

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**



Bureau of Health Workforce  
Division of Medicine and Dentistry

***Dental Faculty Loan Repayment Program***

**Funding Opportunity Number:** HRSA-17-115  
**Announcement Type:** New  
**Catalog of Federal Domestic Assistance (CFDA) Number:** 93.059

**NOTICE OF FUNDING OPPORTUNITY**

Fiscal Year 2017

**Application Due Date: July 17, 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 1 month to complete.*

**Issuance Date: June 1, 2017**

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Authority: Title VII, Sec. 748 of the Public Health Service Act (42 U.S.C. 293k-2).

## EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Health Workforce (BHW), Division of Medicine and Dentistry is accepting applications for the fiscal year (FY) 2017 Dental Faculty Loan Repayment Program. The purpose of this program is to increase the number of dental and dental hygiene faculty in the workforce by assisting dental and dental hygiene training programs to attract and retain dental and dental hygiene faculty through loan repayment. Preference in making grant awards will be given to applicants providing loan repayment to pediatric dentistry faculty supervising residents at dental training institutions providing clinical services in dental clinics located in dental schools, hospitals, or community-based affiliated sites.

Funding Opportunity Title:	Dental Faculty Loan Repayment Program
Funding Opportunity Number:	HRSA-17-115
Due Date for Applications:	July 17, 2017
Anticipated Total Annual Available Funding:	Year 1: \$ 800,000 Year 2: \$1,200,000 Year 3: \$1,600,000 Year 4: \$2,000,000 Year 5: \$2,400,000
Estimated Number and Type of Award(s):	Up to eight grant(s)
Estimated Award Amount:	Up to \$100,000 – Year 1 Up to \$150,000 – Year 2 Up to \$200,000 – Year 3 Up to \$250,000 – Year 4 Up to \$300,000 – Year 5
Cost Sharing/Match Required:	No
Project Period/Period of Performance:	September 1, 2017 through August 31, 2022 (5 years)
Eligible Applicants:	Eligible entities include entities that have programs in dental or dental hygiene schools, or approved residency or advanced education programs in the practice of general, pediatric, or public health dentistry.  See <a href="#">Section III-1</a> of this notice of funding opportunity (NOFO), formerly known as the 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](http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguidev2.pdf) available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguidev2.pdf>, except where instructed in this NOFO to do otherwise. A short video for applicants explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

## **Technical Assistance**

The Oral Health Branch (OHB) in BHW's Division of Medicine and Dentistry will conduct two technical assistance (TA) sessions for this NOFO. The first session will be a webinar and will include information important for preparing an application and an opportunity to ask questions. A taped replay of the audio portion and a recording of the webinar will be available after the webinar ends and will remain available through the closing date of the funding opportunity. The link for the webinar recording will be placed on our website: <https://bhw.hrsa.gov/grants/oralhealth>.

The following TA sessions have been scheduled:

### *Webinar*

Date: Wednesday, June 21, 2017  
Time: 2 – 3:30 p.m. ET  
Call-In Number: 1-888-456-0283  
Participant Code: 6002636  
Web link: [https://hrsa.connectsolutions.com/dflr\\_17\\_115/](https://hrsa.connectsolutions.com/dflr_17_115/)  
Playback number: 800-583-8095

### *Conference Call*

Date: Tuesday, July 11, 2017  
Time: 2 – 3:30 p.m. ET  
Conference Number: 888-456-0283  
Participant passcode: 6002636  
Playback Number: 866-480-3542

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# **I. Program Funding Opportunity Description**

## **1. Purpose**

This notice solicits applications for the Dental Faculty Loan Repayment Program.

### Program Purpose

The purpose of this program is to increase the number of dental and dental hygiene faculty in the workforce by assisting dental and dental hygiene training programs to attract and retain dental and dental hygiene faculty through loan repayment. Pursuant to the Consolidated Appropriations Act, 2017 report language, HRSA will award a preference to applicants providing loan repayment to pediatric dentistry faculty supervising residents at dental training institutions providing clinical services in dental clinics located in dental schools, hospitals, or community-based affiliated sites.

### Program Requirements

Award recipients must create and manage a loan repayment program for dental and dental hygiene faculty individuals who agree to serve as full-time faculty members within the disciplines of general dentistry, pediatric dentistry, dental public health, or dental hygiene.

Awardees must create a Selection Committee to identify and determine the individual loan repayment recipient(s). To the extent that the applicant is interested in obtaining priority scoring, the Selection Committee should be made aware of the priority afforded to institutions that have a history of assisting students from rural or disadvantaged backgrounds. Awardees must select loan repayment recipient(s) prior to the end of the first budget period of the award (August 31, 2018). No member on the Selection Committee, or the Project Director (PD), is eligible for loan repayment through this program.

The institution's loan repayment program will pay an amount equal to 10, 15, 20, 25, and 30 percent for each successive year of service up to 5 years, respectively, of the individual's student loan balance, as calculated based on principal and interest owed at the initiation of the agreement. Loan repayments are to be made upon completion of each year of service and may not be prorated.

Applicants may not request more than the following amounts through this NOFO (See Section II.2: Summary of Funding for additional details):

- Year 1: \$100,000
- Year 2: \$150,000
- Year 3: \$200,000
- Year 4: \$250,000
- Year 5: \$300,000

Direct and indirect costs associated with the creation and management of the loan repayment program at the institution must be paid for out of these above-listed amounts

or absorbed by the institution. Please note: subsequent funding increases are based on the appropriation of funds.

## Funding Factors

### **Funding Preference**

This program provides a funding preference for some applicants. Applicants receiving the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a funding preference will receive full and equitable consideration during the review process. HRSA staff will determine the funding factor qualification. Funding preference will be given to all applicants proposing loan repayment to pediatric dentistry faculty supervising residents at dental training institutions providing clinical services in dental clinics located in dental schools, hospitals, or community-based affiliated sites.

### **Funding Priorities**

Section 748(c) of the Public Health Service Act provides for funding priorities for the Dental Faculty Loan Repayment Program. The approval of a funding priority adds points to an applicant's score. Up to seven points are available across seven funding priorities for applicants that qualify; see page 18. Applicants are permitted to apply for more than one priority, but no applicant can receive more than seven priority points.

Refer to [Section V](#) of this NOFO for detailed information on qualifying for the funding priorities.

