

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Bureau of Health Workforce
Division of Nursing and Public Health

Leadership in Public Health Social Work Education (LPHSWE)

Funding Opportunity Number: HRSA-17-121

Funding Opportunity Type(s): New and Competing Continuation

Catalog of Federal Domestic Assistance (CFDA) Number: 93.330

NOTICE OF FUNDING OPPORTUNITY (NOFO)

Fiscal Year 2017

Application Due Date: August 7, 2017

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

Issuance Date: July 6, 2017

Miryam C. Gerdine, MPH
Social Science Research Analyst
Division of Nursing and Public Health
Bureau of Health Workforce
Email: LPHSWE@hrsa.gov

Authority: Section 765 of the Public Health Service Act (42 U.S.C. § 295)

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Health Workforce, Division of Nursing and Public Health is accepting applications for the fiscal year (FY) 2017 Leadership in Public Health Social Work Education (LPHSWE) Program. The purpose of LPHSWE is to provide training and education, faculty development, and curriculum enhancement to prepare students for leadership roles in public health social work through enrollment in a dual master's degree program in both social work (i.e. Master's in Social Work) and public health (i.e. Master's in Public Health). Students benefit from training, education, and practice experience in interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development.

| | |
|--|--|
| Funding Opportunity Title: | Leadership in Public Health Social Work Education |
| Funding Opportunity Number: | HRSA-17-121 |
| Due Date for Applications: | August 7, 2017 |
| Anticipated Total Annual Available FY17 Funding: | \$900,000 |
| Estimated Number and Type of Award(s): | Up to 3 grants |
| Estimated Award Amount: | Up to \$300,000 per year |
| Cost Sharing/Match Required: | No |
| Project Period/Period of Performance: | September 30, 2017 through September 29, 2018 (1 year) |
| Eligible Applicants: | <p>Eligible applicants include accredited health professions schools, including accredited schools or programs of public health or social work, health administration, preventive medicine, or dental public health or a school providing health management programs; academic health centers; State or local governments; or any other appropriate public or private nonprofit entity.</p> <p>[See Section III-1 of this notice of funding opportunity (NOFO), formerly known as the funding opportunity announcement (FOA), for complete eligibility information.]</p> |

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/>.

Technical Assistance

The following technical assistance webinar has been scheduled to help applicants understand, prepare, and submit an application for this notice of funding opportunity (NOFO). The webinar is scheduled for:

Tuesday, July 18, 2017 from 2:00pm – 3:30pm Eastern

Adobe Connect Link: https://hrsa.connectsolutions.com/lphswe_nofa_ta/

Call-In Number: 888-664-9858

Participant Code: 1654978

The webinar will be recorded and available until September 30, 2017 at 11:59pm Eastern Time. Replays are generally available one hour after a call ends.

Instant Replay: 800-274-8308

Passcode: 5414

Table of Contents

| | |
|--|-----------|
| I. PROGRAM FUNDING OPPORTUNITY DESCRIPTION | 1 |
| 1. PURPOSE | 1 |
| 2. BACKGROUND | 2 |
| II. AWARD INFORMATION | 3 |
| 1. TYPE OF APPLICATION AND AWARD | 3 |
| 2. SUMMARY OF FUNDING | 3 |
| III. ELIGIBILITY INFORMATION | 3 |
| 1. ELIGIBLE APPLICANTS | 3 |
| 2. COST SHARING/MATCHING | 4 |
| 3. OTHER | 4 |
| 1. ADDRESS TO REQUEST APPLICATION PACKAGE | 5 |
| 2. CONTENT AND FORM OF APPLICATION SUBMISSION | 6 |
| i. <i>Project Abstract</i> | 7 |
| ii. <i>Project Narrative</i> | 7 |
| iii. <i>Budget</i> | 12 |
| iv. <i>Budget Justification Narrative</i> | 13 |
| v. <i>Attachments</i> | 13 |
| 3. DUN AND BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT | 15 |
| 4. SUBMISSION DATES AND TIMES | 16 |
| 5. INTERGOVERNMENTAL REVIEW | 16 |
| 6. FUNDING RESTRICTIONS | 16 |
| V. APPLICATION REVIEW INFORMATION | 17 |
| 1. REVIEW CRITERIA | 17 |
| 2. REVIEW AND SELECTION PROCESS | 20 |
| 3. ASSESSMENT OF RISK AND OTHER PRE-AWARD ACTIVITIES | 21 |
| 4. ANTICIPATED ANNOUNCEMENT AND AWARD DATES | 22 |
| VI. AWARD ADMINISTRATION INFORMATION | 22 |
| 1. AWARD NOTICES | 22 |
| 2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS | 22 |
| 3. REPORTING | 23 |
| VII. AGENCY CONTACTS | 24 |
| VIII. OTHER INFORMATION | 25 |
| IX. TIPS FOR WRITING A STRONG APPLICATION | 28 |

