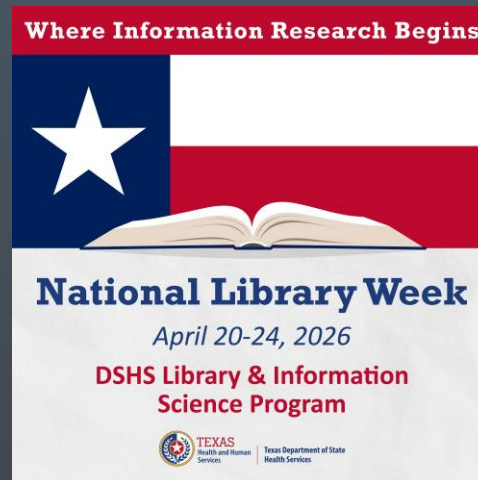


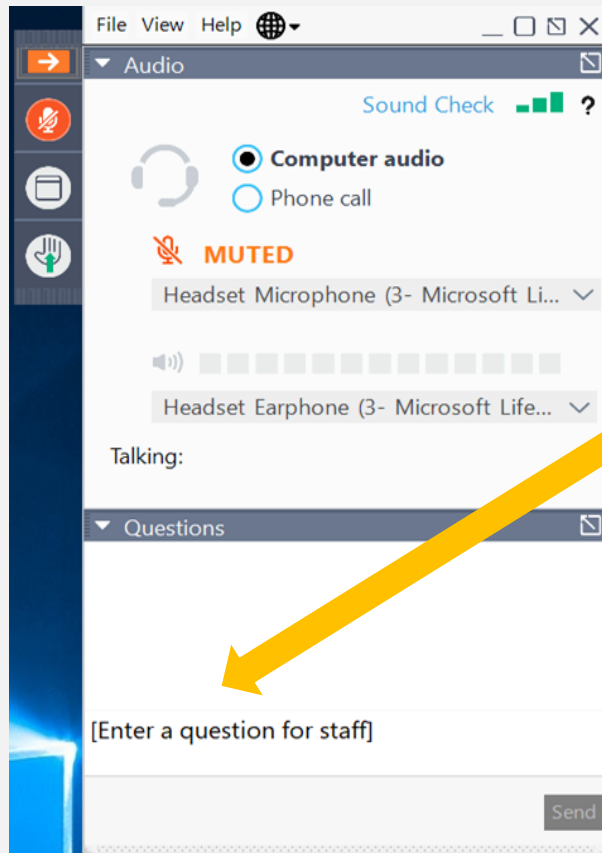
# Grant Readiness

## Moving Beyond Eligibility to Capacity

Betsy Cox  
DSHS Grant Development Center Coordinator



# GoToWebinar Attendee Participation



- Open and hide your control panel using the orange arrow.
- Submit questions and comments using the Questions box.
- If you are having technical difficulties, call GoToWebinar at 1-800-263-6317.
- After the webinar has ended, a survey will automatically open.
- 1 hour after the webinar is over you will receive an e-mail with a link to the recording and the certificate.

# Grant Readiness

Moving Beyond Eligibility to Capacity



Betsy Cox  
DSHS Grant Development  
Center Coordinator

# Overview

- Strong Systems > Good Writing
- Funders Don't Care About Your Needs
- Practice Creates Confidence



# Strong Systems > Good Writing

Organizational Grant Readiness



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

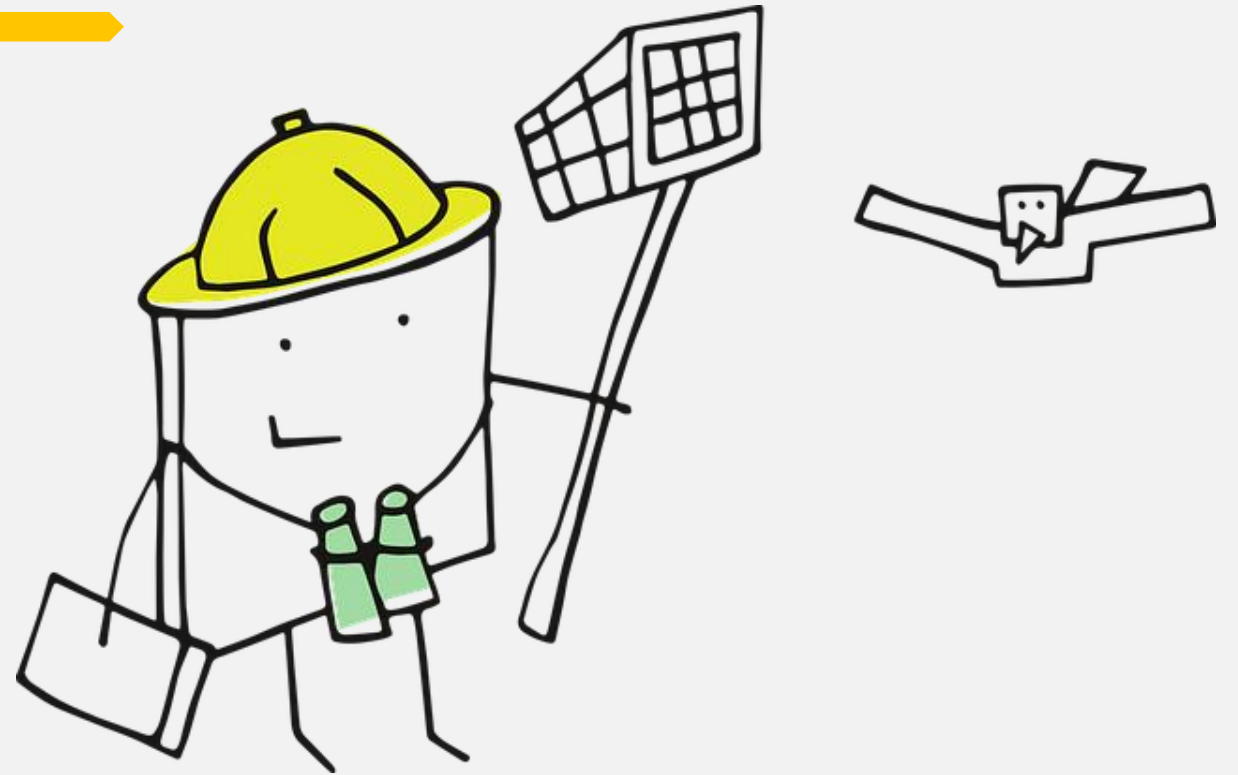
# Current Grant Landscape

- Higher competition
- Evolving funder priorities
- Increased expectations for alignment & outcomes



