

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

**FY 2025 NON-COMPETING CONTINUATION UPDATE  
(NCC UPDATE)**

***Electronic Handbooks (EHBs)  
Applicant User Guide***

***Version: February 2025***

**ACTIVITY CODE: X10**

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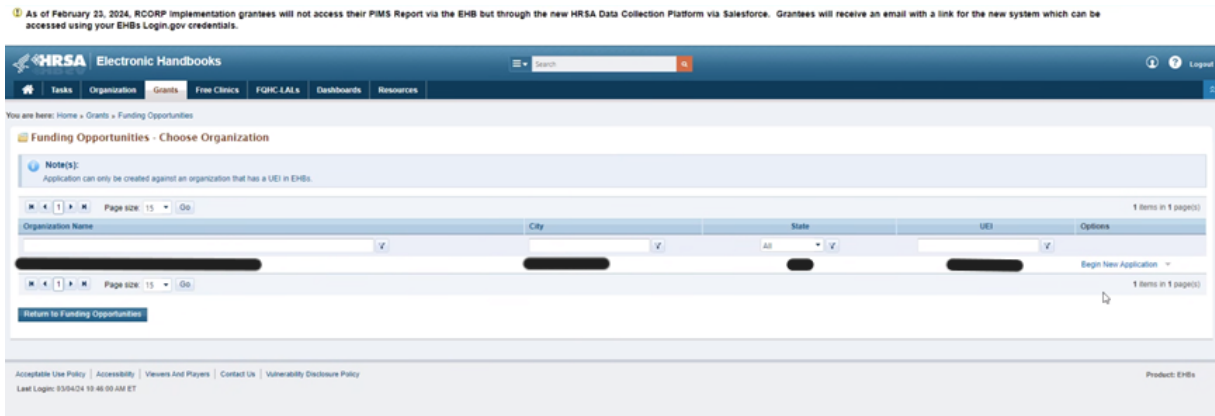
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**NOTE:** The EHBs login process changed May 26, 2023 for applicants, recipients, service providers, consultants, and technical analysts. To enhance EHBs’ security, the EHBs uses **Login.gov** and **two- factor authentication**. Applicants, recipients, 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 2025 Non-Competing Continuation Update (NCC Update)** application in the EHBs, you will need the EHBs web link, eligibility code, and your organization's FY 2024 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 FY 2024 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

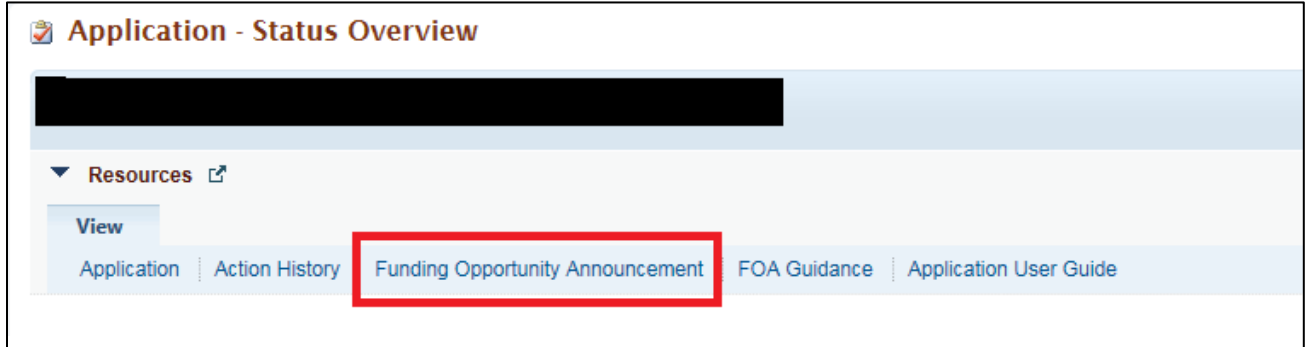
Select Application Type	
* Eligibility Code	<input type="text"/>
* Application Type	<input checked="" type="radio"/> New
* Existing Grant Number (Enter an existing active Grant Number for this Program)	<input type="text"/> (e.g. X10MC28477)

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. See instructions for respective sections below.