I. Program Funding Opportunity Description

1. Purpose

This notice solicits applications for the Fiscal Year (FY) 2017 Leadership in Public Health Social Work Education (LPHSWE) Program.

The LPHSWE Program aims to provide training and education, faculty development, and curriculum enhancement to prepare students for leadership roles in public health social work through enrollment in a dual master's degree program in both social work and public health.

Students benefit from dual enrollment in accredited schools of social work and public health by receiving training, education, and practice experience in interprofessional practice, leadership and management, research and evaluation, and policy development.

Program Requirements

Eligible applicants must present a strategy to increase the number of individuals entering the public health workforce, to enhance the quality of such workforce, and to enhance the ability of the workforce to meet national, State, and local health care needs. Successful applicants will be required to conduct the following major activities:

1. Recruit new students into a dual-degree program leading to a Master of Social Work (MSW) and a Master of Public Health (MPH);
2. Enhance existing curriculum between degree programs to incorporate [Standards and Competencies for Public Health Social Work Practice](#),¹ strategic skills in change management/flexibility/adaptability,² and other emerging public health workforce development needs;
3. Provide meaningful experiential training opportunities and stipend support of up to \$10,000 per year for students through immersive, longitudinal field placements or internships in public health social work settings (at least 480 hours); and
4. Support faculty to develop greater skills and expertise – to include precepting and mentoring students – in the practice of public health social work.

Funding Factors

Pursuant to Section 765(c) of the Public Health Service Act (42 U.S.C 295), preference will be granted to entities:

- Serving individuals who are from disadvantaged backgrounds (including underrepresented racial and ethnic minorities); and

¹ In 2005, Standards and Competencies for Public Health Social Work Practice were developed as a collaborative effort that included the HRSA Maternal and Child Health Bureau, Centers for Disease Control and Prevention, American Public Health Association Social Work Section, Association of State and Territorial Public Health Social Workers, Association of Teachers of Maternal and Child Health, and National Association of Social Work. See: https://nciph.sph.unc.edu/cetac/phswcompetencies_may05.pdf.

² [Kaufman NJ](#), et al., "Thinking Beyond the Silos: Emerging Priorities in Workforce Development for State and Local Government Public Health Agencies," Journal of Public Health Management Practitioners. 2014 Nov-Dec; 20(6):557-65.

- Graduating large proportions of individuals who serve in underserved communities.

In order to qualify for the funding preference, you must clearly indicate in the Project Abstract the funding preference you are applying for and provide supporting information and data in **Attachment 8**. Refer to *Section V.2* of this funding opportunity for detailed information on qualifying for a funding preference.

2. Background

The LPHSWE Program is authorized by Title VII of the Public Health Service Act, §765 (42 U.S.C. 295).

The dual master's degree program incorporates competencies of both public health and social work education and practice to provide an epidemiologic approach to preventing, addressing, and solving social health problems.³ Public health social workers approach their work from an epidemiological and a social perspective and have the benefit of training in disease prevention, health promotion, and intervention. While social workers in general focus their interactions on practice with individuals, public health social workers incorporate an early understanding of social determinants of health and view entire communities as target populations. Public health social work is a blending of roles: provider of direct services, researcher, administrator, program planner, evaluator and policy maker.⁴ Because public health social workers function well at different levels of policy and practice, they can effectively use their multidisciplinary skills and training to serve as program directors, community services administrators, policy analysts, and other leadership positions in the health care and social services environment.⁵

Public health social workers understand the public health role in interprofessional teams and can help communicate the importance of the population-health perspective to team members. The public health social work program focuses on prevention, interprofessional team-based care, and incorporation of lifestyle changes that promote health. Public health social work promotes competencies related to population-based health promotion, identifying and addressing the social determinants of health, data collection, analysis and interpretation, research and evaluation, leadership and communication, and policy and advocacy.

