

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Maternal and Child Health Bureau
Division of Maternal and Child Health Workforce Development

***Health Professional Support Program for Children with
Congenital Zika Virus (ZIKV) Infection***

Funding Opportunity Number: HRSA-17-116
Announcement Type: Competing Supplement

Catalog of Federal Domestic Assistance (CFDA) Number: 93.110

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2017

Letter of Intent Due Date: May 11, 2017

Application Due Date: June 12, 2017

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to one month to complete.*

Issuance Date: April 12, 2017

4/13/17 – modification on page i to clarify the total available funding; and, page 13 to clarify that awards will be fully funded in year one at \$333,333.

Robyn Schulhof/ Rita Maldonado/Karla Brewer
Senior Public Health Analyst/Public Health Analyst/Public Health Analyst
Division of MCH Workforce Development
Email: rschulhof@hrsa.gov/rmaldonado@hrsa.gov/kbrewer@hrsa.gov
Telephone: (301) 443-0258/(301) 443-3622/(301) 443-2190
Fax: (301) 594-0878

Authority: Zika Response and Preparedness Act (P.L. 114-223, Division B) and Section 501(a)(2) of the Social Security Act (42 U.S.C. 701(a)(2)), as amended

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB), Division of Maternal and Child Health Workforce Development is accepting applications for fiscal year (FY) 2017 Health Professional Support Program for Children with Congenital Zika Virus (ZIKV) Infection. The purpose of this program is to provide workforce development and interdisciplinary clinical consultation to health professionals caring for children with ZIKV in Puerto Rico, American Samoa, the U.S. Affiliated Pacific Basin, and the U.S. Virgin Islands, and support the delivery of interdisciplinary clinical care in those territories and jurisdictions.

Funding Opportunity Title:	Health Professional Support Program for Children with Congenital Zika Virus (ZIKV) Infection
Funding Opportunity Number:	HRSA-17-116
Due Date for Applications:	June 12, 2017
Anticipated Total Available FY17 Funding:	\$1,000,000
Estimated Number and Type of Award(s):	At least 3 awards
Estimated Award Amount:	Up to \$333,333 for a 3-year period (fully funded in year 1 of award)
Cost Sharing/Match Required:	No
Project Period/Period of Performance:	July 1, 2017 through June 30, 2020 (3 years)
Eligible Applicants:	Eligible applicants are currently funded HRSA MCHB Leadership Education in Neurodevelopmental and Other Disabilities (LEND) recipients. [See Section III-1 of this notice of funding opportunity (NOFO), formerly known as funding opportunity announcement (FOA), for complete eligibility information.]

Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 R&R Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguidev2.pdf>, , except where instructed in this NOFO to do otherwise. A short video explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

Notification of Intent to Apply

A letter of intent to apply is recommended but is not required. The letter of intent to apply is not binding and it does not enter into the review of a subsequent application. The information provided allows HRSA to adequately plan for the objective review of applications. Organizations that do not submit a letter of intent are still eligible to apply for funding. Receipt of letters of intent will **not** be acknowledged.

Letters of intent to apply should be sent via email by **May 11, 2017**, to:

HRSA Digital Services Operation (DSO) at HRSADSO@hrsa.gov

Please use the HRSA opportunity number as the email subject (HRSA-17-116)

Please limit your letter of intent to one page (maximum) and include:

- Organization name
- Organization address
- Organization physical address (if different than organizational address)
- DUNS number. If you do not have DUNS number, please apply for one immediately (per the information in *Section IV.3.*)
- Organizational point of contact name, contact phone number, contact email

Sample Language for the letter of intent may include:

I am writing on behalf of XYZ Organization to state our intent to apply for a grant in the Health Professional Support Program for Children with Congenital Zika Virus (ZIKV) Infection.

We are located at (address)

Our organizational DUNS number is #####.

Our point of contact for this project is Name, phone number, email

Please note the deadline to submit a full application is June 12, 2017. Submitting a letter of intent will not allow your organization to submit after the full application deadline.

Technical Assistance

Webinar

Day and Date: Wednesday, April 19, 2017

Time: 2:30 – 3:30 p.m.

