

**MATERNAL, INFANT, AND EARLY CHILDHOOD
HOME VISITING PROGRAM
FORMULA AWARDS**

**FY 2023 NON-COMPETING CONTINUATION UPDATE
(NCC UPDATE)**

***Electronic Handbooks (EHBs)
Applicant User Guide***
Version: April 12, 2023

ACTIVITY CODE: X10

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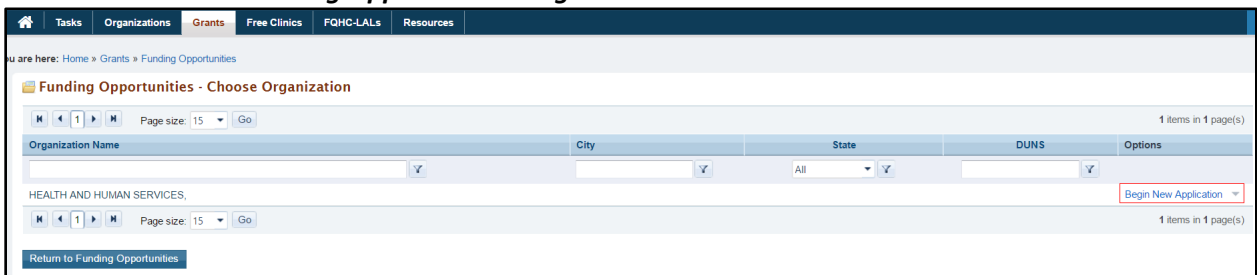
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NOTE: The EHBs login process is changing May 26, 2023 for applicants, recipients, service providers, consultants, and technical analysts. To enhance EHBs' security, the EHBs will use **Login.gov** and **two-factor authentication**. Applicants, recipients, service providers, consultants, and technical analysts must create a Login.gov account by May 25, 2023 to prepare for the new login process. For step-by-step instructions on creating a Login.gov account refer to the [EHBs Wiki Help page](#).

A. Create the Application

To create the **Fiscal Year 2023 Non-Competing Continuation Update (NCC Update)** application in the EHBs, you will need the EHBs web link, eligibility code, and your organization's FY2022 MIECHV program X10 grant number. The EHBs web link and the eligibility code were emailed to your organization's Authorizing Official (AO) and Project Director (PD) designated in the EHBs.

1. Click the EHB web link provided in the HRSA/EHB email. You will be directed to the EHBs.
2. Login to the EHBs by entering your username and password, and click the **[Login]** button.
 - Note: If you do not have a username, then you must register in EHBs. Do not create duplicate accounts. If you experience login issues or forgot your password, contact the HRSA Grants and Electronic Handbooks Contact Center at (877) 464-4772 or <http://www.hrsa.gov/about/contact/ehbhelp.aspx>.
3. Once you are logged in, the system navigates to the **Funding Opportunities – Choose Organization** page, displaying all organizations with which you are registered. Identify your MIECHV organization and click **Begin New Application**. If you are not directed to this page, see below instructions for **Alternative Method to Find the Funding Opportunities Page**.



4. On the **Grant Application – Create** page, enter the 4-digit Eligibility Code provided in the HRSA/EHBs email and your organization's FY2022 MIECHV X10 grant number in the respective fields.

5. Click the **[Continue]** button at the bottom right of the page. The system creates the application and displays the EHBs Application Tracking Number.
6. Make a note of the EHBs Application Tracking Number and click the **[Continue]** button to start the application. The system navigates to the **Application – Status Overview** page.

B. Overview Section

Once the grant application is created, you are navigated to the **Application-Status Overview** page. On the **Application – Status Overview** page, click the right side **Update** links and complete all the required sections. See instructions for respective sections below.

