



Health Resources & Services Administration

Bureau of Health Workforce

Division of Nursing and Public Health

Notice of Funding Opportunity

Issuance Date: 06/14/2024

Application Due Date: 07/26/2024

# Nurse Education, Practice, Quality and Retention (NEPQR) - Workforce Expansion Program (WEP)

Opportunity number: HRSA-24-098



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## 508 Compliance Disclaimer

Persons using assistive technology may not be able to fully access information in this file. For assistance, email or call one of the HRSA staff listed in [Agency contacts](#).



# Step 1:

## Review the Opportunity

### In this step

Basic information

Eligibility

Program description

# Basic information

## The key facts

Bureau of Health Workforce

Division of Nursing and Public Health

Nurse Education, Practice, Quality and Retention (NEPQR) - Workforce Expansion Program (WEP)

Opportunity number: HRSA 24-098

Federal Assistance Listing Number: 93.359

The NEPQR - WEP is authorized by 42 U.S.C. § 296p (Section 831 of the Public Health Service Act)

## Summary

The purpose of the Nurse Education, Practice, Quality, and Retention (NEPQR) - Workforce Expansion Program (WEP) is to increase the nursing workforce in rural<sup>1</sup> (non-metro<sup>2</sup>) and underserved areas to address the critical shortage of nurses, specifically in acute and long-term care settings.

Have questions?

Go to [Contacts & Support](#).

## Key dates

Application deadline: July 26, 2024

NOFO issue date: June 14, 2024

Expected award date is by: September 30, 2024

Expected start date: September 30, 2024

## Funding detail

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<sup>1</sup> Defining Rural Population. <https://www.hrsa.gov/rural-health/about-us/what-is-rural>. Term is interchangeable with term non-metro cited below.

<sup>2</sup> Non-metropolitan counties are micropolitan counties in micropolitan statistical area; Noncore counties not in micropolitan statistical area. [Data Access - Urban Rural Classification Scheme for Counties \(cdc.gov\)](#). Term is interchangeable with term rural cited below.

Application Type: New

Expected total available FY 2024 funding: Up to \$4,750,000

Expected number and type of awards: Approximately 5 Grants

Funding range per award: Up to \$1,000,000 per annual award subject to the availability of appropriated funds (reflecting direct and indirect costs).

This program has a 4-year period of performance. We plan to fund awards in 4 budget periods. Each budget period is 12-months in length. The period of performance for this program is September 30, 2024, to September 29, 2028. Your funding request for years 2, 3, and 4 cannot exceed your request for year 1.

## Eligibility

### Who can apply?

The following entities are eligible to apply for this award: an accredited school of nursing<sup>3</sup> such as baccalaureate nursing programs and community colleges that train associate degree nurses, a health care facility, including federally qualified health centers or nurse-managed health clinics, or partnership of such a school and facility.

## Types of eligible organizations

These types of domestic organizations (see note) may apply:

### Institutions of higher education

- Public or Private Accredited Schools of Nursing, such as community colleges

### Health care facilities

- Nursing centers
- Nurse-managed health clinics
- Ambulatory surgical center
- Academic health centers
- Indian Health Service Health Centers

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<sup>3</sup> Per PHS Act section 801(2): "SCHOOL OF NURSING.—The term "school of nursing" means an accredited (as defined in paragraph 6) collegiate, associate degree, or diploma school of nursing in a State where graduates are— (A) authorized to sit for the National Council Licensure Examination-Registered Nurse (NCLEX–RN); or (B) licensed registered nurses who will receive a graduate or equivalent degree or training to become an advanced education nurse as defined by section 811(b)."

- Native Hawaiian Health Center
- Hospital
- Nursing Home
- Home Health Agency
- Hospice Program
- Public Health Clinic
- Skilled Nursing Facility
- State or local department of public health
- Federally Qualified Health Centers
- Rural Health Clinics

### **Tribes & tribal organizations (if otherwise eligible)**

- Native American tribal governments
- Native American tribal organizations

Note: “Domestic” means located in the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

**Individuals and for-profit entities are not eligible applicants under this NOFO.**

## **Other eligibility criteria**

### **Trainee eligibility**

A trainee who receives support under this program must be one of the following:

- A U.S. citizen or non-citizen national.
- An individual lawfully admitted for permanent residence to the United States.
- Any other “qualified alien” under section 431(b) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. 104-193, as amended.

## **Cost sharing**

This program does not have a cost-sharing requirement. We will hold you accountable for any funds you add, including through reporting.

# Program description

## Purpose

The purpose of the Nurse Education, Practice, Quality, and Retention (NEPQR) – Workforce Expansion Program (WEP) is to increase the nursing workforce in rural (non-metro) and underserved areas to address the critical shortage of nurses, specifically in acute and long-term care settings.

Through the training of additional associate and baccalaureate degree nursing students, the NEPQR - WEP aims to enhance nursing education and clinical practice to expand the workforce and improve the retention of the nursing workforce practicing in acute care settings and long-term care facilities.

## Background

Nursing, the largest health care profession in the United States,<sup>4</sup> is facing a critical workforce shortage that threatens the U.S. health care system. The shortage of available nurses in acute and long-term care facilities is a major contributor to medical errors and increased health disparities in communities with the greatest need.<sup>5</sup> There are various factors that drive the nursing workforce shortage. The retirement of experienced nurses, nurse burnout from the COVID-19 pandemic,<sup>6</sup> and the limited number of available clinical faculty and preceptors all decrease the capacity for enrollment of more nursing students.<sup>7</sup> The U.S. Bureau of Labor Statistics (BLS) projected there will be 193,100 registered nurse (RN) openings on average, each year until 2032,<sup>8</sup> HRSA's National Center for Health Workforce Analysis' Nurse Workforce Projections, 2021-2036 note a national shortage of RNs each year through 2036 and by 2036, the projected shortage is 9% (a shortage of just over 300K full-time equivalent RNs). In addition, non-metro (rural) areas are projected to have a higher RN shortage than metro areas.<sup>9</sup> The

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<sup>4</sup> American Association of Colleges of Nursing. (2024). Nursing Workforce Fact Sheet [Nursing Workforce Fact Sheet](https://www.aacnnursing.org/news-data/fact-sheets/nursing-workforce-fact-sheet) ([aacnnursing.org](https://www.aacnnursing.org))

