

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

**FY 2024 NOTICE OF FUNDING OPPORTUNITY (NOFO)**

***Electronic Handbooks (EHBs)  
Applicant User Guide***  
*Version: April 2024*

**ACTIVITY CODE: X10**

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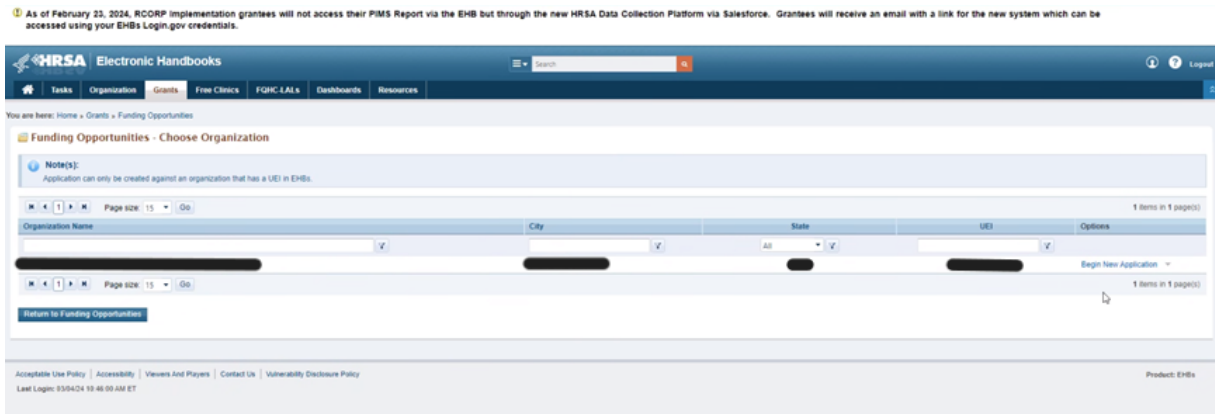
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**NOTE:** The EHBs login process changed May 26, 2023 for applicants, recipients, service providers, consultants, and technical analysts. To enhance EHBs’ security, the EHBs uses **Login.gov** and **two- factor authentication**. Applicants, recipients, service providers, consultants, and technical analysts must create a Login.gov account to use 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 2024 Notice of Funding Opportunity (NOFO)** application in the EHBs, you will need the EHBs web link, eligibility code, and your organization's FY2023 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**.



4. On the **Grant Application – Create** page, enter the 4-digit Eligibility Code provided in the HRSA/EHBs email and your organization's FY2023 MIECHV X10 grant number in the respective fields.

Funding Cycle Information	
Announcement Number	HRSA-24-049
Announcement name	Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program: Base and Matching Grant Awards
Program Name	Maternal, Infant and Early Childhood Homevisiting Grant Program
Program Type	Non-Construction
Application Deadline	5/29/2024 11:59:00 PM










  

Select Application Type	
* Eligibility Code	<input type="text" value="9174"/>
* Application Type	<input checked="" type="radio"/> New
* Existing Grant Number (Enter an existing active Grant Number for this Program)	<input type="text" value=""/> (e.g. X10MC29477)