³ Ruth, BJ, Wyatt, JW, Chiasson, E, Geron, S, Bachman, S. Social work and public health: comparing graduates from a dual-degree program. *Journal of Social Work Education*. 2006. 42:429-39.

⁴ Standards and Competencies for Public Health Social Work Practice: https://nciph.sph.unc.edu/cetac/phswcompetencies_may05.pdf

⁵ Van Pelt, J. Social Work and Public Health – Perfect Partners. *Social Work Today*. 2009. Vol. 9 No. 1, P. 28. <http://www.socialworktoday.com/archive/011909p28.shtml>

II. Award Information

1. Type of Application and Award

Type of application sought: New and competing continuations

HRSA will provide funding in the form of a grant.

2. Summary of Funding

Approximately \$900,000 is expected to be available to fund approximately three (3) award recipients. Applicants may apply for a ceiling amount of up to \$300,000 in total cost (includes both direct and indirect facilities and administrative costs) for the entire project period.

The project period is September 30, 2017 through September 29, 2018 – one (1) year.

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

Indirect costs under training grants to organizations other than state, local or Indian Tribal Governments will be budgeted and reimbursed at 8 percent of modified total direct costs rather than on the basis of a negotiated cost agreement, and are not subject to upward or downward adjustment. Direct cost amounts for equipment and capital expenditures, tuition and fees, and subgrants and contracts 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 health professions schools, including accredited schools or programs of public health or social work, health administration, preventive medicine, or dental public health or a school providing health management programs; academic health centers; State or local governments; or any other appropriate public or private nonprofit entity, including those that offers dual-degree programs leading to a Master of Social Work and a Master of Public Health.

In order to be eligible under this NOFO, schools of public health and graduate programs in clinical social work named in the application as either the primary applicant or a partnering entity must be an accredited public or nonprofit private school. Applicants must provide a copy of documentation of current accreditation by a recognized body or bodies approved for such purpose by the Secretary of Education as **Attachment 1**.

Tribes and Tribal organizations may apply for these funds, if otherwise eligible. For profit entities are not eligible under this NOFO. Individuals are not eligible to apply.

Eligible applicants must be located in the United States, 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.

Foreign entities are not eligible for HRSA awards, unless the authorizing legislation specifically authorizes awards to foreign entities or the award is for research. This exception does not extend to research training awards or construction of research facilities.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

Ceiling Amount

Applications that request amounts that exceed the ceiling award amount of \$300,000 will be considered non-responsive and will not be considered for funding under this announcement.

Application Deadline

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

Maintenance of Effort

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 797(b) of the Public Health Service Act. Complete the Maintenance of Effort (MoE) document and submit it as **Attachment 7** in your application.

Multiple Applications

NOTE: Multiple applications from an institution are not allowable. For this purpose, the term “institution” means a single campus of a multi-campus university system, a single department or agency of a state or local government, or other separate legal entity, and is defined as an organization with a single Employer Identification Number (EIN). Where multiple programs from an institution are interested in applying under this NOFO, you may collaborate across programs to submit a single application. If multiple applications from the same institution are submitted, HRSA will consider them to be non-responsive.

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 will result in an application being considered incomplete or non-responsive.

Students Eligibility

To be eligible for LPHSWE stipend support, the student must meet the following criteria:

- Citizen of the United States, a non-citizen national, or a foreign national in possession of a visa permitting permanent residence in the United States (*individuals on temporary or student visas are not eligible to receive LPHSWE stipend support*); and
- Enrolled in the **final year** of a full- or part-time dual-degree program leading to a Master's in Social Work and a Master's in Public Health; and
- Participant in a supervised, immersive, longitudinal field placements or internships in public health social work settings (at least 480 hours).

