

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA

Health Resources & Services Administration

Bureau of Health Workforce
Division of Nursing and Public Health

***Advanced Nursing Education - Sexual Assault Nurse
Examiners (ANE-SANE) Program***

Funding Opportunity Number: HRSA-18-119

Funding Opportunity Type: Initial: New

Catalog of Federal Domestic Assistance (CFDA) No. 93.247

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2018

Application Due Date: July 26, 2018

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
HRSA will not approve deadline extensions 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 14, 2018

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Authority: Section 811 of the Public Health Service Act (42 U.S.C. 296j).

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2018 Advanced Nursing Education-Sexual Assault Nurse Examiners (ANE-SANE) Program. The purpose of the ANE-SANE funding is to increase the number of Registered Nurses (RNs), Advanced Practice Registered Nurses (APRNs)¹ and Forensic Nurses trained and certified as sexual assault nurse examiners (SANEs) in communities on a local, regional and/or state level. Ideal applicants will have an infrastructure to recruit eligible nurses, coordinate didactic and clinical training with identified partners, monitor and track clinical practice hours and certification completion, and have demonstrated strategies to retain SANEs in practice. The goal of this program is to train providers to conduct sexual assault forensic examinations which provide better physical and mental health care for survivors, better evidence collection, and lead to higher prosecution rates.

Funding Opportunity Title:	Advanced Nursing Education-Sexual Assault Nurse Examiners (ANE-SANE) Program
Funding Opportunity Number:	HRSA-18-119
Due Date for Applications:	July 26, 2018
Anticipated Total Annual Available FY 2018 Funding	\$8,000,000
Estimated Number and Type of Award(s):	Up to 16 grants
Estimated Award Amount:	Up to approximately \$500,000
Cost Sharing/Match Required:	No
Period of Performance:	September 30, 2018 through September 29, 2021 (Three (3) years)
Eligible Applicants:	Eligible applicants include accredited schools of nursing, nursing centers, nurse-managed health clinics, academic health centers, State or local health departments, Rural Health Clinics, public or non-profit Hospitals, other emergency health care service providers, Federally Qualified Health Centers, Clinics receiving funding under Title X and other relevant public or private non-profit health care providers. Federally recognized Indian Tribal Government and Native American Organizations as well as community-based and faith-based non-profit organizations (under IRS 501(c)(3)) may apply if they are otherwise eligible. See Section III-1 of this NOFO) for complete eligibility information.

¹ Advanced Practice Registered Nurses includes Nurse Practitioners, Certified Nurse Midwives and Nurse Anesthetists.

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 explaining the *Application Guide* is available at:

<http://www.hrsa.gov/grants/apply/applicationguide/apply/applicationguide/>.

Technical Assistance

HRSA has scheduled the following technical assistance webinar to help you understand, prepare, and submit an application for this NOFO.

Webinar

Date and Date: Tuesday, July 10, 2018

Time: 2:00pm-3:30pm ET

Call-In Number: 1-888-510-1797

Participant Code: 260111

Web link: https://hrsa.connectsolutions.com/sane_nofa_ta/

Playback Number: 1-719-457-0820

Passcode: 3322116

Table of Contents

I.	Program Funding Opportunity Description.....	1
1.	Purpose.....	1
2.	Background.....	2
II.	Award Information	4
1.	Type of Application and Award	4
2.	Summary of Funding	4
III.	Eligibility Information	5
1.	Eligible Applicants.....	5
2.	Cost Sharing/Matching.....	6
3.	Other Eligibility Information.....	6
IV.	Application and Submission Information.....	7
1.	Address to Request Application Package	7
2.	Content and Form of Application Submission	7
<i>i.</i>	<i>Project Abstract.....</i>	<i>8</i>
<i>ii.</i>	<i>Project Narrative</i>	<i>8</i>
<i>iii.</i>	<i>Budget.....</i>	<i>14</i>
<i>iv.</i>	<i>Budget Justification Narrative.....</i>	<i>15</i>
<i>v.</i>	<i>Attachments.....</i>	<i>16</i>
3.	Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management	18
4.	Submission Dates and Times	19
5.	Intergovernmental Review	19
6.	Funding Restrictions	19
V.	Application Review Information.....	20
1.	Review Criteria.....	20
2.	Review and Selection Process	24
3.	Assessment of Risk and Other Pre-Award Activities	25
4.	Anticipated Announcement and Award Dates	25
VI.	Award Administration Information	26
1.	Award Notices.....	26
2.	Administrative and National Policy Requirements	26
3.	Reporting.....	26
VII.	Agency Contacts	28
VIII.	Other Information.....	29
IX.	Tips for Writing a Strong Application.....	29

I. Program Funding Opportunity Description

1. Purpose

This notice solicits applications for the Advanced Nursing Education-Sexual Assault Nurse Examiners (ANE-SANE) Program.

Program Purpose

The purpose of the ANE-SANE funding is to provide advanced nurse education to increase the number of Registered Nurses (RNs), Advanced Practice Registered Nurses (APRNs²) and Forensic Nurses who are trained and certified as sexual assault nurse examiners (SANEs) in communities on a local, regional and/or state level. Ideal applicants will have the infrastructure to recruit eligible nurses, coordinate didactic and clinical training with identified partners, monitor and track experiential learning hours and certification completion, and have demonstrated strategies for creating communities of practice that can retain SANEs in the health workforce. The goal of this program to train providers to conduct sexual assault forensic examinations which provide better physical and mental health care for survivors, better evidence collection, and higher prosecution rates.

ANE-SANE participants include:

- Currently practicing Registered Nurses;
- Students in Advanced Nursing Education Programs including Forensic Nursing Programs; and
- Currently practicing Advanced Practice Registered Nurses and Forensic Nurses.

For the purpose of this Notice of Funding Opportunity (NOFO), eligible entities must form collaborative linkages (partnerships) to support training, participant recruitment, training access, practice experience opportunities, and practice retention efforts throughout the period of performance. Applicant organizations, like schools of nursing or other entities, that do not have a clinical practice component, should consider collaborating with multiple academic, clinical, and community-based practice sites to ensure they have linkages (partnerships) with practice sites.