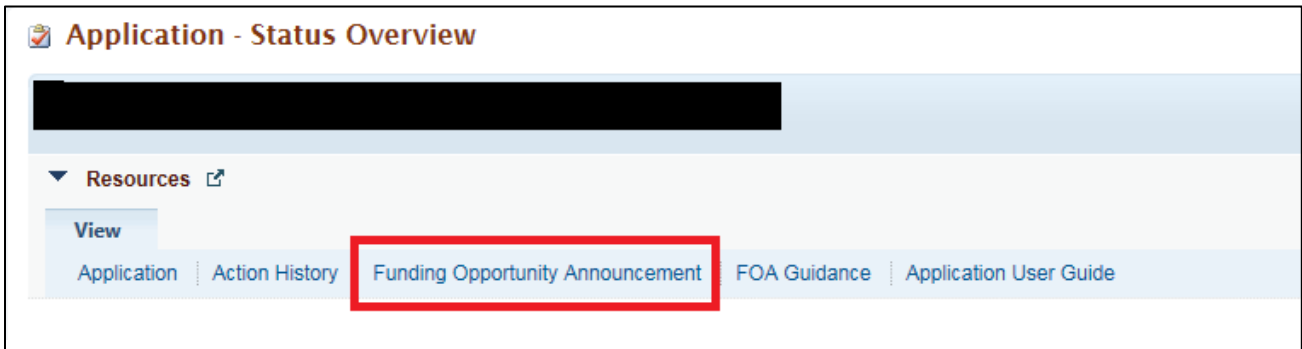
5. Click the **[Continue]** button at the bottom right of the page. The system creates the application and displays the EHBs Application Tracking Number.
6. Make a note of the EHBs Application Tracking Number and click the **[Continue]** button to start the application. The system navigates to the **Application – 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 **Update** links on the right side and complete all the required sections. **Note under “Budget Information”, “Section A-C” and “Section D-F” are automatically skipped.** 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	✗ Not Complete	 Update
Part 2	✗ Not Complete	 Update
Project/Performance Site Location(s)	✗ Not Complete	 Update
Project Narrative	✗ Not Complete	 Update
Budget Information		
Section A-C	✓ Skipped	
Budget Period 1	✓ Skipped	 Update
Section D-F	✓ Skipped	 Update
Budget Narrative	✗ Not Complete	 Update
Other Information		
Disclosure of Lobbying Activities	✗ Not Started	 Update
Appendices	✗ Not Started	 Update

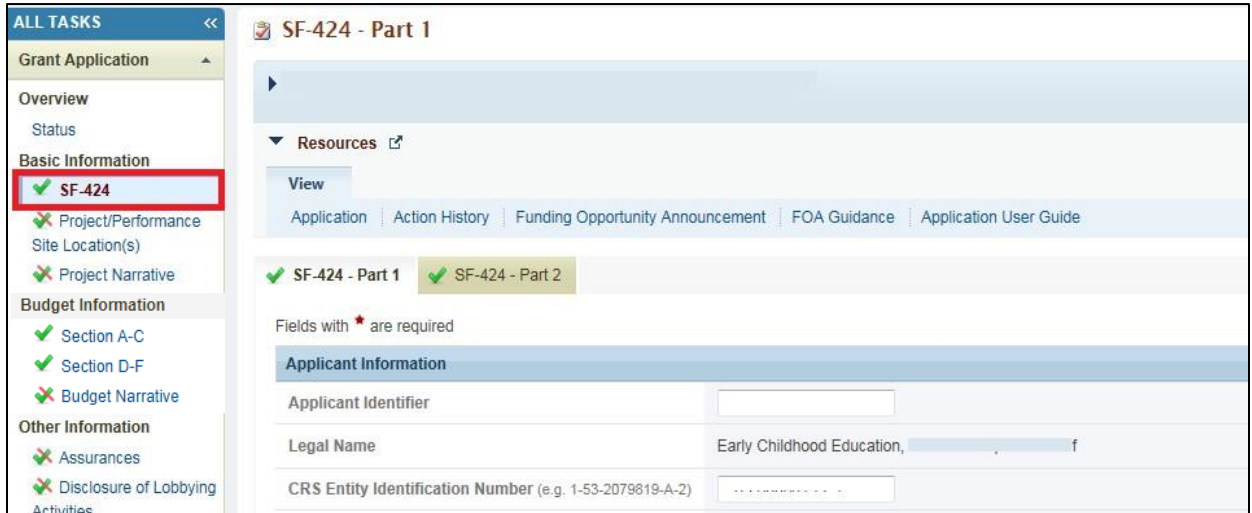
To access the FY 2024 **NOFO** guidance document within the EHBs application, click on the **Funding Opportunity Announcement** link that is displayed under the **Resources** section.