<sup>5</sup> Haddad, LM., Annamaraju, P., Toney-Butler, TJ. (2023). Nursing Shortage. <https://www.ncbi.nlm.nih.gov/books/NBK493175/>

<sup>6</sup> Ibid

<sup>7</sup> Nursing Faculty Shortage. (2022). <https://www.aacnnursing.org/news-data/fact-sheets/nursing-faculty-shortage>

<sup>8</sup> Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Registered Nurses, at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm>

<sup>9</sup> Health Resource and Services Administration. (2024). Nurse Workforce Projections 2021-2036. <https://bhw.hrsa.gov/sites/default/files/bureau-health-workforce/data-research/nursing-projections-factsheet.pdf>



recent Centers for Medicare & Medicaid Services regulation establishing RN staffing minimums in Medicare and Medicaid funded long-term care facilities has further intensified the demand.<sup>10</sup>

To address these shortages, academic institutions must increase enrollment and hire clinical faculty and preceptors to address the critical need for nurses. Community college nursing programs are a pathway to address the nursing workforce shortage. Nursing students who graduate from community college nursing programs are eligible to sit for the NCLEX-RN exam and enter the workforce quicker; they increase nursing diversity in underrepresented communities<sup>11</sup> and serve as a foundation for RNs to obtain higher levels of nursing education.<sup>12</sup> Community college graduates are more likely to live and work in their communities after graduation. They are twice as likely to work in rural and economically distressed areas to provide service in home care and long-term care environments.<sup>13</sup> Recruiting and increasing clinical faculty and preceptors significantly contributes to addressing the nursing shortage. Culturally aligned training helps nursing students transition into professional, competent nurses who provide safe, high-quality, and equitable health care in the communities in which they live and work.

## Program goals

- Increase the number of nursing students enrolled in, retained, and graduated from associate and/or baccalaureate nursing degree programs.
- Increase the number of undergraduate nursing students receiving additional specialized training in acute and long-term care settings.
- Increase the number of undergraduate nurses employed in acute and long-term care settings post-graduation.
- Increase the number of preceptors and clinical faculty to train nursing students in associate and/or baccalaureate nursing degree programs.

## Program requirements and expectations

All applicants funded under this funding opportunity will be required to:

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<sup>10</sup> [Medicare and Medicaid Programs: Minimum Staffing Standards for Long-Term Care Facilities and Medicaid Institutional Payment Transparency Reporting Final Rule \(CMS 3442-F\) | CMS](#)

<sup>11</sup> Mahaffey EH. The relevance of associate degree nursing education: past, present, future. *Online J Issues Nursing*. 2002;7(2):3. PMID: 12059279.

<sup>12</sup> Health Resources and Services Administration. (2024). Nursing Education and Training Data from the 2022 NSSRN. [Nursing Education and Training: Data from the 2022 NSSRN \(hrsa.gov\)](#)

<sup>13</sup> Organization for Associate Degree Nurses. (2019) OADN's Written Testimony To The Future Of Nursing 2020-2030 Committee (2019). [OADN's Written Testimony To The Future Of Nursing 2020-2030 Committee - OADN](#)

- Implement a system for recruitment and retention of associate and/or baccalaureate degree nursing students committed to practicing in acute and long-term care settings post-graduation.
- Increase nursing student enrollment 5-10% above current baseline, proportionate with the budget request.
- Implement specialized education and training for nursing students on care of patient populations in long-term care **and** acute care settings, focusing on clinical excellence and quality improvement through established partnerships between two-or four-year RN programs and acute and long-term care clinical sites. The specialized training includes a minimum of 80 hours of additional training. At a minimum, 50% of the training hours must be dedicated to long-term care. This training is in **addition** to nursing student's normal clinical rotations and may be a combination of clinical training and the use of simulation-based technology with the intent of students to become employed in these settings post-graduation.
- Provide student support to nursing students enrolled in the specialized training rotations.
  - Student support includes:
    - Financial support in the form of stipends and/or scholarships;
    - Academic and peer support, including but not limited to tutoring and mentoring; and
    - Other necessary wraparound services such as instructional methods, educational services, or resources provided to students to help accelerate their learning progress, meet learning standards, or foster success.
- Establish or expand meaningful collaborative partnerships (academic, practice, and community) that:
  - Inform the enhancement of nursing didactic and clinical training curriculums for associate or baccalaureate registered nursing programs related to long-term and acute care.
  - Provide culturally sensitive didactic and clinical training that integrates the Social Determinants of Health (SDOH) that impact the health and well-being of patient populations residing in rural (non-metro) and underserved areas.
  - Support student readiness to practice in interprofessional care teams that provide care to patients with acute and/or chronic health conditions in acute and long-term care settings.
  - Assist in the recruitment and employment of nursing clinical faculty and preceptors supported by this grant program.

- Assist in the employment of new nursing undergraduates supported through this grant program.
- Recruit and retain nursing faculty and clinical faculty/preceptors.
  - Provide faculty and clinical faculty/preceptor support, such as continuing professional education, development, or training opportunities.
- Evaluate your program's efficacy by:
  - Following the [HHS Evaluation Policy](#) and standards described in [OMB Memorandum M-20-12](#).
  - Completing HRSA's annual performance reporting requirements.
  - Following up with graduates to collect employment information for a minimum of 1 year after graduation.
  - Participating in federally designed evaluations to assess program effectiveness and efficiency upon request.

## **Funding policies & limitations**

### **Policies**

Support beyond the first budget year will depend on:

- Continued appropriation of funds
- Satisfactory progress in meeting the project's objectives.
- A decision that continued funding is in the government's best interest.

If we receive more funding for this program, we consider options such as:

- Funding more applicants from the rank order list.
- Extending the period of performance.
- Awarding supplemental funding.

### **Maintenance of effort**

Federal funds must add to any existing non-federal funds for your proposed activities. If you receive an award, you will have to spend at least as much as you spent in the last fiscal year before the award. This policy is required by 42 U.S.C. § 296b(b) (Section 803(b) of the Public Health Service Act). We will enforce these statutory requirements through all available mechanisms. You must provide supporting documentation in your [Attachments](#).