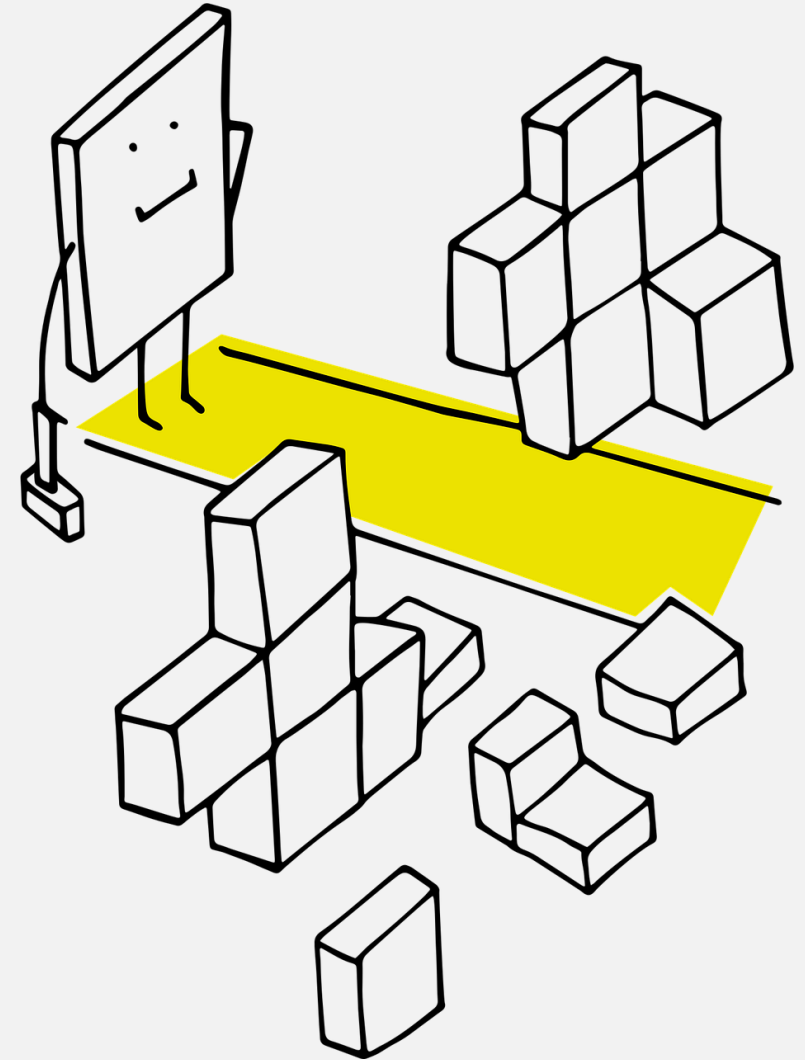
# More Than a Good Proposal

- Proximity
- Expertise
- Infrastructure & ability
- Relationship-building



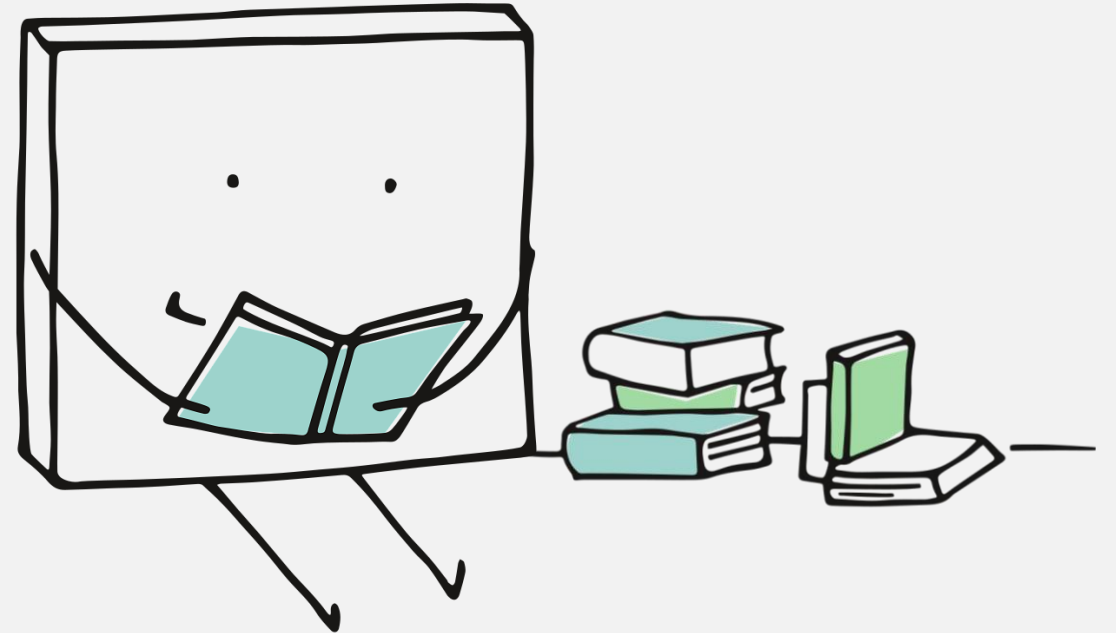
# Pillars of Capacity

- Grants scale & put pressure on systems
  - Leadership & Governance
  - Financial Management
  - Program Accountability



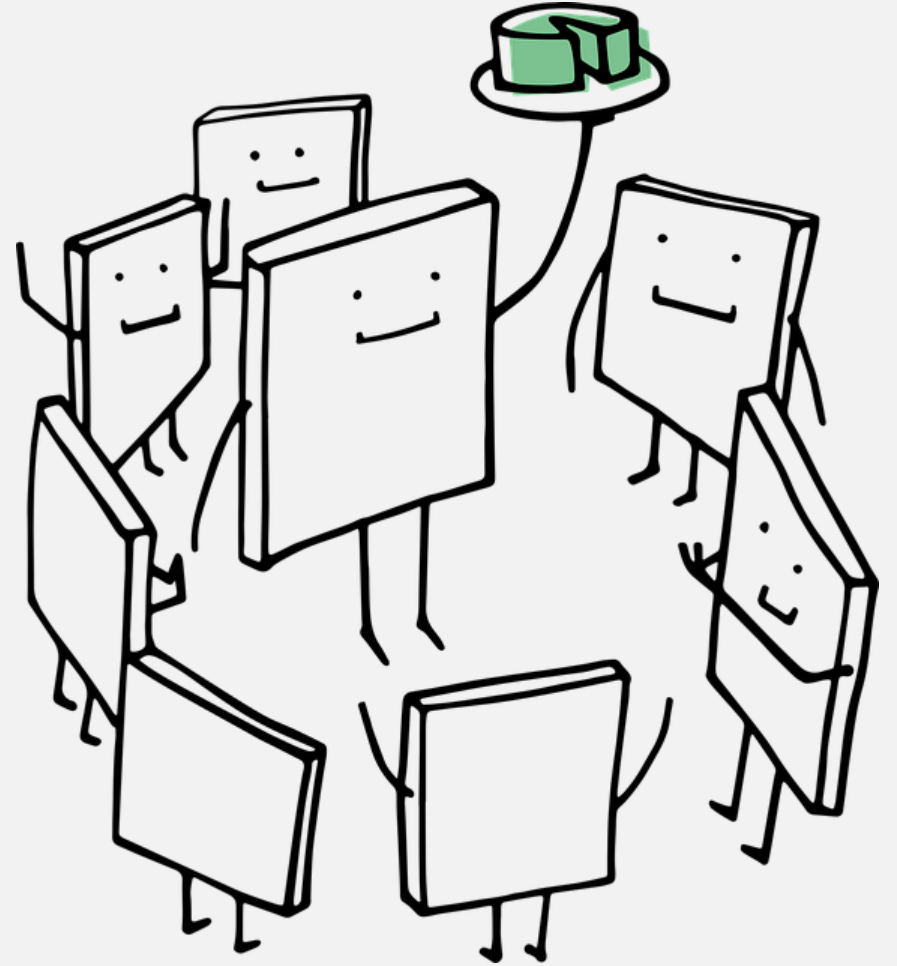
# Grant Content Library

- Reusable assets
- Commonly requested information
- Central, shared location
- Protects what your team knows