Program Requirements

In order to meet the purpose of the ANE-SANE Program, successful applicants will:

- 1) Identify appropriate RN, APRN, and Forensic Nurses within their recruitment area to receive SANE training;
- 2) Provide funding and coordination for the participants to attend established didactic and clinical training to become SANEs, including enhancement of clinical skills sites as applicable;
- 3) Identify and establish practice partners for clinical training completion with multidisciplinary teams or preceptors that respond to cases of sexual assault;
- 4) Provide support and coordination to ensure that the participants are completing required clinical practice hours for SANE certification;

² Advanced Practice Registered Nurses includes Nurse Practitioners, Certified Nurse Midwives and Nurse Anesthetists.

- 5) Provide funding support for the participants to take SANE certification/recertification examinations;
- 6) Identify a full time coordinator to liaise with partners, oversee, monitor, manage and coordinate the project;
- 7) Track the participants from recruitment, training, completion of certification requirements, to successful completion of SANE certification examination;
- 8) Provide support and resources to enhance practice and increase retention of SANEs, including promotion of engagement in a community of practice, technical assistance, counseling support, continuing education, etc.;
- 9) Establish use of innovative training modalities including telehealth and tele-education, and
- 10) Identify and implement a plan to sustain the program after the project period ends.

Funding Preference

Statutory Funding Preference shall be given to applicants with projects that will substantially benefit rural or underserved populations or help meet public health nursing needs in state or local health departments. See [Section V.2](#) for additional information.

2. Background

Sexual assault is a pervasive crime in our society with devastating effects on those impacted. Approximately 323,450 individuals aged 12 or older experienced sexual assault in 2016.³ Due to the traumatic nature of sexual assault, forensic medical exams performed by trained health providers result in compassionate, holistic, trauma informed comprehensive care to sexual assault patient populations.⁴ Individuals who report or disclose a sexual assault incident require access to a specially educated and clinically prepared SANE who can validate and address the health concerns, minimize the trauma, promote healing, and maximize the detection, collection, preservation, and documentation of physical evidence related to the assault for potential use by the legal system.⁵

Access to SANEs is vital to survivors of sexual assault as they provide a bridge between the legal, law enforcement and healthcare systems.⁶ Many communities, however, lack experienced, trained, and qualified SANEs who are equipped with the skills and competencies necessary to perform medical forensic exams, especially in rural areas. In addition, communities also experience high rates of turnover among SANEs. Limited access to trained SANEs, and high SANE turnover rates, can be attributed to many factors including:

- Limited training opportunities;
- Limited opportunities for clinical practice experiences;
- Lack of technical assistance and other supportive resources;

³ Morgan, R. E. and Kena, G., *Criminal Victimization, 2016*, NCJ 251150 (Washington, D.C.: Department of Justice, December 2017).

⁴ Department of Justice, *A National Protocol for Sexual Assault Medical Forensic Examinations: Adults/Adolescents*, NCJ 228119 (Washington, D.C.: U.S. Department of Justice, 2013).

⁵ Department of Justice, *National Training Standards for sexual Assault Examiners*, NCJ 213827 (Washington, D.C.: June 2006).

⁶ Patterson, D., Resko, S., Pierce-Weeks, J., and Campbell, R. *Delivery and Evaluation of Sexual Assault Forensic (SAFE) Training Programs*, Doc. No. 247081 (Washington, D.C.: Department of Justice, June 2014).

- Inadequate system support for examiners;
- Long required work hours for on-call and scheduled shifts;
- Inadequate examiner staffing which may result in high volume of cases; and
- The physically and emotionally demanding nature of examiner work.⁷

The ANE-SANE Program will increase access to forensic examinations by expanding classroom, clinical and continuing education opportunities, and increasing retention support for SANE providers in practice. Some examples of practice retention support include, web-based training courses, continuing education, clinical practice labs, mentorship programs, and multidisciplinary response teams.⁸ Additionally, to minimize burn-out, decrease high turnover rates, and improve retention, some SANE programs enhance support to SANEs by increasing the number of SANEs available through training, increasing communication with SANEs to address their concerns, encouraging self-care among SANEs to deal with the stress of the work, and decreasing required work hours.⁹

Applicants should make every effort to leverage current SANE resources available. Please note HRSA is not affiliated with all of the resources listed below; however, we have provided you with a list of some examples that may be useful:

- U.S. Department of Justice, National Protocol for Sexual Abuse Medical Forensic Examinations, Pediatric at <https://www.justice.gov/ovw/file/846856/download>.
- U.S. Department of Justice, National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents at <https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf>.
- U.S. Department of Justice, National Training Standards for Sexual Assault Medical Forensic Examiners, at <https://www.ncjrs.gov/pdffiles1/ovw/213827.pdf>.
- U.S. Department of Justice, SANE Program Development and Operation Guide, at <https://www.ovcttac.gov/saneguide/>.
- Indian Health Service (I.H.S.), Tribal Forensic Healthcare, at www.tribalforensichealthcare.org/.
- Indian Health Service(I.H.S.) Forensic Healthcare resources: <https://www.ihs.gov/forensichealthcare/>.
- American Indian/Alaska Native SANE-SART: <https://www.ovc.gov/AIANSane-Sart/>.

Program Definitions

A glossary containing general definitions for terms used throughout the Bureau of Health Workforce can be located at the [Health Workforce Glossary](#). In addition, the following definitions apply to the ANE-SANE Program for Fiscal Year 2018:

⁷ United States Government Accountability Office, *Sexual Assault: Information on Training, Funding, and the Availability of Forensic Examiners*, GAO-16-334 (Washington, D.C.: March 2016).

⁸ Washington State Department of Commerce, *Sexual Assault Nurse Examiners: Study of Sexual Assault Nurse Examiner Availability, Adequacy, Costs, and Training* (Olympia, W.A.: December 2016).

⁹ Logan, T. K., Cole, J., and Capillo, A. (2007). Sexual assault nurse examiner program characteristics, barriers, and lessons learned. *Journal of Forensic Nursing*, 3(1), 24-34.