Call-In Number: 1-888-469-0646

Participant Code: 2855640

Weblink:

https://hrsa.connectsolutions.com/health_professional_support_program_children_tasession/

Playback Number: 1-888-568-0665

Passcode: 6017

Table of Contents

I. PROGRAM FUNDING OPPORTUNITY DESCRIPTION.....	1
1. PURPOSE.....	1
2. BACKGROUND.....	2
II. AWARD INFORMATION	3
1. TYPE OF APPLICATION AND AWARD.....	3
2. SUMMARY OF FUNDING	3
III. ELIGIBILITY INFORMATION.....	3
1. ELIGIBLE APPLICANTS.....	3
2. COST SHARING/MATCHING	4
3. OTHER	4
IV. APPLICATION AND SUBMISSION INFORMATION	4
1. ADDRESS TO REQUEST APPLICATION PACKAGE	4
2. CONTENT AND FORM OF APPLICATION SUBMISSION	5
i. Project Abstract	6
ii. Project Narrative.....	6
iii. Budget	11
iv. Budget Narrative.....	11
v. Attachments.....	11
3. DUN AND BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT	12
4. SUBMISSION DATES AND TIMES.....	13
5. INTERGOVERNMENTAL REVIEW	13
6. FUNDING RESTRICTIONS	13
V. APPLICATION REVIEW INFORMATION	14
1. REVIEW CRITERIA	14
2. REVIEW AND SELECTION PROCESS.....	17
3. ASSESSMENT OF RISK AND OTHER PRE-AWARD ACTIVITIES	17
4. ANTICIPATED ANNOUNCEMENT AND AWARD DATES	18
VI. AWARD ADMINISTRATION INFORMATION	18
1. AWARD NOTICES.....	18
2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.....	18
3. REPORTING.....	18
VII. AGENCY CONTACTS.....	18
VIII. OTHER INFORMATION	19
IX. TIPS FOR WRITING A STRONG APPLICATION	20

I. Program Funding Opportunity Description

1. Purpose

This announcement solicits applications for the Health Professional Support (HPS) Program for Children with Congenital Zika Virus (ZIKV) Infection. The purpose of this program is to provide workforce development and interdisciplinary clinical consultation to health professionals caring for children with ZIKV in Puerto Rico, American Samoa, the U.S. Affiliated Pacific Basin, and the U.S. Virgin Islands, and support the delivery of interdisciplinary clinical care in those territories and jurisdictions.

The goal of the HPS Program is to promote optimal health and development for children by increasing access to pediatric health professionals, including sub-specialists and allied health professionals¹ (hereafter referred to as “health professionals”). This program will primarily address developing the capacity of health professionals to provide interdisciplinary care for children with congenital ZIKV infection through training, interdisciplinary clinical consultation, and the delivery of interdisciplinary care. For the purposes of this program, children with congenital ZIKV infection include children born to Zika infected women who were asymptomatic at birth (whose symptoms were not manifest) or were exposed in the postnatal period.

Program Objectives

HPS Program objectives are to:

- Expand capacity of health professionals to provide appropriate interdisciplinary care for children with congenital ZIKV infection.
- Increase access to pediatric specialty care for children with congenital ZIKV infection.

HPS Program components in support of children with congenital ZIKV infection include:

- Developing and providing training for health professionals regarding neurodevelopmental and other disabilities and interdisciplinary care for children;
- Providing interdisciplinary consultation services to health professionals; and
- Providing interdisciplinary specialty care through innovative mechanisms, such as telemedicine or traveling pediatric sub-specialty teams, to support ongoing developmental monitoring, intervention, and care. Information on HRSA telehealth programs can be found at <https://www.hrsa.gov/ruralhealth/telehealth/index.html>.

¹ Pediatric health professionals includes the full range of health professionals who may care for children with or at-risk of congenital ZIKV infection, including, but not limited to audiologists, behavioral health professionals, cardiologists, clinical geneticists, developmental-behavioral pediatricians, endocrinologists, gastroenterologists, neurologists, nurses, nutritionists, occupational therapists, pulmonologists, physical therapists, social workers, speech-language pathologists, ophthalmologists, and orthopedists.

2. Background

This program is authorized by the Zika Response and Preparedness Act (P.L. 114-223), as well as section 501(a)(2) of the Social Security Act (42 U.S.C. 701(a)(2)), which authorizes Special Projects of Regional and National Significance (SPRANS).

ZIKV and children with special health care needs (CSHCN)

Zika infection during pregnancy can cause serious birth defects, as it can be transmitted from a pregnant woman to her fetus,² especially affecting neurological system development. Some infants with congenital ZIKV infection may have neurodevelopmental and other disabilities, including severe microcephaly, seizures, irritability, limb contractures, hearing and visual abnormalities, and feeding difficulties. However, neurological abnormalities may occur without microcephaly; the abnormalities may become evident after birth through imaging studies and other diagnostic assessments. Developmental delays, hearing and visual impairments, epilepsy, and growth delays and other effects may become apparent in the first few months to years of life. At present, the long-term effects of prenatal exposure to ZIKV are unknown. As with other chronic conditions, infection by ZIKV will require careful and consistent follow up and management, which must occur within the context of the family, community, and broader health care environment. Support for physical, behavioral, developmental, emotional, and mental health needs is critical for the population of Zika-exposed infants, children, and their families to achieve optimal health status.