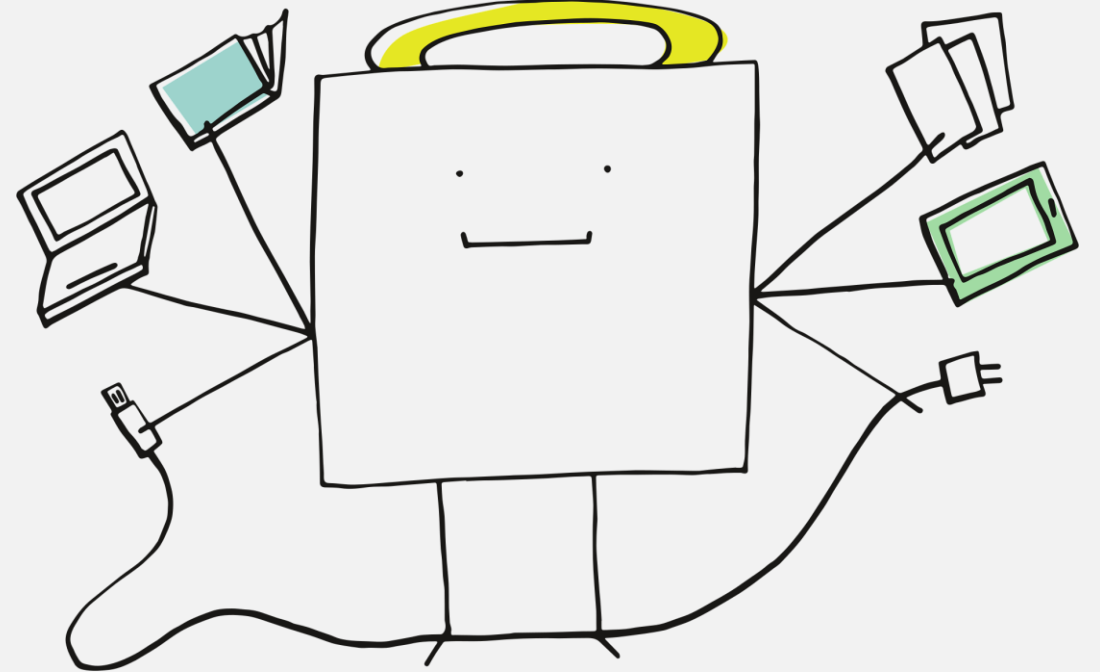
# I. Leadership & Governance

- Mission & Vision
- History
- Strategic plan
- Leadership & Organizational chart



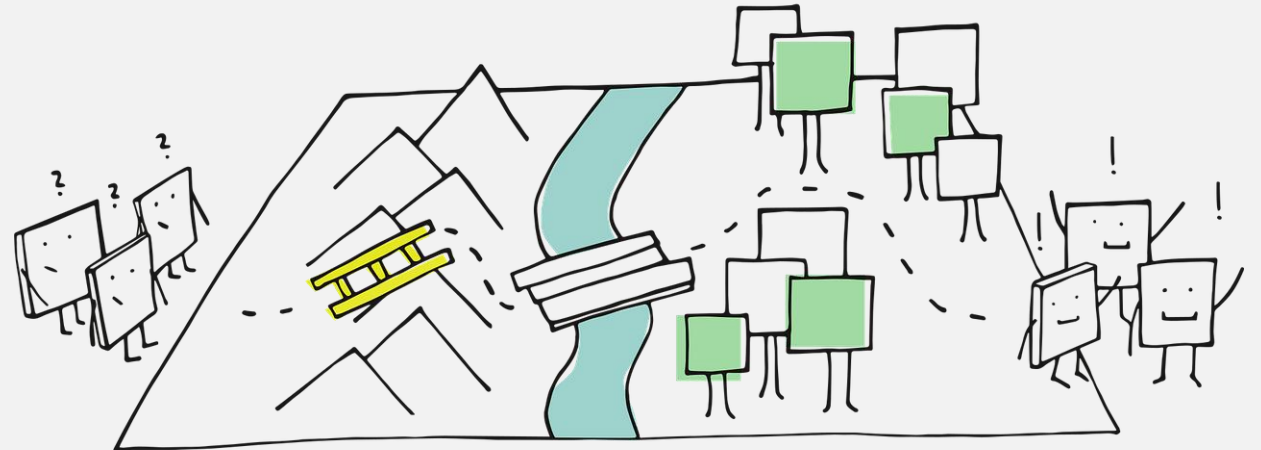
# II. Financial Management

- Culture of compliance
- Budget
- Internal controls
  - Written P&P
  - Segregation of duties
  - Timely & accurate financial reporting
  - Safeguarding assets
  - Subrecipient monitoring



# III. Program Accountability

- Program descriptions
- Logic models
- Monitoring & evaluation systems
- Key program staff & partnerships
- Track record



# Baseline Proposal

Term	Description
Summary	One-sentence overview of your program
Mission	Organizational mission statement
Community Need	Specific community need your program will address
Target Population	Description of the beneficiaries of your program
Define Success	Specific changes you want to achieve as a direct result of your work
Major Steps	High-level timeline for program implementation
Partners	Who will work with you to address the community problem
Evaluation	Tools, data, information you can use to decide if you met your goals
Total Cost	Estimated total cost