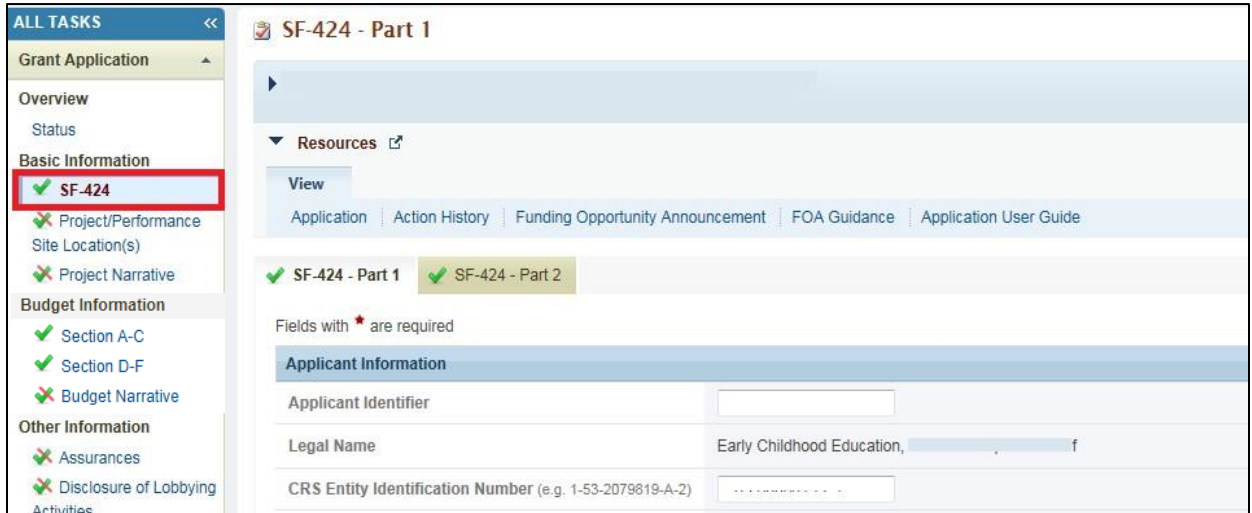
To access the FY 2025 **NCC Update** guidance document within the EHBs application, click on the **Funding Opportunity Announcement** link that is displayed under the **Resources** section.



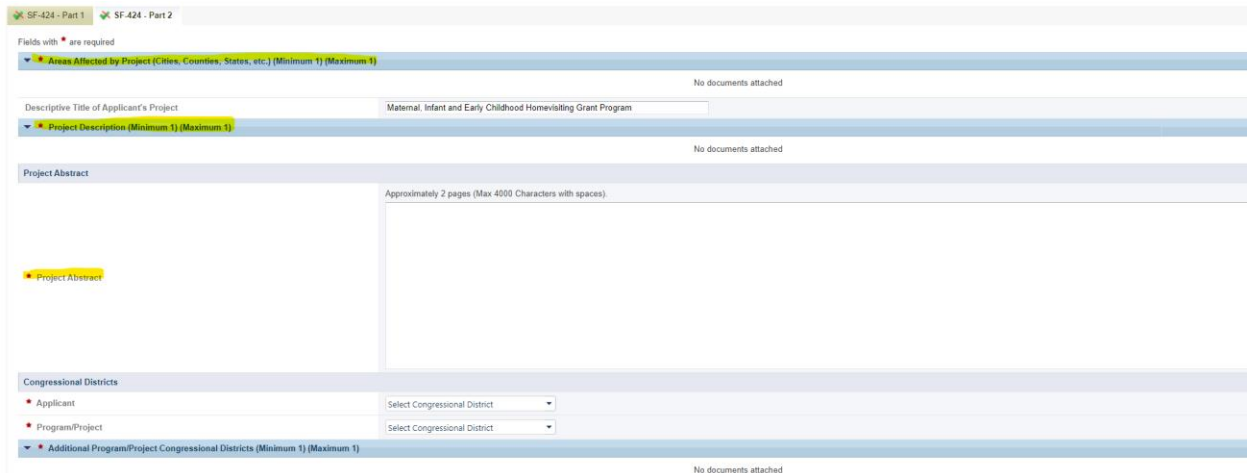
## C. Standard Forms - 424

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**.