Linkages – For the purpose of this program, linkages are defined as **partnerships** with relevant educational and health care entities, including training programs for other health professionals as appropriate.

Participants – For the purpose of this program, participant is defined as an individual who participates in a training program or training activity.

Sexual Assault Nurse Examiner (SANE) Certification – Demonstrates through objective validation to colleagues, clients, employers, and the public at-large that the Nurse has the knowledge and expertise required for this specialty practice, and possesses an ongoing professional commitment to providing quality patient care. Nurses can seek credentialing as Sexual Assault Nurse Examiner-Adult/Adolescent (SANE-A®) and/or Sexual Assault Nurse Examiner-Pediatric/Adolescent (SANE-P®) or Combination Adult/Adolescent and Pediatric/Adolescent from the *International Forensic Association of Nurses (IAFN)*.¹⁰ Depending on the state, examiners may also become certified through a state certifying body, such as a state board of nursing.¹¹

Sexual Assault Nurse Examiner (SANE) Training – Specific didactic and clinical training is required for nurses who perform medical forensic exams on adult, adolescent, or pediatric patients following sexual violence or assault, preparing them in the psychological, medical and forensic care of sexual assault patients.¹¹ The goal of training is for examiners to be able to effectively evaluate and address survivors' health concerns, minimize their trauma and promote their healing during and after the exam, and to detect, collect, preserve, and document physical evidence related to the assault for potential use by the legal system.¹²

II. Award Information

1. Type of Application and Award

Type of applications sought: New

HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA expects approximately \$8,000,000 to be available to fund up to 16 grants for a three-year period of performance. You may apply for a ceiling amount of up to \$500,000 total cost (includes both direct and indirect) per award year. The period of performance is September 30, 2018 through September 29, 2021 (three years). Funding beyond the first year is dependent on the availability of appropriated funds for the ANE-SANE Program in subsequent fiscal years, satisfactory recipient

¹⁰ International Association of Forensic Nurses, Commission for Forensic Nursing Certification. *Sexual Assault Nurse Examiner (SANE-A and SANE-P) Certification Examination Handbook* (Elkridge, M.D.: 2018).

¹¹ United States Government Accountability Office, *Sexual Assault: Information on Training, Funding, and the Availability of Forensic Examiners*, GAO-16-334 (Washington, D.C.: March 2016).

¹² International Association of Forensic Nurses, *Sexual Assault Nurse Examiner (SANE) Education Guidelines* (Elkridge, M.D.: 2015).

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 federally recognized Native American or American Indian tribes, state, or local governments will be budgeted and reimbursed at eight 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, tuition and fees, and sub-awards and subcontracts in excess of \$25,000 are excluded from the direct cost base for purposes of this calculation.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants include accredited schools of nursing, nursing centers, nurse-managed health clinics, academic health centers, State or local health departments, Rural Health Clinics, public or non-profit Hospitals, other emergency health care service providers, Federally Qualified Health Centers, Clinics receiving funding under Title X and other relevant public or private non-profit entities. Federally recognized Indian Tribal Government and Native American Organizations, as well as nonprofit (Internal Revenue Service (IRS) 501(c)(3) status) community-based and faith-based organizations may apply if they are otherwise eligible.

The eligible state government entities include the 50 states, and the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Individuals and foreign entities are not eligible under this NOFO.

Beneficiary Eligibility (Participants)

An eligible participant must be a citizen of the United States, a non-citizen national, or a foreign national who possesses a visa permitting permanent residence in the United States (i.e., individuals on temporary or student visas are not eligible to receive SANE support).

Award recipients may use this funding to support the following beneficiaries: (1) Currently practicing generalist Registered Nurses; (2) Students in Advanced Nursing Education Programs including Advanced Practice Registered Nursing and Forensic Nursing Programs; and (3) Currently practicing Advanced Practice Registered Nurses and Forensic Nurses.

Accreditation

Applicants that do not include an official letter of accreditation or the Letter of Reasonable Assurance as specified in the instructions for **Attachment 1** will be considered non-responsive and will not be considered for funding under this notice.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other Eligibility Information

Ceiling Amount

HRSA will consider any application that exceeds the ceiling amount of \$500,000 per year as non-responsive and will not consider it for funding under this notice.

Deadline

HRSA will consider any application that fails to satisfy the deadline requirements referenced in *Section IV.4* non-responsive and **will not** consider it for funding under this notice.

Maintenance of Effort (MoE)

The recipient must agree to maintain non-federal funding for award activities at a level that is not less than expenditures for such activities during the fiscal year prior to receiving the award, as required by Section 803(b) of the Public Health Service Act. Complete the MOE document and submit as **Attachment 2**.

Multiple Applications

Multiple applications from an organization are not allowable. An “organization” for this NOFO is defined as an institution with a single Dun and Bradstreet Data Universal Numbering System (DUNS).

For example, eligible applicants can submit only one application per campus or clinical facility; a single campus or clinical facility with the same DUNS number is not allowable. A campus is defined as a division of a university that has its own grounds, buildings (e.g., school of nursing) and faculty. A clinical facility is defined as a healthcare facility, whether part of a system or not, which has its own grounds containing its own leadership (Chief Nursing Officer, Chief Medical Officer, Chief Executive Officer, etc.).

Independent organizations are those entities that have unique DUNS numbers.

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.

Failure to include all required documents as part of the application may result in an application being considered incomplete or non-responsive.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically. HRSA encourages you to apply through [Grants.gov](https://www.grants.gov) using the SF-424 Research and Related (R&R) workspace application package associated with this NOFO following the directions provided at <https://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 when accessing this NOFO (also known as “Instructions” on Grants.gov) or workspace application package. This allows Grants.gov to email organizations in the event HRSA changes and/or republishes the NOFO 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 [For Applicants](#) 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. You must submit the application in the English language and in 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 **50 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments including Biographical Sketches and letters of commitment and support required in HRSA’s [SF-424 R&R Application Guide](#) and this NOFO. Standard OMB-approved forms that are included in the workspace 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) do not count 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 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 and 376, and 31 U.S.C. 3321).
- 3) Where the prospective recipient is unable to attest to any of the statements in this certification, an explanation shall be included in **Attachments-Other Relevant Documents** (Section V.2 Review and Selection Process).