# Funders Don't Care About Your Needs

Finding Funding Partners

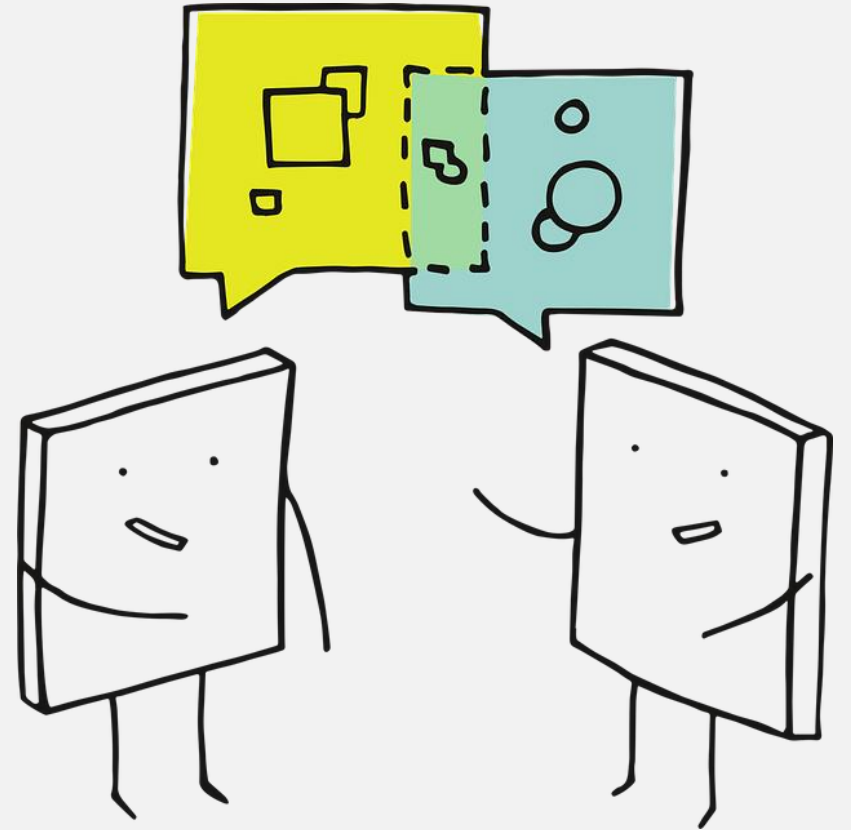


TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

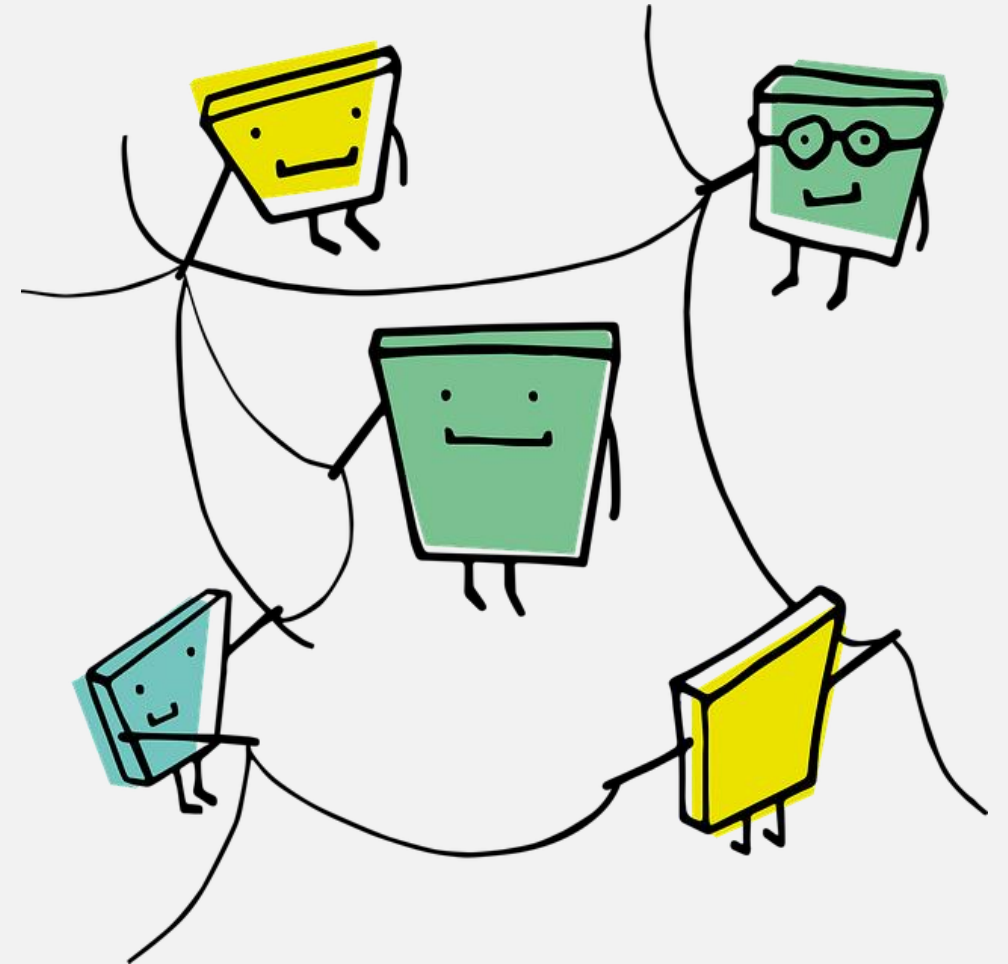
# Investment in Change

- Alignment
- Program readiness
- Cost-effective solution with measurable impact
- Strategic value & sustainability



# Private Funding

- Corporations
  - Return on investment & visibility
    - Grants, in-kind resources & sponsorships
- Foundations
  - Alignment, outcomes & innovation
    - Grants & scholarships

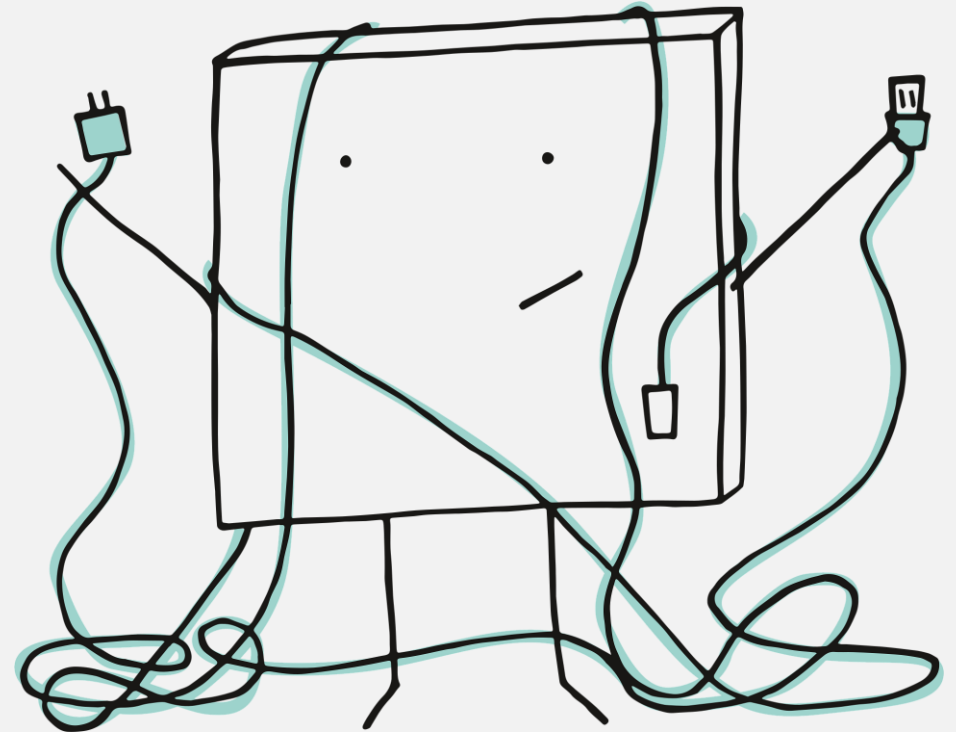


# Private Funding Resources

Name	URL
Candid Funding Information Network	<a href="https://candid.org/find-us">candid.org/find-us</a>
Grantmakers.io	<a href="https://grantmakers.io">grantmakers.io</a>
Local Businesses & Community Groups	Chamber of Commerce, Lions Club, Kiwanis, Junior League, etc.
Other Nonprofit Organizations	Websites, Annual Reports, Social Media, Events
Subscription Databases	Many vendor options. Grant Gopher's "Lite" Membership is free. ( <a href="https://grantgopher.com">grantgopher.com</a> )
Texas DSHS Grant Development Center	<a href="https://dshs.texas.gov/grant-applications-funding/grant-development-center">dshs.texas.gov/grant-applications-funding/grant-development-center</a>
Texas Grants Resource Center	<a href="https://tgrc.hogg.utexas.edu/">tgrc.hogg.utexas.edu/</a>
Texas Rural Funders (Grants Hub)	<a href="https://texasruralfunders.org/">texasruralfunders.org/</a>