### **General limitations**

For guidance on some types of costs we do not allow or restrict, see Budget in Section

4.1.iv of the [R&R Application Guide](#). You also can see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).

The salary rate limitation imposed by the current appropriations act applies to this program. As of January 2024, the salary rate limitation is \$221,900. Note this limitation may apply in future years and will be updated.

Additionally, these specific costs are not allowed:

- Accreditation costs like renewals or annual fees, credentialing, licensing, continuing education fees, certification exam/licensing fees, and franchise fees and expenses.
- Membership dues that directly fund lobbying activities.
- Laboratory fees.
- Food or drinks.
- Liability insurance, unemployment insurance, life insurance, taxes, fees, retirement plans, or other fringe benefits for trainees.
  - Health insurance for trainees is allowed.
- Payment of temporary personnel replacement costs for the time faculty/preceptors/participants are away from usual worksite during involvement in project activities.
- Paid release time for project faculty.
- Construction or major renovation.
- Foreign travel.

You cannot earn profit from the federal award. See [45 CFR 75.216\(b\)](#).

See [Manage Your Grant](#) for other information on costs and financial management.

## Indirect costs

Indirect costs are those incurred for a common or joint purpose across more than one project and that cannot be easily separated by project (like utilities for a building that supports multiple projects). Learn more at [45 CFR 75.414](#), Indirect Costs.

Indirect costs for training awards cannot exceed 8% of modified total direct costs. To calculate the (MTDC), we exclude from the direct cost base:

- Direct cost amounts for, equipment, tuition, fees, and participant support costs
- Subawards and subcontracts exceeding \$25,000

To further understand what is included in modified total direct costs, see [45 CFR 75.2](#).

State or local governments and federally recognized Indian tribes can charge their negotiated rate or use their state cost allocation plans. For calculating indirect costs, we do not consider state universities, community colleges, community-based organizations, long-term care facilities, or hospitals as government agencies.

### **Program income**

Program income is money earned as a result of your award-supported project activities. You must use any program income you generate from awarded funds for approved project-related activities. Find more about program income at [45 CFR 75.307](#).



# Step 2:

## Get Ready to Apply

### In this step

Get registered

Find the application package

Application writing help

# Get registered

## SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist to find out what you'll need to register.

## Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need Help? See [Contacts & Support](#).

# Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HRSA-24-098.

After you select the opportunity, we recommend that you click the Subscribe button to get updates.

# Application writing help

Visit HHS [Tips for Preparing Grant Proposals](#).

Visit [HRSA's How to Prepare Your Application](#) page for more guidance.

## Join the webinar

We will hold a pre-application technical assistance (TA) webinar. The webinar will provide an overview of pertinent information in the NOFO and an opportunity for applicants to ask questions. Visit the HRSA Bureau of Health Workforce's [open opportunities](#) website to learn more about the resources available for this funding opportunity.



# Step 3:

# Write Your Application

## In this step

Application contents & format



# Application contents & format

Applications include 5 main components. This section includes guidance on each.

There is a **50-page limit** for the overall application.

Submit your information in English and express budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission Form	Included in the page limit?
<a href="#">Project abstract</a>	Use the Project Abstract Summary Form.	No
<a href="#">Project narrative</a>	Research and Related Other Project Information	Yes
<a href="#">Budget &amp; budget narrative</a>	Use the Research and Related Budget form. (Line L)	Yes
<a href="#">Attachments</a>	Insert each in the Other Attachments form.	Yes, unless otherwise marked below.
<a href="#">Other required forms</a>	Upload using each required form.	Indicated in the other required forms section.

See the [application checklist](#) for a full list of all application requirements. See [form instructions](#) for more detail on completing each form.

## Required format

You must format your narratives and attachments using our required formats for fonts, size, margins, etc. See the formatting guidelines in section 4.2 of the [R&R Application Guide](#).

Any *hyperlinked* attachments will **not** be reviewed/opened by HRSA.

## Project abstract

Complete the information in the Project Abstract Summary Form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. When applicable, identify if you are requesting a funding priority or preference. For more information, see section 4.1.ix of the [R&R Application Guide](#).

## Project narrative

In this section, you will describe all aspects of your project.

Use the section headers and the order below.

Project activities must comply with the non-discrimination requirements described in [Non-discrimination & assurance](#).

## **Introduction & purpose**

### **Purpose**

**See merit review criterion 1: [Purpose & need](#)**

- Briefly describe the purpose of your project.
- Include efforts you will make to address systemic barriers to trainees' access to education and program success.
  - These barriers might include physical and/or psychological health, physical and/or social environment, and economic stability.
- Propose an actionable framework that targets learning disparities and expands learning opportunities to support diversity, equity, and inclusion. This framework may include recruitment of students from rural and underserved areas.

### **Need**

**See merit review criterion 1: [Purpose & need](#)**

- Describe the trainees and their unmet needs that this program will address. Trainees include students and program participants.
- Describe the needs of the community including health care facilities that will benefit from the proposed project activities. Include information and quantifiable data, such as:
  - demographics of the population,
  - health status, including existing health disparities and unmet health care needs of the community,
  - social determinants of health (SDOH),
  - staffing needs or concerns, and
  - barriers accessing care in acute and long-term care settings.
- Explain the education and training needs of the future nursing workforce as it relates to acute and long-term care settings.
- Describe your nursing curricula modifications and enhancements that incorporates acute and long-term care nurse training.
- Describe the partnerships needed to develop and implement this project, including potential employment opportunities in acute and long term for new graduate Registered Nurses supported by this project.
- Discuss any current barrier(s) you hope to overcome with the proposed project.
- Use and cite demographic data as part of the descriptions and explanations above, as applicable.

## Approach

### See merit review criterion 2: [Response](#)

- Explain how you will assess and address the unique needs of the people who live in the community you serve.
- Explain how you will meet the program's requirements and expectations.
- Include how you will recruit, retain, and support students with this grant program. Include current and projected enrollment and graduate data in [Attachment 9](#).
- Include strategies for faculty and clinical faculty/preceptor recruitment, retention, and support.
- Describe strategies for identifying current or new clinical training sites in acute and long-term care, placing trainees in those sites, and identifying preceptors/clinical faculty for trainees in these sites.
- Explain how trainees will be taught to integrate knowledge of SDOH factors that impact the health and well-being of the patient population residing in rural (non-metro) and underserved areas.
- Explain your strategies to improve trainees' cultural competence to meet the needs of underserved communities. Include those that increase the use of culturally and linguistically appropriate services by providing training based on the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care Standards.
- If it applies, explain how you will disseminate and showcase the project, and distribute reports, products, or project outputs to target audiences.

