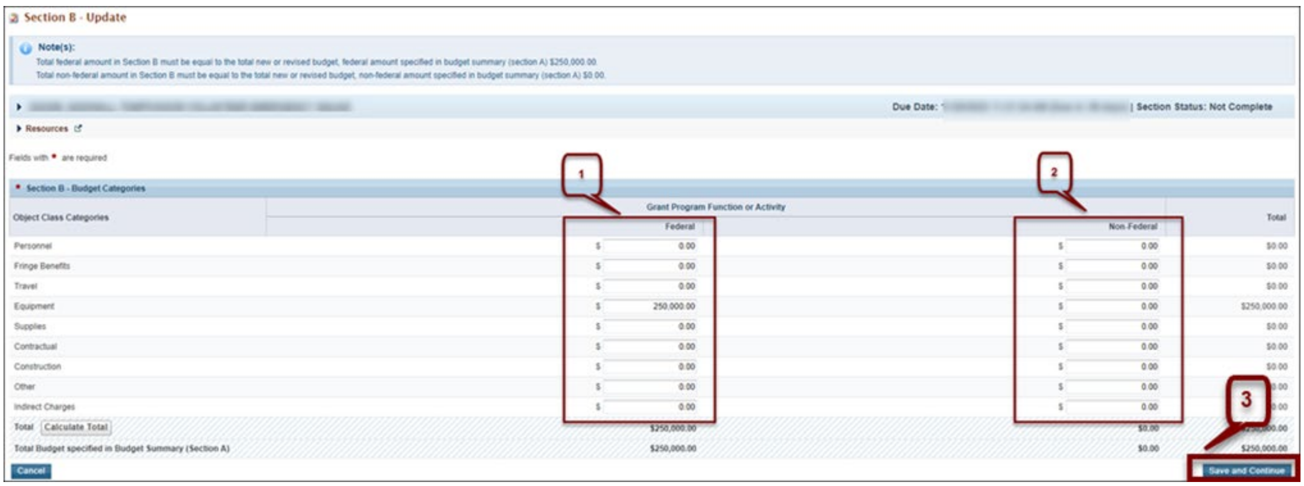
6. Enter the federal amount for each object class category under the Federal column (**Figure 11**, **1**).

- 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



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

2.1.2 Budget Information - Section D-F

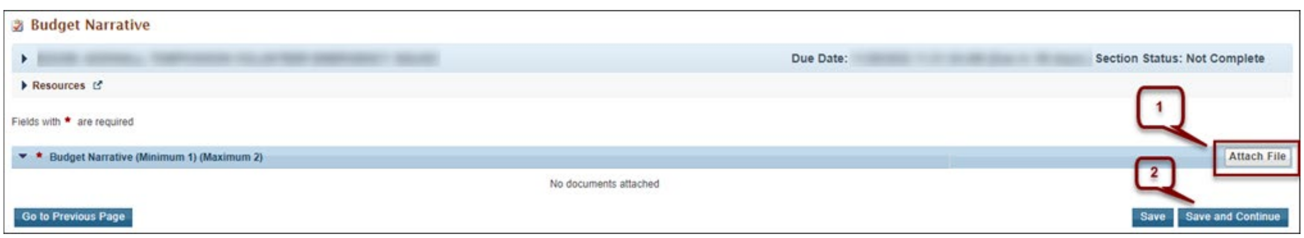
The **Budget Information – Section D-F** consists of the following three sections and is not required. Please leave these sections blank. Click the **[Save and Continue]** button on the Budget Information – Section D-F to proceed.

- 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



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.