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 also include:

1. The type of entity applying (e.g., school of nursing, nurse-managed health clinic, Community Health Center, State or local government, Rural Health Clinic, Hospitals, including the description of partners);
2. A brief overview of the project as a whole;
3. Specific, measurable objectives that the project will accomplish (i.e., the number of SANEs trained/certified, geographic location of training, population served, types of clinical training sites);
4. The request for the Statutory Funding Preference (i.e., rural, underserved, or state and local public health), if applicable; and
5. How the proposed project for which funding is requested will be accomplished (i.e., the "who, what, when, where, why and how" of the 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***

This section must describe the Purpose and Need for the proposed project. Applicants must:

- Describe the community and target population including:
 - Demographics of the population affected (e.g., number of people who experienced sexual assault, age, sex, ethnicity, gender, etc.);

- Sexual Assault health care access data including number and frequency of visits to local sexual assault care health care providers relative to the national data; and
- Challenges around access to care (e.g., stigma, distance to nearest Community Health Center or Rural Health Clinics, number of available trained and certified SANEs, etc.).
- Describe the current efforts to address the unmet need for trained and certified SANEs in the population or communities served, including:
 - Current number of trained and certified SANEs;
 - Specific numbers of SANEs required to meet the current demand for services;
 - Current number of healthcare facilities offering SANE programs and estimated number of programs needed;
 - Current SANE training and retention resources available including through private or Federal funding, including how the recipient will coordinate with these existing SANE resources ;
 - Measurable gaps and barriers to preparing SANEs to provide services for the community and population identified; and
 - The target number for how many SANEs you will be able to train, certify, and re-certify if awarded.
 - Discuss other relevant barriers or gaps that your proposed project intends to address.
- *RESPONSE TO PROGRAM PURPOSE – This section includes three sub-sections — (a) Work Plan; (b) Methodology/Approach; and (c) Resolution of Challenges—all of which correspond to Section V’s Review Criteria #2 (a), (b), and (c).*

(a) WORK PLAN – Corresponds to Section V’s Review Criterion #2 (a).

You must provide a detailed Work Plan that demonstrates your experience implementing a project of the proposed scope (a sample Work Plan can be found here:

<http://bhw.hrsa.gov/grants/technicalassistance/workplantemplate.docx>). You must:

- Outline a clear, comprehensive, and specific set of goals and objectives and the concrete steps that will be used to achieve those goals and objectives;
- Provide a detailed description of how the proposed project will be accomplished. The Work Plan must account for all functions or activities identified in the application;
- Describe the activities, timeframes, deliverables, and key partners required during the grant period of performance to address the needs described in the Purpose and Need Section;
- Explain how the Work Plan is appropriate for the program design and how the targets fit into the overall timeline of grant implementation; and
- Submit a **Logic Model** for designing and managing your project. A Logic Model is usually a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements to achieve the relevant outcomes.

*(b) METHODOLOGY/APPROACH – Corresponds to Section V's Review
Criterion #2 (b).*

You must describe your objectives and proposed activities, and provide evidence for how they link to the project purpose and stated needs. If applicable, include a plan to disseminate reports, products, and/or project outputs so project information is provided to key target audiences.

Specifically, applicants must describe the following:

- Existing evidence-based tools and methods used in the proposed SANE didactic and clinical training;
- Rationale and evidence base behind proposed activities;
- Details of how the project will provide funding support to participants including (1) recruitment and selection; (2) location and types of didactic training, (3) location and types of clinical skills training sites; (4) use of clinical skills instructors and/or preceptors; (5) types of certification exam, and (6) types of practice retention support;
- How the program will leverage existing SANE training and support resources
- Meaningful use of telehealth or tele-education modalities for training, for example distance education;
- How the proposed training strategies will address the barriers to training identified in the Needs and Purpose section above;
- Collaborative partnerships established to accomplish the project goals including partners' roles, deliverables, and leveraged resources (include Memoranda of Understanding [MOUs] in Attachment 4); and
- Innovative approaches to be used as applicable, to recruit, track, train, certify and retain participants in practice, and why the approaches are considered innovative.

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

Discuss challenges that you are likely to encounter in designing and implementing the activities described in the Work Plan and approaches that you will use to resolve such challenges.

Information must include, but is not limited to the following:

- A description of the potential obstacles and challenges during the design and implementation of the project, as well as a plan for handling identified contingencies that may arise; and
- A plan for resolving challenges with recruitment, didactic training, clinical training sites, identification of clinical practice sites, retention, and partnership roles and responsibilities.

- *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 demonstrate evidence that the evaluative measures selected will be able to assess: 1) the extent to which the program objectives have been met; 2) the extent to which the program objectives can be attributed to the project; and 3) the ability to disseminate findings.

Performance Evaluation Plan: You must describe the plan for Program Performance Evaluation that will contribute to continuous quality improvement. This plan must monitor ongoing processes and progress toward meeting goals and objectives of this project. The Evaluation Plan must:

- Describe how the applicant organization is able to support the data collection, reporting, replication, extension, and sustainability of the program;
- Include descriptions of the inputs from your Logic Model (e.g., evaluation of key staff, organizational support, collaborative partners, budget, resources, key processes, variables to be measured, expected outcomes of the funded activities; and a description of how all key evaluative measures will be reported;
- Identify key staff and include in the Organizational Chart (**Attachment 4**); and
- Describe the anticipated obstacles to the Program Performance Evaluation implementation in meeting HRSA's Performance Reporting Requirements (see below) and how you plan to address and overcome these obstacles.

Performance Reporting Measures:

Applicants must describe their capacity to collect and report data such as, but not limited to, the following on an **annual** basis:

- Training program characteristics;
- The number and characteristics of participants, including SANE training and certification/recertification status;
- Characteristics of didactic trainings;
- Characteristics of clinical training sites;
- The number and characteristics (demographics, location, type of certifications, previous/current HRSA program participant etc.) of certified clinical preceptors;
- Number and types of clinical sites established/enhanced according to approved standards;
- Number and types of support provided to enhance retention; and
- One-year follow-up data for supported participants.