## High-level work plan

### See merit review criterion 2: [Response](#)

- Describe how you'll achieve each of your objectives and project goals during the period of performance.
- Provide a timeline that includes each activity and identify the responsible stakeholder(s) for each activity.
- Identify key stakeholders responsible for planning, designing, and executing all project activities.
- Include the extent to which these stakeholders address the needs of the populations and communities served.
- Provide a detailed work plan in your Standardized Work Plan (SWP). See [Standard Forms](#).

## Resolving challenges

See merit review criterion 2: [Response](#)

- Discuss challenges that you are likely to encounter in developing and executing the work plan activities.
- Explain approaches that you'll use to address and resolve the challenges.

## Performance reporting and evaluation

See merit review criteria 3: [Impact](#) & 4: [Resources & capabilities](#)

- **Outcomes.** Describe the expected outcomes (desired results) of the funded activities.
- **Performance Measurement and Reporting.** See [Report on Your Grant](#) for performance measure requirements and examples of reporting forms.
  - Describe how you will collect, and report required performance data accurately and on time.
  - Describe how you will manage and securely store data.
  - Describe your process to track trainees after program completion for up to 1 year.
  - Describe how you will monitor and analyze performance data to support continuous quality improvement.
- **Program Evaluation.** If applicable, the evaluation should examine processes and progress towards goals, program objectives, and expected outcomes. Evaluations must follow the HHS Evaluation Policy, as well as the standards and best practices described in [OMB Memorandum M-20-12](#). Describe your plan to evaluate the project. Include:
  - The evaluation questions, methods, data to be collected, and timeline for implementation.
  - The evaluation barriers and your plan to address them.
  - The evaluation capacity of your organization and staff. Include experience, skills, and knowledge.
  - How you will disseminate results, how you will assess whether your dissemination plan is effective, whether the results are national in scope, and the extent of potential replication.

See [Reporting](#) for more information.

## Sustainability

See merit review criterion 3: [Impact](#)

We expect you to sustain key project elements that improve practices and outcomes for the target population. Propose a plan for project sustainability after the period of federal funding ends.

- Describe the actions you'll take to:

- Highlight key elements of your projects. Examples include training methods or strategies that have been effective in improving practices.
  - Obtain future sources of funding.
  - Determine the timing to become self-sufficient.
- Discuss challenges that you'll likely encounter in sustaining the program. Include how you will resolve these challenges.

## Organizational information

See merit review criterion 4: [Resources & capabilities](#).

Briefly describe your mission, structure, and the scope of your current activities. Explain how they support your ability to carry out the program requirements. Include a project organization chart.

- Discuss how you'll follow the approved plan, account for federal funds, and record all costs to avoid audit findings.
- Describe how you'll assess the unique needs of the trainees you serve.
- Describe the organizations you will partner with to fulfill the program goals and meet the training objectives. Include key agreements and letters of support in [Attachment 3 and Attachment 10](#).
- Include a staffing plan and job descriptions for key faculty and staff in [Attachment 4](#).
- Include biographical sketches for key staff using the Research & Related Senior/Key Person Profile form. See [Standard Forms](#).

## Budget & budget narrative

See merit review criterion 5: [Support requested](#)

Your **budget** should follow the instructions in section 4.1.iv of the [R&R Application Guide](#) and any specific instructions listed in this section. Your budget should show a well-organized plan.

Reminder: The total project or program costs are all allowable (direct and indirect) costs incurred for the HRSA award activity or project. This includes costs charged to the award and non-federal funds used to satisfy any matching or cost-sharing requirement (which may include maintenance of effort, if applicable).

The **budget narrative** supports the information you provide in the Research and Related Budget Form. See [other required forms](#). The merit review committee reviews both.

The budget narrative includes an itemized breakdown and a clear justification of the requested costs. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.

- The restrictions on spending funds. See [funding policies & limitations](#).
- Salary for staff involved should be proportionate to their level of effort dedicated to the project and reasonable.
- If the projected increase in enrollment is proportionate with the proposed costs.

To create your budget narrative, see detailed instructions in section 4.1.v of the [R&R Application Guide](#). Below are some additional instructions specific to this NOFO.

## **Participant and trainee support costs**

If you include participant or trainee support costs:

- List tuition, fees, health insurance, stipends, travel, and other costs.
- Identify the number of participants and trainees.
- Separate these costs from others so we can identify them easily.
- Include a sub-total entitled “Total Participant and Trainee Support Costs” with the summary of these costs.

## **Preceptor costs**

Preceptors can be either your employee, contractor, or consultant. Preceptor costs are unique and different than trainee costs, which are for your students. Allowable preceptor costs may include:

- Stipends (other than to employees)
- Percent of salary (for employees)
- Continuing education, other trainings, and related fees
- Travel

**Note: Students supported under this grant are not responsible for preceptor costs.**

- If the preceptor is an employee, specify those costs under section B. Other Personnel, Section D Travel and Section F Other Direct Costs.
- If the preceptor is a consultant or contractor, lists those costs under section F. Other Direct Costs.
- Include the number of preceptors in your budget narrative.

## **Consultant services**

Identify each consultant, the services they will perform, the total number of days, travel costs, and the total estimated costs.

## Attachments

Place your PDF attachments in order in the Other Attachments form.

### Attachment 1: Accreditation documentation

Required- Counts toward page limit.

Schools of nursing must provide documentation of accreditation, or probationary accreditation to be deemed eligible. Please **do not** provide only the web link to the accreditation body's website. HRSA **will not** open any hyperlinks included in the application.

You must submit documentation that:

- Demonstrates continuing accreditation/approval from the relevant accrediting/approval body and that you are not on probation.
- Includes the name of the accrediting/authorizing body.
- Provides the date of initial accreditation approval.
- Outlines the date of the next expected accrediting/approval body review (or expiration date of current accreditation/approval).

If your accreditation/approval status cannot be verified, you will be considered **nonresponsive and deemed ineligible**.