## **2. Background**

This program is authorized by Title VII of the Public Health Service Act, §748 (42 U.S.C. 293k–2).

According to the Bureau of Labor Statistics, employment of dentists is projected to grow 18 percent from 2014 to 2024, much faster than the average for all occupations.<sup>1</sup> While the number of oral health providers may be growing, significant unmet need exists for vulnerable and underserved populations. On May 17, 2017, there were 705 geographic areas, 1,630 population groups, and 3,248 facilities designated for 5,583 Dental Health Professional Shortage Areas (HPSAs).

The recruitment and retention of faculty to train future dental health professionals is critical to address the dental health professional shortages. In academic year (AY) 2013-14, 31 percent of full-time faculty who separated from U.S. dental schools retired, up from 22 percent in AY 2011-12.<sup>2</sup> During that same period, the number of vacant faculty positions with active searches rose from 175 to 183.<sup>3</sup> New faculty hires are primarily in junior faculty positions, with 53 percent of new faculty members hired at the

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<sup>1</sup> Bureau of Labor Statistics. Job Outlook. Available at: <https://www.bls.gov/ooh/healthcare/dentists.htm#tab-6>.

<sup>2</sup> Wanchek T, Cook BJ, Anderson EL, Duranleau L, Valachovic RW. Dental School Vacant Budgeted Faculty Positions, Academic Years 2011-12 Through 2013-14. Journal of Dental Education. October 2015. 79(10):1230-42.

<sup>3</sup> Ibid.

Assistant Professors rank.<sup>4</sup> An Institute of Medicine Report on *Advancing Oral Health in America* points out, “While the number of programs is increasing, faculty recruitment, especially for dental schools and dental hygiene programs, is a persistent problem; this is often due to low salary.”<sup>5</sup> Rising student debt is also a concern. According to the American Dental Education Association, after adjusting for inflation, educational debt for students at public schools since 1990 has nearly tripled; for students at private and private state-related schools, debt has more than doubled.<sup>6</sup>

## **II. Award Information**

### **1. Type of Application and Award**

Type(s) of applications sought: New.

HRSA will provide funding in the form of a grant.

### **2. Summary of Funding**

Approximately \$800,000 is expected to be in FY2017 to fund approximately eight (8) recipients. You may apply for a ceiling amount, to include both direct and indirect costs, of up to:

- Year 1: \$100,000
- Year 2: \$150,000
- Year 3: \$200,000
- Year 4: \$250,000
- Year 5: \$300,000

The project period is September 1, 2017 through August 31, 2022, 5 years. As per Public Health Service Act section 748(e), payments made to an entity from an award under this program are “subject to the annual approval by the Secretary and subject to the availability of appropriations for the fiscal year involved to make the payments.” Funding beyond the first year is also dependent on satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal government.

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

Indirect costs under training awards to organizations other than State, local or Indian tribal governments will be budgeted and reimbursed at eight (8) percent of modified total direct costs rather than on the basis of a negotiated rate agreement, and are not subject to upward or downward adjustment. Direct cost amounts for equipment and capital expenditures, tuition and fees, and sub-grants and subcontracts in excess of \$25,000 are excluded from the direct cost base for purposes of this calculation.

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<sup>4</sup> Ibid

<sup>5</sup> Institute of Medicine. 2011. *Advancing Oral Health in America*. Washington, DC: The National Academies Press.

<sup>6</sup> Wanchek T, Cook BJ, Anderson EL, Duranleau L, Booker C. Annual ADEA Survey of Dental School Seniors: 2014 Graduating Class. *Journal of Dental Education*. September 2015. 79(9):1108-1128.

### **III. Eligibility Information**

#### **1. Eligible Applicants**

Eligible entities include entities that have programs in dental or dental hygiene schools, or approved residency or advanced education programs in the practice of general, pediatric, or public health dentistry.

Eligible applicants must have accredited training programs in dental or dental hygiene schools, or approved residency or advanced education programs in the practice of general dentistry, pediatric dentistry, or dental public health. You must submit accreditation documentation for the relevant training program in **Attachment 4, as identified in [Section IV.2.vi](#)** of this NOFO.

Preference in making grant awards will be given to applicants providing loan repayment to pediatric dentistry faculty supervising residents at dental training institutions providing clinical services in dental clinics located in dental schools, hospitals, or community-based affiliated sites.

Current recipients of awards under the Dental Faculty Development and Loan Repayment Program are **not** eligible to apply for this NOFO.

Foreign entities are not eligible to apply for this NOFO.

#### **2. Cost Sharing/Matching**

Cost sharing/matching is not required for this program.

#### **3. Other**

##### **Ceiling Amount**

Applications that exceed the ceiling amounts specified under [Section II.2](#) of this NOFO will be considered non-responsive and will not be considered for funding under this notice.

Loan repayment is taxable income and must be reported to the Internal Revenue Service. Loan repayment recipients are responsible for paying the federal, state, and local tax liability.

##### **Deadline**

Any application that fails to satisfy the deadline requirements referenced in [Section IV.4](#) of this NOFO will be considered non-responsive and will not be considered for funding under this notice.

##### **Maintenance of Effort (MOE)**

The recipient must agree to maintain non-federal funding for award activities at a level which is not less than expenditures for such activities during the fiscal year prior to



receiving the award, as required by Title VII, Section 797(b) of the Public Health Service Act. Complete the Maintenance of Effort document and submit as **Attachment 5**.

### **Multiple Applications**

Multiple applications from an organization are not allowable. An “organization” for this NOFO is defined as an institution with a single Employer Identification Number (EIN).

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates), you submit an application 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.

You are reminded that failure to include all required documents as part of the application may result in an application being considered incomplete or non-responsive.

Every person receiving support from award funds, either through loan repayment or faculty development activities, must be a citizen of the United States, a non-citizen national, or a foreign national having in his/her possession a visa permitting permanent residence in the United States.

## **IV. Application and Submission Information**

### **1. Address to Request Application Package**

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

**Effective December 31, 2017** - You **must** use the [Grants.gov Workspace](#) to complete the workspace forms and submit your application workspace package. After this date, you will no longer be able to use PDF Application Packages.