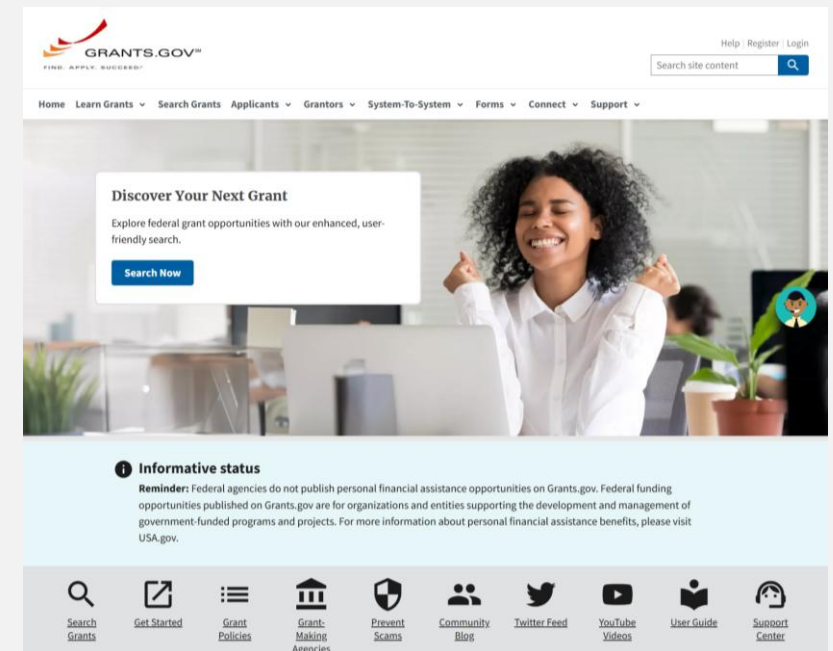
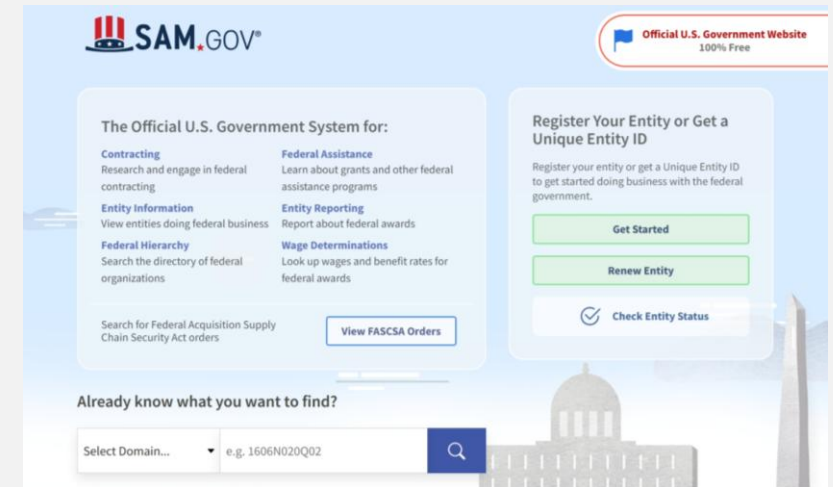
# Public Funding

- Outputs, compliance & low-risk
  - Growth & scale
  - Pre-registration in online portals
  - Long applications
  - Restricted funds
  - Reimbursement model



# Pre-Registration

- System for Award Management - [SAM.gov](https://sam.gov)
  - Registration takes several weeks
  - Unique Entity Identifier (UEI)
  - Annual renewal
- [Login.gov](https://login.gov)
  - Secure sign-in service to access grants.gov & other government agency portals
- [Grants.gov](https://grants.gov)
  - Centralized search engine
  - Build & submit applications
  - Links to federal grant-making agencies
  - Educational resources



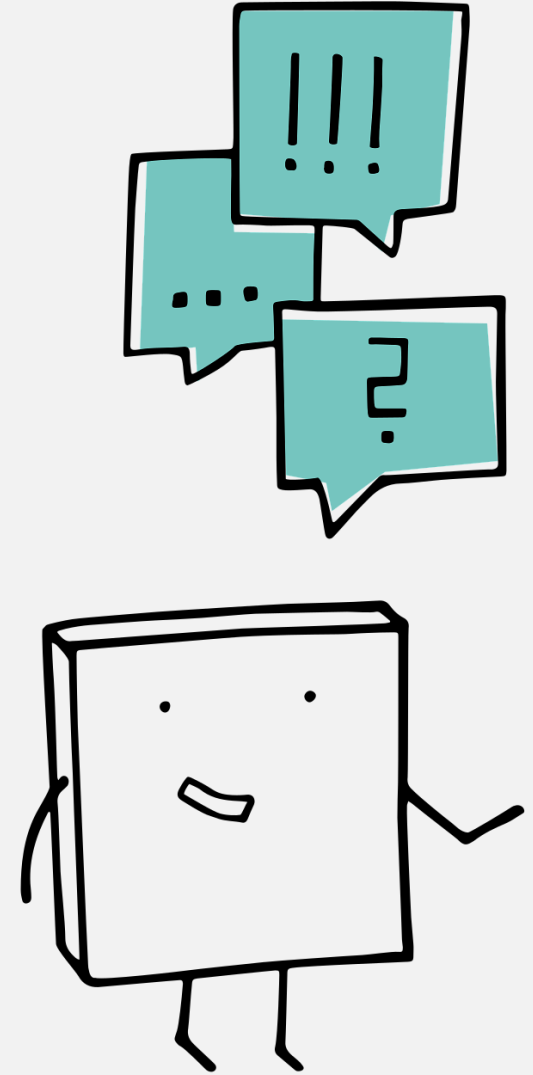
# Public Funding Resources

Name	URL
Federal Register	<a href="https://www.federalregister.gov/">federalregister.gov/</a>
Grants.gov	<a href="https://www.grants.gov">grants.gov</a>
Local Infrastructure Hub	<a href="https://localinfrastructure.org/">localinfrastructure.org/</a>
Texas Electronic State Business Daily Search	<a href="https://txsmartbuy.gov/esbd-grants">txsmartbuy.gov/esbd-grants</a>
Texas HHS Grants	<a href="https://hhs.texas.gov/business/grants">hhs.texas.gov/business/grants</a>
Texas Rural Funders	<a href="https://texasruralfunders.org/grant/">texasruralfunders.org/grant/</a>
Texas State Agencies	<a href="https://texas.gov/texas-state-agencies-departments/">texas.gov/texas-state-agencies-departments/</a>
2 CFR 200 (Uniform Guidance)	<a href="https://ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200">ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200</a>
USA Spending (research)	<a href="https://usaspending.gov/">usaspending.gov/</a>