If you are on provisional accreditation status, provide proof of this status.

You are responsible for verifying that your project partner(s) maintain current accreditation/approval throughout the project period.

### Schools of Nursing/Nursing Program Accreditation

All nursing programs that are associated with the project must be accredited for the purpose of nursing education.

Schools of nursing affiliated with the proposed project that provide formal degree programs must be accredited by a national nurse education accrediting agency or state approval agency recognized by the Secretary of the U.S. Department of Education for the purposes of nursing education.

These agencies include, but are not limited to the:

- Accreditation Commission for Education in Nursing
- Commission on Collegiate Nursing Education

## **Substantive change notification**

Programs that modify or add a nursing specialty must include documentation of such approval of the change from the accrediting agency.

## **Newly established programs of nursing accreditation**

If a nursing program is new and therefore not yet accredited, but will likely be accredited in the future, the Secretary of Education may deem it accredited if there is reasonable assurance that the program will meet the accreditation standards of such body or bodies before the second entering class begins their academic year.

The Letter of Reasonable Assurance from the U.S. Department of Education must be submitted as Attachment 1.

## **Attachment 2: Project organizational chart**

**Required- Counts toward page limit.**

Provide a one-page diagram that shows the organizational structure of the project (not the applicant organization)

Attachment 3: Letters of agreement, memoranda of understanding, and contracts

**Required- Counts toward page limit.**

Provide any documents that describe working relationships between your organization and other organizations and programs you cite in the proposal.

Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and partners and any deliverables.

## **Attachment 4: Staffing plan & job descriptions**

**Required- Counts toward page limit.**

Include a staffing plan that shows the roles that will support the project and key information about each role. Justify your staffing choices, including education and experience qualifications and your reasons for the amount of time you request for each role.

For key personnel, attach a one-page job description. It must include the role, responsibilities, and qualifications.

See Section 4.1.vi of the [SF-424 R&R Application Guide](#).

## **Attachment 5: Maintenance of effort documentation**

**Required- Counts toward page limit.**



Specify the non-federal funds that support proposed activities. These include cash, in-kind, or other contributions. Do not include any federal funds. See [Maintenance of Effort](#) requirement.

Use the sample format below to provide the Maintenance of Effort documentation.

FY Before Application: Actual Non-Federal Expenditures	First FY of Award: Estimated Non-Federal Expenditures
\$	\$

### **Attachment 6: Funding preference and/or priority documentation**

**As Applicable- Counts toward page limit.**

Provide documents that prove you qualify for a funding preference and/or priority and identify the preference.

See [Selection Process](#) for information about how these apply.

### **Attachment 7: Tables & charts**

**As Applicable- Counts toward page limit.**

Provide tables or charts that give more details about the proposal. These might be Gantt, PERT, or flow chart.

### **Attachment 8: Proof of nonprofit status**

**As Applicable- Does not count toward page limit.**

If your organization is a non-profit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a non-profit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a non-profit.
- Any of the above for a parent organization. Also include a statement signed by an official of the parent group that your organization is a non-profit affiliate.

### Attachment 9: Student data

Required- Counts toward page limit.

Please provide your current and projected student data in the table. Academic Year 2023-2024 will serve as baseline data for current student enrollment and graduation. You must project the number of students that you plan to enroll and the number of students that you project to graduate from your nursing degree program in each subsequent year.

	Academic Year 2023-2024 (current)	Academic Year 2024-2025	Academic Year 2025-2026	Academic Year 2026-2027	Academic Year 2027-2028
Number of Enrollees					
Number of Graduates					

### Attachment 10: Letters of support

As Applicable - Counts toward page limit.

You may provide letters of support from organizations or departments involved in the proposed project.

Letters of support can also be from individuals within your institution who hold the authority to speak for the organization or department such as a CEO or chair.

Recommenders should indicate an understanding of and commitment to the project.

Recommenders should sign and date their letter of support.

### Attachment 11-15: Other relevant documents

As Applicable - Counts toward page limit.

Include here any other document that is relevant to the application.

### Other required standard forms

You will need to complete some other forms. Upload the forms listed below at Grants.gov. You can find them in the NOFO [application package](#) or review them and any available instructions at [Grants.gov Forms](#). See the [application checklist](#) for a full list of all application requirements.

Forms	Submission Requirement
SF-424 R & R (Application for Federal Assistance) form	Yes, with application.
Research and Related Other Project Information	Yes, with application.
Standardized Work Plan (SWP) form	Yes, with application.
Research and Related Senior/Key Person Profile (Expanded) form	Yes, with application.
Research and Related Budget form	Yes, with application.
R & R Subaward Budget Attachment(s) Form	Yes, with application.
Project/Performance Site Locations(s) form	Yes, with application.
Disclosure of Lobbying Activities (SF-LLL) Form	If applicable, with the application or before the award.

\* Only what you attach in addition to these forms counts against the page limit. The form itself does not count.

## Form Instructions

### SF-424 R&R form

#### Does not count toward the page limit

Follow the instructions in section 4.1 of the [R&R Application Guide](#).

### Research and Related Other Project Information

#### Only the project narrative counts toward the page limit

In addition to the requirements in the [project narrative](#) section, you will provide some additional information in this form.

- Complete sections 1 through 6.
- Upload a blank document in item 7: Project Summary/Abstract to avoid a cross-form error with your Project Abstract Summary Form.
- Upload your project narrative in item 8.
- Leave items 9, 10, and 11 blank.
- If you have more than 10 subawards, you may use item 12 to add subaward budgets that could not fit in your R&R Subaward Budget Attachment(s) Form.

### Standardized Work Plan form

#### Does not count toward the page limit

In addition to the requirements in [project narrative, high-level work plan](#), follow these instructions:

- Submit your workplan through the SWP Form. Provide a detailed work plan that demonstrates your experience or ability implementing a project of the proposed scope.
- Follow the instructions in the SWP Form.
- Select your organizational priorities that best fit the objective.
- Write Health Equity in the “Other Priority Linkage” if your objective or sub-objectives align with this priority.
- As specified on the NOFO, goals must be copied as stated.

### **Research and Related Senior/Key Person Profile (Expanded) form**

The attached biographical sketches do not count toward the page limit

In addition to the requirements in [Project Narrative](#), [Organizational Information](#), follow these instructions.