HRSA recommends that you supply an email address to Grants.gov on the grant opportunity synopsis page when accessing the 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 notice 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 [SF-424 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 NOFO 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 **60 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments including biographical sketches (biosketches), and letters of commitment and support required in HRSA's [SF-424 R&R Application Guide](#) and this NOFO. With the exception of the biosketch form and unless specified elsewhere in this NOFO or the Application Guide, standard OMB-approved forms that are included in the application package do NOT count in the page limitation. (Exception: Biographical Sketches **do** count in the page limitation). **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 this notice.**

### **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, 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 in Attachment 9: 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](#).

The Abstract must include:

1. A brief overview of the project as a whole
2. Specific, measurable objectives that the project will accomplish
3. How the proposed project for which funding is requested will be accomplished, i.e., the "who, what, when, where, why and how" of a project

## **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.

Successful applications will contain the information below. Please use the following section headers for the narrative:

### ▪ **PURPOSE AND NEED -- Corresponds to Section V's Review Criterion #1**

Provide a brief statement of the purpose of the proposed project. Describe gaps in the current oral health workforce and explain how the proposed project will address those gaps. Specifically, address the following:

- Describe the site(s) in which the full-time dental faculty who are expected to receive loan repayment will teach and provide oral health care.
  - Describe the training that occurs in these sites, including disciplines, levels of trainees, and descriptions of training rotations.
  - Describe the interprofessional, integrated oral health and primary care health care delivery models implemented in these sites.
  - Describe the community/communities that are served by these sites.
- Describe your organization's current need for dental faculty and any challenges your organization has faced in recruiting and retaining dental faculty.

### ▪ **RESPONSE TO PROGRAM PURPOSE -- This section includes 3 sub-sections—(a) Methodology/Approach; (b) Work Plan; and (c) Resolution of Challenges—all of which correspond to Section V's Review Criteria #2 (a), (b), and (c).**

#### ▪ **(a) METHODOLOGY/APPROACH -- Corresponds to Section V's Review Criterion #2 (a).**

Describe, in detail, your proposed plan to establish, maintain or improve, a dental faculty loan repayment program for selected dental or dental hygiene faculty who agree to serve as full-time faculty members within the disciplines of general dentistry, pediatric dentistry, dental public health or dental hygiene, including written rules that govern the program. Describe, if applicable, your recruitment plan for dental faculty.

Describe how you will determine and document participant eligibility, student loan balance at the initiation of the agreement, completion of each year of full-time faculty service, and payments. Describe how you will establish and implement a Selection Committee to identify and determine individual loan repayment recipient(s), including likely committee members and a description of the review/scoring process. To the extent that the applicant is interested in obtaining priority scoring, describe how the Selection Committee will be made aware of the priority afforded to institutions that have a record of training students who are from a rural or disadvantaged backgrounds, or from underrepresented minorities.

The institution's loan repayment program will pay an amount equal to 10, 15, 20, 25, and 30 percent upon completion of each successive year of service, respectively, up to 5 years of the individual's student loan balance, as calculated based on principal and interest owed at the initiation of the agreement. Loan repayments are to be obligated at the start of an individual's year of service, **but paid only upon completion of each year of service**. Awardees must select loan repayment recipient(s) prior to the end of the first budget period of the award (August 31, 2018). No member on the Selection Committee, or the PD, is eligible for loan repayment through this program. Loan repayment is taxable income and must be reported to the Internal Revenue Service. Loan repayment recipients are responsible for paying the federal, state, and local tax liability.

- *(b) WORK PLAN -- Corresponds to Section V's Review Criterion #2 (b).*

Describe, in detail, the activities or steps, and the staff responsible for achieving each of the activities proposed during the entire project period. Provide clear, comprehensive, and specific goals and objectives and describe the steps that will be used to achieve the goals and objectives. Use a timeline that includes each activity and identifies responsible staff and amount of time estimated to carry out each step. Identify key partners involved in the project and describe how you will function and coordinate carrying out the grant activities. Describe the project management plan, including the management structure, monitoring tools, and activities to promote the successful accomplishment of the goals, objectives, and specified activities.

Your Work Plan must include a projected annual faculty loan repayment chart that indicates the number of faculty you plan to support through loan repayment. Attach this Work Plan chart as **Attachment 1**.

A sample work plan can be found at:

<http://bhwh.hrsa.gov/grants/technicalassistance/workplantemplate.docx>.

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

Discuss challenges that are likely to be encountered in designing and implementing the dental faculty loan repayment described in the Work Plan, and approaches that will be used to resolve such challenges.

- *IMPACT -- This section includes 2 sub-sections— (a) Evaluation and Technical Support Capacity; and (b) Project Sustainability—both of which correspond to Section V's Review Criteria #3 (a) and (b).*
- *(a) EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criterion #3 (a)*

You must describe your evaluation plan for program performance. This plan must monitor ongoing processes and progress toward meeting grant goals and objectives. The evaluation plan must indicate what will be considered success and how you will assess the progress of the grant-funded efforts. The evaluation plan must include an assessment of the impact of faculty loan repayment recipients on the patient services and/or training provided.

You also must describe the systems and processes that will support your organization's collection of HRSA's performance measurement requirements for this program. The following link includes examples of program performance measures: <http://bhw.hrsa.gov/grants/reporting/index.html>. Please include a description of how your organization will effectively track performance outcomes, including how your organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes to HRSA.

You must describe any potential obstacles for implementing the program performance evaluation and meeting HRSA's performance measurement requirements, as well as how those obstacles will be addressed.

- *(b) PROJECT SUSTAINABILITY -- Corresponds to Section V's Review Criterion #3 (b)*

You must provide a clear plan for project sustainability after the period of federal funding ends, including a description of specific actions you will take to, at a minimum, ensure the retention of loan repayment recipients at your institution. Be sure to describe:

- a) Any existing retention resources at your institution,
- b) Key elements of your retention plan, such as dedicated FTE slots or faculty improvement activities, and
- c) Efforts to obtain future sources of funding for recruitment and retention activities.

Include a timetable for implementing your retention plan.

- *ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES -- Corresponds to Section V's Review Criterion #4*

You must describe your capacity to effectively manage the programmatic, fiscal and administrative aspects of the proposed project. Provide information on your organization's current mission and structure, organizational chart, relevant experience, and scope of current activities (a project organizational chart is

requested in Section IV.2.v, **Attachment 3**). You must describe how your organization has the ability to implement the proposed project and meet the program requirements and expectations. Provide letters of agreement in **Attachment 7**, when appropriate.