HPS Program

It is anticipated that children impacted by ZIKV will experience chronic and complex health conditions, including neurodevelopmental and other disabilities requiring a variety of interdisciplinary health care services from multiple providers. In order to best meet the complex needs of children infected with ZIKV, pediatric health professionals will need to provide short- and long-term developmental monitoring and intervention services. However, there are current shortages of pediatric sub-specialty care available to children affected by ZIKV in Puerto Rico, the U.S. Virgin Islands, American Samoa, and other U.S. Affiliated Pacific Basin jurisdictions. Through HRSA's monitoring of the MCH Title V Block Grant and Zika Maternal and Child Health Services Program grants to the territories and jurisdictions, the territories and jurisdictions have indicated a lack of available pediatric sub-specialty and allied health professionals to meet the anticipated needs of children with congenital ZIKV infection.

HRSA supports the Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND) training program to improve the health of infants, children, and adolescents who have, or are at risk for developing, autism spectrum disorder or other neurodevelopmental and other related disabilities, by expanding interdisciplinary training opportunities for graduate-level trainees from a wide variety of professional disciplines. LEND programs are in a unique position to support children with congenital ZIKV infection through their expertise in the complex needs of children with neurodevelopmental and other related disabilities, experience in training providers to diagnose and treat children with complex neurodevelopmental and other disabilities, and provision of interdisciplinary care to children with neurodevelopmental disabilities.

² <https://www.cdc.gov/zika/pregnancy/>

HPS Program will draw on the experience of LEND programs in preparing a wide variety of professional disciplines to ensure high levels of interdisciplinary clinical competence and expertise in neurodevelopmental disabilities.

II. Award Information

1. Type of Application and Award

Type of applications sought: Competing Supplement

HRSA will provide funding in the form of a grant.

2. Summary of Funding

Approximately \$1,000,000 is expected to be available in FY 2017 to fund at least three (3) awards. You may apply for a ceiling amount of up to \$333,333 total cost (includes both direct and indirect/facilities and administrative costs) for the 3-year period. The budget/project period is July 1, 2017 through June 30, 2020 (3 years). Projects will be fully funded in year 1.

HRSA intends to fund at least three awards, with one award targeting each of three territories: Puerto Rico, U.S Virgin Islands, and American Samoa. The awardee that supports American Samoa may also propose to support other U.S. territories and/or jurisdictions in the U.S. Affiliated Pacific Basin that have reported cases of congenital ZIKV infection within the same application. You may apply to support more than one territory in separate applications.

All HRSA awards are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements at [45 CFR part 75](#).

The indirect cost rate for MCHB Training Programs is capped at 8 percent. (45 CFR 75.414 (c)(1)(i))

These awards will cover the cost of training services for health professionals. The cost of other services including provision of care to beneficiaries is not included in this award. Recipients are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all financial management requirements.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are current LEND grant recipients.

Foreign entities are not eligible for HRSA awards, unless the authorizing legislation specifically authorizes awards to foreign entities or the award is for research. This

exception does not extend to research training awards or construction of research facilities.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.4* will be considered non-responsive and will not be considered for funding under this announcement.

NOTE: Multiple applications from an organization are allowable.

For example, an applicant may submit an application to provide services in Puerto Rico, and a separate application to provide services in the U.S. Virgin Islands. An applicant may not apply to cover more than one (1) territory in a single application.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates), an application is submitted more than once prior to the application due date, HRSA will only accept your **last** validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically through Grants.gov. You must download the SF-424 Research and Related (R&R) application package associated with this NOFO following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

HRSA recommends that you supply an email address to Grants.gov on the grant opportunity synopsis page, and when downloading the notice of funding opportunity (NOFO) (also known as "Instructions" on Grants.gov) or application package. This allows Grants.gov to email organizations that supply an email address in the event the NOFO is changed and/or republished on Grants.gov before its closing date.

Responding to an earlier version of a modified announcement may result in a less competitive or ineligible application. *Please note you are ultimately responsible for reviewing the [Find Grant Opportunities](#) page for all information relevant to desired opportunities.*

2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 R&R Application Guide](#) provides instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the *R&R Application Guide* in addition to the program-specific information below. You are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#) except where instructed in the FOA to do otherwise.