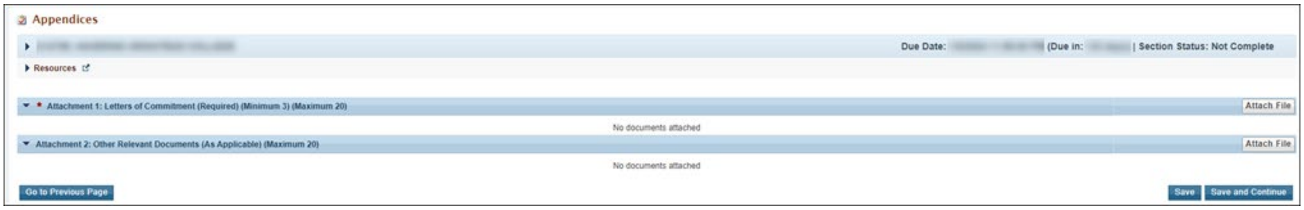
2.2.2 Completing the Appendices Form

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



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 Menue

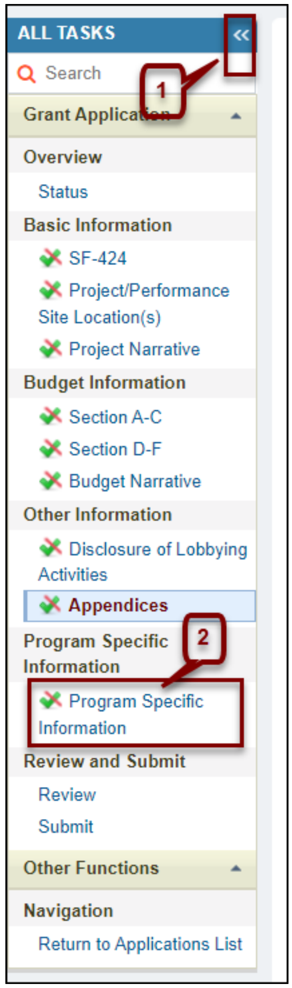
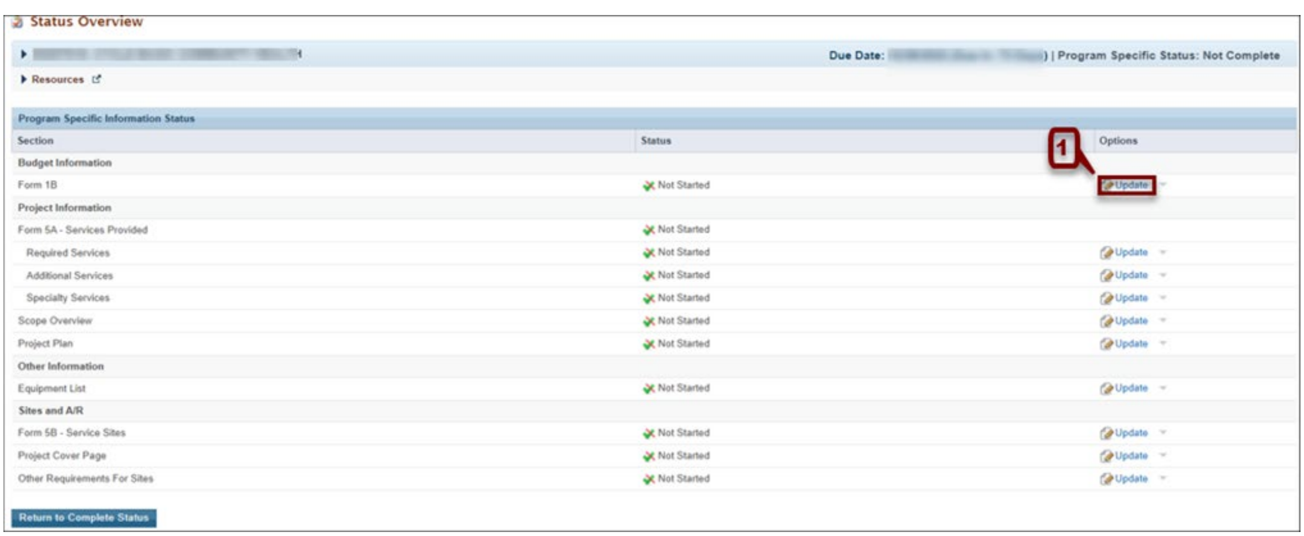


Figure 16: Status Overview Page for Program-Specific Forms



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

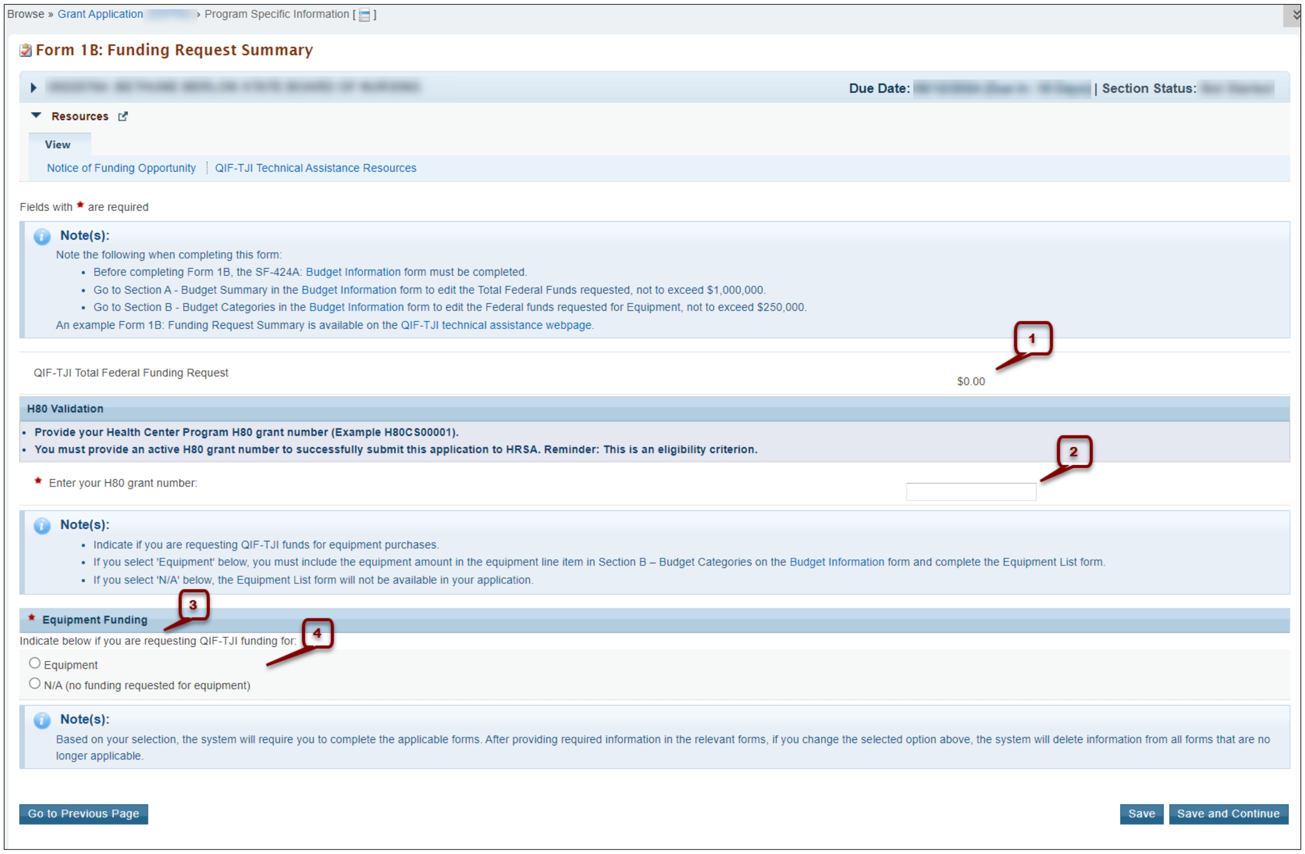
1. Review the information that has been pre-populated for the QIF-TJI Federal Funding Request (**Figure 17**, **1**). The QIF-TJI Federal Funding Request must not exceed $1,000,000. Go to **Section A – Budget Summary** to edit the New or Revised, Federal total, if needed.