List of forms that are part of the application package		
Section	Status	Options
Basic Information		
SF-424	✗ Not Complete	
Part 1	✓ Complete	Update
Part 2	✗ Not Complete	Update
Project/Performance Site Location(s)	✗ Not Started	Update
Project Narrative	✗ Not Started	Update
Budget Information		
Section A-C	✗ Not Started	
Budget Period 1	✗ Not Started	Update
Section D-F	✗ Not Started	Update
Budget Narrative	✗ Not Started	Update
Other Information		
Assurances	✗ Not Started	Update
Disclosure of Lobbying Activities	✗ Not Started	Update
Appendices	✗ Not Started	Update

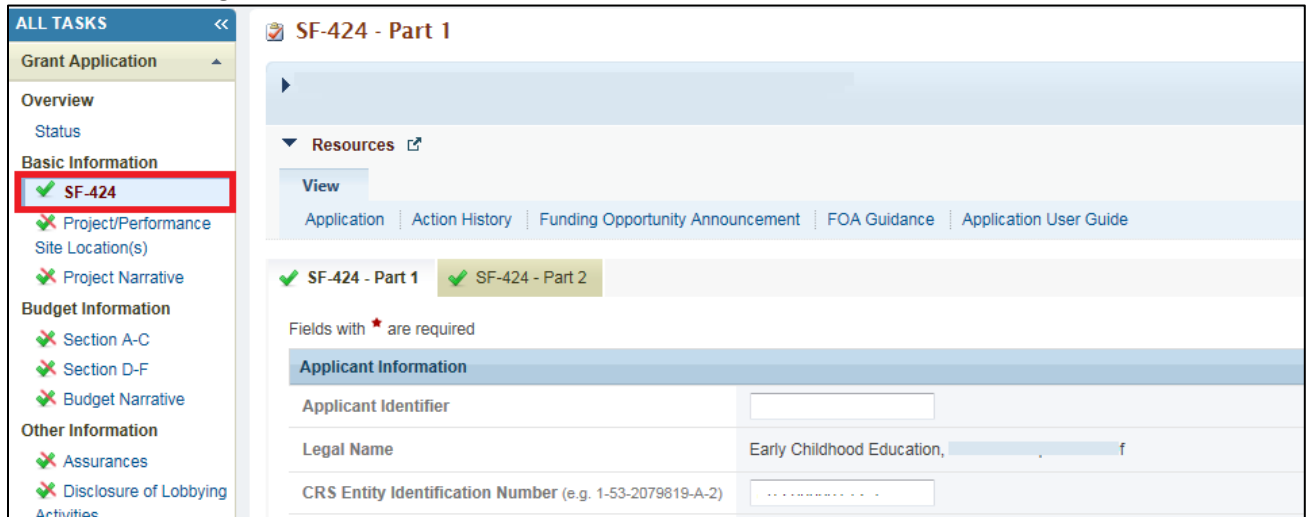
To access the **NCC Update** guidance document within the EHBs application, click on the **Funding Opportunity Announcement** link that is displayed under the **Resources** section.

The screenshot shows the 'Application - Status Overview' page. At the top, there is a header with a checkmark icon and the title 'Application - Status Overview'. Below this is a large black redaction box. Underneath, there is a 'Resources' section with a dropdown arrow and an external link icon. A 'View' button is visible. The 'Resources' section contains a horizontal menu with the following items: 'Application', 'Action History', 'Funding Opportunity Announcement' (highlighted with a red box), 'FOA Guidance', and 'Application User Guide'.