At the following link, you will find the required data forms for this program:

<http://bhwh.hrsa.gov/grants/reporting/index.html>.

You must include a plan for **Rapid Cycle Quality Improvement (RCQI)** for the continuous monitoring of ongoing project processes, outcomes of implemented activities, and progress toward meeting grant goals and objectives and the implementation of

necessary adjustment to planned activities to effect course corrections. Additional information on RCQI is available at the following website:
<http://www.healthworkforceta.org/resources/rapid-cycle-quality-improvement-resource-guide/>.

Performance Reporting Plan: You must describe any potential obstacles for the following and how those obstacles will be overcome:

- Implementing the Program Performance Evaluation; and
- Meeting HRSA's Performance Measurement Requirements.

(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:

- Address strategies for training and certification/recertification as well as continued development of approved clinical skills training and practice after funding ends;
 - Address efforts to promote engagement with communities of practice for trained and certified SANEs;
 - Address strategies for retention of trained and certified SANEs;
 - Provide a timetable for becoming self-sufficient;
 - Obtain future sources of potential funding, including ability to disseminate findings to appropriate audiences; and
 - Clearly articulate likely challenges to be encountered in sustaining the program and describe logical approaches to resolving such challenges.
- *ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES – Corresponds to Section V's Review Criterion #4*

Succinctly 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, including an organizational chart in **Attachment 4**, relevant experience, and scope of current activities, and describe how these elements all contribute to the organization's ability to conduct the program requirements and meet program expectations. Discuss how the organization will follow the approved plan, as outlined in the application, properly account for the Federal funds, and document all costs so as to avoid audit findings. Discuss the extent to which the project personnel are qualified by training and/or experience to implement and carry out the project; this will be evaluated both through your project narrative and biosketches, as well as through your **Attachments**; and explain the capabilities of the applicant organization and the quality and availability of facilities and personnel to adequately fulfill the needs and requirements of the proposed project.

The staffing plan and job descriptions for key faculty/staff must be included in **Attachment 5** (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, which 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. When applicable, biographical sketches should include training, language fluency, and experience working with racial and ethnic minorities, health disparities, and cultural and linguistically diverse populations that are served by their programs.

NOTE: There is only one Full-Time Staff Personnel who is responsible for overseeing, managing, coordinating and tracking the ANE-SANE project and also one Program Evaluator allowed.

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

- Senior/key personnel name;
- Position Title; and
- Education/Training - beginning with baccalaureate or other initial professional education, such as nursing, including postdoctoral training and residency training if applicable:
 - Institution and location;
 - Degree (if applicable);
 - Date of degree (MM/YY); and
 - Field of study
- **Section A (required) Personal Statement.** Briefly describe why the individual's experience and qualifications make him/her particularly well-suited for the 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 research. 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.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Purpose and Need	(1) Purpose and Need
Response to Program Purpose: (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges	(2) Response to Program Purpose (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges, Evaluation
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

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. Follow the instructions included in the *SF-424 R&R Application Guide* and, the additional budget instructions provided below. A budget that follows the *SF-424 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.

ANE-SANE has a maximum budget of \$500,000 per year for the three-year period of performance. Applicants shall address all program requirements when allocating funds to program activities. Applicants shall reference Section VI.6. Funding Restrictions to ensure appropriateness of proposed budget.

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, 2018, Division H, § 202, (P.L. 115-141) 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.

Indirect costs under training awards to organizations other than state, local or Indian tribal governments will be budgeted and reimbursed at eight 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, 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.

iv. Budget Justification Narrative

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

Upload the Budget Justification Narrative for the entire period of performance. The budget justification **must clearly** describe the support for each proposed year. Although there is only one budget period, applicants must submit individual budget justifications for each 12-month increment of activity. This yearly breakdown must be included in the budget justification only. The Research and Related budget form must reflect a single budget period of three years. The budget narrative should match the

SF424 R&R line item forms and provide details of the allocation of the ANE-SANE grant funds.

In addition, the ANE-SANE program requires a description of the following:

- Proposed costs, support and resources for the project;
- Time devoted to the project for the Key Personnel (Project Director/Project Coordinator and Program Evaluator) to accomplish the objectives;
- The type of didactic training and the cost of training per participant per year;
- The type of clinical training (clinical preceptorship or clinical skills instruction), and the cost of clinical training per participant per year;
- The type of the certification/recertification exam and the cost of the certification/recertification exam fees per participant per year; and
- How funding will be used towards the project specific activities.

Participant Support Costs: For applicants with participant support costs, list fees (training fees, certification/recertification exam fees, travel, lodging, etc.), subsistence, other, and the number of participants. Ensure that your budget breakdown separates these participant costs, and includes a separate sub-total entitled "Total Participant Support Costs" which includes the summation of all participant costs. Participant support cost not to exceed \$5,000 per participant per year.

Participant Travel: Enter amount requested for participant travel necessary to the training experience. Describe the purpose of the travel, giving the number of trips involved, the travel allowance used, the destinations and the number of individuals for whom funds are requested. Daily commuting costs and costs of routine local travel are not allowable.

Consultant Services: If you are using consultant services, list the total costs for all consultant services. In the budget justification, identify each consultant, the services he/she will perform, the total number of days, travel costs, and the total estimated costs.

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. You must clearly label **each attachment**.

Attachment 1: Accreditation Documentation - Required

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

Schools of nursing affiliated with the proposed project that provide formal degree programs must be accredited by a national nurse education accrediting agency or State approval agency recognized by the Secretary of the U.S. Department of Education for the purposes of nursing education. These agencies include Commission on Collegiate Nursing Education or the Accreditation Commission for Education in Nursing. For nurse-midwifery programs, accreditation from Accreditation Commission on Midwifery Education of the American College of Nurse-Midwives is required. Applicants must submit an official letter of accreditation as proof of accreditation from the accrediting agency specifically stating that accreditation has been granted and the period of time covered by the accreditation.