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



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**.

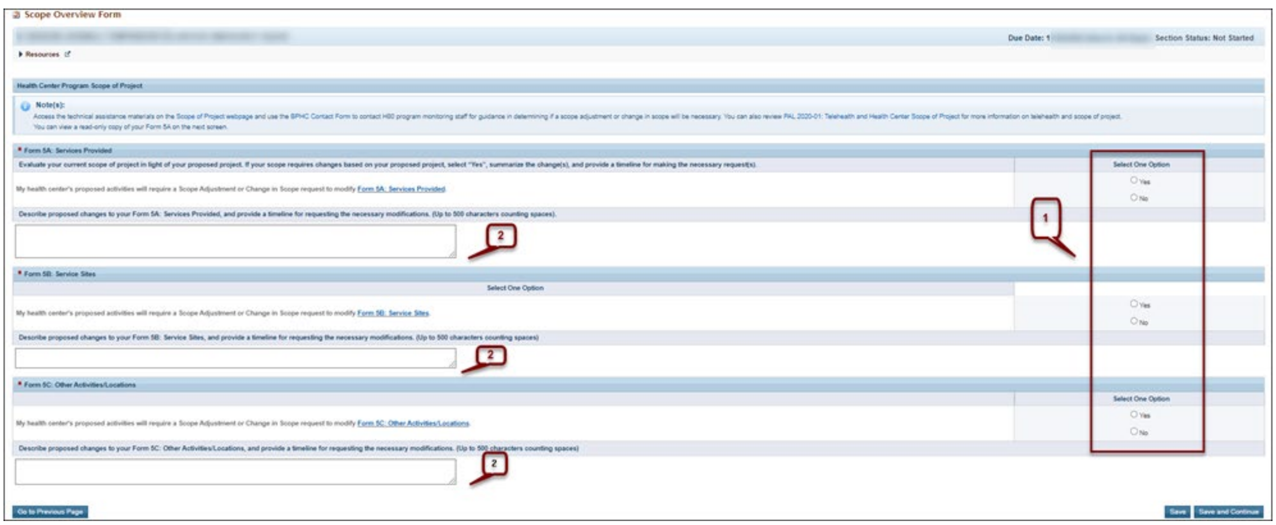
3.3 Scope Overview Form

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



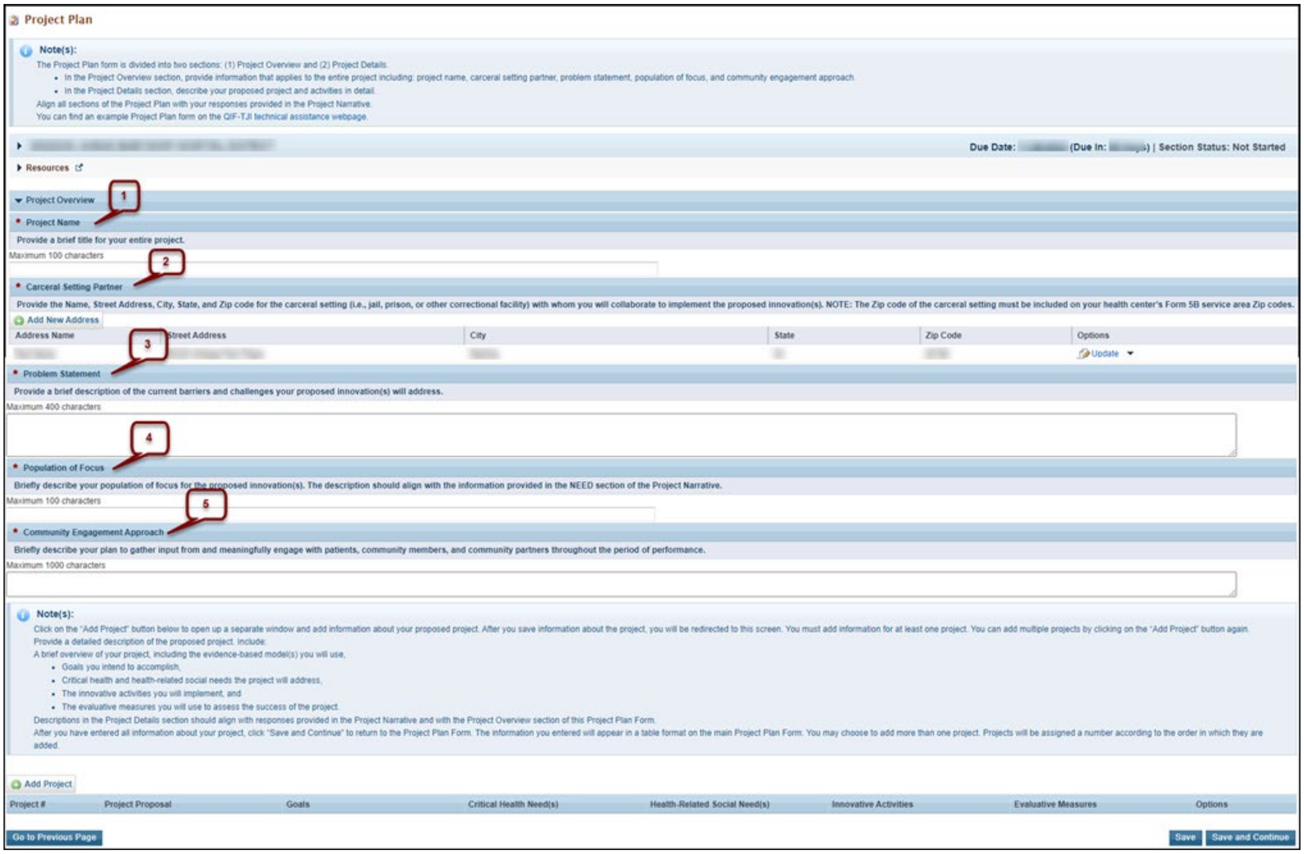