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.



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.

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following sections: 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), Review and Submit (Review, Submit), Other Functions, and Navigation (Return to Applications List). The 'Project/Performance Site Location(s)' item in the sidebar is highlighted with a red box. The main content area shows a 'Resources' section with a 'View' button and links for Application, Action History, Funding Opportunity Announcement, FOA Guidance, and Application User Guide. Below this is a red-bordered button labeled 'Add a Project/Performance Site'. Underneath the button is a table with columns for Organization Name, City, and State, each with a dropdown arrow. Below the table, the text 'No Project/Performance site added.' is displayed. At the bottom of the main content area, there is a 'Go to Previous Page' button.

## 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 'Due Date: 5/30/2019 11:59:00 PM (Due in: 57 days)' and 'Section Status: Not Complete'. Below this is a 'Resources' section with a 'View' button and links for Application, Action History, Funding Opportunity Announcement, FOA Guidance, and Application User Guide. A note states 'Fields with \* are required'. The 'Project Narrative' section is expanded, showing a requirement: 'Project Narrative (Minimum 1) (Maximum 2) Upload at least 1 attachment(s) for Project Narrative(\*)'. An 'Attach File' button is highlighted with a red box. At the bottom, there are buttons for 'Go to Previous Page', 'Save', and 'Save and Continue'.

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]**. **Note: only one attachment is allowed in this section.**
2. Click **[Save]** or **[Save and Continue]** so the system will mark the section as 'Complete'.



## E. Budget Information (SF-424)

Fields with \* are required

**Section A - Budget Summary**

Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		Total
		Federal	Non-Federal	Federal	Non-Federal	
<input checked="" type="checkbox"/> FEDERAL BASE - Maternal, Infant and Early Childhood Homevisiting Grant	93.879	\$	0.00	\$	100.00	\$100.00
<input checked="" type="checkbox"/> FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant	93.879	\$	0.00	\$	0.00	\$0.00
<input checked="" type="checkbox"/> NON-FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant	93.879	\$	0.00	\$	0.00	\$0.00
<input type="checkbox"/>	93.879	\$	0.00	\$	0.00	\$0.00
<b>Total</b>		\$	0.00	\$	100.00	\$100.00

Cancel Save and Continue

1. Complete Application Form SF-424A Budget Information – Non-Construction Programs. The completed SF-424A form does not count towards your total page limit; however, any related budget narrative does count. The project/budget period is 2 years. Provide a line-item budget narrative using the budget categories in the SF-424A for the period of September 30, 2025, through September 29, 2027.

Budget Period 1

**Section A - Budget Summary**

Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		Total
		Federal	Non-Federal	Federal	Non-Federal	
FEDERAL BASE - Maternal, Infant and Early Childhood Homevisiting Grant Program	93.879	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant Program	93.879	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
NON-FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant Program	93.879	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
<b>Total</b>		\$0.00	\$0.00	\$200.00	\$100.00	\$300.00

2. In Section A of the SF-424A budget form, use row (1) and label it Federal Base, to provide the total federal Base funding budget amount you will request for FY 2025 (see communication via HRSA's EHBs for the total amount you may request). Please enter the amounts in the "New or Revised Budget" column under "Federal", not the estimated unobligated funds column.
3. In Section A of the SF-424A budget form, use row (2) and label it Federal Match, to provide the total federal Match funding budget amount you will request for FY 2025 (see communication via HRSA's EHBs for the total amount you may request). Please enter the amounts in the "New or Revised Budget" column under "Federal" not the estimated unobligated funds column. Only include amounts in this column if you are applying for Matching funds.
4. In Section A of the SF-424A budget form, use row (3) and label it Non-Federal match to provide the total non-federal funding budget amount you will be providing as matching non-federal funds if you are applying for Matching funds. Please enter the amounts in the "New or Revised Budget" column under "Non-Federal". Only include amounts in this column if you are applying for Matching funds.

