

Facilitated by

Michelle Loosli, Director

Office of Minority Health Resource Center

A nationwide service of the HHS Office of Minority Health







# Office of Minority Health Resource Center

Dedicated to improving the health of racial and ethnic minority populations.

The Office of Minority Health Resource Center is a one-stop portal for minority health literature, research and referrals for consumers, community organizations and health professionals. As the nation's largest repository of information on health issues specific to African Americans, American Indians and Alaska Natives, Asian Americans, Hispanics, Native Hawaiians and Pacific Islanders, the Resource Center offers a variety of information resources, from access to online document collections to database searches to customized responses to requests for information and assistance.





### Overview

- Participating in the federal procurement process
- Finding funding opportunities (grants.gov and others)
- Critical elements of proposals
- Strategies to successfully compete in federal procurements



#### $\bigcirc$

## Common Acronyms

FOA	Funding Opportunity Announcement	NAICS	North American Industry Classification System
RFA	Request for Applications	СВО	Community-Based Organization
RFQ	Request for Quotations	FBO	Faith-Based Organization
RFP	Request for Proposal	MOU	Memorandum of
EIN	Employer Identification Number	SAM	System for Award Management
TIN	Taxpayer Identification Number	AOR	Authorized Organizational Representative
DUNS	Dun and Bradstreet (D&B) Data Universal Number System	E-Biz POC	E-Biz Point of Contact





## Types of Federal Funding

**Grants** are given to organizations for stated purposes or activities to be carried out without substantial sponsor involvement.

**Cooperative agreements** provide assistance and establish relationships between organizations and the sponsors, in which both parties pursue stated purposes or activities. Substantial sponsor involvement is expected.

**Contracts** are purchase arrangements where a government agency "buys" goods or services from an organization or an individual to fulfill the agency's responsibilities.

**Block Grants** are flexible programs that provides communities with resources to address a wide range of unique community development needs



# Participating in the Federal Procurement Process

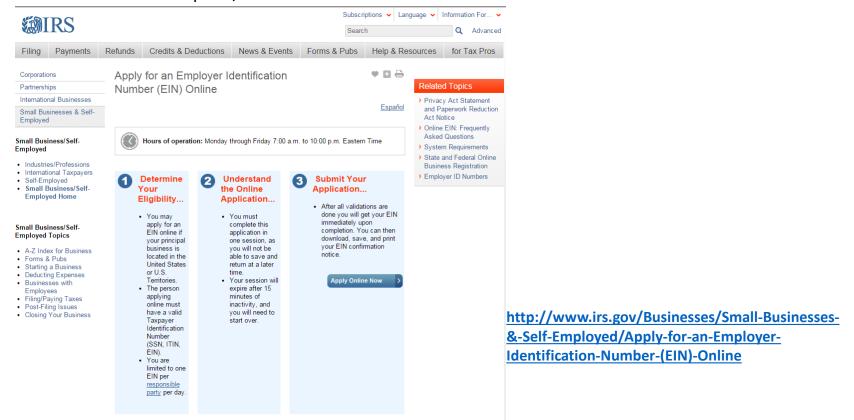
Part One



## Basics to Register

#### • EIN/TIN

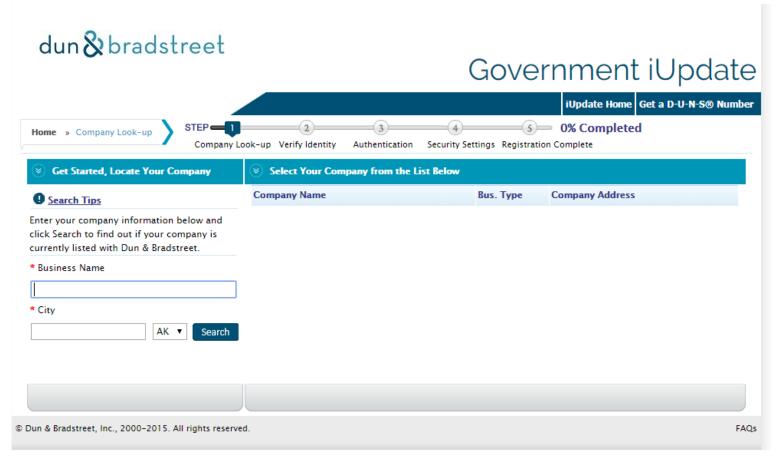
Used for federal tax reports/obtained from IRS