3.2 Project Plan Form

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



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

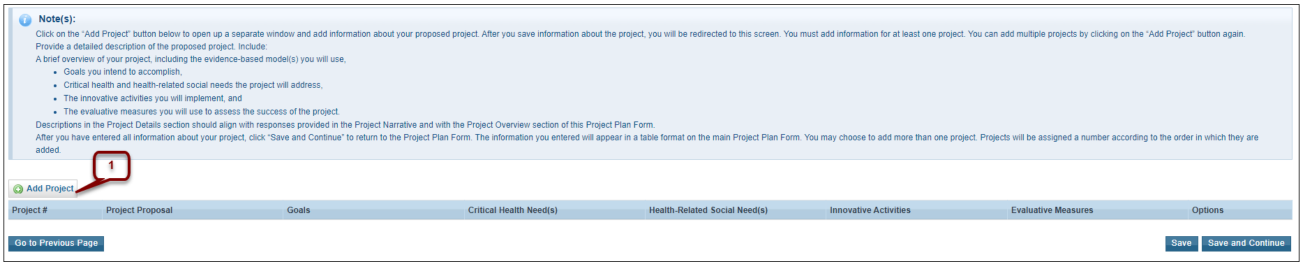


Figure 21: Add Project Information

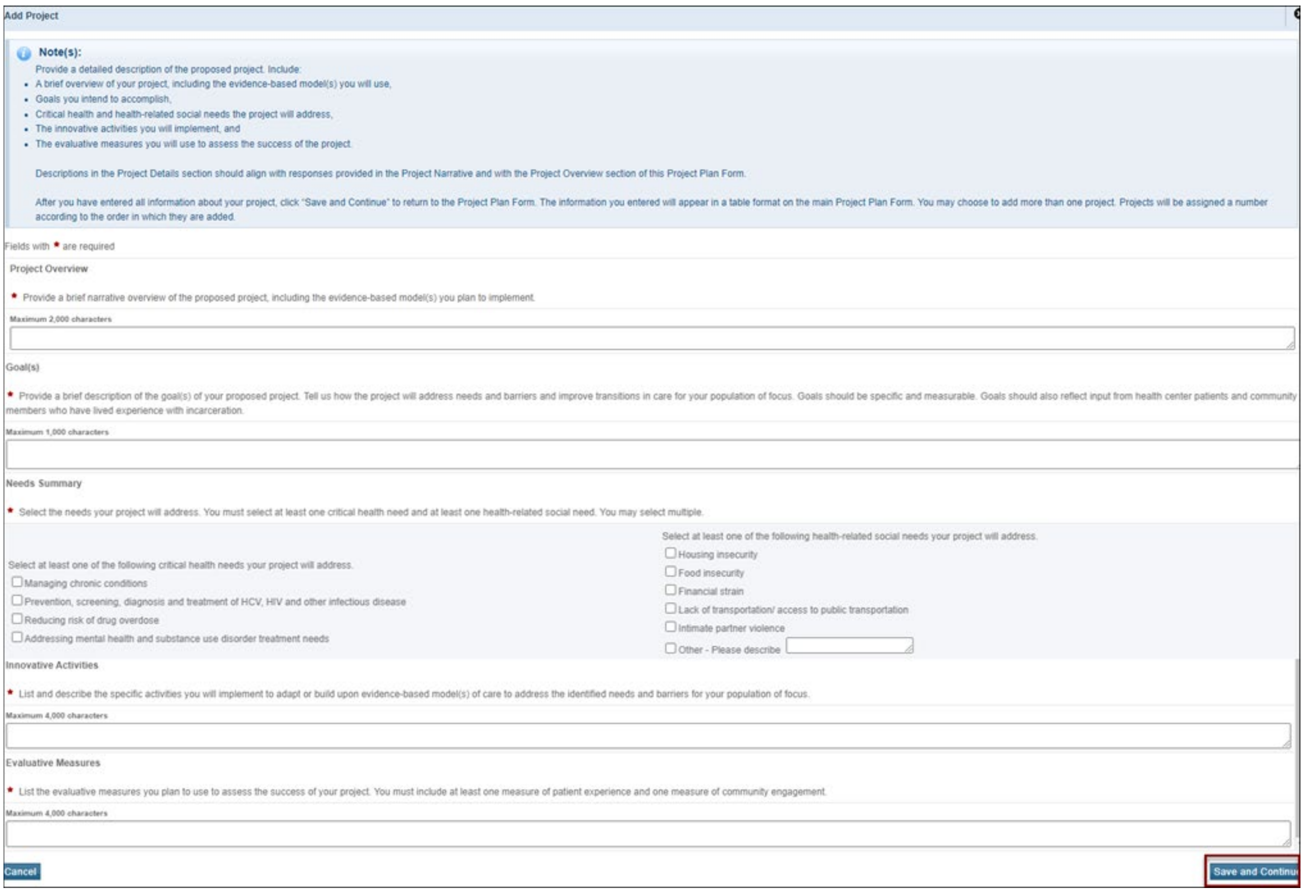
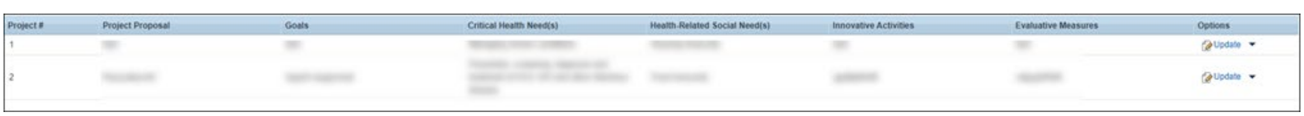