# Proposal Terminology

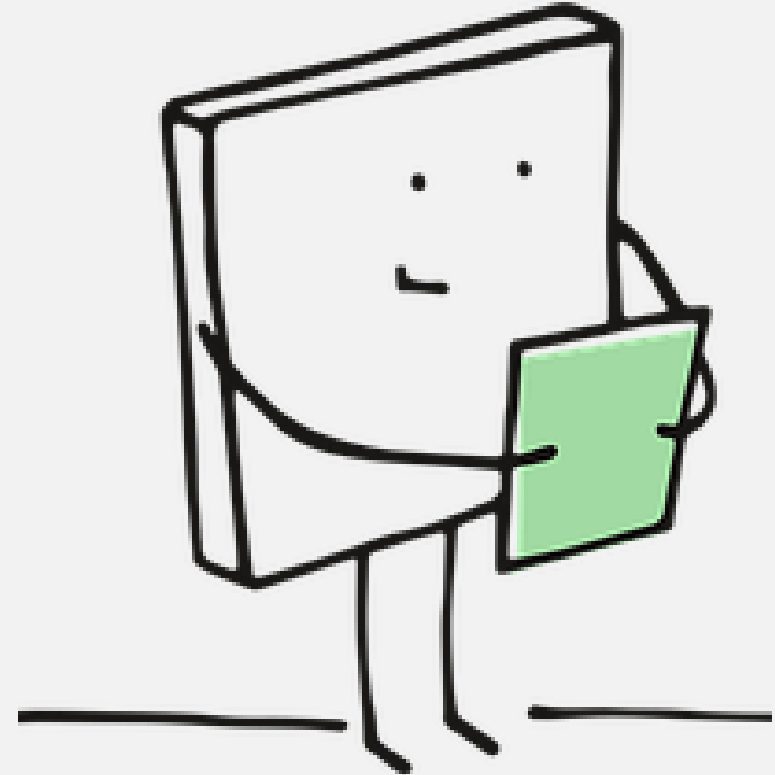
Purpose of grant funding & information needed to develop a competitive proposal

- Notice of Funding Opportunity (NOFO)
- Request for Application (RFA)
- Request for Proposal (RFP)



# Reading a NOFO

- Overview
- Eligibility
- Application & Submission Information
- Review & Selection Process
- Award Administration



# CDC-RFA-CE-26-0061

- Purpose
  - Support community coalitions that work to prevent & reduce substance use among youth
- CDC Priorities
  - Protect Americans from infectious & chronic disease
  - Strengthen public health systems
  - Advance innovation in health data & infrastructure
- 50 awards of \$125,000 for 12 months
- April 14<sup>th</sup> submission deadline



National Center for Injury Prevention and Control  
(NCIPC)

Notice of Funding Opportunity  
Application due  
Tuesday, April 14, 2026

## Drug-Free Communities Support Program – NEW (Year 1)

Opportunity number: CDC-RFA-CE-26-0061



# Eligibility

- 501(c)(3) community-based coalitions
  - Address youth substance abuse
  - Not a previous DFA grantee
  - Apply alone or with fiscal partner agent
  - Meet 10 DFC statutory eligibility requirements

## Eligible applicants

The community coalition must be a 501(c)(3) organization. Or the coalition can partner with an outside organization that is eligible to receive federal funds to serve as the fiscal agent on behalf of the coalition. Fiscal agents can include the following types of organizations:

- State governments or their bona fide agents (includes the District of Columbia).
- Territorial governments or their bona fide agents in the Commonwealth of Puerto Rico, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.
- County governments or their bona fide agents.
- City or township governments or their bona fide agents.
- Special district governments or their bona fide agents.
- Independent school districts.
- Public and state-controlled institutions of higher education.
- Native American tribal governments (federally-recognized)
- American Indian, or Alaska native tribally-designated organizations.
- Public housing authorities and Indian housing authorities.
- Native American tribal organizations, other than federally-recognized tribal governments.
- Nonprofits with a 501(c)(3) status, other than institutions of higher education.
- Private institutions of higher education.
- State-controlled institutions of higher education.
- For-profit organizations other than small businesses.
- Small businesses.

# Apply & Submit

- Project Abstract
- Project Narrative
  - Logic model
  - Communities served
  - Work plan
  - Data, monitoring & evaluation plans
  - Organizational capacity
  - Key personnel
  - Community coalition
- Budget/Narrative
- Attachments & Forms
- Online submission

## Narratives

Item	Grants.gov form	Page limit
<input type="checkbox"/> <a href="#">Project abstract</a>	Project Abstract Summary form	1 page
<input type="checkbox"/> <a href="#">Project narrative</a>	Project Narrative Attachment form	20 pages
<input type="checkbox"/> <a href="#">Budget narrative justification</a>	Budget Narrative Attachment form	None

## Attachments

Put all of your attachments into a single Other Attachments form.

Attachments (13 total)
<input type="checkbox"/> Table of contents
<input type="checkbox"/> Sector table
<input type="checkbox"/> Meeting minutes
<input type="checkbox"/> General applicant information
<input type="checkbox"/> Letter of mutual cooperation (if applicable)
<input type="checkbox"/> Statement of legal eligibility
<input type="checkbox"/> Memorandum of Understanding (MOU) (if applicable)
<input type="checkbox"/> Ten-year funding limit
<input type="checkbox"/> Disclosure of prior DFC funding
<input type="checkbox"/> Congressional notification
<input type="checkbox"/> Indirect cost rate agreement
<input type="checkbox"/> Resumes and job descriptions
<input type="checkbox"/> Report on overlap (if applicable)

## Other required forms

Other forms	Grants.gov form
<input type="checkbox"/> Application for Federal Assistance (SF-424)	Form SF-424
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	Form SF-424A
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)	Form SF-LLL

Your organization's authorized official must certify your application.

See [responsiveness criteria](#) to understand how they affect your application.

**Required format for project abstract, project narrative, and budget narrative**

Font: Calibri

File format: PDF

Size: 12-point font

Tables, footnotes, and text in graphics may be 10-point.

Ink color: Black

Spacing: Single-spaced

Margins: 1-inch

Include page numbers.

# Review & Selection

- Initial Review
  - Meet all eligibility requirements
  - Submitted on time
  - Aligned with CDC priorities
- Merit Review
  - Applicant packet
- Risk Review
  - Experience handling federal awards successfully
  - [SAM.gov Responsibility/Qualification](#) history check
- Selection
  - Ranked order by average reviewers' scores
  - All applicants notified

## Initial review

We will review your application to make sure that it meets the [responsiveness criteria](#) included in [Step 2: Get Ready to Apply](#). If your application does not meet these criteria, we will not move it to the merit review phase.

All DFC applications will be screened to determine whether you meet all the DFC Support Program's statutory eligibility requirements. Per the DFC statute, ONDCP reserves the right to waive certain requirements to prioritize rural areas (ex. counties that do not exceed 30,000 people).

In addition, ONDCP will ensure that applicants are aligned with the Administration's policy priorities.

We will not review any pages that exceed the page limit.

## Merit review

Trained reviewers will assess all applications that pass the initial review. They will use the criteria outlined in [Step 2: Get Ready to Apply](#).

We do not consider **voluntary** cost sharing as part of the merit review process.

## Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use SAM.gov [Responsibility / Qualification](#) to check this history for all awards likely to be over \$250,000. We also check Exclusions. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

We may ask for additional information prior to award based on the results of the risk review.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [2 CFR 200.206](#).