Pre-Award Costs

Pre-award costs are costs incurred prior to the effective date of the federal award, where the costs are necessary for efficient and timely performance of the scope of the work. The costs are allowable only to the extent that they would have been allowable if incurred after the date of the federal award and only with the written approval of the HHS awarding agency (Source: 45CFR 75.458). Upon request, HRSA may consider up to 90 days in pre-award costs for applicants that can demonstrate the requested costs are necessary for the efficient and timely performance of the proposed scope of work, see section IV- Budget Justification Narrative.

All costs incurred before HRSA issues the Notice of Award (NoA) are at the recipient's risk. HRSA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the dollar amount of the award is less than anticipated and inadequate to cover such costs.

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>.

HRSA recommends that you supply an email address to Grants.gov on the grant opportunity synopsis page, when downloading 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 **50 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments including biographical sketches (biosketches) required in the *Application Guide* and this NOFO. Standard OMB-approved forms that are included in the application package do NOT count in the page limitation. (Biographical Sketches **do** count in the page limitation). Indirect Cost Rate Agreement and proof of non-profit status (**Attachment 9**) will not be counted in the page limit. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under 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 the statements in this certification, an explanation shall be included in **Attachment 11: 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 summary of the proposed project as a whole; to include the projected number of dual degree students to be trained;
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); and
4. If applicable, indicate your request for consideration for funding preference (with supporting data as **Attachment 8**), as outlined in Section V.2.

The project abstract must be single-spaced and is limited to one page in length.

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. Use the following section headers for the narrative:

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

The LPHSWE Program aims to provide training and education, faculty development, and curriculum enhancement to prepare students for leadership roles in public health social work through enrollment in a dual master's degree program in both social work and public health. Specifically, the LPHSWE program will focus on supporting students in dual-degree programs leading to a Master of Social Work and a Master of Public Health.

You must describe the purpose and need for the proposed project, including:

- Describe the mission of your organization along with how that mission aligns with the field of public health social work;
- Identify and describe the target population(s) to be served, to include population health measures, and particular strengths or challenges;
- Analyze the social determinants that contribute to population health challenges within the service area or target population;
- Summarize the local community and/or organization need for these funds, the existing capacity to meet these needs, and how the proposed project activities will strengthen organizational interventions to improve health outcomes;

- Describe unmet need for the service area or target population; and
- Describe anticipated benefit to students from training, education, and practice experience in interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development.

RESPONSES TO PROGRAM PURPOSE -- This section includes three 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)***

In this section, you must propose the methods that will be used to address the community and system needs (identified in the Purpose and Need section above) and meet the program requirements (described in the Program Purpose section above).

Specifically, applicants must identify strategies and/or activities to address the community and system needs, explain the rationale for proposing specific activities, and present a clear connection between identified system gaps, needs, and the proposed activities.

You must also submit a logic model for designing and managing your project as part of **Attachment 2**. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this notice the logic model must contain the aforementioned activities and processes and must summarize the connections between the:

- Goals of the project;
- Approach;
- Inputs;
- Target population;
- Activities;
- Outputs; and
- Outcomes.

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

You must provide a detailed work plan that demonstrates your experience implementing a project of the proposed scope as **Attachment 2**. A sample work plan can be found here: <http://bhw.hrsa.gov/grants/technicalassistance/workplantemplate.docx>.

The work plan must include:

- Goals of the project (including objectives and sub-objectives);
- Responsible entity/entities (i.e., key staff and partners);
- Activities;
- Timeline;
- Deliverables and/or products; and
- Proposed Outcomes.

You must clearly explain how the proposed objectives and sub-objectives will be implemented. You must state objectives and sub-objectives that are specific, measurable, achievable, realistic, and time-framed.

(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. Describe how you monitor progress towards program objectives, and plan strategies to address challenges or obstacles. Describe any major barriers anticipated and outline how the project will be able to overcome those barriers.

Challenges discussed should be specific to the proposed project and relate to either the overall goal(s) or objective(s) proposed within the Work Plan.

IMPACT -- This section includes two 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 evaluation that will contribute to continuous quality improvement. This plan must monitor ongoing processes and progress toward meeting program goals and objectives. The evaluation plan must, at a minimum, assess the success of the award-funded efforts and include a continuous quality improvement component for the funded activities. The evaluation plan must include descriptions of the inputs (e.g., key evaluation staff and organizational support, collaborative partners, budget, and other 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. 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, and 2) the extent to which these can be attributed to the project.