- Include biographical sketches for people who will hold the key positions.
- Try to use no more than two pages per person.
- Do not include personally identifiable information.
- If you include someone you have not hired yet, include a letter of commitment from that person with their biographical sketch.
- Upload sketches in this form.
- Include:
  - Name and title
  - Education and training – for each entry include Institution and location, degree and date earned, if any, and field of study.
  - Section A, Personal Statement. Briefly describe why the individual’s experience and qualifications make them well-suited for their role.
  - Section B, Positions and Honors. List in chronological order previous and current positions. List any honors. Include present membership on any federal government public advisory committee.
  - Section C, Other Support. This section is optional. List selected ongoing and completed projects during the last three years. Begin with any projects relevant to the proposed project. Briefly indicate the overall goals of the projects and responsibilities of the person.
  - Other information. If they apply, include language fluency and experience working with populations that are culturally and linguistically different from their own.

Please note, the [R&R Application Guide](#) states that biographical sketches count toward the page limit. However, per this Notice of Funding Opportunity, your biographical sketches will not count toward the page limit.

The Project Director:

- Must be a licensed Registered Nurse
- Cannot be the same individual as the Authorizing Official

## **Research and Related Budget form**

**Only the budget narrative counts toward the page limit**

In addition to the requirements in the [budget and budget narrative section](#), follow these instructions:

Complete the Research and Related Budget Form. Follow the instructions in section 4.1.iv of the [R&R Application Guide](#).

You will complete the form for each budget year for the proposed performance period. After completing the first budget period in the form, you may click “Add Period” to move to the next.

## **R & R Subaward Budget Attachment(s) Form**

**Counts toward the page limit\***

You will also complete the R & R Subaward Budget Attachment Form for each subaward you propose. These include subcontracts. You will do this using the R & R Subaward Budget Attachment(s) Form.

To complete the budget forms, follow the instructions in section 4.1.iv of the [R&R Application Guide](#).

If you have more than 10 subawards, you may upload the extra budget forms in the Research and Related Other Project Information form in Block 12 “Other Attachments”.

## **Project/Performance Site Location(s) form**

**Counts toward the page limit\***

Follow the form instructions in Grants.gov.

## **Disclosure of Lobbying Activities (SF-LLL) Form**

**Does not count toward the page limit**

Follow the form instructions in Grants.gov.

\* Only what you attach in addition to these forms counts against the page limit. The form itself does not count.



# Step 4:

## Learn About Review & Award

### In this step

Application review

Award notices

# Application review

## Initial review

We review each application to make sure it meets basic requirements. We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria.
- Requests funding above the award ceiling shown in the [funding range](#).
- Is submitted after the [deadline](#).
- Does not include the appropriate tables, required attachments, and documentation of accreditation.

Also, we will not review any pages over the page limit.

## Merit review

A panel reviews all applications that pass the initial review. The members use the criteria below.

Criterion	Total number of points = 100
1. Purpose & need	10 points
2. Response	40 points
3. Impact	25 points
4. Resources & capabilities	15 points
5. Support requested	10 points

### Criterion 1: Purpose & need

*10 points*

See Project Narrative [Introduction & purpose](#), and [Need](#) sections.

The panel will review your application for how well it:

- Describes the problem and its contributing factors.
- Describes the needs within the target community including health facilities that will benefit from the project that status indicators, SDOH, staffing needs, and barriers to care and unmet health needs.
- Describes the efforts you will make to address the non-academic barriers to trainees' access to education and success in your program. These barriers might include physical and/or

psychological health, physical and/or social environment, and economic stability. Trainees include students.

- Describe your efforts to recruit and retain faculty and clinical faculty/preceptors.
- Describes the education and training needs of the future nurse workforce for acute and long-term care.
- Describes the partnerships needed to develop and implement this project, including potential employment opportunities in acute and long term for new graduate Registered Nurses supported by this project.
- Describes current barriers and your plan to overcome them according to your project proposal.

## **Criterion 2: Response**

*40 points*

See Project Narrative [Approach](#), [High-level work plan](#), and [Resolving challenges](#) sections.

Approach (25 points). The panel will review your application for how well it:

- Proposes a project that responds to the program's purpose.
- Proposes to meet program requirements and expectations.
- Proposes strategies for faculty and clinical faculty/preceptor support and training.
- Proposes strategies to recruit, retain, and graduate associate and/or baccalaureate degree nursing students.
- Proposes strategies for identifying current or creating new clinical training sites in acute and long-term care, placing trainees in those sites and identifying preceptors/clinical faculty for trainees in these sites.

High-Level Work Plan (10 points). The panel will review your application for how well it:

- Explains the plan, design, and execution of the project to meet the proposed goals.
- Describes activities, timeframe, outcomes/deliverables, and key partners required each year to meet the project's proposed goals.

Resolution of Challenges (5 points). The panel will review your application for how well it:

- Describes potential barriers and challenges you may face during project design and implementation. This includes the quality of your plan to address the challenges.



### **Criterion 3: Impact**

*25 points*

See Project Narrative [Performance reporting and evaluation](#) and [Sustainability](#) sections.

Performance reporting and evaluation (25 points). The panel will review your application for how well it:

- Proposes an effective project that is likely to have a strong impact on the community or target population.
- Describes plans for effectively sharing project activities and results that could be replicated by others or be national in scope.
- Demonstrates strong and effective methods to monitor and evaluate project results.
- Describes an evaluation plan that meets program requirements.
- Describes a plan to collect and manage data to ensure accurate and timely performance.
  - This includes a process to track trainees up to 1 year after program completion.
- Proposes to use collected data for continuous quality improvement and to monitor and evaluate project results.
- Anticipates evaluation obstacles and how you propose to address them.
- Proposes a solid plan for sustaining the project beyond the federal funding.
- Describes likely challenges to be encountered in sustaining the program and describes logical approaches to resolving the challenges.

### **Criterion 4: Resources & capabilities**

*15 points*

See Project Narrative [Organizational information](#) and [Performance reporting and evaluation](#) sections. The panel will review your application to determine whether:

- It describes the mission, structure, and scope of your activities and how they relate to your proposed project goals.
- Project staff have the training or experience to carry out the project.
- You have the capabilities to fulfill the needs of the proposed project.
- You have collaborative partner(s) and practice sites available to fulfill the needs of the proposed project.
- It includes letters of agreement, memoranda of understanding, and/or letters of support from collaborating partners and practice sites ([Attachment 3](#) and [Attachment 10](#)).