# Award Administration

- Email notification
  - [cdc.gov/grants/already-have-grant/notice-of-award.html](https://www.cdc.gov/grants/already-have-grant/notice-of-award.html)
- Monitoring
  - Routine & ongoing communication
  - Site visits
  - Reporting
- Required Training
  - New recipient virtual training
  - National Coalition Institution Training Program

## Reporting

If you are successful, you will have to submit financial and performance reports. These include:

Table: Financial and performance reports

Report	Description	When
Annual Performance Report (Non-Competing Continuation Application)	Serves as yearly continuation application for the upcoming budget period. Includes performance narrative for current and upcoming budget period. Updates 12-month action plan. Includes budget for the next 12-month budget period. Submitted in Grants Management Module, GrantSolutions.	March of each year
Annual Progress Report	Serves as yearly progress report for the current budget period. Outlines the community profile, sector and youth engagement, coalition capacity, risk, and protective factors, and successes and challenges. Identifies how youth substance use prevention strategies will be carried out. Identifies any technical help needs. Submitted in DFC & CARA Me and uploaded with the Annual Performance Report.	August of each year
Data management plan	Shows how data are collected and used (data management plan).	August of each year
Data on required performance measures (core measures)	Includes DFC core measures related to alcohol, tobacco, marijuana, and prescription drugs.	Every 2 years
Sustainability Plan	Outlines ways you plan to sustain your programmatic efforts.	Year 3
Federal Financial Report	Includes funds authorized and disbursed during the budget period. Indicates exact balance of unobligated funds and other financial information.	December of each year
Final Performance Report	Includes information like the Annual Performance Report.	120 days after the end of the period of performance
Final Financial Report	Includes information in Federal Financial Report.	120 days after the end of the period of performance

# Practice Creates Confidence

Grant Development Best Practices



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# DSHS Grant Development Center



Grant Education



Data Resources



Funding Resources



GDC Email Updates



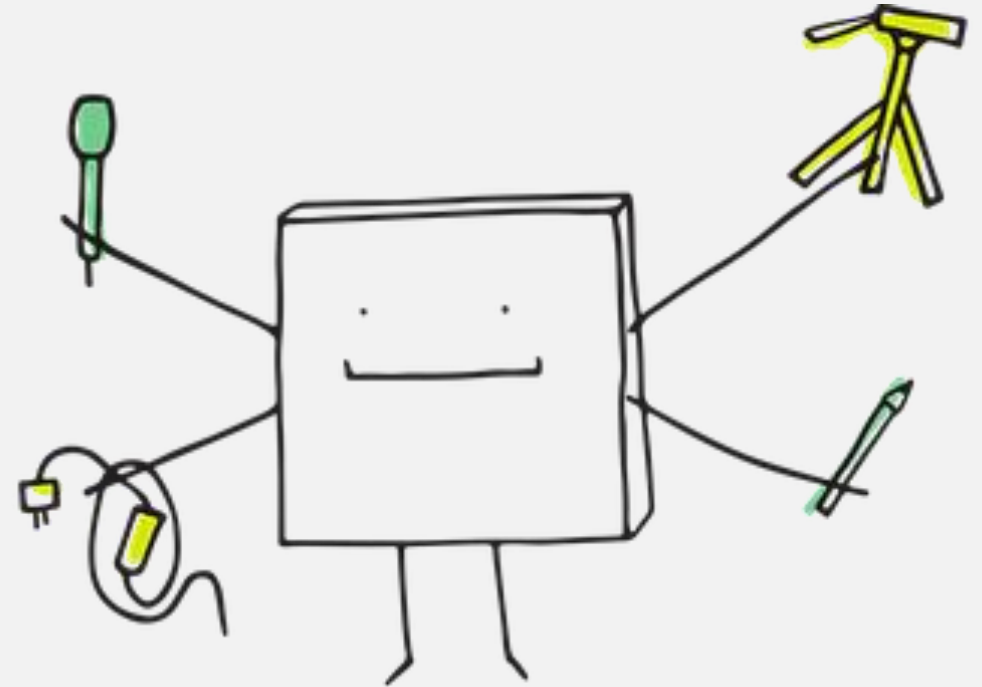
[dshs.texas.gov/grant-applications-funding/grant-development-center](https://dshs.texas.gov/grant-applications-funding/grant-development-center)

The screenshot shows the DSHS Grant Development Center website. At the top, there is a header with the text "Grant Development Center" and a background image of two people working at a laptop. Below the header, there is a navigation menu with the following items: "Grant Applications and Funding", "Grant Development Center" (selected), "Data Resources", "GDC Email Updates", "Grant Education Resources", "Funding Resources", "Grant Writing 101", and "Grantsmanship Glossary". To the right of the navigation menu, there is a section titled "About the GDC" with two paragraphs of text. Below this, there is a "Contact Us" section with the email address "grantcenter@dshs.texas.gov". In the center of the page, there is a featured banner for a webinar titled "Grant Readiness: Moving Beyond Eligibility to Capacity (April 22, 2026)" with a lightbulb icon and the text "Free grant education webinar." Below the banner, there is a section titled "What We Do" with three icons and labels: "Education & Training", "Find Funding", and "Resource Sharing". At the bottom, there is a section titled "Subscribe to GDC Email Updates" with a "Sign up for Updates" button.

# Tell Your Story

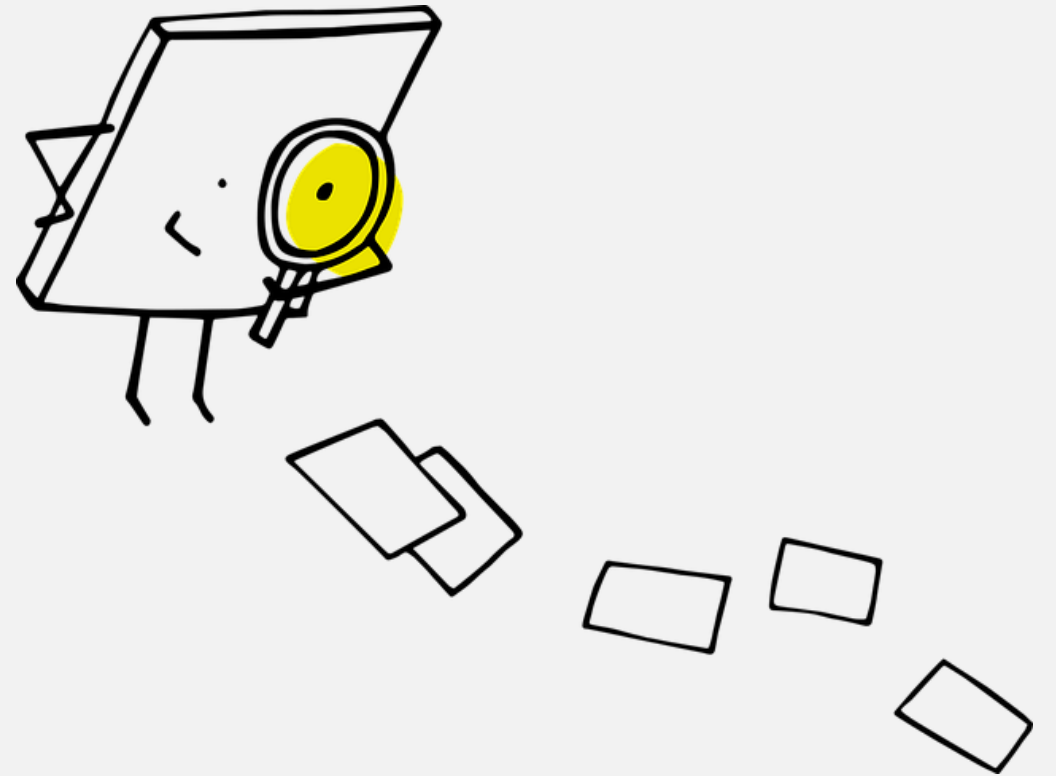
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- How many people did you serve last year?
- How have their lives changed?
- Why does your program get better results than others?