Section B - Budget Categories				Update	
Object Class Categories	Grant Program Function or Activity			Total	
	FEDERAL BASE - Maternal, Infant and Early Childhood Homevisiting Grant Program	FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant Program	NON-FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant Program		
Personnel	\$100.00	\$0.00	\$0.00	\$100.00	
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
Construction	\$0.00	\$0.00	\$0.00	\$0.00	
Construction	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	
Total Direct Charges	\$100.00	\$0.00	\$0.00	\$100.00	
Indirect Charges	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Totals</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	

Section C - Non-Federal Resources							Update	
Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total		
FEDERAL BASE - Maternal, Infant and Early Childhood Homevisiting Grant Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
NON-FEDERAL MATCH - Maternal, Infant and Early Childhood Homevisiting Grant Program	\$0.00	\$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>	<b>\$0.00</b>		

- In Section B of the SF-424A budget form, use Federal Base column to provide object class category breakdown for the entire period of performance of FY 2025 base funds. Do not separately report budget amounts for each year of the award period.
- In Section B of the SF-424A budget form, use Federal Match column to provide object class category breakdown for the entire period of performance of FY 2025 federal matching funds. Do not separately report budget amounts for each year of the award period. Do not include amounts in this column if you are not applying for Matching funds.
- In Section B of the SF-424A budget form, use Non-Federal column to provide object class category breakdown for the entire period of performance of FY 2025 non-federal matching funds. Do not separately report budget amounts for each year of the award period. Do not include amounts in this column if you are not applying for Matching funds.

Section D - Funded Cash Needs						Update	
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
Funded	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Non-Funded	\$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 E - Other Budget Information		Update	
Direct Charges	No information added		
Indirect Charges	No information added		
Revisions	No information added		

- Complete sections C-F. Click **[Save]** or **[Save and Continue]** to mark the section as 'Complete'.

*Note: For more information on how to fill out the budget section, see FY 2025 MIECHV NCC Update Guidance.*

## F. Budget Narrative

The screenshot shows a web application interface for submitting a Budget Narrative. On the left is a navigation menu with sections: Budget Information (containing Section A-C, Section D-F, and Budget Narrative), Other Information (containing Assurances, Disclosure of Lobbying Activities, and Appendices), and Review and Submit (containing Review and Submit). The Budget Narrative option is highlighted with a red box. The main content area is titled 'Resources' and includes a 'View' dropdown menu with options: 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 of the main area are three buttons: '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]**. **Note: only one attachment is allowed in this section.**
3. Click **[Save]** or **[Save and Continue]** to mark the section as 'Complete'.