Substantive Change Notification

Accredited nursing programs that modify (for example, a change to a BSN-DNP program) or add a nursing specialty that require substantive change notification to the national nursing accrediting body, must include documentation of such approval of the change from the accrediting agency.

Newly Established Programs of Nursing Accreditation

A new program of nursing that, by reason of an insufficient period of operation, is not, at the time of the submission of an application, eligible for accreditation by such a recognized body or bodies or State agency, shall be deemed accredited for the purposes of this title if the Secretary of Education finds, after consultation with the appropriate recognized State approval or accrediting body or bodies, that there is **reasonable assurance** that the program will meet the accreditation standards of such body or bodies prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such a program. The Letter of **Reasonable Assurance** from the U.S. Department of Education must be submitted with the application.

Healthcare Facility Accreditation

To ensure that health care facilities are organizations dedicated to ongoing and continuous compliance with the highest standard of quality requires accreditation. Non-profit health care facilities responding to this NOFO must provide documentation of accreditation by either a national or state accrediting agency, such as from such as the Joint Commission or Accreditation Association for Ambulatory Health Care, FQHC or FQHC look alike status, or other Federal or state regulations approval. This

information must be clearly documented, to include the period of time covered by the accreditation.

Other Entities Accreditation

Other entities responding to this NOFO are encouraged to provide documentation of accreditation, by a national, regional or state accrediting agency or body.

Attachment 2: Maintenance of Effort (MOE) Documentation - Required

Federal funds cannot be used to supplant current funding for the same purpose. Therefore, the below Non-Federal Expenditures chart applies to applicants who currently have a sexual assault nurse examiner program in place for fiscal years 2017 and 2018. If this does not apply to you, zeros (\$0) should be included in the below chart. HRSA will enforce statutory MOE requirements through all available mechanisms.

NON-FEDERAL EXPENDITURES	
FY 17 (Actual) Actual FY 17 non-federal funds, including in-kind, expended for activities proposed in this application. Amount: \$_____	FY 18 (Estimated) Estimated FY 18 non-federal funds, including in-kind, designated for activities proposed in this application. Amount: \$_____

Attachment 3: Performance Evaluation Plan - Required

Attach the plan for Program Performance Evaluation that will contribute to continuous quality improvement, as well as the RCQI plan.

Attachment 4: Organizational Chart, Memoranda of Understanding, Letters of Agreement, and/or Description(s) of New/Expanded Collaborative Partnership(s) (project specific) - Required

Provide evidence of your collaborative partnership(s) through a Memoranda of Understanding (MOU). Include an organizational chart demonstrating the roles, responsibilities, and functions of each member of the partnership. This chart should include community stakeholders, providers, preceptors, faculty, participants, and describe communication pathways to help inform the development of curriculum, training, and evaluation methodology. Applicants will provide this information as a flowchart detailing linkages (partnerships)/feedback loop and how it informs curricula, training, and methodology. Agreed upon timeframes for regularly scheduled planning and evaluation meetings must be included. The Memoranda of Understanding and the Letters of Agreement, if applicable, must be dated and signed by all parties involved and must not be dated earlier than three (3) months prior to the close of this NOFO.

Attachment 5: Staffing Plan and Job Descriptions for Key Personnel - Required
(See Section 4.1.vi. 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. Also, please include a description of your organization's time keeping process to ensure that you will comply with the Federal standards related to documenting personnel costs.

Attachment 6: Statutory Funding Preference

If requesting Statutory Funding Preference include information and data supporting your request for the Statutory Funding Preference as requested in Section V.2.

Attachment 7: Other relevant documentation (e.g., Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification). 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>); and
- Grants.gov (<http://www.grants.gov>).

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

UPDATED [SAM.GOV](#) ALERT: For your SAM.gov registration, you must submit a [notarized letter](#) appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018. Read the [updated FAQs](#) to learn more.

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 26, 2018 at 11:59 P.M. Eastern Time*. HRSA suggests submitting applications to Grants.gov at least **3 days before the due date** to allow for any unforeseen circumstances.

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 ANE-SANE Program is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 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 period of performance of up to three (3) years, at no more than \$500,000 per year (inclusive of direct **and** indirect costs). Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, 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](#).

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.

The General Provisions in Division H of the Consolidated Appropriations Act, 2018 (P.L. 115-141) apply to this program. Please see Section 4.1 of HRSA’s [SF-424 R&R Application Guide](#) for additional information.

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative(s) applied to the award(s) under the program will be the addition/additive alternative. You can find post-award requirements for program income at [45 CFR § 75.307](#).

V. Application Review Information

1. Review Criteria

HRSA has instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be evaluated. Review Criteria are used to review and rank applications. The *ANE-SANE Program* has 5 (*five*) Review Criteria which are outlined below with specific detail and scoring points.

Criterion 1: PURPOSE AND NEED (25 points) – Corresponds to Section IV’s Purpose and Need

Reviewers will consider the quality and extent to which you demonstrate:

- A comprehensive framework and description of all aspects of the proposed project, which is succinct, self-explanatory and well organized (7 points);
- A clear program purpose and provide significant evidence of the compelling need for SANE training and certification in order to benefit the population served (7 points);
- A clear, well-supported description of the community and target population (5 points) including:
 - Demographics of the population affected (e.g., number of people who experienced sexual assault victimization, age, ethnicity, gender, etc.);
 - Sexual Assault healthcare access data including number and frequency of visits relative to the national data; and
 - Challenges around access to care (e.g., distance to nearest Community Health Center or Rural Health Clinics, number of available trained and certified SANEs, etc.).
- A clear description of the current efforts to address unmet need for trained and certified SANEs in the population or communities served, (3 points) including:
 - Specific numbers of SANEs required to meet current demand for services;
 - Current number of healthcare facilities offering SANEs and estimated number of locations needed to meet the need;
 - Current SANE training and retention resources available including through private or Federal funding and a plan for coordinating with these resources to ensure alignment and reduce duplication; and
 - Measurable gaps and barriers to preparing SANEs to provide services for the community and population identified; and
 - The target number for how many SANEs you will be able to train, certify, re-certify if awarded.
- A well-conceived and comprehensive discussion of other relevant barriers or gaps that your proposed project intends to address (3 points).