## C. Standard Forms - 424

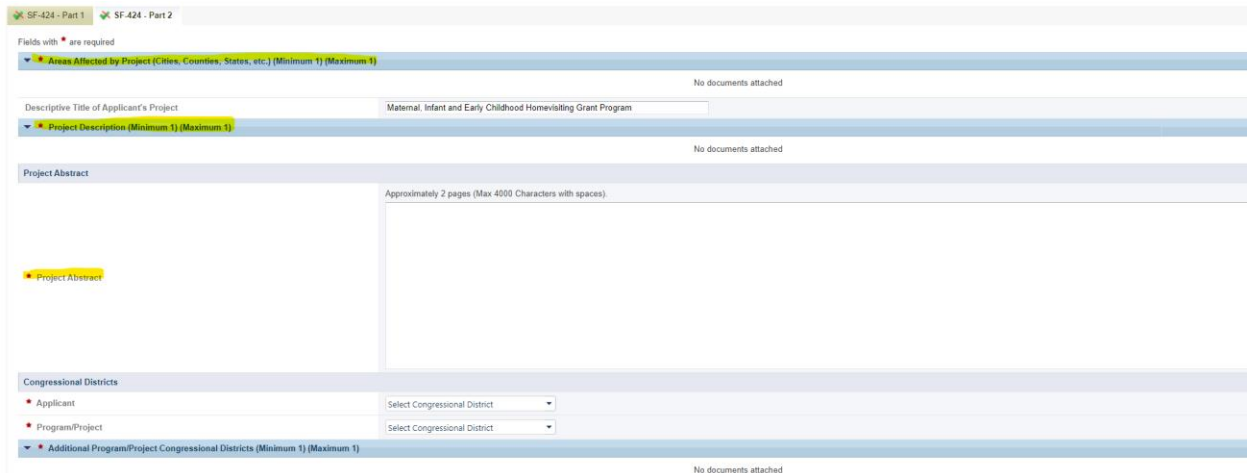
The Standard OMB forms are completed in the EHBs. On the left side menu, you see links to the **SF-424** form (which includes applicant information), budget forms (listed as “Sections A-C” under the “Budget Information” header), and assurance forms under the “Other Information” header. On the forms, 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**.



The screenshot shows the SF-424 - Part 1 form interface. On the left, the navigation menu is expanded to 'Basic Information', where 'SF-424' is highlighted with a red box. The main content area displays the 'Applicant Information' section. Fields include 'Applicant Identifier' (empty), 'Legal Name' (pre-filled with 'Early Childhood Education, Inc.'), and 'CRS Entity Identification Number (e.g. 1-53-2079819-A-2)' (empty). A note indicates 'Fields with \* are required'.

2. Fill out all required fields, as indicated by an asterisk (\*), in the **SF-424- Part-1** and **Part-2** tabs.
3. In the **SF-424-Part 2** section, enter the required **Project Abstract** information into the “Project Abstract” text box.



The screenshot shows the SF-424 - Part 2 form interface. The 'Project Abstract' section is highlighted, showing a text box for entering the abstract. Other sections include 'Areas Affected by Project', 'Project Description', and 'Congressional Districts'. The 'Project Abstract' section has a note: 'Approximately 2 pages (Max 4000 Characters with spaces)'. The 'Congressional Districts' section has dropdown menus for 'Applicant' and 'Program/Project'.

You are required to attach a document for “Areas Affected by Project”, “Project Description”, and “Congressional Districts”.

- For “Areas Affected by Project” upload a Word or PDF document that references your Attachment 2.

- For “Project Description” upload a PDF version of your abstract under the “Project Description”.
  - For “Congressional Districts” create and upload a Word or PDF document with a list or map of the districts served by your MIECHV program.
4. Click **[Save]** or **[Save and Continue]** so the system will mark the section as ‘Complete’.
  5. Complete information for **Project/Performance Site Location(s)** by clicking on **Add a Project/Performance Site** and enter your organization’s information.