### **DUNS Number**



https://iupdate.dnb.com/





## Register at SAM



#### Organizations must:

- Register in the System for Award Management: <u>www.sam.gov</u>
- Allow 5 business days for the registration to be processed
- Designate various Points of Contact

After receiving your registration you'll need to wait one day before you can go on grants.gov.

Helpful video:

https://www.youtube.com/watch?v=IuFGM9H0gPI





## **NAICS**

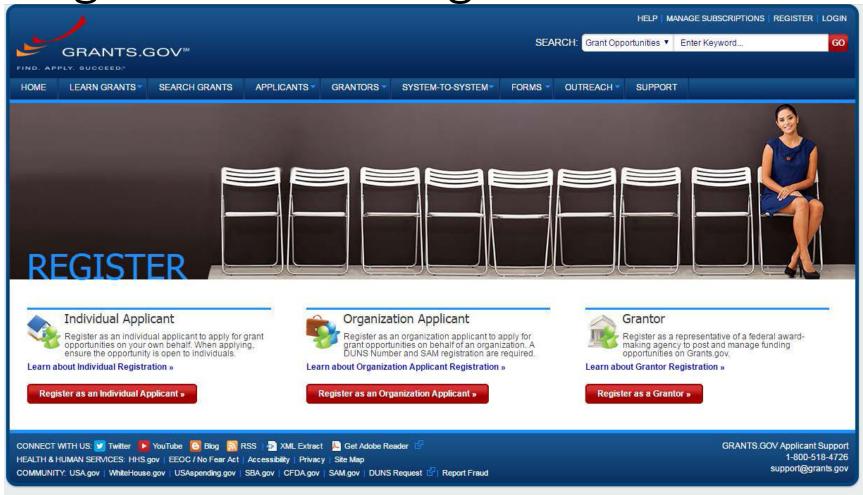
#### https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012

62	Health Care and Social Assistance					
	624 Social Assistance					
		6241	Individual a	and Family Services		
			62411	Child and Youth Services		
				624110	Child and Youth Services	
			62412	Services for the Elderly and Persons with Disabilities		
				624120	Services for the Elderly and Persons with Disabilities	
			62419	Other Individual and Family Services		
				624190	Other Individual and Family Services	
		6242	Community	y Food and Housing, and Emergency and Other Relief Services		
			62421	Community Food Services		
				624210	Community Food Services	
			62422	Community Housing Services		
				62422	Community Housing Services	





Register at Grants.gov







## Key Points from Part One

- Register NOW with all federal contractor systems
  - SAM.gov
  - grants.gov
- Review your AORs or POCs and password/questions
  - Save in a safe place all AORs or POCs and passwords/questions
- Review your NAICS, include ALL applicable NAICS
- Watch the videos; call the help lines
- You can do this yourself –don't hire outside help