Criterion 2: RESPONSE TO PROGRAM PURPOSE (40 points) – Corresponds to Section IV’s Response to Program P Sub-section (a) Work Plan, (b) Methodology/ Approach, Sub-section and Sub-section (c) Resolution of Challenges

Criterion 2 (a): WORK PLAN (15 points) – Corresponds to Section IV’s Response to Program Purpose Sub-section (a) Work Plan

Reviewers will consider the extent to which you:

- Provide a detailed work plan demonstrating your experience and preparation for implementing a project of the proposed scope;
- Outline a clear, comprehensive, and specific set of goals and objectives and the concrete steps that will be used to achieve those goals and objectives;
- Identify how the proposed project will be accomplished, accounting for all functions or activities identified in the application;
- Describe how the activities, timeframes, deliverables, and key partners will address the needs described in the Purpose and Need Section;
- Explain how the Work Plan is appropriate for the program design, linkages (partnerships) and is likely to be successful in implementing the proposed project; and
- How the **Logic Model** effectively summarizes the connections between the goals of the project and other key program elements such as inputs, outputs, and outcomes.

Criterion 2 (b): METHODOLOGY/APPROACH (20 points) – Corresponds to Section IV’s Response to Program Purpose Sub-section (b) Methodology/ Approach

Reviewers will consider the extent to which you demonstrate:

- The proposed project methodology appropriately responds to the requirements and expectations of the program, and addresses the barriers and needs highlighted in the Purpose and Need section (6 points);
- The effectiveness the approach for the proposed activities (6 points);
- A clear description of the existing evidence-based tools and strategies used to meet the stated needs, (3 points) including:
 - Rationale and evidence base behind proposed activities;
 - Details of how the project will provide funding support to trainees including (1) recruitment and selection of trainees; (2) location and types of didactic training, (3) location and types of clinical skills training sites; (4) use of clinical skills instructors and/or preceptors, (5) types of certification exam, (6) types of practice retention support;
 - The effective use of existing SANE training and support resources; and
 - Meaningful use of telehealth or tele-education modalities for training;
- Well-supported and clearly defined collaborative partnerships established to accomplish the project goals including partners’ roles, deliverables, and leveraged resources (3 points); and
- Thorough explanation of innovative approaches used to recruit, track, train, certify and retain participants in practice, and why the approaches are considered innovative (2 points).

Criterion 2 (c): RESOLUTION OF CHALLENGES (5 points) – Corresponds to Section IV's Response to Program Purpose Sub-section (c) Resolution of Challenges

Reviewers will consider how well you discuss the approaches that you will use to resolve challenges that you are likely to encounter in designing and implementing the activities described in the work plan. Specifically including the following:

- A clear and concise description of the potential obstacles and challenges during the design and implementation of the project, as well as a plan for handling identified contingencies that may arise; and
- A well-developed plan for resolving challenges with recruitment, didactic training, clinical training sites, identification of clinical practice sites, retention, and linkages (partnership) roles and responsibilities.

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 (10 points) – Corresponds to Section IV's Impact Sub-section (a) Evaluation and Technical Support Capacity

Reviewers will consider your ability to demonstrate through evidence that the evaluative measures selected will be able to assess the following:

- The program objectives have been met;
- The results can be attributed to the project; and
- The ability to disseminate findings, if applicable.

Performance Evaluation Plan: Reviewers will assess your ability to clearly describe the plan for Program Performance Evaluation that will contribute to continuous quality improvement. This plan must monitor ongoing processes and progress toward meeting goals and objectives of this project. The Evaluation Plan must respond to the following:

- Detail the extent to which the applicant organization is able to support the data collection, reporting, replication, extension, and sustainability of the program;
- Include descriptions of the inputs from your Logic Model (e.g., evaluation of key staff, organizational support, collaborative partners, budget, resources, key processes, variables to be measured, expected outcomes of the funded activities; and a description of how all key evaluative measures will be reported;
- Identify key staff that are included in the Organizational Chart (**Attachment 4**); and
- Describe the anticipated obstacles to the Program Performance Evaluation implementation in meeting HRSA's Performance Measurement Requirements and how you plan to address and overcome these obstacles.

Performance Reporting Plan: Reviewers will also assess your ability to clearly describe any potential obstacles for the following and how those obstacles will be overcome:

- Implementing the Program Performance Evaluation; and
- Meeting HRSA's Performance Measurement Requirements.

Criterion 3 (b): PROJECT SUSTAINIBILITY (10 points) – Corresponds to Section IV’s Impact Sub-section (b) Project Sustainability

The Reviewers will consider the extent to which you provide a clear plan for project sustainability after the period of Federal funding ends, including a description of specific actions you will take to:

- Clearly address strategies for training and certification as well as continued development of approved clinical skills training and practice after funding ends;
- Address efforts to promote engagement with communities of practice for trained and certified SANEs;
- Clearly address strategies for retention of trained and/or certified SANEs;
- Provide a thoroughly developed timetable for becoming self-sufficient;
- Provide a well-developed plan to obtain future sources of potential funding, including ability to disseminate findings to appropriate audiences; and
- Clearly articulate likely challenges to be encountered in sustaining the program and describe logical approaches to resolving such challenges.

Criterion 4: ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES (5 points) – Corresponds to Section IV’s Organizational Information, Resources and Capabilities

Reviewers will consider if you effectively and succinctly describe your capacity to manage the programmatic, fiscal, and administrative aspects of the proposed project, specifically including the following:

- Project personnel are qualified by training and/or experience to implement and carry out the project; this will be evaluated both through your Project Narrative and biosketches, as well as through your **Attachments**; and
- The capabilities of the applicant organization (or collaborative partnerships) and the quality and availability of facilities and personnel are adequate to fulfill the needs and requirements of the proposed project.