6. Under **Budget Information**, **skip Section A-C** and **Section D-F**. These sections are automatically marked with a green check mark and will show as “Skipped” in the application review section. **You do not need to input any information in Section A-C and Section D-F, as those sections have been pre-populated with zeros. You should submit your application with all values as 0 (as shown below).**

* Section A - Budget Summary							Update
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	
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

* Section B - Budget Categories			Update
Object Class Categories	Grant Program Function or Activity		Total
	Maternal, Infant and Early Childhood Homevisiting Grant Program		
Personnel		\$0.00	\$0.00
Fringe Benefits		\$0.00	\$0.00
Travel		\$0.00	\$0.00

## D. Project Narrative

The screenshot shows a web application interface for a grant application. On the left is a navigation menu with sections: ALL TASKS, Grant Application, Overview, Status, Basic Information (SF-424, Project/Performance, Site Location(s), Project Narrative), Budget Information (Section A-C, Section D-F, Budget Narrative), Other Information (Assurances, Disclosure of Lobbying Activities, Appendices), and Review and Submit (Review, Submit). The 'Project Narrative' item is highlighted with a red box. The main content area is titled 'Project Narrative' and shows a 'Resources' section with links for Application, Action History, Funding Opportunity Announcement, FOA Guidance, and Application User Guide. Below this is a table for 'Project Narrative (Minimum 1) (Maximum 2)' with a red star indicating a required field. The table has one row with the text 'Upload at least 1 attachment(s) for Project Narrative(v)' and an 'Attach File' button highlighted with a red box. At the bottom right 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 a web application interface for submitting a Budget Narrative. On the left, a navigation menu lists sections: Budget Information (with sub-items Section A-C and Section D-F), Other Information (with sub-items Assurances, Disclosure of Lobbying Activities, and Appendices), and Review and Submit (with sub-items Review and Submit). The 'Budget Narrative' item is highlighted with a red box. The main content area has a 'Resources' section with a 'View' button and links for Application, Action History, Funding Opportunity Announcement, FOA Guidance, and Application User Guide. Below this, a note states 'Fields with \* are required'. A table lists the required field: 'Budget Narrative (Minimum 1) (Maximum 2)' with a red asterisk and a dropdown arrow, followed by the instruction 'Upload at least 1 attachment(s) for \* Budget Narrative(▼)'. An 'Attach File' button is highlighted with a red box. Below the table, it says 'No documents attached'. At the bottom, there are buttons for 'Go to Previous Page', 'Save', and 'Save and Continue'.

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'.

## F. Attachments

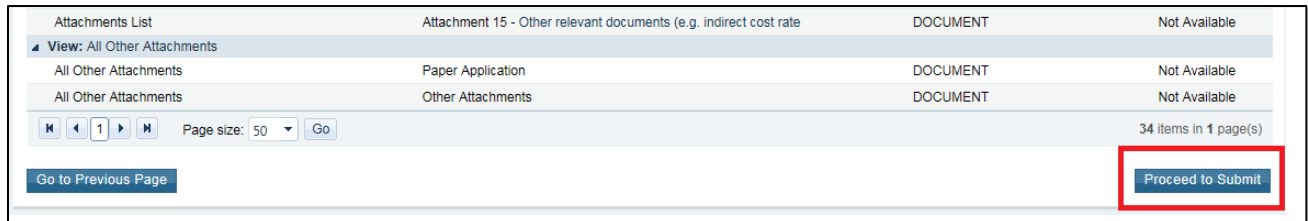
Attachment 1: Work Plan Timeline (Minimum 1) (Maximum 1)	No documents attached	Attach File
Attachment 2: MIECHV Communities, Local Implementing Agencies, and Caseload of Family Slots (Minimum 1) (Maximum 1)	No documents attached	Attach File
Attachment 3: Applicant Staffing Plan (required) (Minimum 1) (Maximum 1)	No documents attached	Attach File
Attachment 4: Current Organizational Chart (Minimum 1) (Maximum 1)	No documents attached	Attach File
Attachment 5: Administrative Cost Detail (required) (Minimum 1) (Maximum 1)	No documents attached	Attach File
Attachment 6: Written Agreements (required) (Minimum 1) (Maximum 1)	No documents attached	Attach File
Attachment 7: Model Developer Documentation for Model Enhancemen (Maximum 1)	No documents attached	Attach File
Attachment 8: Debarment, Suspension, Ineligibility, and Voluntar (Maximum 1)	No documents attached	Attach File
Attachment 9: Indirect Cost Rate Agreement or Cost Allocation PI (Maximum 1)	No documents attached	Attach File
Attachment 10: Proof of Nonprofit Status, if applicable (does not (Maximum 1)	No documents attached	Attach File
Attachment 11: Continuous Quality Improvement (CQI) Plan (require (Maximum 1)	No documents attached	Attach File
Attachment 12: SF-424A-Budget Information Non-Construction Programs (Minimum 1) (Maximum 1)	No documents attached	Attach File
Attachment 13: Other Relevant Document (Maximum 1)	No documents attached	Attach File