# Finding Federal Funding Opportunities

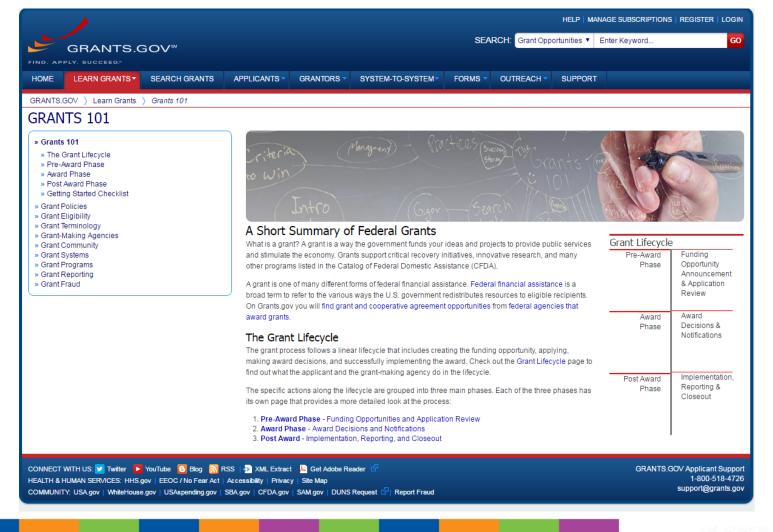
(grants.gov and other important sites)