The staffing plan and job descriptions for key faculty/staff must be included in **Attachment 2** (Staffing Plan and Job Descriptions for Key Personnel). 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 biographical sketches for persons occupying the key positions, not to exceed TWO pages in length each. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.

Biographical sketches, not exceeding two pages per person, should include the following information:

- Senior/key personnel name
- Position Title
- Education/Training - beginning with baccalaureate or other initial professional education, such as postdoctoral training and residency training, if applicable:
  - Institution and location
  - Degree (if applicable)
  - Date of degree (MM/YY)
  - Field of study
- *Section A (required)* **Personal Statement.** Briefly describe why the individual's experience and qualifications make him/her particularly well-suited for his/her role (e.g., PD/PI) in the project that is the subject of the award.
- *Section B (required)* **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.
- *Section C (optional)* **Peer-reviewed publications or manuscripts in press (in chronological order).** You are encouraged to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on date, importance to the field, and/or relevance to the proposed project. Citations that are publicly available in a free, online format may include URLs along with the full reference (note that copies of publicly available publications are not acceptable as appendix material).

- Section D (*optional*) **Other Support.** List both selected ongoing and completed (during the last 3 years) projects (Federal or non-Federal support). Begin with any projects relevant to the project proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the Senior/Key Person identified on the Biographical Sketch.

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
Narrative Section	Review Criteria
Purpose and Need	(1) Purpose and Need
Response to Program Purpose: (a) Methodology/Approach (b) Work Plan (c) Resolution of Challenges	(2) Response to Program Purpose (a) Methodology/Approach (b) Work Plan (c) Resolution of Challenges
Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability	(3) Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability
Organizational Information, Resources and Capabilities	(4) Organizational Information, Resources and Capabilities
Budget and Budget Narrative	(5) 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](#) differ from those offered by Grants.gov. Please follow the instructions included in the Application Guide and 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. Loan repayment is taxable income and must be reported to the Internal Revenue Service. Loan repayment recipients are responsible for paying the federal, state, and local tax liability.

The Consolidated Appropriations Act of 2017, Division H, § 202, (P.L. 115-31) 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.” 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 Justification Narrative**

See Section 4.1.v. of HRSA’s [SF-424 R&R Application Guide](#). In addition, the Dental Faculty Loan Repayment Program requires the following:

*Faculty Loan Repayments:* Include a breakdown by fiscal year of faculty loan repayments and a justification for the amount budgeted, including estimated number of recipients and anticipated payments. Clearly indicate how the amount budgeted reflects the progressive increases in the annual loan repayment amounts (10, 15, 20, 25, and 30 percent of established student loan balance) and takes into consideration the requirement that loan repayments are only to be made AFTER completion of each year of service for those faculty who continue to participate in the program. Applications should pay particular attention in latter years to ensure ceiling limits are not exceeded in the estimates. Applications that exceed the ceiling amounts specified under [Section II.2](#) of this NOFO will be considered non-responsive and will not be considered for funding under this notice.

#### **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. Each attachment must be clearly labeled.**

##### *Attachment 1: Work Plan*

Attach the Work Plan for the project using a table or chart that accounts for all of the information you provided in *Section IV, ii. Project Narrative*.

##### *Attachment 2: Staffing Plan and Job Descriptions for Key Personnel*

See Section 4.1.vi. of HRSA’s [SF-424 R&R Application Guide](#) for required information. 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: Project Organizational Chart*

Provide a one-page figure that depicts the organizational structure of *the project* (not the applicant organization).

##### *Attachment 4: Accreditation Documents*

Your organization must provide a statement that: (1) they hold CODA (Commission on Dental Accreditation) accreditation, (2) includes the dates of the initial accreditation, (3) indicates if the accreditation is provisional, and (4) includes the date of the next expected CODA accreditation review. The full letter of accreditation is not required.



*Attachment 5: Maintenance of Effort (MOE) Documentation*

Applicants must provide a baseline aggregate expenditure for the prior fiscal year and an estimate for the next fiscal year using a chart similar to the one below. HRSA will enforce statutory MOE requirements through all available mechanisms.

NON-FEDERAL EXPENDITURES	
<p>FY 2016 (Actual) Actual FY 2016 non-federal funds, including in-kind, expended for activities proposed in this application.</p> <p>Amount: \$_____</p>	<p>FY 2017 (Estimated) Estimated FY 2017 non-federal funds, including in-kind, designated for activities proposed in this application.</p> <p>Amount: \$_____</p>

*Attachment 6: Request for Funding Priorities and Funding Preference, if applicable*

To receive a funding priority or preference, include a statement that you are eligible for a funding priority or preference and clearly identify the priority and preference for which you are requesting consideration. Include documentation of this qualification. See [Section V.2](#) of this NOFO.

*Attachment 7: Letters of Agreement*

Include any letters of agreement relevant for the implementation of the proposed project. Letters of Agreement must be from someone who holds the authority to speak for the organization or department (CEO, Chair, etc.), must be dated, and must specifically indicate understanding of the project and a commitment to the project, including any resource commitments (in-kind services, dollars, staff, space, equipment, etc.).

*Attachment 8: Letters of Support*

Include any additional letters of support that are relevant for the implementation of the proposed project.

*Attachment 9: Other Relevant Documents*

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

**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 your 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 *July 17, 2017 at 11:59 p.m. Eastern Time*.

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

#### **5. Intergovernmental Review**

The Dental Faculty Loan Repayment Program is not subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 75.

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

#### **6. Funding Restrictions**

You must request funding for a project period of 5 years, at no more than the following amounts in total costs (direct and indirect) for each year of the award:

- Year 1: \$100,000
- Year 2: \$150,000

- Year 3: \$200,000
- Year 4: \$250,000
- Year 5: \$300,000

Awards to support projects beyond the first budget year will be contingent upon annual approval by the Secretary, the availability of Congressional appropriations, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the federal government.

Funds under this notice may not be used for purposes specified in HRSA's [SF-424 R&R Application Guide](#).

The General Provisions in Division H of the Consolidated Appropriations Act of 2017 (P.L. 115-31) 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.

## **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. 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 Dental Faculty Loan Repayment Program has *FIVE* (5) review criteria:

*Criterion 1: PURPOSE AND NEED (15 points) – Corresponds to Section IV’s Purpose and Need*

Your application will be evaluated on the extent to which it:

- Describes the need of the site(s) the dental faculty will teach and provide oral health care, the training that will occur at this site(s) and the need of the community(ies) served by this site(s).
- Clearly articulates the unmet need for dental faculty,
- Describes the challenges associated with recruitment and retention of dental faculty, and
- Describes the need for increasing, or retaining, dental faculty through loan repayment.