Applications must be submitted in the English language and must be in the terms of U.S. dollars (45 CFR § 75.111(a)).

See Section 8.5 of the [SF-424 R&R Application Guide](#) for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **80 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, all attachments including biographical sketches (biosketches), and letters of agreement and support required in *HRSA's R&R Application Guide* and this NOFO. Standard OMB-approved forms that are included in the application package do not count in the page limitation. Biographical sketches **do** count in the page limitation. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) will not be counted in the page limit. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under the announcement.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation shall be included. Attachment 6: Other Relevant Documents.

See Section 4.1 viii of HRSA's [SF-424 R&R Application Guide](#) for additional information on all certifications.

Program-Specific Instructions

In addition to application requirements and instructions in Section 4 of HRSA's [SF-424 R&R Application Guide](#) (including the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract), please include the following:

i. Project Abstract

See Section 4.1.ix of HRSA's [SF-424 R&R Application Guide](#).

ii. Project Narrative

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.

Use the following section headers for the Narrative:

▪ **INTRODUCTION** -- *Corresponds to Section V's Review Criterion 1 (Need)*

Briefly describe the purpose of the proposed project. You must concisely describe the problem, summarize the proposed intervention, and summarize the anticipated benefit of the project.

▪ **NEEDS ASSESSMENT** -- *Corresponds to Section V's Review Criterion 1 (Need)*

Describe the population that will receive the training and consultation, and describe who will provide care (health professionals, including pediatric sub-specialists caring for children with congenital ZIKV infection). Document the population's unmet needs related to the program purpose. Also describe the population of children with congenital ZIKV infection in the territories and jurisdictions.

Use and cite demographic data whenever possible to support the information provided. Data can be both quantitative and qualitative. Relevant data from current/past activities, Title V Block Grant activities or other sources can be used. Please discuss any relevant contributing factors and barriers in the territory or jurisdiction that the project will work to overcome. Also, discuss any needs of the territory or jurisdiction as they relate to training pediatric sub-specialty and allied health professionals to improve the treatment/management of care to children with congenital ZIKV infection and of providing interdisciplinary care.

This section should help reviewers understand the populations to be served by the proposed project. The needs assessment should also include, to the extent possible, information about HRSA-funded maternal and child health programs in the territory or jurisdiction (e.g. Title V Block Grant, Zika Maternal and Child Health Services Program), members of the communities/population group, families, and other key program participants.

▪ **METHODOLOGY** -- *Corresponds to Section V's Review Criteria 2 (Response) and 4 (Impact)*

The project must have a **focus on supporting health professionals caring for children with congenital ZIKV infection.**

Propose methods that will be used to address the stated needs and meet each of the project goals and objectives. The proposed project goals and objectives should be clearly stated in this section and be in alignment with the overall HPS Program purpose, goal, and objectives (refer to *Section I* of this NOFO). Provide the rationale and evidence supporting the proposed overall intervention/strategy. Describe plans for sustaining the project beyond the federal funding provided through this funding opportunity.

Provide evidence of meaningful support from and collaboration with key program participants in planning, designing, and implementing activities, including in the development of the grant application. Key program participants may include, but are not limited to the Title V Block Grant program, the University Centers for Excellence in Developmental Disabilities programs (UCEDDs) in the territories and jurisdictions, graduate training programs, organizations representing pediatric health providers, and former LEND trainees in the territories and jurisdictions. Applicants must address how they will collaborate with other HRSA-funded recipients (e.g., Title V block grant recipients, federally qualified health centers), including investments directly addressing Zika.

Propose activities that are appropriate for the population to be served.

You must demonstrate how you plan to or are publicizing your organization as a resource to serve health professionals in the territory or jurisdiction. Describe a plan to collaborate with other HPS Programs. MCHB expects each awardee to participate in up to four virtual awardee meetings each project year, lasting up to 60 minutes each. MCHB will convene the meetings to promote productive interchange across grantees and assist in the development of the awardee project and plan.

- *WORK PLAN -- Corresponds to Section V's Review Criteria 2 (Response) and 4 (Impact)*

Describe the activities or steps that you will use to achieve each of the core activities proposed in the methodology. Proposed activities must be clearly linked to the project goals and objectives. The application must show compelling evidence that such plans are supported and can be accomplished and sustained. Clearly describe an approach that is specific, measurable, attainable, realistic, and time-bound (SMART). In **Attachment 1** use a timeline, time allocation table, graph, or chart that includes each activity, responsible staff and partners, proposed outcome, intended impact, and how the activity's outcome and impact will be measured.