Part Two





## Learn about Grants.gov







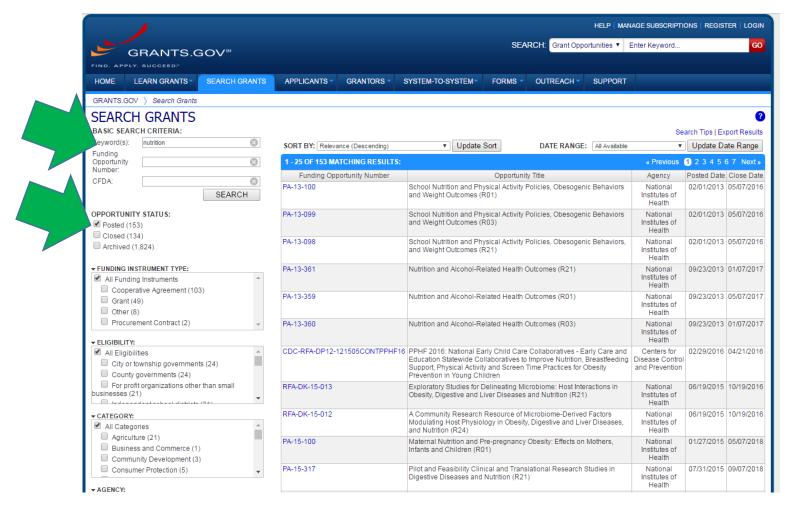
## Grants.gov







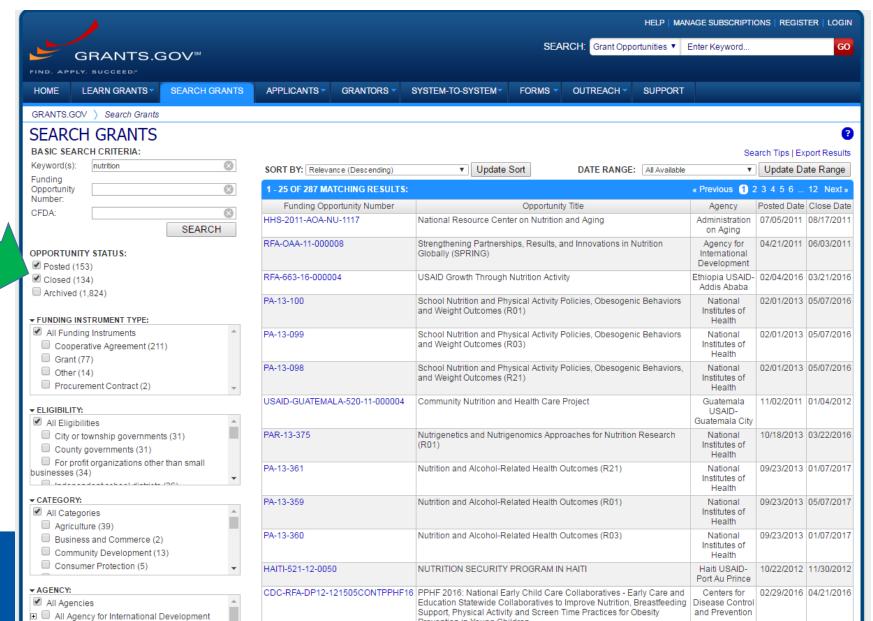
## Search Grants.gov





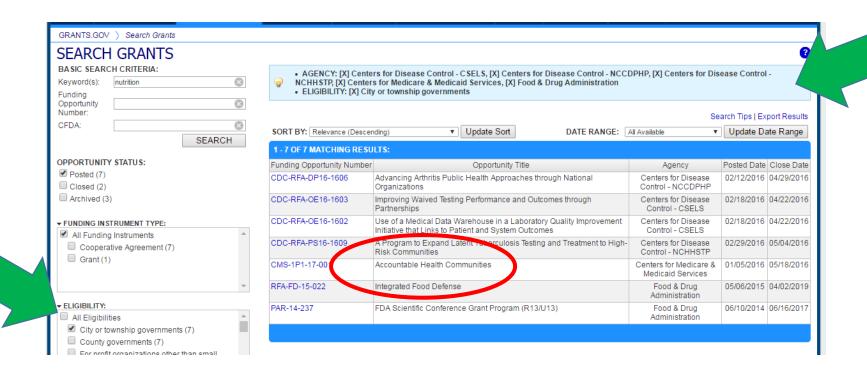


## Search Closed Opportunities





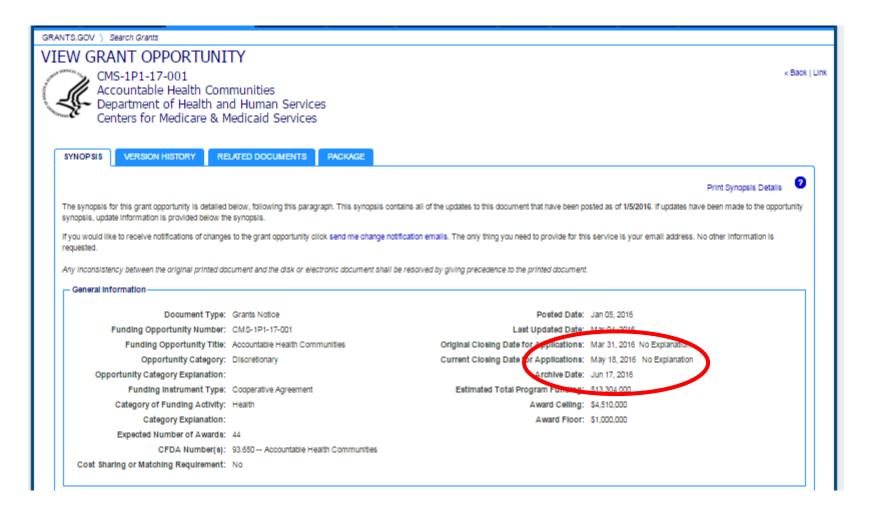
## Search City or Township Opportunities