*Criterion 2: RESPONSE TO PROGRAM PURPOSE (35 points) – Corresponds to Section IV’s Response to Program Purpose Sub-section (a) Methodology/Approach, Sub-section (b) Work Plan and Sub-section (c) Resolution of Challenges*

*Criterion 2 (a): METHODOLOGY/APPROACH (15 points) – Corresponds to Section IV’s Response to Program Purpose Sub-section (a) Methodology/Approach*

Your application will be evaluated on the extent to which you demonstrate an understanding of the program requirements and expectations, and the extent to which the proposed goals, objectives, and activities will address the needs highlighted in the Purpose and Need section. The methodology will specifically be reviewed on the extent to which it:

- Describes how you will establish, or maintain/improve, a dental faculty loan repayment program for selected full-time dental faculty within the disciplines of general dentistry, pediatric dentistry, dental public health or dental hygiene.
- Clearly describes a Selection Committee and review/scoring process that is likely to be successful in recruiting dental faculty to receive loan repayment; and
- If applicable, describes your ability to recruit the proposed number of full-time dental faculty loan repayment participants.

*Criterion 2 (b): WORK PLAN (10 points) – Corresponds to Section IV’s Response to Program Purpose Sub-section (b) Work Plan*

Reviewers will consider:

- The extent to which you provide a clear, comprehensive, and specific set of goals and objectives and the concrete steps that will be used to achieve those goals and objectives. The description should include timeline and stakeholders;
- The feasibility and effectiveness of the proposed activities and timelines to achieve the goals and objectives;

- The extent to which you clearly describe and justify the number of participating faculty planned during the 5-year project period;
- The adequacy of the staffing plan to implement the proposed work plan; and
- The extent to which the management plan will promote the successful accomplishment of the goals, objectives, and specified activities.

*Criterion 2 (c): RESOLUTION OF CHALLENGES (10 points) – Corresponds to Section IV's Response to Program Purpose Sub-section (c) Resolution of Challenges*

The extent to which you demonstrate an understanding of potential obstacles and challenges during the design, creation (or improvement), and implementation of your dental faculty loan repayment program for selected full-time dental faculty, as well as a plan for dealing with identified contingencies that may arise.

*Criterion 3: IMPACT (20 points) – Corresponds to Section IV's Impact Sub-section (a) Evaluation and Technical Support Capacity, and Sub-section (b) Project Sustainability*

*Criterion 3(a): EVALUATION AND TECHNICAL SUPPORT CAPACITY (15 points) – Corresponds to Section IV's Impact Sub-section (a) Evaluation and Technical Support Capacity*

The extent to which you are able to effectively report on the measurable outcomes being requested. This includes both your internal program performance evaluation plan and HRSA's required performance measures, as outlined in the corresponding Project Narrative Section IV's Impact Sub-section (a). Specific criteria include:

- The assessment of impact on patient services of the recipients of your proposed faculty loan repayment program as well as the anticipated impact of the training they will provide;
- The strength and effectiveness of the method proposed to monitor, track and evaluate the project results and performance outcomes; and
- The extent to which you anticipate obstacles to the evaluation and propose how to address those obstacles;

*Criterion 3 (b): PROJECT SUSTAINABILITY (5 points) – Corresponds to Section IV's Impact Sub-section (b) Project Sustainability*

The extent to which you describe a solid plan for retaining your loan repayment recipients after the period of federal funding ends, which should include a clear plan for utilizing existing institutional resources, the dedication of financial resources and a description of any faculty improvement activities.

*Criterion 4: ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES (15 points) – Corresponds to Section IV's Organizational Information, Resources and Capabilities*

The extent to which:

- You describe and demonstrate your organization's ability, and any related facilities, to implement the proposed project and meet the program requirements and expectations; and
- Describe the project's personnel and demonstrate how they are qualified by training and/or experience to implement and carry out the project (this will be evaluated through both the project narrative, as well as your Attachments).

*Criterion 5: SUPPORT REQUESTED (15 points) – Corresponds to Section IV's Budget Justification Narrative and SF-424 R&R budget forms*

- The extent to which the breakdown by fiscal year of faculty loan repayments and the justification for the amount budgeted indicates appropriate planning for the progressive increases in the annual loan repayment amounts (10, 15, 20, 25, and 30 percent) for those faculty who will continue to participate in the program;
- The reasonableness of the proposed budget for each year of the project period, with relation to the development and subsequent administrative management, of the proposed dental faculty loan repayment program;
- The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the scope of work; and
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

## **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 priority consideration for award within available funding ranges. In addition to the ranking based on merit criteria, HRSA approving officials may also apply geographic distribution in award selection. 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 this program, HRSA will use funding priorities, funding preferences, and special considerations.

### Funding Factors

#### **Funding Preference**

This program provides a funding preference for some applicants. Applicants receiving the preference will be placed in a more competitive position among applications that can

be funded. Applications that do not receive a funding preference will receive full and equitable consideration during the review process. HRSA staff will determine the funding factor. Funding preference will be granted to any qualified applicant that demonstrates that they meet the criteria for the preference(s) as follows:

Name of the funding preference(s): Pediatric Dentistry Faculty

Preference in making grant awards will be given to all applicants proposing loan repayment to pediatric dentistry faculty supervising residents at dental training institutions providing clinical services in dental clinics located in dental schools, hospitals, or community-based affiliated sites.

To apply for this preference you must provide a concise narrative justification as to why you qualify, affirm that loan repayment will be made to pediatric dentistry faculty and affirm that these faculty will be supervising residents at dental training institutions that provide clinical services at dental clinics located in dental schools, hospitals, or community-based affiliated sites.

Pediatric dental faculty, for the purposes of this NOFO, are individuals who have completed a pediatric dental residency, have an appointment in a division or department of pediatric dentistry, and who teach in the field of pediatric dentistry at either the predoctoral or postdoctoral residency level.

### **Funding Priorities**

This program includes funding priorities, as authorized by Title VII, Sec.748 of the Public Health Service Act. A funding priority is defined as the favorable adjustment of combined review scores of individually approved applications when applications meet specified criteria. An adjustment is made by a set, pre-determined number of points. The funding priorities will be determined by HRSA Staff. The Dental Faculty Loan Repayment Program has seven (7) funding priorities.