You must also submit a logic model for the project. A logic model is a one-page diagram that presents the conceptual framework for the proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement, the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the intervention, if applicable);
- Assumptions (i.e., beliefs about how the program will work, based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget, other resources);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

See *Section VIII (Other Information)* of this NOFO for additional information on developing logic models.

Submit as part of **Attachment 1** a timeline, time allocation table, graph, or chart that includes each activity, responsible staff and partners, proposed outcome, intended impact, and how the activity's outcome and impact will be measured. Also submit the proposed project's logic model in **Attachment 1**.

All partnerships must be evidenced by letters of agreement between your organization and partnering organizations. Include any letters of commitment as part of **Attachment 3** of the application.

- *RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion 2 (Response)*

Discuss challenges or potential barriers that are likely to be encountered in designing and implementing the activities described in the work plan, and approaches that will be used to resolve such challenges or barriers.

- *EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criterion 3 (Evaluative Measures), and 4 (Impact)*

Describe an evaluation plan that: (1) has strategies to identify/use appropriate data sources; (2) has strategies to collect, analyze, and track data to measure outcomes/impact; (3) will monitor and evaluate the proposed project activities/process; and (4) will explain how the data will be used to inform program implementation. Describe how you will assess if program objectives have been met and if the results can be attributed to the project. Describe any data collection tools you will use.

Project level evaluation methodology must be specific and related to the stated goals and objectives of the project. The evaluation plan must include mechanisms to assess the impact of training, consultation and provision of clinical care on the target population assisted by the HPS. Also evaluate the usefulness of activities to support health professionals to better provide care for children with Congenital ZIKV infection by conducting follow-up with those served through the project (impact data collection).

- *ORGANIZATIONAL INFORMATION -- Corresponds to Section V's Review Criterion 4 (Impact) and 5 (Resources/Capabilities)*

Provide information on your organization's experience using innovative methods to achieve the program's goals, such as tele-training, teleconsultation, and telehealth. Describe experience assembling interdisciplinary teams of providers to provide training, consultation, and clinical care for children with neurodevelopmental and other disabilities. Additionally, describe experience working with providers in the territories or jurisdictions. Describe the organization's proven and successful leadership role in activities undertaken related to the functions of HPS and proposed activities.

Additionally, provide an organizational chart (a one-page figure that depicts the organizational structure of the project, including subcontractors and other significant collaborators) and include it as **Attachment 4** of the application.

Provide a staffing plan describing current experience, expertise, skills, and knowledge of staff, contractors, and partners, their previous work and materials and data collection capabilities; as related to the proposed project (include this information as **Attachment 2** of the application). However, the biographical sketches must be uploaded in the SF-424 RESEARCH & RELATED Senior Key Person Profile form that can be accessed in the Application Package under "Mandatory."

Include a description of the existing and available resources (staff, funds, related projects) and support available at the community, regional and/or national levels to support/carry out the proposed project. Describe the organization's experience and/or capacity to manage federal, territorial, jurisdictional, non-government and foundation funds. You must demonstrate existing and effective fiscal, administrative and management systems. Describe how these systems contribute to the ability of the organization to conduct the program and meet program expectations.

Biographical Sketches

Provide a biographical sketch for senior key professionals contributing to the project. The information must be current, indicating the position which the individual fills and sufficient detail to assess the individual's qualifications for the position being sought and consistent with the position description. Each biographical sketch must be limited to two pages or less per person, including recent selected publications. Include all degrees and certificates. When listing publications under Professional Experience, list authors in the same order as they appear on the paper, the full title of the article, and the complete reference as it is usually cited in a journal.

Include biographical sketches of core faculty and key staff on SF-424 R&R Senior Key Personnel form. The project director's sketch must be listed first then all other

sketches must be arranged in alphabetical order, after the project director's sketch, and attached to SF-424 Senior/Key Person profile form.

It is strongly encouraged that biographical sketches follow the format described below:

- Professional Information. At the top of page 1, include Name, Position Title, Education/Training including: institution and location, degree, month/year degree attained, field of study.
- Personal Statement. Briefly describe why you are well-suited for your role(s) in the project described in this application.
- Positions and Honors. List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.
- Contribution to the Field. Reference up to five of your most significant contributions to the field, including peer-reviewed publications or other non-publication products).
- Project Support. List both selected ongoing and completed research or training projects for the past 3 years (federal or non-federally-supported). Begin with the projects that are most relevant to the research proposed in the application.

When applicable, biographical sketches must include training, language fluency and experience working with the populations that are served by their programs.