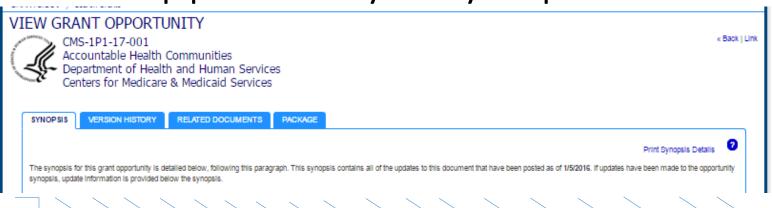
## Grant Opportunity - Synopsis

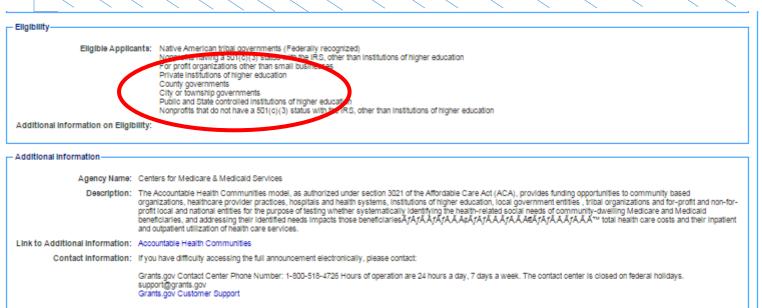






## Grant Opportunity — Synopsis (con't)

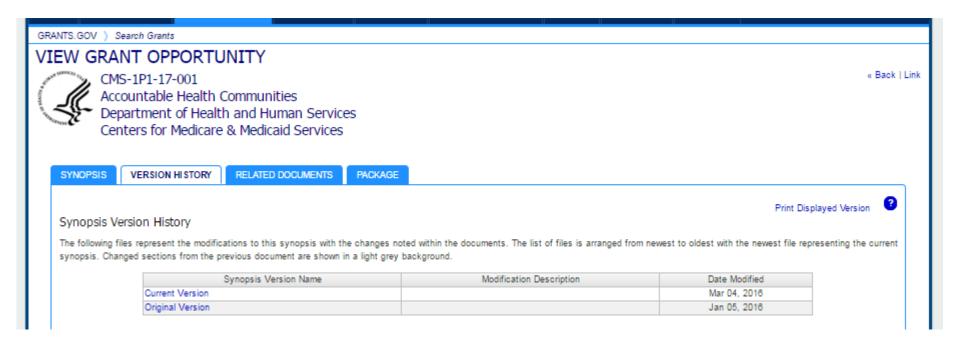








## Grants Opportunity – Version History







## Grants Opportunity – Related Documents

ahc foa final.pdf

Accountable Health Communities (AHC)

#### VIEW GRANT OPPORTUNITY « Back I Link CMS-1P1-17-001 Accountable Health Communities Department of Health and Human Services Centers for Medicare & Medicaid Services VERSION HISTORY RELATED DOCUMENTS PACKAGE SYNOPSIS Print Related Documents List Click on the following file link(s) to download the related document(s): File Description Last Updated Date/Time File Size Folder: Full Announcement - 1 CMS-1P1-17-001-Full Announcement - 1.zip Jan 05, 2016 10:19:48 AM EST 996.0 KB



1.0 MB

Jan 05, 2016 10:19:48 AM EST



## Grants Opportunity - Package

Opportunity Title:	Secondary Analyses of Data on Early Care and Education	
Offering Agency:	Administration for Children and Families - OPRE	
CFDA Number:	93.575	
FDA Description:	Child Care and Development Block Grant	
Opportunity Number:	HHS-2015-ACF-OPRE-YE-1009	
Competition ID:	HHS-2015-ACF-OPRE-YE-1009	
Opportunity Open Date:	04/30/2015	
Opportunity Close Date:	06/29/2015	
Agency Contact:	Ivelisse Martinez-Beck ivelisse.martinezbeck@acf.hhs.gov	





## Grants Opportunity – Package

(cont )

Select Forms to Complete					
Mandatory	Save & Submit Check Package for Errors				
Application for Federal Assistance (SF-424)					
Grants.gov Lobbying Form					
Other Attachments Form					
Budget Information for Non-Construction Programs (SF-424A)					
Assurances for Non-Construction Programs (SF-424B)					
Project/Performance Site Location(s)					
Project Narrative Attachment Form					
Optional	<del></del>				
X Protection of Human Subjects					
X Key Contacts					
Disclosure of Lobbying Activities (SF-LLL)					



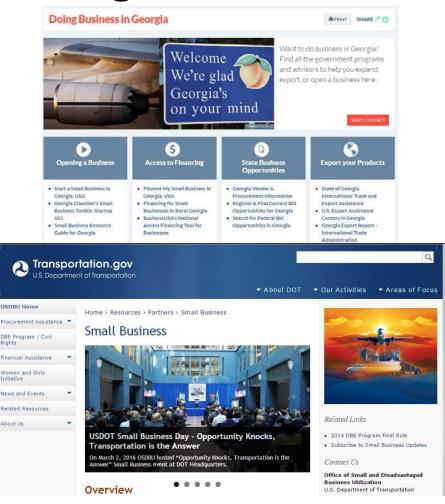


## Additional Federal Funding Opportunities Sites

#### Grants.gov is a key repository

- FedBizOpps.gov, Business.usa.gov
- Agency Websites SBA
- State Websites
- Subscribe to Newsletters