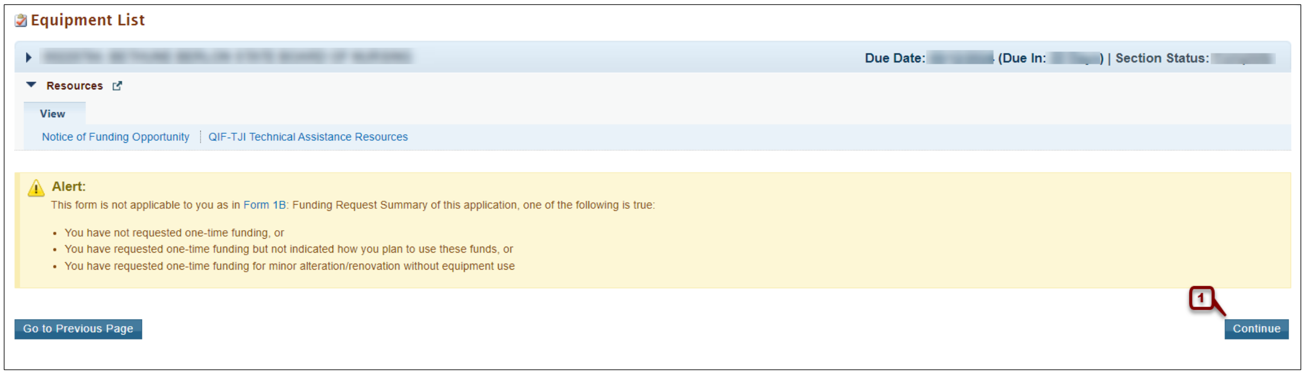
Figure 22: Project Details List



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



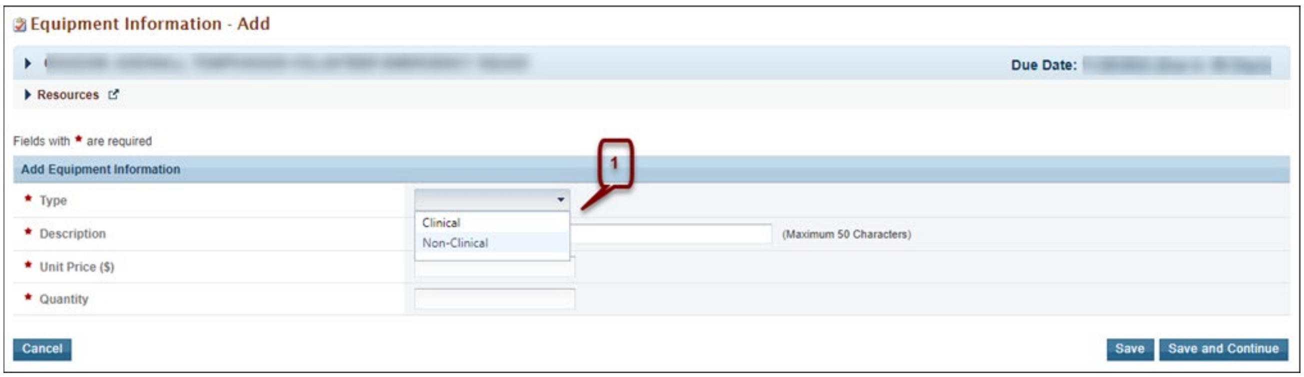
3.4.1 Completing the Equipment List Forms

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**).