NARRATIVE GUIDANCE	
In order to ensure that the Review Criteria are fully addressed, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response and (4) Impact
Work Plan	(2) Response and (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (4) Impact
Organizational Information	(4) Impact and (5) Resources/Capabilities
Budget and Budget Narrative (below)	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.

iii. **Budget**

See Section 4.1.iv of HRSA's [SF-424 R&R Application Guide](#). Please note: the directions offered in the [SF-424 R&R Application Guide](#) may differ from those offered by Grants.gov. Please follow the instructions included in the *R&R Application Guide* and, *if applicable*, the additional budget instructions provided below. A budget that follows the *R&R Application Guide* will ensure that, if the application is selected for funding, you will have a well-organized plan and by carefully following the approved plan can avoid audit issues during the implementation phase.

Reminder: The total project or program costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement, as applicable.

The Consolidated Appropriations Act, 2016, Division H, § 202, (P.L. 114-113) states, "None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II." As of January, 2017, the Executive Level II salary limitation is now \$187,000 (formerly \$185,100) and the HRSA Application Guide will be updated accordingly in the near future. Please see Section 4.1.iv Budget – Salary Limitation of HRSA's [SF-424 R&R Application Guide](#) for additional information. Note that these or other salary limitations may apply in FY 2017, as required by law.

iv. **Budget Narrative**

See Section 4.1.v. of HRSA's [SF-424 R&R Application Guide](#).

v. **Attachments**

Please provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit.** Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit. **Each attachment must be clearly labeled.**

Attachment 1: Work Plan and Logic Model

Attach the work plan and logic model for the project that includes all information detailed in Section IV. ii. Project Narrative. The work plan attachment includes the required logic model and other resources that will give further details about the proposal (e.g., advisory committees, publications, Gantt charts).

Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of HRSA's [SF-424 R&R Application Guide](#))

Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

Attachment 3: Letters of Agreement and/or Description(s) of Proposed/Existing Contracts (project-specific)

Provide any documents that describe working relationships between the applicant organization and other entities and programs cited in the proposal.

Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and any deliverable. Letters of agreement must be signed and dated.

Attachment 4: Project Organizational Chart

Provide a one-page figure that depicts the organizational structure of the project.

Attachment 5: Tables, Charts, etc.

To give further details about the proposal (e.g., Gantt or PERT charts, flow charts) as applicable.

Attachments 6-15: Other Relevant Documents

Include here any other documents that are relevant to the application, including letters of support. Letters of support must be dated and specifically indicate a commitment to the project/program (e.g., in-kind services, dollars, staff, space, equipment).

3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management

You must obtain a valid DUNS number, also known as the Unique Entity Identifier, for your organization/agency and provide that number in the application. You must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the agency under 2 CFR § 25.110(d)).

HRSA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time HRSA is ready to make an award, HRSA may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<http://www.dnb.com/duns-number.html>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

For further details, see Section 3.1 of HRSA's [SF-424 R&R Application Guide](#).

If you fail to allow ample time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the electronic submission requirement.

4. Submission Dates and Times

Application Due Date

The due date for applications under this NOFO is June 12, 2017 at 11:59p.m. Eastern Time.

See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's [SF-424 R&R Application Guide](#) for additional information.

5. Intergovernmental Review

The Health Professional Support Program is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

See Section 4.1 ii of HRSA's [SF-424 R&R Application Guide](#) for additional information.

6. Funding Restrictions

You may request funding for a project period of up to 3 years, at no more than \$333,333 for the 3-year period (inclusive of direct **and** indirect costs). Awards will be fully funded in year one at \$333,333 for the 3-year period.

The General Provisions in Division H of the Consolidated Appropriations Act, 2016 (P.L. 114-113) apply to this program. Please see Section 4.1 of HRSA's [SF-424 R&R Application Guide](#) for additional information. Note that these or other restrictions will apply in FY 2017, as required by law.

You are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures and controls is subject to audit.

All program income generated as a result of awarded funds must be used for approved project-related activities. Post-award requirements for program income can be found at [45 CFR § 75.307](#).

V. Application Review Information

1. Review Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The objective review committee will be composed of both federal and non-federal representatives. Critical indicators have been developed for each review criterion to assist you in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

These criteria are the basis upon which the reviewers will evaluate and score the merit of the application. The entire proposal will be considered during objective review.