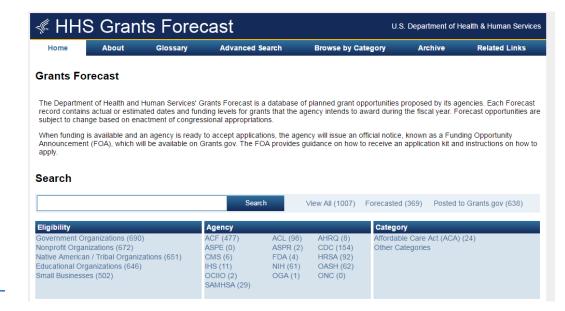






## Specific Agency Forecasts

- HHS Grants Forecast: https://forecast.grantsolutions.gov/index.cfm
- DOL/ETA: Upcoming ETA Funding Competitive Opportunities (updated monthly): <a href="https://www.doleta.gov/grants/pdf/ETA">https://www.doleta.gov/grants/pdf/ETA</a> Funding Opportunities.pdf



- EPA Grant Competition Forecast for Calendar Year 2016: <a href="https://www.epa.gov/grants/epa-grant-competition-forecast-calendar-year-2016">https://www.epa.gov/grants/epa-grant-competition-forecast-calendar-year-2016</a>
- HUD NOFA FORECAST: http://portal.hud.gov/hudportal/HUD?src=/program\_offices/administration/grants/fundsavail







#### Newsletters

#### FYI: Weekly Health Resources for March 23, 2016

Office of Minority Health sent this bulletin at 03/23/2016 12:47 PM EDT







Funding

 HHS/Office of Minority Health (OMH): National Health Education Lupus Program (NHELP). A technical assistance webinar was held March 8, and can be accessed here. Deadline is April

• HHS/OMH: Communities Addressing Childhood Trauma (ACT). A technical assistance

OMH Grants









## Key Points from Part Two

- Watch the videos call the help lines
- Be vigilant go directly to pages refresh, make certain you are aware of all updates and have the current versions
- Be on all calls, review all FAQs or Response to Questions
- Test your system for compatibility long before the submission date
- Make certain that your AOR is around on the filing date/ make certain that IT is around on the filing date.
- File before due date.



# Critical Elements of Proposals

Part Three





## Basic Elements of a Proposal

- Abstract/Executive Summary
- Organizational Summary
  - Mission Statement
  - Past Capability
- Program Narrative
- Work Plan
- Evaluation Methodology
- Budgets & Fiscal Responsibility
- Attachments





## Abstract/Executive Summary

#### Summarizes the entire proposal and includes:

- Name of agency, the title of project, the "why us" factor
- A brief but thorough project description
- Partnerships involved, target population, goals and objectives, total budget
- An overview of the benefits and features of our solution and the various parts that make up our proposal





## Organizational Summary

- Past Performance
  - Federal government has a standardized form
- Staff Qualifications
  - Leadership, its qualification, how involved in this work
  - Staff experience doing this type of work
  - Education background/Almost CV
- Experience with this community
- Experience managing this type of award





## Organizational Summary

#### Past Performance

Name of Organization Evaluated	Your Organization Name	Contract #	
Name and Address of Organization Providing Reference*		Date Work Began* Date Work Ended	
Name of Technical* Point of Contact		Contract Price*	
Name of Contract Point of Contact *		Location of Work*	
Description of Contract Work*	Provide substantive information here. Brag, Brag, Brag!		
Relevance to xxx [this] project*	A place to explain how this work is similar to the work you are doing.		