Applicants may apply for this notice without requesting a funding priority; however, the approval of a funding priority adds points to an applicant's score. Up to seven (7) priority points are available across the seven (7) priorities for applicants that qualify. Applicants are permitted to apply for more than one priority, but no applicant can receive more than seven (7) priority points. For the purposes of this NOFO, primary care dentistry is defined as general dentistry, pediatric dentistry, dental public health or dental hygiene.

The instructions/criteria for each funding priority are provided below, and funding priority requests and justification narratives/data must be uploaded and labeled as **Attachment 6**. Funding priorities are approved or denied by HRSA staff. **Failure to clearly request or provide the requested information, documentation, or sufficient detail may result in denying your request.** Some funding priorities include important definitions (see *section 1.2 Background* for definitions).

For each priority, you must provide:

- A concise narrative justification of why you qualify;
- The method(s) being used to request the priority;

- A reference to relevant Objectives, Work plan, and Activities, if applicable; and
- A summary of the data requested, if applicable.

**Priority 1: Collaborative Project** (1 Point) 42 U.S.C §293k–2(c)(1)

An application will be granted a funding priority if your dental or dental hygiene training program is a collaborative project between: 1) a department of general, pediatric, or dental public health dentistry, and 2) a department of primary care medicine. You must include a letter of agreement from the collaborating department of primary care medicine in **Attachment 7**.

**Priority 2: Formal Relationships** (1 Point) 42 U.S.C §293k–2(c)(4)

To qualify for this priority, you must have established a formal relationship with a Federally Qualified Health Center or a rural health center for the purpose of training dental or dental hygiene students, or dental residents. You must include a letter of agreement from the Federally Qualified Health Center or the rural health center in **Attachment 7**.

**Priority 3: Cultural Competency and Health Literacy** (1 Point) 42 U.S.C §293k–2(c)(6)

To qualify your dental or dental hygiene training program must include educational activities in cultural competency and health literacy.

**Priority 4: Special/Vulnerable Populations** (1 Point) 42 U.S.C §293k–2(c)(5)

To qualify your dental or dental training program must include training on vulnerable populations such as individuals with developmental disabilities, cognitive impairment, complex medical problems, clinical obesity within pediatric populations, and/or significant physical limitations. Vulnerable populations may also include those who are homeless, living with HIV/AIDS, or have mental health or substance-use disorders including opiate dependence.

**Priority 5: Discipline Retention** (1 Point) 42 U.S.C §293k–2 (c)(2)

This priority focuses on the number of graduates from your dental or dental hygiene school or program completers from your residency training program who enter into and remain in the practice of primary care dentistry. There are two ways to qualify:

**1) Record of Training**

To qualify under **Record of Training** you must confirm that the percentage of graduates from your dental or dental hygiene school or program completers from your primary care dentistry residency program(s) who enter into, and remain in the practice of primary care dentistry for the last 2 academic years (AY2014-15 & AY2015-16) is greater than 90 percent. To qualify under this method, you must provide a letter from the dean or program director of the applying training program at your institution that affirms the percentage of dental graduates, dental hygiene graduates or program completers from the applicable residency training program(s) (you must include the actual percentage in the letter) from the last 2 academic years (AY2014-15 & AY2015-16) who entered into, and remained in the practice of primary care dentistry is greater than 90 percent.

OR



## 2) Significant Improvement

To qualify under **Significant Improvement** you must confirm that your dental or dental hygiene school has achieved a percentage point increase of 20 percent or more in the number of graduates who enter into, and remain in the practice of primary care dentistry from AY2013-14 to AY2015-16. Applying residency training programs must confirm a percentage point increase of 50 percent or more in the number of program completers who enter into, and remain in the practice of primary care dentistry from AY2013-14 to AY2015-16.

To qualify under this method, you must provide a letter from the dean or program director of the predoctoral program at your institution that affirms that the percentage of dental or dental hygiene graduates (you must include the actual percentage in the letter) who entered into, and remained in the practice of primary care dentistry from AY2013-14 to AY2015-16 increased by 20 percentage points or more (percentage point increase). Applying residency training programs must provide a letter from program director of the residency training program that affirms that the percentage of program completers (you must include the actual percentage in the letter) who entered into, and remained in the practice of primary care dentistry from AY2013-14 to AY2015-16 increased by 50 percentage points or more.

Note: New programs that had no graduates or program completers in the above academic years are not eligible for this priority due to the absence of baseline data.

## **Priority 6: Placement in Practice Settings** (1 Point) 42 U.S.C§293k–2 (c)(7)

This priority focuses on the number of graduates or program completers from your dental or dental hygiene school or primary care dentistry residency program that were placed in practice settings serving underserved areas or health disparity populations. There are two ways to qualify:

### 1) High Rate

To qualify under this method, you must provide a letter from the dean or program director of the applying training program at your institution that affirms that the percentage of graduates or program completers (from the applicable residency training program) placed in practice settings serving underserved areas or health disparity populations over the past 2 academic years (AY2014-15 & AY2015-16) is greater than 40 percent. You must include the actual percentage in the letter.

OR

### 2) Significant Increase

To qualify under this method, you must provide a letter from the dean or program director of the applying training program at your institution that affirms that the percentage of graduates or program completers (from the applicable residency training program) placed in practice settings serving underserved areas or health disparity populations from AY2013-14 to AY2015-16 has increased by 20 percentage points or more (percentage point increase). You must include the actual percentage in the letter.

Note: New programs that had no graduates or program completers in the above academic years are not eligible for this priority due to the absence of baseline data.

**Priority 7: Student Background (1 Point) 42 U.S.C§293k–2 (c)(3)**

This priority focuses on your institution’s record of training individuals who are from a rural or disadvantaged background or an underrepresented minority.

To qualify under this priority, the application must confirm that 25 percent or more of the total current dental student, dental hygiene student or residency trainee population is from a rural background, a disadvantaged background or an underrepresented minority AND affirm that no student or resident was counted more than once when making the calculations. To calculate the greatest percentage, include the following formula in the application:

$$\text{Percentage} = \frac{\begin{array}{l} \# \text{ current enrolled trainees who are underrepresented minorities or} \\ \text{from rural or disadvantaged backgrounds} \\ \text{(do not count trainees more than once in the numerator)} \end{array}}{\text{Total number of trainees enrolled}} \times 100$$

Note: all priority points requested are subject to HRSA verification. Successful applicants must maintain substantiating documentation on file throughout the project period and make data available to HRSA upon request. Priority points that cannot be verified upon audit may lead to administrative action against your institution up to, and including, cancellation of the grant.