Review criteria are used to review and rank applications. The Health Professional Support Program for children with Congenital Zika Virus Infection has six (6) review criteria:

Criterion 1: NEED (10 points) – Corresponds to Section IV’s Introduction and Needs Assessment

The extent to which the application demonstrates the problem and associated contributing factors, describes the populations to be served by the proposed project, and:

- a) Cites recent and relevant demographic and other data to illustrate needs, problems, barriers and associated contributing factors of the problem.
- b) Addresses how the outcomes would be of benefit to the territory and the NOFO purpose.
- c) Includes information about HRSA-funded programs (e.g., Title V Block Grant, Zika Maternal and Child Health Services Program) in the territory or jurisdiction, other federal programs (e.g., UCEDDs) that serve children with developmental disabilities, members of the targeted population group, and other key program participants.

Criterion 2: RESPONSE (35 points) – Corresponds to Section IV’s Methodology, Work Plan and Resolution of Challenges

The extent to which the proposed project responds to the “Purpose” – Section I.1 – of the NOFO and the degree to which:

(5 points)

- a) The application clearly describes the purpose and goals of the proposed project.
- b) Proposed responses include a clear, logical relationship between stated goals, objectives and activities.

(10 points)

- c) Activities described in the proposal are capable of addressing the problem and attaining the project objectives.
- d) The proposed project includes activities that are SMART.
- e) The application describes the challenges that are likely to be encountered and approaches that will be used to resolve such challenges are logical and clearly described.
- f) The logic model clearly represents the links between the program elements including the goals, assumptions, inputs, population, activities, outputs, outcomes, etc.

(15 points)

- g) Proposed activities provide training and consultation for health professionals caring for children with congenital ZIKV infection regarding interdisciplinary care for children with developmental disabilities and interdisciplinary care for children.
- h) Proposed activities provide interdisciplinary clinical care for children with congenital ZIKV infection through innovative mechanisms, such as telehealth, traveling teams of providers to territories or jurisdictions, or other mechanisms to support the ongoing developmental monitoring, intervention, and care for children with ZIKV.

(5 points)

- i) The applicant provides a plan to collaborate with other efforts related to ZIKV infection, including efforts through the Title V and Centers for Medicare & Medicaid Services (CMS) programs, health systems, UCEDDs, and other appropriate program participants in the territory or jurisdiction.
- j) Letters of agreement and/or letters of commitment for all partnerships are provided.

CRITERION 3: EVALUATIVE MEASURES (10 points) – Corresponds to Section IV's Evaluation and Technical Support Capacity

The strength and effectiveness of the method proposed to monitor and evaluate the project results. Evaluative measures must be able to assess: 1) to what extent the program objectives have been met; and 2) to what extent these can be attributed to the project. Specifically, the extent to which:

- a) The evaluation methodology is specific and related to the stated goals and objectives of the project.
- b) The data collection strategies address identification/use of appropriate data sources.
- c) The data collection strategies demonstrate how the applicant will collect, analyze, and track data that will measure outcomes/impact of the project.
- d) The proposal demonstrates how the applicant will monitor and evaluate the proposed project activities/process.
- e) The proposal explains how the data will be used to inform program implementation.
- f) The evaluation plan includes mechanisms to assess the impact of training and consultation.

Criterion 4: IMPACT (10 points) – Corresponds to Section IV’s Methodology, Work Plan, and Evaluation and Technical Support Capacity

The feasibility and effectiveness of plans for dissemination of project results, and the extent to which project results may be territorial/jurisdictional in scope, the degree to which the project activities are replicable, and the sustainability of the program beyond this NOFO. Specifically, the extent to which:

- a) The proposed project will be able to achieve the program objectives.
- b) The applicant presents a plan to participate in collaboration calls with other HPS grantees.
- c) Sustainability activities are logically presented to ensure successful activities will be sustained beyond federal funding from this funding opportunity.

Criterion 5: RESOURCES/CAPABILITIES (25 points) – Corresponds to Section IV’s Organizational Information

The extent to which the capabilities of the applicant organization and the quality and availability of facilities and personnel fulfill the needs and requirements of the HPS Program. Specifically, the extent to which:

- a) Project personnel are qualified by experience, expertise, skills and knowledge to carry out the project.
- b) The proposal describes the organization’s capacity to implement successfully the HPS program.
- c) The applicant organization has the capacity and/or experience managing federal, territorial, jurisdiction, non-government and foundation funds, including effective fiscal, administrative and management systems currently in place.
- d) Proposed activities build upon previous experiences and document success of the applicant in working collaboratively with health professionals, territory/jurisdiction and community programs and agencies, and health agencies.
- e) The applicant demonstrates existing available resources and support available at the community, territory, jurisdiction, regional and/or national levels.
- f) The applicant has experience working with the populations to be served, including health professionals within the territories and jurisdictions.
- g) The applicant is experienced in providing the activities undertaken related to the functions of HPS and proposed activities.