## Program Narrative

- Describes how the program will be implemented
  - Defines service delivery and clients
    - · How clients will be recruited
    - Order of activities and tasks
  - Links suggested program to evidence-based interventions
  - Identifies who will do the work
  - Covers the duration and frequency of the program
- Clearly demonstrates how activities will yield desired outcomes
- Identifies partnerships and collaborations
  - Most federal agencies now require partnerships
  - Demonstrates membership in this community

Save space:
Summarize:
information
charts!





### Work Plan

#### Tasks and Timelines:

- Include all activities described in narrative and identify in which month they will be executed.
- Include evaluation points.
- Don't show every activity taking place at once.





## Evaluation

Evaluation is a necessary component of any proposal. Evaluation steps occur before, during and after a project is implemented. Evaluative methodology describes the client's situation and the projected success or benefit provided as part of the intervention.

SMART Objectives			
<b>S</b> pecific	There is zero confusion about what is being achieved. Each statement has clearly identified who, what, when, where and how many are involved.		
<b>M</b> easureabl	Numerical quantities exist in each statement.		
<b>A</b> chievable	Each activity can be monitored and demonstrates either process or impact.		
Realistic	Demonstrates an understanding of what is needed to achieve your goal, factored by resources, time and ability		
Time based	All goals/objectives should be clearly achieved within the timeframe of the award.		





## Budgets

- Detail all costs associated with your project.
- Link costs to program activities.
- Make sure total amounts do not exceed maximums

#### Double check your math

- have someone else review.
- Have a budget narrative explain how you came to each number.





## Key Points from Part Three

- Clearly present what you want to do.
- Chart when you can show how you meet the criteria specifically.
- Include an evaluation methodology.
- Partner when you can/show leverage.
- Present a fair and accurate budget.
- SAVE! SAVE! SAVE!
- READ! READ! READ!



# Key Strategies for Success

**Part Four** 



# Effectively Responding to Federal Awards

- Read all instructions CAREFULLY.
  - Every guideline is an absolute, not a suggestion.
  - Provide only what is requested.
  - Put everything in the right section.
- Understand that your proposal will be repetitive.
- Partner when possible.



# Key Sections in Federal Funding Announcements

- Scope of Work
- Instructions
- Proposal Evaluation/Review Criteria





## Scope of Work

- Describes why the federal government sees a need for this program
- Contains vital information about what needs to be accomplished – and what doesn't
- Provides an outline perhaps for your Project Narrative
- Mimic the language of the federal announcement, but don't copy it.





### Instructions

#### Follow all instructions:

- Eligibility
- Formatting/Layout:
  - Page length
  - Minimum font size allowed
  - Line spacing and margins.
- Proposal order (may be in "Evaluation Factors")
  - Items to be included "Narrative vs. Attachments"
- Required forms

Follow all instructions.





# Proposal Evaluation/Review Criteria

- Clearly demonstrates weight of each section and often the break down of each section
- Shape your proposal to the evaluation criteria.

Criteria	Page Count
Understanding Need 15%	3 pages
Program Narrative 40 %	8 pages
Work plan 10%	2 pages
Corporate Capability 25%	5 pages
Budget 10%	2 pages





## Key Points from Part Four

- Make a checklist of requirements.
  - Have someone else check your proposal against the checklist
  - Believe the restrictions
- Shape your response to the information requested.
- Make certain you are eligible to apply.
- Identify yourself on every page.
- Partner when it provides the best solution.



# Any Questions?





## Office of Minority Health Resource Center

- Contact us!
- mloosli@minorityhealth.hhs.gov
- info@minorityhealth.hhs.gov
- 1-800-444-6472
- Sign up for the FYI: Weekly Health@minorityhealth Resources from OMHRC.

#### **Participate:**

**April 7: View Health Equity Forum** 

National Minority Health Month 2016

April 14 @ 2pm: TwitterChat

April 28: Twitter Thunderclap!

@saluddeminorias

#nmhm16