Criterion 5: SUPPORT REQUESTED (10 points) – Corresponds to Section IV’s Budget Justification Narrative and SF-424 R&R budget forms

Reviewers will consider the reasonableness of the proposed budget for the period of performance, in relation to the objectives, the complexity of the activities, and the anticipated results, including:

- The reasonableness of the budget, including participant support and resources, is in alignment with the scope of work;
- Key personnel have adequate time devoted to the project to achieve project objectives;
- Training costs are reasonable and supportive of the project goals and objectives;
- The line item budget for each year of the proposed project period clearly shows which activities are supported each year, provides a clear budget justification narrative that fully explains each line item and any significant changes from one year to the next; and
- The proposal follows the budget guidelines specified in the NOFO and the SF-424 R&R Application Guide.

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). HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

Funding Preference

This program provides a Statutory Funding Preference for some applicants as authorized by Section 805 of the Public Health Service Act (42 U.S.C. § 296d). Preference shall be given to applicants with projects that will substantially benefit rural or underserved populations, or help meet public health nursing needs in State or local health departments.

Applicants should indicate in the Project Abstract and **Attachment 6** their request for Statutory Funding Preference based on rural, underserved, or public health nursing needs in State or Local Health Departments. HRSA staff will review the required documentation and determine if the applicant has met the funding preference. Applicants for whom HRSA staff are able to confirm eligibility will receive the Statutory Funding Preference and be placed in a more competitive position amongst qualified applications. Applications that do not receive a funding preference will receive full and equitable consideration during the review process.

Only applications with **Attachment 6** that includes the following information will be considered for the funding preference:

- Name and physical address of the clinical training site(s) affiliated with proposed project;
- In order to determine their eligibility for the **rural preference**, applicants must input the address of the practice partner site in the HRSA's Rural Health Grants Eligibility Analyzer (<http://datawarehouse.hrsa.gov/tools/analyzers/geo/Rural.aspx>) and include a copy of the output with the application in **Attachment 6**;
- In order to determine their eligibility for the **underserved preference**, applicants must input the address of the practice partner site in the HRSA's HPSA (Health Professional Shortage Area) Finder (<https://datawarehouse.hrsa.gov/tools/analyzers/hpsafind.aspx>) and include a copy of the output with the application in **Attachment 6**; or
- In order to determine their eligibility for helping to meet the **public health nursing needs in State or Local Health Departments**, applicants must include a Memorandum of Understanding (MOU) delineating partnership with state or local health department(s) in **Attachment 6**.

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 HRSA will make an award. Following review of all applicable information, HRSA's approving and business management officials will determine whether HRSA can make an award, 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 \(FAPIS\)](#). 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 [FAPIS](#) 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 § 75.205 HHS Awarding Agency Review of Risk Posed by Applicants](#).

HRSA will report to FAPIS that a determination that an applicant is not qualified ([45 CFR § 75.212](#)).

4. Anticipated Announcement and Award Dates

HRSA anticipates announcing/issuing awards prior to the start date of September 30, 2018.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of September 30, 2018. 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](#).

Requirements under Sub-awards and Contracts under Grants

The Terms and Conditions in the Notice of Award (NOA) apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NOA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to sub-recipients and contractors under grants, unless the NOA specifies an exception. See [45 CFR § 75.101 Applicability](#) for more details.

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. HRSA will verify that approved and funded applicants' proposed objectives are accomplished during each year of the project. Further information will be provided in the award notice.

The 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.

- 2) **Performance Reports.** The recipient must submit a Performance Report to HRSA via the EHBs on an annual basis. All Bureau of Health Workforce (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 award notice.

The **annual** Performance Report will include all 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 period of performance, a Final Performance Report (FPR) may be required to collect the remaining performance data. The FPR is due within 90 days after the period of performance ends.

- 3) **Final Program 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 Electronic Handbook 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 Notice of Award.

- 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 on an **annual** basis electronically through the EHB system. More specific information will be included in the NoA.
- 5) **Integrity and Performance Reporting.** The Notice of Award will contain a provision for integrity and performance reporting in [FAPIIS](#), as required in 45 CFR 75 Appendix XII.

VII. Agency Contacts

You may request additional information and/or **technical assistance regarding business, administrative, or fiscal issues** related to this NOFO by contacting:

Latisha Niblett

Grants Management Specialist
HRSA Division of Grants Management Operations, OFAM
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Email: LNibblett@hrsa.gov

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

Adanna Agbo, MSN/MPH

Nurse Consultant/Project Officer
Advanced Nursing Education Branch
Division of Nursing and Public Health
Bureau of Health Workforce
Health Resources and Services Admin.
5600 Fishers Lane
11N94C
Rockville, MD 20857
Email: ANE-SANE@HRSA.gov
Phone: 301-443-2605

Karen Delia Breeden, MPA

Public Health Analyst
Advanced Nursing Education Branch
Division of Nursing and Public Health
Bureau of Health Workforce
Health Resources and Services Admin.
5600 Fishers Lane
11N74B
Rockville, MD 20857
Email: ANE-SANE@HRSA.gov
Phone: 301-443-5787

You may need **assistance when working online to submit the 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
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, 8:00 a.m. to 8:00 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: https://www.cdc.gov/oralhealth/state_programs/pdf/logic_models.pdf.

Although there are similarities, a Logic Model is not a Work Plan. A Work Plan is an “action” guide with a timeline used during program implementation; the Work Plan provides the “how to” steps. A Logic Model is a visual diagram that demonstrates an overview of the relationships between the 1) resources and inputs, 2) implementation strategies and activities, and 3) desired outputs and outcomes in a project. 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 Webinar

The following Technical Assistance Webinar has been scheduled:

Webinar

Date and Date: Tuesday, July 10, 2018

Time: 2:00pm-3:30pm ET

Call-In Number: 1-888-510-1797

Participant Code: 260111

Web link: https://hrsa.connectsolutions.com/sane_nofo_ta/

Playback Number: 1-719-457-0820

Passcode: 3322116

IX. Tips for Writing a Strong Application

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

Frequently Asked Questions 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 assist you in preparing a competitive application. These webcasts can be accessed at <http://www.hrsa.gov/grants/apply/write-strg/index.html>.