Criterion 6: SUPPORT REQUESTED (10 points) – Corresponds to Section IV’s Budget and Budget Narrative

The reasonableness of the proposed budget for each year of the project period in relation to the objectives, the complexity of the research activities, and the anticipated results.

- a) Costs, as outlined in the budget and required resources sections, are reasonable given the scope of work.
- b) Key personnel have adequate time devoted to the project to achieve project objectives.
- c) Reasonable funding is provided to support the required budget elements in Section IV.2.iv. Budget Justification Narrative: access accommodations and evaluation activities.

2. Review and Selection Process

The independent review process provides an objective evaluation to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. In addition to the ranking based on merit criteria, HRSA approving officials may also apply other factors in award selection, (e.g., geographical distribution), if specified below in this NOFO. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

Please see Section 5.3 of HRSA's [SF-424 R&R Application Guide](#) for more details.

3. Assessment of Risk and Other Pre-Award Activities

HRSA may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements ([45 CFR § 75.205](#)).

Applications receiving a favorable objective review are reviewed for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. You may be asked to submit additional programmatic or administrative information (such as an updated budget or "other support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, HRSA's approving and business management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any HRSA or HHS official or board.

Effective January 1, 2016, HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. HRSA will consider any of your comments, in addition to other information in [FAPIIS](#) in making a judgment about the your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in [45 CFR § 75.205 HHS Awarding Agency Review of Risk Posed by Applicants](#).

A determination that an applicant is not qualified will be reported by HRSA to FAPIIS ([45 CFR § 75.212](#)).

4. Anticipated Announcement and Award Dates

HRSA anticipates issuing/announcing awards prior to the start date of July 1, 2017.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of July 1, 2017. See Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.2 of HRSA's [SF-424 R&R Application Guide](#).

3. Reporting

Progress Report(s). The recipient must submit a progress report to HRSA on an **annual** basis. Further information will be provided in the award notice.

The recipient must submit performance reports, performance measures and program data, and project period end performance reporting related to this competitive supplement as scheduled in their LEND non-competing continuation award.

Recipients must track their expenditures to demonstrate that funds are being used for the purpose for which they were appropriated by Congress and awarded by HRSA. ZIKV funds need to be accounted for separately.

VII. Agency Contacts

You may request additional information regarding business, administrative, or fiscal issues related to this NOFO by contacting:

Donna Giarth
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Room 10N23
Rockville, MD 20857
Telephone: (301) 443-9142
Fax: (301) 443-5461
Email: dgiarth@hrsa.gov

You may request additional information regarding the overall program issues and/or technical assistance related to this NOFO by contacting:

Robyn Schulhof/ Rita Maldonado/Karla Brewer
Senior Public Health Analyst/Public Health Analyst/Public Health Analyst
Division of MCH Workforce Development
Attn: Health Professional Support Program for Children with Congenital Zika Virus
(ZIKV) Infection
Maternal and Child Health Bureau
Health Resources and Services Administration
5600 Fishers Lane, Room 18SWH03
Rockville, MD 20857
Telephone: (301) 443-0258/(301) 443-3622/(301) 443-2190
Fax: (301) 594-0878
Email: rschulhof@hrsa.gov/rmaldonado@hrsa.gov/kbrewer@hrsa.gov

You may need assistance when working online to submit your application forms electronically. Always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)
Email: support@grants.gov
Self-Service Knowledge Base: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Contact Center, Monday-Friday, 8 a.m. to 8 p.m. ET, excluding federal holidays at:

HRSA Contact Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
Web: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>

VIII. Other Information

Logic Models:

Additional information on developing logic models can be found at the following website: <http://www.cdc.gov/eval/resources/>.

Although there are similarities, a logic model is not a work plan. A work plan is an "action" guide with a time line used during program implementation; the work plan provides the "how to" steps. Information on how to distinguish between a logic model and work plan can be found at the following website: <http://www.cdc.gov/healthyouth/evaluation/pdf/brief5.pdf>.

Technical Assistance:

The following technical assistance webinar has been scheduled:

Webinar

Day and Date: Wednesday, April 19, 2001

Time: 2:30 – 3:30 p.m.

Call-In Number: 1-888-469-0646

Participant Code: 2855640

Weblink:

https://hrsa.connectsolutions.com/health_professional_support_program_children_tasession/

Playback Number: 1-888-568-0665

Passcode: 6017

IX. Tips for Writing a Strong Application

See Section 4.7 of HRSA's [SF-424 R&R Application Guide](#).