**Funding Special Considerations and Other Factors 45 CFR 75 Appendix 1 (E)(2)**

In making final award decisions, HRSA may take into consideration the geographic distribution of applicants.

PLEASE NOTE: In order to achieve the distribution of awards as stated above, HRSA may need to fund out of rank order.

**3. Assessment of Risk**

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 your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR [§ 200.205 Federal 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**

It is anticipated that awards will be announced prior to the start date of September 1, 2017.

## **VI. Award Administration Information**

### **1. Award Notices**

HRSA will issue the Notice of Award prior to the start date of September 1, 2017. See Section 5.4 of HRSA's [SF-424 R&R 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**

Award recipients must comply with Section 6 of HRSA's [SF-424 R&R Application Guide](#) and the following reporting and review activities:

- 1) **Progress Report(s).** The recipient must submit a progress report to HRSA on an **annual** basis. BHW will verify that approved and funded applicants' proposed objectives are accomplished during each year of the project.

The BHW Progress Report has two parts. The first part demonstrates recipient progress on program-specific goals. Recipients will provide performance information on project objectives and accomplishments, project barriers and resolutions, and will identify any technical assistance needs.

The second part collects information providing a comprehensive overview of recipient overall progress in meeting the approved and funded objectives of the project, as well as plans for continuation of the project in the coming budget period. The recipient should also plan to report on dissemination activities in the annual progress report.

Further information will be provided in the Notice of Award (NoA).

**2) Performance Reports.** The recipient must submit a Performance Report to HRSA via the Electronic Handbooks (EHBs) on an annual basis. All BHW recipients are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRA). The required performance measures for this program are outlined in the Project Narrative Section IV's Impact Sub-section (a). Further information will be provided in the NoA.

The annual performance report will address all academic year activities from July 1 to June 30, and will be due to HRSA on July 31 each year. If award activity extends beyond June 30 in the final year of the project period, a Final Performance Report (FPR) may be required to collect the remaining performance data. The FPR is due within 90 days after the project period ends.

**3) Final Report.** A final report is due within 90 days after the project period ends. The Final Report must be submitted online by recipients in the EHB system at <https://grants.hrsa.gov/webexternal/home.asp>.

The Final Report is designed to provide BHW with information required to close out a grant after completion of project activities. Recipients are required to submit a final report at the end of their project. The Final Report includes the following sections:

- Project Objectives and Accomplishments - Description of major accomplishments on project objectives.
- Project Barriers and Resolutions - Description of barriers/problems that impeded project's ability to implement the approved plan.
- Summary Information:
  - Project overview.
  - Project impact.
  - Prospects for continuing the project and/or replicating this project elsewhere.
  - Publications produced through this grant activity.
  - Changes to the objectives from the initially approved grant.

Further information will be provided in the NoA.

**4) Federal Financial Report.** A Federal Financial Report (SF-425) is required according to the schedule in the [SF-424 R&R Application Guide](#). The report is an accounting of expenditures under the project that year. Financial reports must

be submitted electronically through the EHB system. Information that is more specific will be included in the NoA.

5) **Attribution.** HRSA requires recipients to use the following acknowledgement and disclaimer on all products produced by HRSA grant funds:

*“This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number and title for grant amount (specify grant number, title, total award amount and percentage financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.”*

Recipients are required to use this language when issuing statements, press releases, requests for proposals, bid solicitations, and other HRSA supported publications and forums describing projects or programs funded in whole or in part with HRSA funding, including websites. Examples of HRSA-supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issues briefs.

6) **Integrity and Performance Reporting.** The Notice of Award will contain a provision for integrity and performance reporting in [FAPIS](#), as required in [45 CFR part 75 Appendix XII](#).

## VII. Agency Contacts

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

Oksana Cobb  
Grants Management Specialist  
Division of Grants Management Operations, OFAM  
Health Resources and Services Administration  
5600 Fishers Lane, Room 10SWH03  
Rockville, MD 20857  
Telephone: (301) 945-0279  
Fax: (301) 443-6343  
Email: [OCobb@hrsa.gov](mailto:OCobb@hrsa.gov)

Additional information related to the overall program issues and/or technical assistance regarding this notice may be obtained by contacting:

Nicolette Bennett, RDH, MHA  
Project Officer, Oral Health Branch  
Attn: Pediatric Dental Faculty Loan Repayment Program  
Bureau of Health Workforce  
Health Resources and Services Administration

5600 Fishers Lane, Room 15N128B  
Rockville, MD 20857  
Telephone: (301) 443-3562  
Fax: (301) 443-0162  
Email: [NBennett@hrsa.gov](mailto:NBennett@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, 7 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](mailto: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 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:

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

## VIII. Other Information

### **Technical Assistance: Webinar & Call**

The Oral Health Branch (OHB) in BHW's Division of Medicine and Dentistry will conduct two technical assistance (TA) sessions for this NOFO. The first session will be a webinar and will include information important for preparing an application and an opportunity to ask questions. A taped replay of the audio portion and a recording of the webinar will be available after the webinar ends and will remain available through the closing date of the funding opportunity. The link for the webinar recording will be placed on our website: <https://bhw.hrsa.gov/grants/oralhealth>.

The following TA sessions have been scheduled:

#### *Webinar*

Date: Wednesday, June 21, 2017  
Time: 2 – 3:30 p.m. ET  
Call-In Number: 1-888-456-0283  
Participant Code: 6002636  
Web link: [https://hrsa.connectsolutions.com/dflr\\_17\\_115/](https://hrsa.connectsolutions.com/dflr_17_115/)  
Playback number: 800-583-8095

#### *Conference Call*

Date: Tuesday, July 11, 2017  
Time: 2 – 3:30 p.m. ET  
Conference Number: 888-456-0283  
Participant passcode: 6002636  
Playback Number: 866-480-3542

### **Program Definitions**

The following definitions apply to the Dental Faculty Loan Repayment Program for Fiscal Year 2017:

**Disadvantaged background** – An individual from a disadvantaged background is defined as someone who comes from an environmentally *or* economically disadvantaged background.