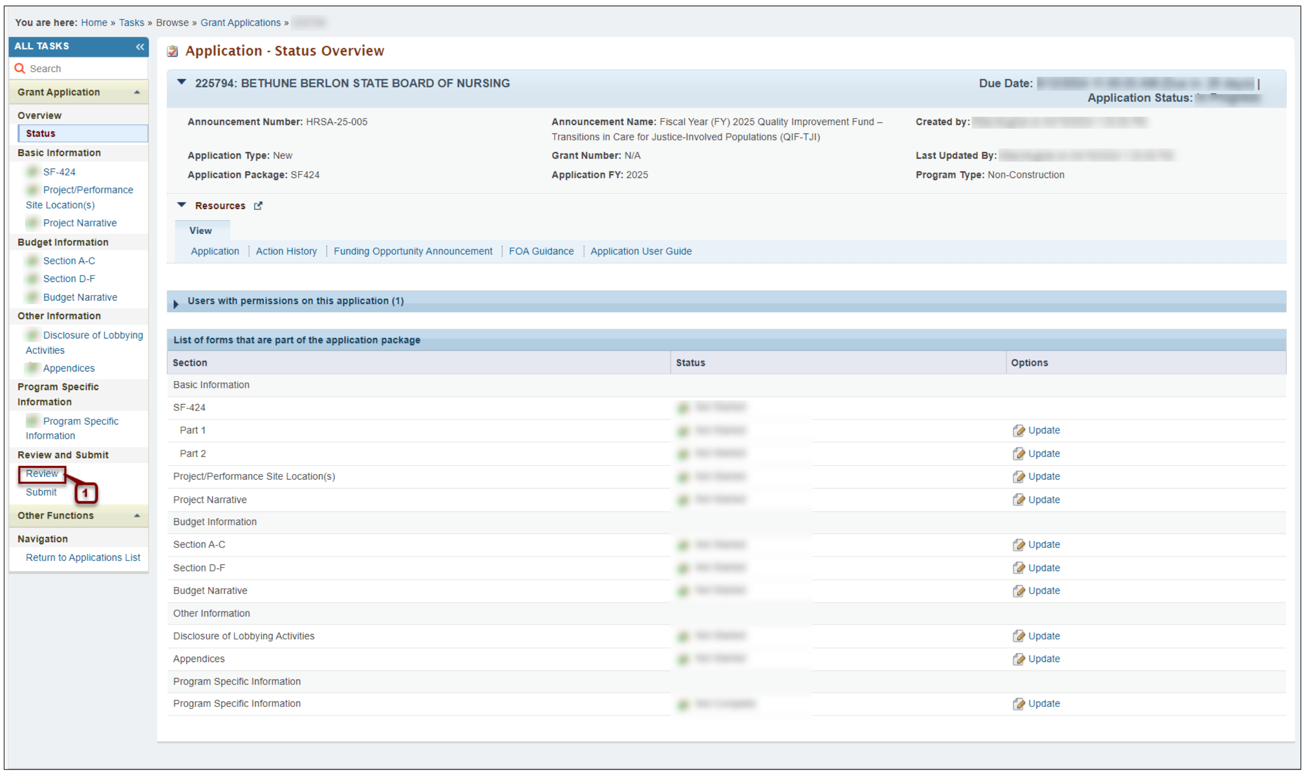
Figure 26: Equipment List- Updated

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

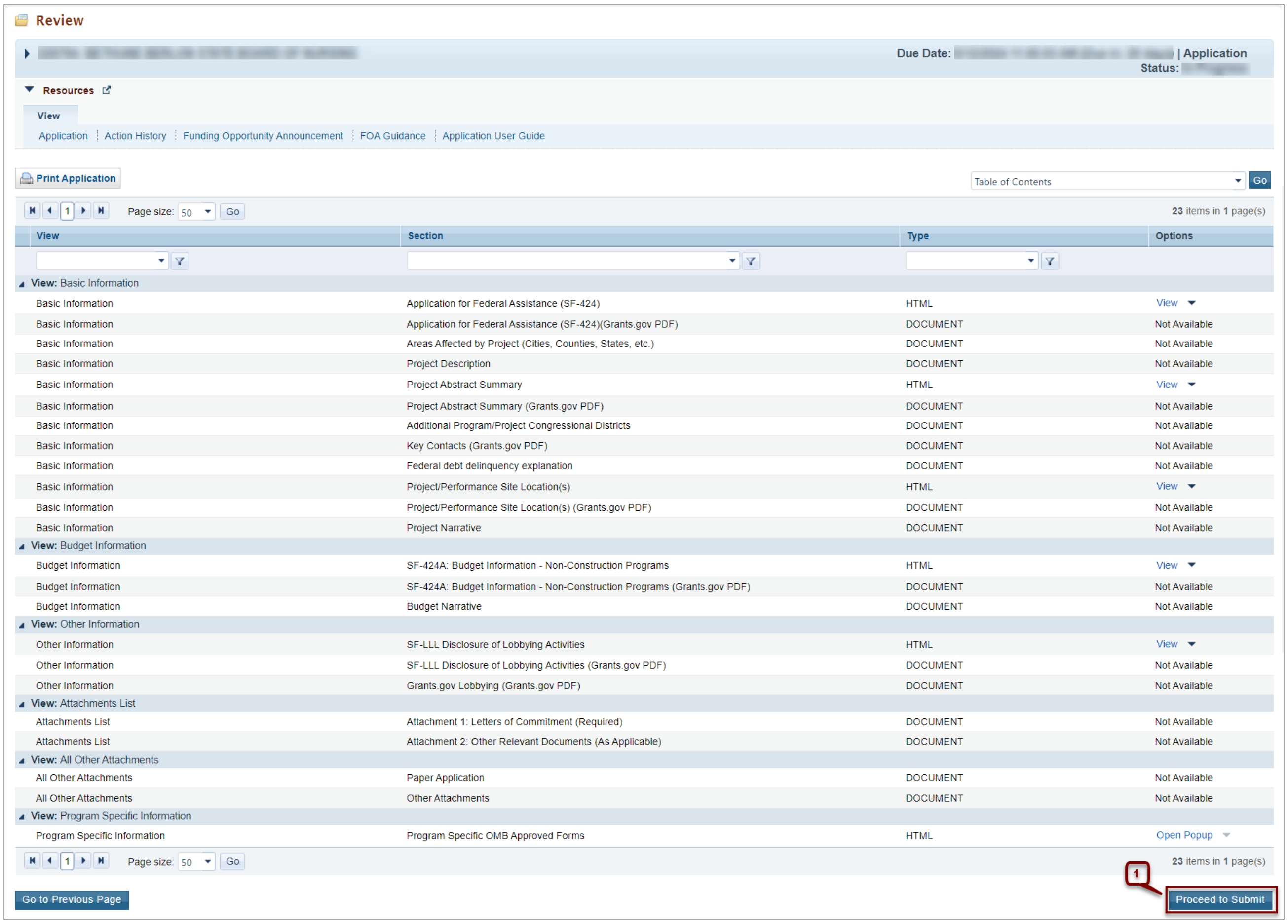
1. Go to the standard section of the application using the **Grant Application** link next to **You are here:** at the top of the page.
2. On the **Application** - **Status Overview** page, sections that are incomplete or have errors will have a status of ‘Not Complete.’ Click the **Update** link under 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