## Criterion 5: Support requested

10 points

See [Budget & budget narrative](#) section.

The panel will review your application to determine whether:

- The proposed budget for each year of the period of performance is reasonable.
- Costs, as outlined in budget and required resources sections, are reasonable and align with the scope of work, including the projected increase of student enrollment.
- Key roles have adequate time devoted to the project to achieve project objectives.

## Risk review

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

- Review any applicable past performance
- Review audit reports and findings
- Analyze the budget
- Assess your management systems
- Ensure you continue to be eligible
- Make sure you comply with any public policies.

We may ask you to submit additional information.

As part of this review, we use SAM.gov Entity Information [Responsibility / Qualification](#) to check your history for all awards likely to be over \$250,000. 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.

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 [45 CFR 75.205](#).

## Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The amount of available funds.

- Assessed risk.
- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.
- The funding priorities, funding preferences, and special considerations.

We may:

- Fund out of rank order.
- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

### **Funding priorities**

This program includes two funding priorities as directed by Division D of the Joint Explanatory Statement that accompanied P.L. 118-47, the Further Consolidated Appropriations Act, 2024. A funding priority adds points to merit review scores if we determine that the application meets the criteria below. Qualifying for a funding priority does not guarantee that your application will be successful.

HRSA staff adjusts the score by a pre-determined number of points. The NEPQR - WEP has two (2) funding priorities.

#### **Priority 1: States with the Greatest Nursing Shortages (2 Points)**

Funding priority will be given to applicants in States listed in the HRSA publication “Nurse Workforce Projections, 2021-2036”<sup>14</sup> as having the greatest shortages. The ten states with the greatest shortages are Georgia, California, Washington, New Jersey, North Carolina, New Hampshire, South Carolina, Maryland, Michigan, and Oregon. Applicants should indicate in the

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<sup>14</sup> Health Resource and Services Administration. (2024). Nurse Workforce Projections 2021-2036. <https://bhw.hrsa.gov/sites/default/files/bureau-health-workforce/data-research/nursing-projections-factsheet.pdf>

program abstract and [Attachment 6](#) of their requests for funding priority consideration. No partial points will be given.

### **Priority 2: Public Entities (2 Points)**

Funding priority will be given to eligible entities that can provide proof of their status as a public entity. Applicants should indicate in the program abstract and [Attachment 6](#) of their requests for funding priority. No partial points will be given.

Applicants can submit one of the following documents as proof of their status as a public entity:

- A current dated letter affirming the organization’s status as a State, territorial, county, city, or municipal government, or a subdivision or municipality of a United States (U.S.) affiliated sovereign State formally associated with the U.S. (for example, U.S. Virgin Islands);
- A copy of the law that created the organization and that grants one or more sovereign powers (for example, the power to tax, eminent domain, police power) to the organization (for example, a public hospital district);
- A ruling from the State Attorney General affirming the legal status of an entity as either a political subdivision or instrumentality of the State (for example, a public university); or
- A “letter ruling” which provides a positive written determination by the Internal Revenue Service of the organization’s exempt status as an instrumentality under Internal Revenue Code section 115.

### **Funding preferences**

This program includes funding preferences as authorized by 42 U.S.C. § 296d (Section 805 of the PHS Act). HRSA staff will determine the funding preference, and applicants can only qualify for one funding preference. Qualifying for a funding preference does not guarantee that your application will be successful.

Qualifications to meet the funding preferences:

Qualification 1: Substantially benefits rural populations or

Qualification 2: Substantially benefits underserved populations or

Qualification 3: Helps meet Public Health Nursing Needs in State or Local Health Departments

<b>Funding Preference(s)</b>	<b>Qualifications to Meet Preference(s)</b>
<b><i>Substantially Benefits Rural</i></b>	Applicant can confirm their eligibility for this funding preference by inserting the address of the partnering

<b><i>Populations</i></b>	<p>clinical training site into <a href="#">HRSA’s Rural Health Grants Eligibility Analyzer</a> or “<a href="#">Am I Rural?</a>”</p> <p>(Applicants must include a copy of the output from the Analyzer with the application in Attachment 6)  Note that if the output exceeds three pages, only the first three pages will count toward the page limit.</p>
<b><i>Substantially Benefits Underserved Populations</i></b>	<p>Applicant can confirm their eligibility for this funding preference by partnering with a clinical training site that is serving:</p> <p>A federally-designated Medically Underserved Area (MUA)</p> <p style="text-align: center;"><b>OR</b></p> <p>A Medically Underserved Population (MUP).</p> <p>(Applicants must include a copy of the output from Shortage Designation Advisor in Attachment 6).  Note that if the output exceeds three pages, only the first three pages will count toward the page limit).</p>
<b><i>Helps Meet Public Health Nursing Needs in State or Local Health Departments</i></b>	<p>Applicants must demonstrate linkage(s) or practice collaborations with state or local departments for practitioners and/or student practicum experiences (Practice agreement must be included in documentation in Attachment 6)</p>

### Special considerations

HRSA will give special consideration in funding applications submitted by entities that confer associate degrees in nursing, such as community colleges. A special consideration is the favorable consideration of an application by HRSA funding officials, based on the extent to which the application addresses the specific area of special consideration. Applications that do not receive special consideration will be given full and equitable consideration during the review process.

## Award notices

We issue Notices of Award (NOA) on or around the [start date](#) listed in the NOFO. See Section 5.4 of the [R&R Application Guide](#) for more information.



# Step 5:

# Submit Your Application

## In this step

Application submission & deadlines

Application checklist

# Application submission & deadlines

See [Find the Application Package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#), and specifically with regard to grants. Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. See [Get Registered](#). You will have to maintain your registration throughout the life of any award.

## Deadlines

### Application

You must submit your application by **July 26, 2024**, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. You may not submit more than one distinct application. If you submit the same application more than once, we will accept the last on-time submission.

You may not submit more than one application. We will only review your last validated application for each distinct project before the deadline.