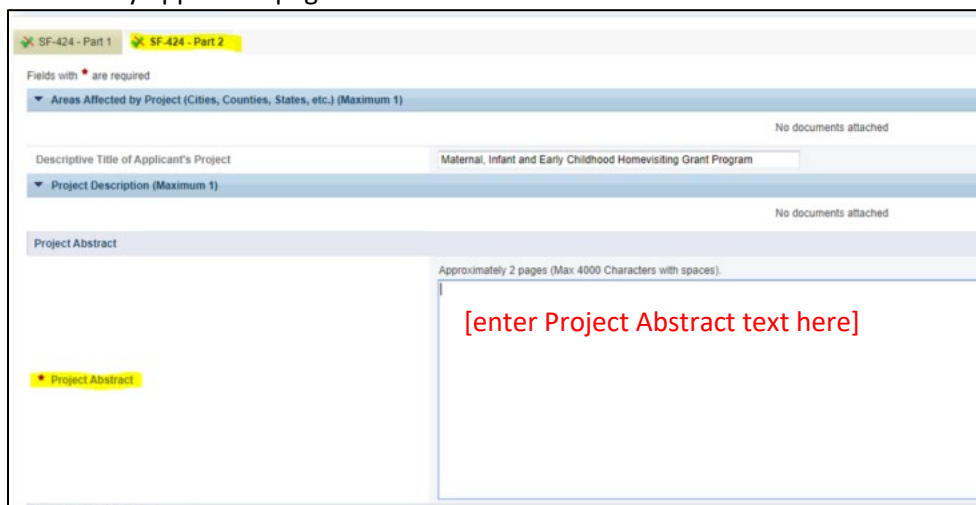
C. Standard Forms - 424

The Standard OMB forms are completed in the EHBs. On the left side menu, you see links to the **SF-424** form (which includes applicant information), budget forms (listed as “Sections A-C” under the “Budget Information” header), and assurance forms under the “Other Information” header. On the forms, some information may be pre-populated with your organization’s information and others you will be required to complete. Review the information and update required fields as appropriate.

1. From the left navigation menu under **Basic Information**, click on **SF-424**.



2. Fill out all fields required as presented by an asterisk (*) in the **SF-424- Part-1** and **Part-2** tabs.
3. ***New***- In the **SF-424-Part 2** tab section, enter the required **Project Abstract** information into the “Project Abstract” text box. Effective April 22, 2021, the Project Abstract is no longer an attachment that counts in the page limit. Do not upload the Project Abstract as an attachment or it may count toward any applicable page limitation.



4. Click **[Save]** or **[Save and Continue]** so the system will mark the section as ‘Complete’.

- Complete information for **Project/Performance Site Location(s)** by clicking on **Add a Project/Performance Site** and enter your organization's information.

- From the left navigation menu under **Budget Information**, click on **Section A-C** and enter the required information by clicking the **[Update]** button in the top right corner of each section. Remember to click **[Save]** or **[Save and Continue]** to mark the section as 'Complete'.

Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		Total
		Federal	Non-Federal	Federal	Non-Federal	
Maternal, Infant and Early Childhood Homevisiting Grant Program	93.870	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		Total
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Maternal, Infant and Early Childhood Homevisiting Grant Program	93.870	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Click on **Section D-F**. While these sections are not required, you must click **[Save]** or **[Save and Continue]** to mark the section as 'Complete'.

D. Project Narrative

The screenshot shows the 'Project Narrative' section of a web application. On the left, a navigation menu lists various sections, with 'Project Narrative' highlighted. The main content area displays a form with a table for attachments. The 'Project Narrative' row is expanded, showing an 'Attach File' button. The table has one row with the text 'Project Narrative (Minimum 1) (Maximum 2)' and a dropdown arrow. Below the table, it says 'No documents attached'. At the bottom right, there are 'Save' and 'Save and Continue' buttons.

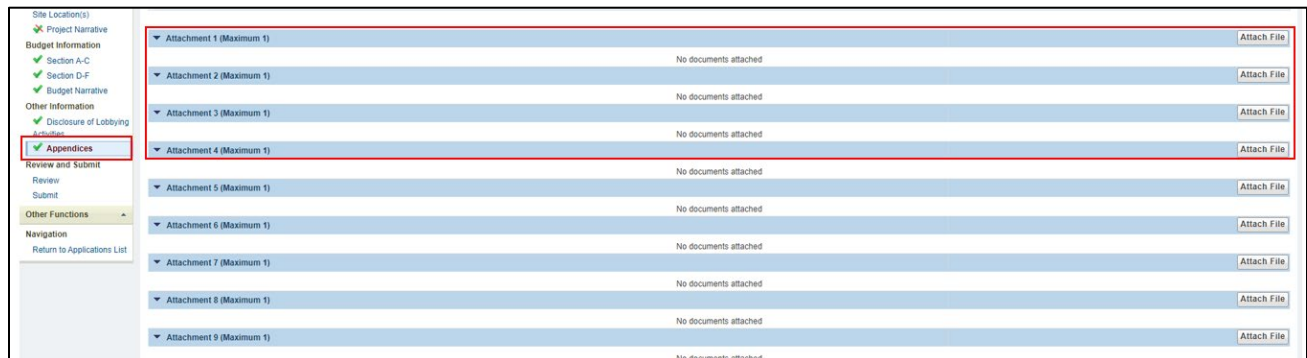
1. From the left navigation menu under **Basic Information**, click on **Project Narrative**. Click on **Attach File** and the section will expand. Click on **Browse**. Select the file, click **Open** and the document will appear in the table. Click **Upload**.
2. Click **Save** or **Save and Continue** so the system will mark the section as 'Complete'.