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

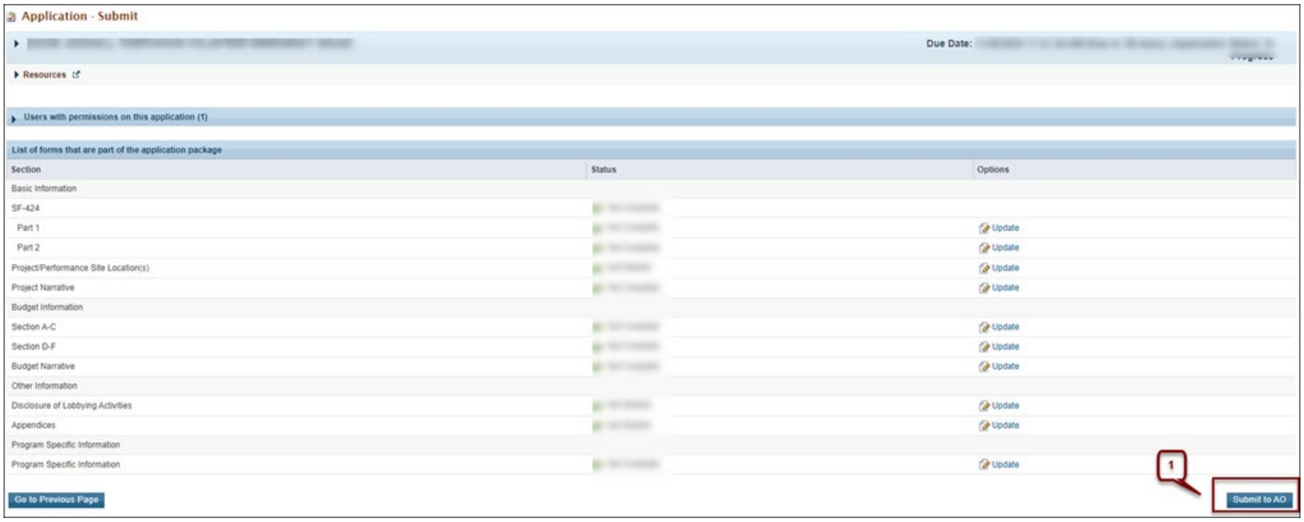


View	Section	Type	Options
View: Basic Information			
Basic Information	Application for Federal Assistance (SF-424)	HTML	View
Basic Information	Application for Federal Assistance (SF-424)(Grants.gov PDF)	DOCUMENT	Not Available
Basic Information	Areas Affected by Project (Cities, Counties, States, etc.)	DOCUMENT	Not Available
Basic Information	Project Description	DOCUMENT	Not Available
Basic Information	Project Abstract Summary	HTML	View
Basic Information	Project Abstract Summary (Grants.gov PDF)	DOCUMENT	Not Available
Basic Information	Additional Program/Project Congressional Districts	DOCUMENT	Not Available
Basic Information	Key Contacts (Grants.gov PDF)	DOCUMENT	Not Available
Basic Information	Federal debt delinquency explanation	DOCUMENT	Not Available
Basic Information	Project/Performance Site Location(s)	HTML	View
Basic Information	Project/Performance Site Location(s) (Grants.gov PDF)	DOCUMENT	Not Available
Basic Information	Project Narrative	DOCUMENT	Not Available
View: Budget Information			
Budget Information	SF-424A: Budget Information - Non-Construction Programs	HTML	View
Budget Information	SF-424A: Budget Information - Non-Construction Programs (Grants.gov PDF)	DOCUMENT	Not Available
Budget Information	Budget Narrative	DOCUMENT	Not Available
View: Other Information			
Other Information	SF-LLL Disclosure of Lobbying Activities	HTML	View
Other Information	SF-LLL Disclosure of Lobbying Activities (Grants.gov PDF)	DOCUMENT	Not Available
Other Information	Grants.gov Lobbying (Grants.gov PDF)	DOCUMENT	Not Available
View: Attachments List			
Attachments List	Attachment 1: Letters of Commitment (Required)	DOCUMENT	Not Available
Attachments List	Attachment 2: Other Relevant Documents (As Applicable)	DOCUMENT	Not Available
View: All Other Attachments			
All Other Attachments	Paper Application	DOCUMENT	Not Available
All Other Attachments	Other Attachments	DOCUMENT	Not Available
View: Program Specific Information			
Program Specific Information	Program Specific OMB Approved Forms	HTML	Open Popup

IMPORTANT NOTES:

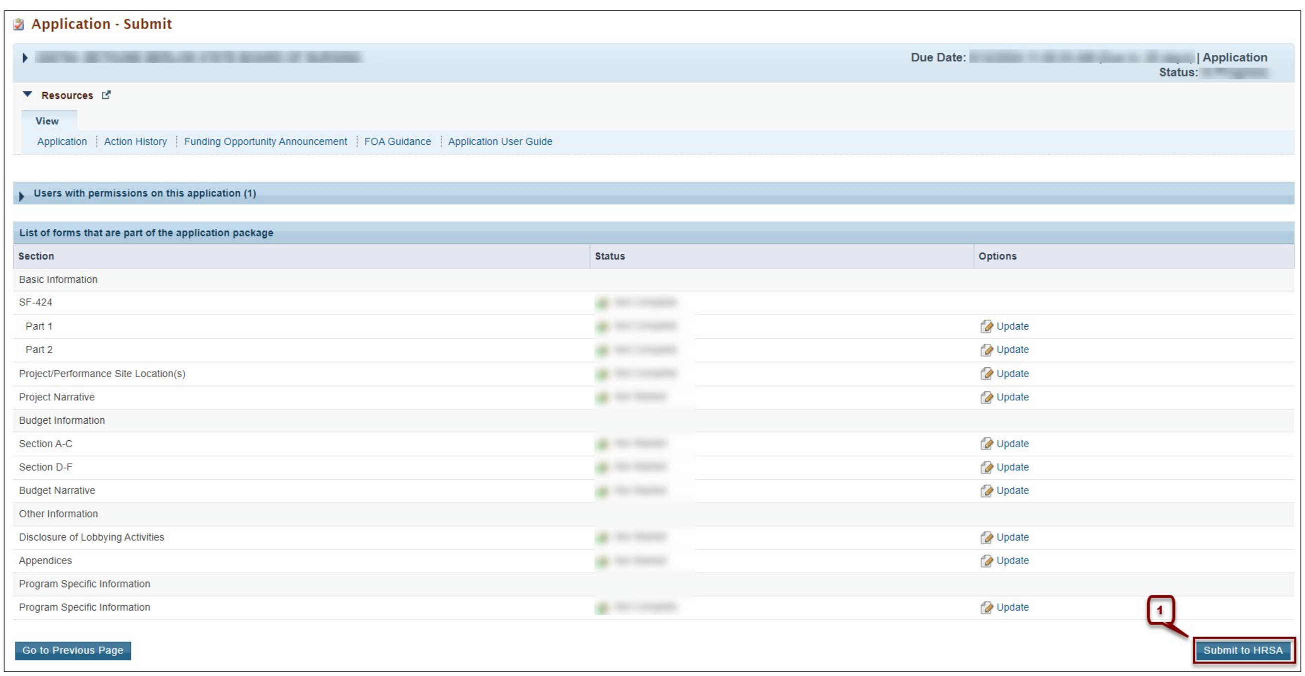
- To apply, you must have the 'Submit' privilege. This privilege must be given by the Project Director (PD) to the Authorizing Official (AO).
- If you are not the AO, a **Submit to AO** button will be displayed at the bottom of the **Submit** page. Click the button to notify the AO that the application 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



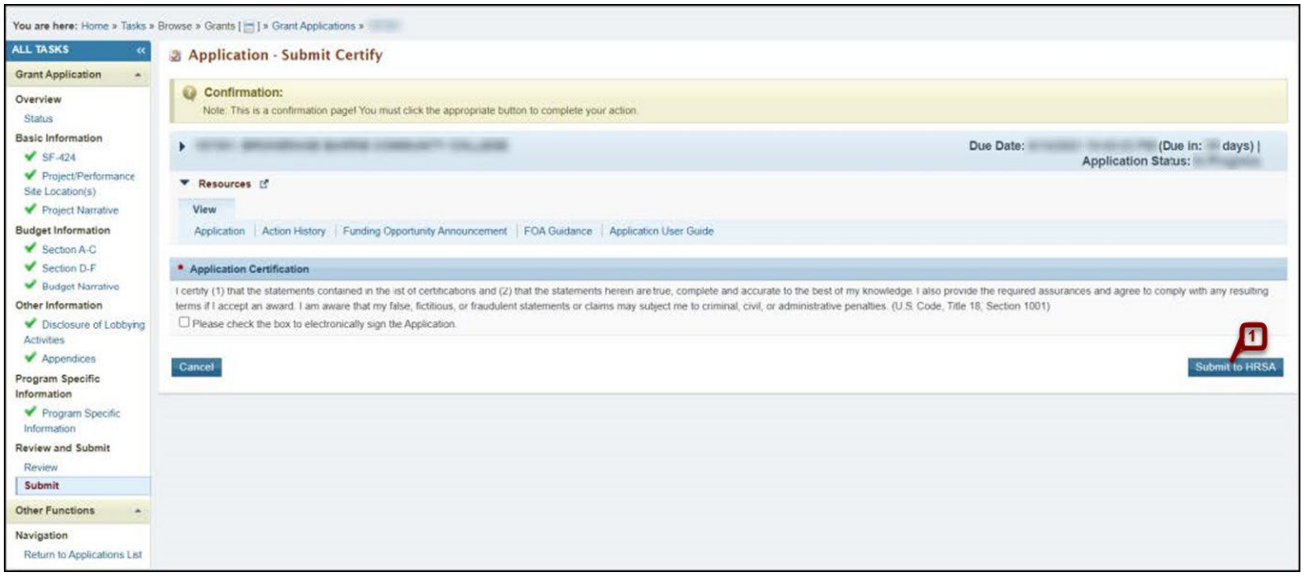
6. Click the Submit to AO button at the bottom of the **Submit** page (**Figure 29,1**). If you are the AO, click the Submit to HRSA button at the bottom of the **Submit** page (**Figure 30**).
7. You are not done yet! the system goes to a confirmation page.

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



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:](BPHC Contact Form)
   - Under *Technical Support*, select *EHBs Tasks/EHBs Technical Issues*
   - Select *Grant Applications Technical Question*