- 1) **Environmentally disadvantaged** means an individual comes from an environment that has inhibited him/her from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a health professions school.
- 2) **Economically disadvantaged** means an individual comes from a family with an annual income below a level based on low-income thresholds, according to family size established by the U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the U.S. Secretary of

Health and Human Services, for use in all health professions programs. The Secretary updates these income levels in the *Federal Register* annually.

The Secretary defines a “low income family/household” for various health professions programs included in Titles III, VII and VIII of the Public Health Service Act, as having an annual income that does not exceed 200 percent of the Department’s poverty guidelines. A *family* is a group of two or more individuals related by birth, marriage, or adoption who live together. A *household* may be only one person.

<b>2016 HRSA Poverty Guidelines (200 percent of HHS Poverty Guidelines)</b>			
<b>Size of parents' family*</b>	<b>Income Level**</b>		
	<b>48 Contiguous States and D.C.</b>	<b>Alaska</b>	<b>Hawaii</b>
1	\$23,760	\$29,680	\$27,340
2	\$32,040	\$40,040	\$36,860
3	\$40,320	\$50,400	\$46,380
4	\$48,600	\$60,760	\$55,900
5	\$56,880	\$71,120	\$65,420
6	\$65,160	\$81,480	\$74,940
7	\$73,460	\$91,840	\$84,460
8	\$81,780	\$102,240	\$94,020
For each additional person, add	\$8,320	\$10,400	\$9,560

\* Includes only dependents listed on federal income tax forms. Some programs will use the student’s family rather than his or her parents’ family.

\*\* Adjusted gross income for calendar year 2015.

**SOURCE:** *Federal Register*, Vol. 81, No. 45, March 8, 2016, pp. 12108-12109.

The following are provided as examples of a disadvantaged background. These examples are for guidance only and are not intended to be all-inclusive. Each academic institution defines the below mentioned “low” rates based on its own enrollment populations. *It is the responsibility of each applicant to delineate clearly the criteria used to classify student participants as coming from a disadvantaged background.* The most recent annual data available for the last four examples below can be found on your state’s Department of Education website under your high school’s report card.

- The individual comes from a family that receives public assistance (e.g., Temporary Assistance to Needy Families, Supplemental Nutrition Assistance Program, Medicaid, and public housing).
- The individual is the first generation in his or her family to attend college.
- The individual graduated from (or last attended) a high school with low SAT scores, based on most recent annual data available.
- The individual graduated from (or last attended) a high school that—based on the most recent annual data available— had either a:
  - low percentage of seniors receiving a high school diploma; or
  - low percentage of graduates who go to college during the first year after graduation.



- The individual graduated from (or last attended) a high school with low per capita funding.
- The individual graduated from (or last attended) a high school where—based on the most recent annual data available— many of the enrolled students are eligible for free or reduced-price lunches.

**Health disparity population** – a population that has a significant disparity in the overall rate of disease incidence, prevalence, morbidity, mortality, or survival rates in the population, as compared to the health status of the general population. It further includes populations for which there is a significant disparity in the quality, outcomes, cost, use of, access to, or satisfaction with health care services, as compared to the general population.

**Interprofessional education** – occurs when two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes.<sup>7</sup> The goals of interprofessional collaboration and education are to encourage increased knowledge of the roles and responsibilities of other disciplines, and to improve communication and collaboration among disciplines in future work settings.

**Pediatric dental faculty** – individuals who have completed a pediatric dental residency, have an appointment in a division or department of pediatric dentistry, and who teach in the field of pediatric dentistry at either the predoctoral or postdoctoral residency level.

**Pediatric Dentistry** – Pediatric Dentistry is an age-defined specialty that provides both primary and comprehensive and therapeutic oral health care for infants and children through adolescence, including those with special health care needs.<sup>1</sup>

**Primary Care Dentistry** – For the purposes of this NOFO, primary care dentistry is defined as general dentistry, pediatric dentistry, dental public health or dental hygiene.

**Rural** – a geographical area that is not part of a Metropolitan Statistical Area (MSA). To determine if a specific geographical area is considered rural, go to:  
<http://datawarehouse.hrsa.gov/RuralAdvisor/RuralHealthAdvisor.aspx>.

**Underserved area** – a geographic location or population of individuals that is eligible for designation by the federal government as a Health Professional Shortage Area, Medically Underserved Area, Medically Underserved Population, or Governor's Certified Shortage Area for Rural Health Clinic purposes. As an umbrella term, Medically Underserved Community (MUC) also includes populations such as homeless individuals, migrant or seasonal workers, and residents of public housing. More information on HRSA shortage designations is available at:  
<http://www.hrsa.gov/shortage/>.

**Underrepresented minority** – an individual from a racial and/or ethnic group that is considered inadequately represented in a specific profession relative to the numbers of that racial and/or ethnic group in the general population. For purposes of this program,

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<sup>7</sup> Framework for Action on Interprofessional Education & Collaborative Practice. WHO, 2010.  
[http://apps.who.int/iris/bitstream/10665/70185/1/WHO\\_HRH\\_HPN\\_10.3\\_eng.pdf?ua=1](http://apps.who.int/iris/bitstream/10665/70185/1/WHO_HRH_HPN_10.3_eng.pdf?ua=1)

the term “racial and ethnic minority group” means American Indians (including Alaska Natives, Eskimos, and Aleuts); Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics. The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

**Vulnerable populations** – populations at increased susceptibility for poor medical, mental, and oral health outcomes that are influenced by conditions such as disparate healthcare access, healthcare quality, and genetic, personal, behavioral, environmental, socioeconomic, and community risk factors. Vulnerable populations include older adults, homeless individuals, individuals with mental health or substance-related disorders, individuals with disabilities, and individuals with HIV/AIDS.

**Health disparity population** – a population that has a significant disparity in the overall rate of disease incidence, prevalence, morbidity, mortality, or survival rates in the population, as compared to the health status of the general population. It further includes populations for which there is a significant disparity in the quality, outcomes, cost, use of, access to, or satisfaction with health care services, as compared to the general population.

## **IX. Tips for Writing a Strong Application**

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

Frequently Asked Questions (FAQs) can be found on the program website, and are often updated during the application process.

In addition, a number of recorded webcasts have been developed with information that may assist you in preparing a competitive application. These webcasts can be accessed at: <http://www.hrsa.gov/grants/apply/writestrong/>.