## G. Attachments

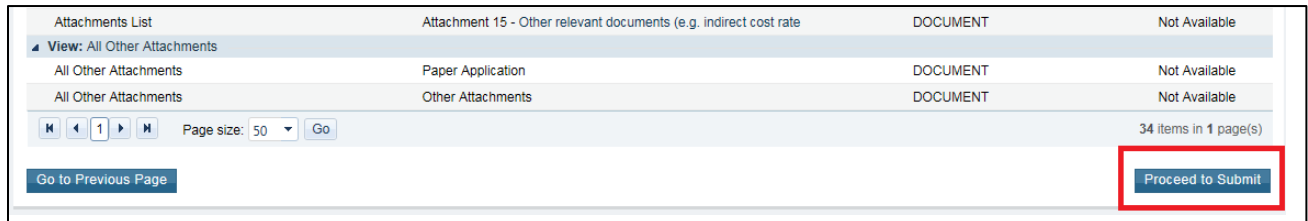
View: Attachments List
Attachment 1 - Work Plan Timeline (Required)
Attachment 2 - MIECHV Communities, Local Implementing Agencies, and Caseload of Family Slots (Required)
Attachment 3 - Current Organizational Chart (Required)
Attachment 4 - Indirect Cost Rate Agreement or Allocation Plan (Only if applicable)
Attachment 5 - Model Developer Documentation for Model Enhancements (Only if applicable)
Attachment 6 - New or Revised Written Agreements (Only if applicable)
Attachment 7 - Assurances Checklist (Optional)
Attachment 8 - Other Relevant Documents
Attachment 9 - Other Relevant Documents
Attachment 10 - Other Relevant Documents
Attachment 11 - Other Relevant Documents
Attachment 12 - Other Relevant Documents
Attachment 13 - Other Relevant Documents
Attachment 14 - Other Relevant Documents
Attachment 15 - Other Relevant Documents

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. **Note: only one document is allowed per attachment.**
4. Click **[Save]** or **[Save and Continue]** to mark the section as 'Complete'.

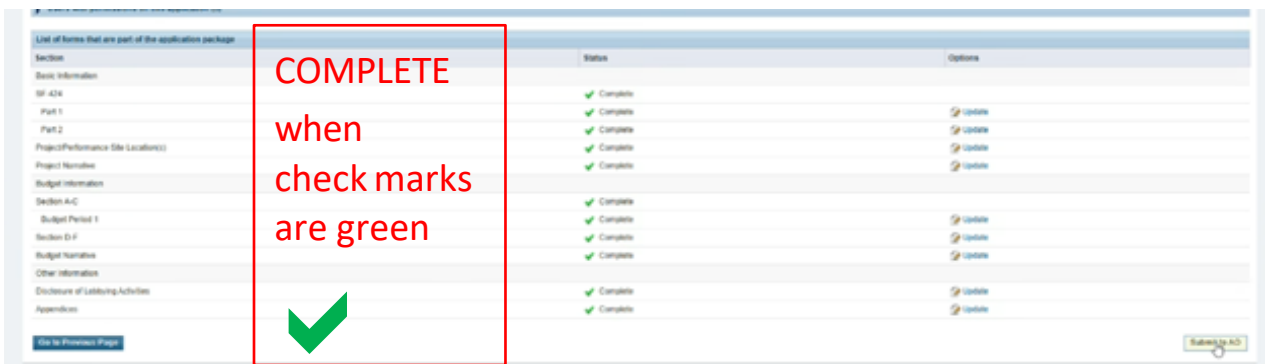
## H. Review and Submit the Application

**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.

- 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 form titled "Application Certification". It contains a paragraph of text: "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 labeled "Please check the box to electronically sign the Application." At the bottom left is a "Cancel" button, and at the bottom right is a "Submit to HRSA" button, which is highlighted with a red border.

- Once the Application has been submitted, the AO will review the application. The AO can now delegate peer access to additional users to submit revisions to the application, should revisions be requested. **Remember, only the Authorizing Official (AO) can submit revisions to the application to HRSA, unless peer access is delegated at this stage. Note: Peer access can only be delegated at this step of the initial application submission. This cannot be completed at a later time.**



The screenshot shows a user delegation interface. At the top, it says "Choose users to delegate the submission of change requested application". Below this is a warning message: "No delegates have been selected. Currently, you are the only user who has access to this application. If you would like to enable additional users to revise and/or submit the application to HRSA on your behalf, please delegate peer access to that user. Please note, you cannot enable additional users at a later date." There is a search bar and a "Page size: 15" dropdown. Below is a table with columns: Name, Role, Email, and Last Login Date. The table contains one entry: "Test User", "Project Director", "retestler1@hotmail.com", and "12/27/2024 4:59:09 AM". Below the table is another "Application Certification" form, identical to the one in the previous screenshot, with a "Cancel" button at the bottom left.