E. Budget Narrative

The screenshot shows the 'Budget Narrative' section of a web application. On the left, a navigation menu lists various sections, with 'Budget Narrative' highlighted. The main content area displays a form with a table for attachments. The 'Budget Narrative' row is expanded, showing an 'Attach File' button. The table has one row with the text 'Budget Narrative (Minimum 1) (Maximum 2)' and a dropdown arrow. Below the table, it says 'No documents attached'. At the bottom right, there are 'Save' and 'Save and Continue' buttons.

1. The Budget Narrative must be submitted as an attachment. From the left navigation menu under **Budget Information**, click on **Budget Narrative**.
2. Click on **Attach File** and the section will expand. Click on **Browse**. Select the file, click **Open** and the document will appear in the table. Click **Upload**.
3. Click **Save** or **Save and Continue** to mark the section as 'Complete'.

3. Attachments

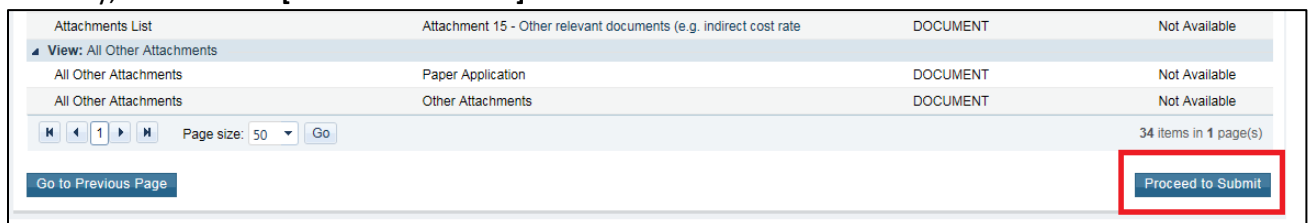


1. From the left navigation menu under **Other Information**, click on **Appendices** to begin uploading Attachments.
2. To attach a file under each respective Attachment section, click on **Attach File** and the section will expand. Click on **Browse**. Select the file, click **Open** and the document will appear in the table. Click **Upload**.
3. Repeat for other Attachments.
4. Click **Save** or **Save and Continue** to mark the section as 'Complete'.

4. Review and Submit the Application


Remember, only the Authorizing Official (AO) can submit the application to HRSA. Applicants are strongly encouraged to communicate with the AO and leave adequate time for him/her to complete the submission process prior to the deadline.

1. From the left navigation menu, click on **Review**. Review the application for completeness and accuracy, then click on **Proceed to Submit**.



2. Once all the sections are marked 'Complete' (all green check marks), click **Submit** at the bottom of the left navigation menu.
3. The system navigates to the standard **Application – Submit** page. Only the Authorizing Official (AO) can submit the application to HRSA. Click **Submit to HRSA** at the bottom right of the page.

List of forms that are part of the application package		
Section	Status	Options
Basic Information		
SF-424	✓ Complete	
Part 1	✓ Complete	Update
Part 2	✓ Complete	Update
Project/Performance Site Location(s)	✓ Complete	Update
Project Narrative	✓ Complete	Update
Budget Information		
Section A-C	✓ Complete	
Budget Period 1	✓ Complete	Update
Section D-F	✓ Complete	Update
Budget Narrative	✓ Complete	Update
Other Information		
Assurances	✓ Complete	Update
Disclosure of Lobbying Activities	✓ Complete	Update
Appendices	✓ Complete	Update

COMPLETE
 when
 check marks
 are green


Go to Previous Page
Submit to HRSA

- a. **Note:** If you are not the AO, the system will display a **[Submit to AO]** button instead of the **[Submit to HRSA]** button at the bottom right of the page (as seen in Figure 18).
 - i. Click on **[Submit to AO]**.
 - ii. The AO must login to the EHBs to review and submit the application.
 - iii. Applicants are strongly encouraged to communicate with the AO and leave adequate time for him/her to complete the submission process prior to the deadline.

4. On the resulting **Certification and Acceptances** form, click **[Submit Application]** at the bottom right corner of the form to confirm the application submission to HRSA.

Application Certification

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)

Please check the box to electronically sign the Application.

Cancel
Submit to HRSA