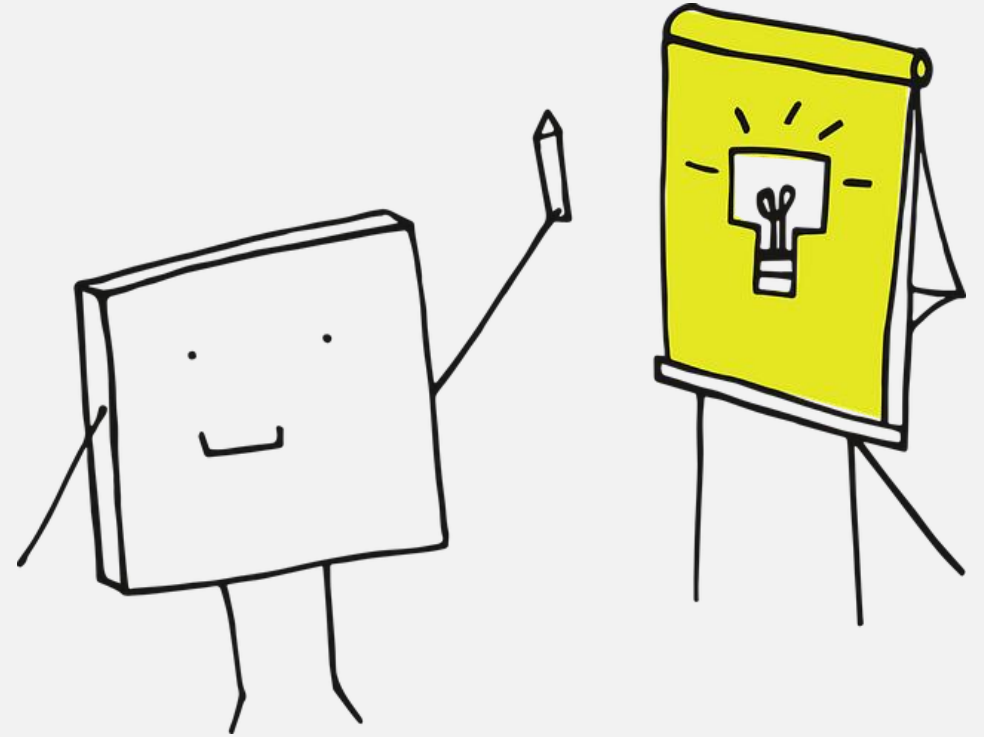
# Data Sources

- Organizational/program data
- Community organizations, universities, etc.
- DSHS GDC – Data Resources page
- American Community Survey [census.gov/programs-surveys/acs/data.html](https://www.census.gov/programs-surveys/acs/data.html)
- County Health Rankings [countyhealthrankings.org](https://www.countyhealthrankings.org)
- USDA Economic Research Service [ers.usda.gov](https://www.ers.usda.gov)



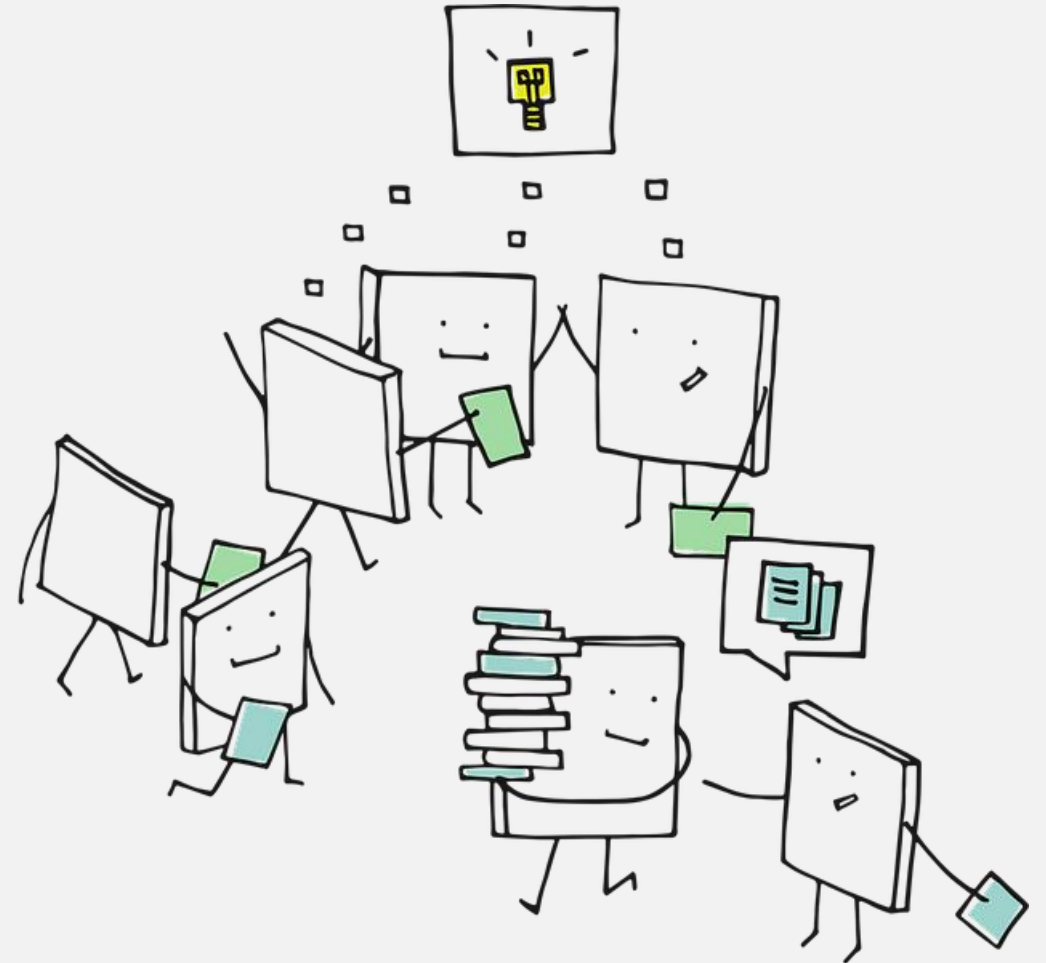
# Best Practices

- Read the NOFO thoroughly
- Take advantage of technical assistance
- Build in extra time
- Keep your audience in mind
- Update your digital presence
- Keep track of grant decisions
- "If at first you don't succeed ..."



# Grant Readiness Recap

- Strong systems > Good writing
- Funders don't care about your needs
- Practice creates confidence



# Q & A

Type questions into the Questions box in the Control Panel

# Grant Development Center

[grantcenter@dshs.texas.gov](mailto:grantcenter@dshs.texas.gov)

[www.dshs.texas.gov/grant-applications-funding/grant-development-center](http://www.dshs.texas.gov/grant-applications-funding/grant-development-center)

Betsy Cox

Grant Development Center Coordinator  
DSHS Center for Public Health Policy and Practice  
[betsy.cox@dshs.texas.gov](mailto:betsy.cox@dshs.texas.gov)