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. **Recall that Attachment 12: SF-424A-Budget Information Non-Construction Programs is now a required attachment.**
4. Click **[Save]** or **[Save and Continue]** to mark the section as 'Complete'.

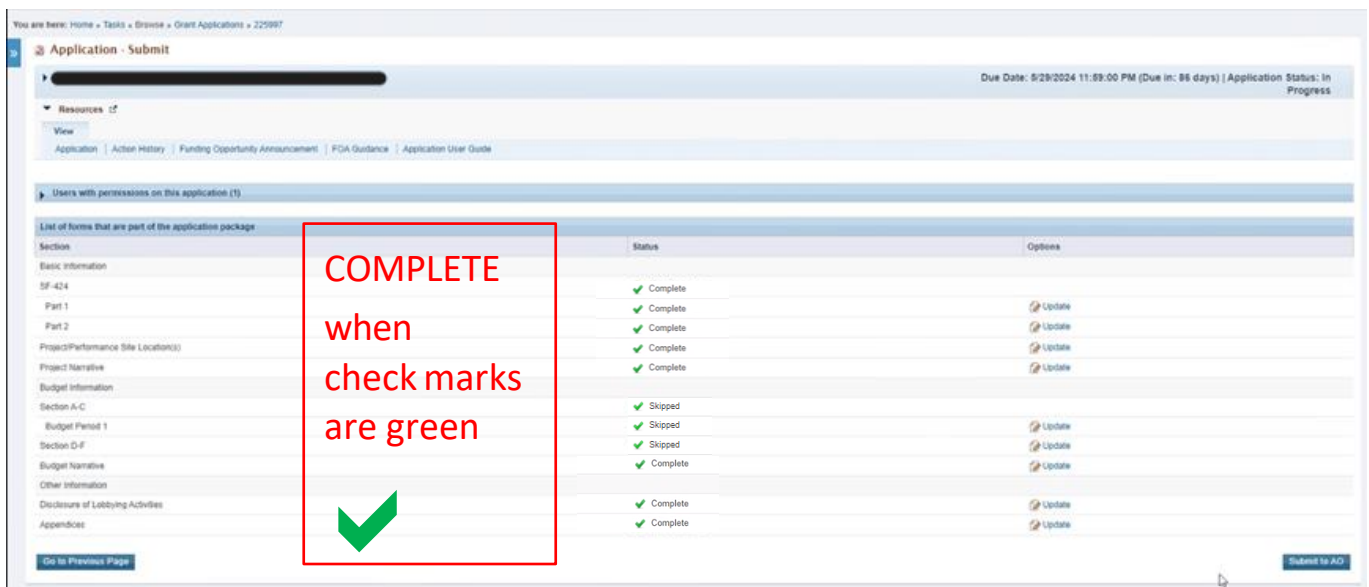
## G. Review and Submit the Application

**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 them 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.

- **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).
  - Click on **[Submit to AO]**.
  - The AO must login to the EHBs to review and submit the application.
    - 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.



The screenshot shows a web form titled "Application Certification". The text on the form reads: "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)". Below this text is a checkbox with the label "Please check the box to electronically sign the Application." At the bottom left of the form is a "Cancel" button, and at the bottom right is a "Submit to HRSA" button, which is highlighted with a red rectangular border.