Multiple applications from an organization with the same Unique Entity Identifier (UEI) are not allowed.

## Submission method

### Grants.gov

You must submit your application through Grants.gov. See [get registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks, or we may not get it.

Do not encrypt, zip, or password protect any files.

See [Contacts & Support](#) if you need help.

## Other submissions

### Intergovernmental review

This NOFO is not subject to [Executive Order 12372](#), Intergovernmental Review of Federal Programs. No action is needed.

## Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

To tell us about a violation, write to HRSA via attachment as part of your application AND Office of Inspector General at [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@oig.hhs.gov).

For full details, visit [HHS OIG Grant Self Disclosure Program](#).

## Application checklist

Make sure that you have everything you need to apply:

Form	See instructions	Included in page limit?
<input type="checkbox"/> Project Abstract Summary	<a href="#">Project abstract Form instructions</a>	No
<input type="checkbox"/> Research and Related Other Project Information	<a href="#">Project narrative Form instructions</a>	Only the attached project narrative
<input type="checkbox"/> Research and Related Budget	<a href="#">Budget &amp; budget narrative Form instructions</a>	Only the attached budget justification
<input type="checkbox"/> Attachments Include: <input type="checkbox"/> 1-Accreditation Documentation <input type="checkbox"/> 2-Project organizational chart <input type="checkbox"/> 3-Letters of agreement, MOAs, & contracts <input type="checkbox"/> 4-Staffing plan & job descriptions <input type="checkbox"/> 5-Maintenance of effort documentation <input type="checkbox"/> 6- Funding preference or priority documentation <input type="checkbox"/> 7- Charts and tables <input type="checkbox"/> 8-Proof of non-profit status <input type="checkbox"/> 9-Student data <input type="checkbox"/> 10- Letters of support <input type="checkbox"/> 11-15-Other relevant documents  If you have additional material to submit, such as explanations of mandatory disclosures, you can use this form.	<a href="#">Attachments Form instructions</a>	Yes, Except <ul style="list-style-type: none"><li>▪ 6- Proof of public entity status for funding priority</li><li>▪ 8-Proof of non-profit status</li></ul>
<input type="checkbox"/> SF-424 R & R (Application for Federal Assistance)	<a href="#">Form instructions</a>	No
<input type="checkbox"/> Standardized Work Plan (SWP)	<a href="#">Form instructions</a>	No
<input type="checkbox"/> Research and Related Senior/Key Person Profile (Expanded)	<a href="#">Project narrative, organizational information</a>	No



	<a href="#">Form instructions</a>	
<input type="checkbox"/> R & R Subaward Budget Attachment(s)	<a href="#">Form instructions</a>	Yes*
<input type="checkbox"/> Project/Performance Site Locations(s)	<a href="#">Form instructions</a>	Yes*
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)	<a href="#">Form instructions</a>	No

\* Only what you attach in addition to these forms counts against the page limit. The form itself does not count.



# Step 6: Award

## In this step

Post-award requirements & administration

# Post-award requirements & administration

## Administrative & national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award.
- The regulations at [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The termination provisions in [45 CFR 75.372](#).
- The HHS [Grants Policy Statement](#) (GPS). This document is incorporated by reference in your Notice of Award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).
- See the requirements for performance management in [2 CFR 200.301](#).

## Non-discrimination & assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).

Contact the [HHS Office for Civil Rights](#) for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance. Visit [OCRDI's website](#) to learn more about how federal civil rights laws and accessibility requirements apply to your programs, or contact OCRDI directly at [HRSACivilRights@hrsa.gov](mailto:HRSACivilRights@hrsa.gov).

## Executive Order on Worker Organizing and Empowerment

[Executive Order on Worker Organizing and Empowerment \(E.O. 14025\)](#) encourages you to support worker organizing and collective bargaining. Bargaining power should be equal between employers and employees.

This may include developing policies and practices that you could use to promote worker power. Describe your plans and activities to promote this in the application narrative.

## Reporting

If you are successful, you will have to follow the reporting requirements in Section 6 of the [R&R Application Guide](#). The NOA will provide specific details.

You must also follow these program-specific reporting requirements:

- **Federal Financial Report:** The Federal Financial Report (SF-425) is required. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically.
- A Progress Report must be submitted annually via the Electronic Handbooks (EHBs).
- All HRSA recipients must collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRMA) and the Foundations for Evidence-Based Policymaking Act of 2018.
- The Annual Performance Report (APR) collects data on all academic year activities from July 1 to June 30. It is due to HRSA on July 31 each year. If award activity extends beyond June 30 in the final year of the grant, HRSA may require a Final Performance Report (FPR) to collect the remaining performance data. The FPR is due within 90 calendar days after the period of performance ends.
- You can find examples of APRs at [Report on Your Grant](#) on the HRSA website. Performance measures and reporting forms may change each academic year. HRSA will provide additional information in the Notice of Award (NOA).
- We will require quarterly progress reports. Award recipients must submit a Quarterly Progress Update (QPU) to HRSA via the Electronic Handbooks (EHBs) at the completion of each quarter. The QPU will be automatically generated and allows recipients to document progress on activities based on the information submitted in the SWP.



# Contacts & Support

## In this step

Agency contacts

Grants.gov

SAM.gov

Helpful websites

# Agency contacts

## Program & eligibility

Kirk Koyama, MSN, RN, PHN, CNS

Project Officer

Division of Nursing and Public Health

Bureau of Health Workforce

Phone: (301) 443-4926

Email: [kkoyama@hrsa.gov](mailto:kkoyama@hrsa.gov)

## Financial & budget

Vanessa Prosper

Grants Management Specialist

Division of Grants Management Operations

Phone: 301-443-0377

Email: [vprosper@hrsa.gov](mailto:vprosper@hrsa.gov)

## HRSA Contact Center

Open Monday – Friday, 7 a.m. – 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 / 877-Go4-HRSA

TTY: 877-897-9910

## Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email [support@grants.gov](mailto:support@grants.gov).

Hold on to your ticket number.

## SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

# Helpful websites

[HRSA's How to Prepare Your Application page](#)

[HRSA R&R Application Guide](#)

[HRSA Grants page](#)

[HHS Tips for Preparing Grant Proposals](#)

[Bureau of Health Workforce Glossary](#)