You also must describe the systems and processes that will support the organization's collection of HRSA's performance measurement requirements for this program. The following link includes examples of the required program performance measures for this program: <http://bhw.hrsa.gov/grants/reporting/index.html>. Describe the data collection strategy to collect, manage, analyze and track data (e.g., assigned skilled staff, data management software) to measure process and impact/outcomes, and explain how the data will be used to inform program development and service delivery in a way that allows for accurate and timely reporting of performance outcomes to HRSA. Describe current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature. You must describe any potential obstacles for implementing the program performance evaluation and meeting HRSA's performance measurement requirements, and your plan to address those obstacles.

You must describe the data collection system and the method(s) used to collect and monitor the outcomes of the proposed project in the Work Plan. You must describe your capacity to collect, validate, and report required data measures such as, but not limited to:

- Individual-level descriptors, such as:
 - The number and demographics of new dual degree students trained;
 - The number of students who graduate or withdraw prior to program completion during prior years of comparable program activity; and
 - Descriptors of the employment locations of graduates following graduation, including those who pursue careers in underserved settings
- Faculty development activities, such as:
 - The numbers of faculty members trained, including descriptors of the types of training and educational topics; and
 - Professional development activities of faculty members, including publications and conference presentations
- Curriculum enhancement activities, such as:
 - Course offering characteristics
 - Size, frequency, duration, and platform of course delivery
 - Targeted course content areas (i.e., interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development and analysis).
 - Field placement/Internship characteristics
 - Frequency and duration of experiences, site setting, type of partnership
 - Targeted experience content (i.e., interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development and analysis).

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

You must include a plan to describe the project's sustainability after the period of federal funding ends. Recipients are expected to sustain key elements of their grant projects (e.g., training methods or strategies, which have been effective in improving practices). You must, at a minimum:

- Identify other resources or future funding initiatives, and describe how the program will become self-sufficient within a defined period of time, including evaluation of the program, collection of needed program information, and dissemination of findings to appropriate audiences; and
- Forecast challenges that are likely to be encountered in sustaining the program, and outline approaches that will be used to resolve 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, relevant experience, and scope of current activities, including an organizational chart and biosketches of any key personnel, 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 to avoid audit findings. Describe how the unique needs of target populations of the communities served are routinely assessed and addressed.

The staffing plan and job descriptions for key faculty/staff must be included in **Attachment 3** (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. 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 nursing, including 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 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 three 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) 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 (below) | (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. Please follow the instructions included in the *R&R 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 to satisfy a matching or cost-sharing requirement, as applicable.

The Consolidated Appropriations Act, 2017 (P.L. 115-31), Division H, § 202 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 LPHSWE Program requires the following:

Participant/Trainee Support Costs: All applicants' participant/trainee support costs, list tuition/fees/health insurance, stipends, travel, subsistence, other, and the number of participants/trainees. Ensure that your budget breakdown separates these trainee costs, and includes a separate sub-total entitled "total Participant/Trainee Support Costs" which includes the summation of all trainee costs.

Consultant Services: for applicants that 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.

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

v. Attachments

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

Attachment 1: Accreditation Documentation (Required)

Applicants must attach a copy of the organization's accreditation letter(s) which indicates current accreditation.

Attachment 2: Work Plan (Required)

Attach the work plan for the project that includes all information detailed in Section IV. ii. Project Narrative. Also, include the required logic model that presents the conceptual framework for your project.

Attachment 3: Staffing Plan and Job Descriptions for Key Personnel (Required)

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

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

Attachment 4: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (As applicable)

Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and any deliverable. Letters of agreement must be signed and dated.

Attachment 5: Project Organizational Chart (Required)

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

Attachment 6: Tables, Charts, etc. (As applicable)

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

Attachment 7: Maintenance of Effort (MoE) Documentation (Required)

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

Attachment 8: Request for Funding Preference (As applicable)

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

Attachment 9: Documentation of Private or Public Non-profit Status (Required: Not included in the page limit)

Applicants applying as a public or private non-profit education institution must submit verification from the Internal Revenue Service (IRS) of non-profit 501(c)(3) status signed by an authorized representative of the IRS, or an authorizing tribal resolution.

Applicants applying as a tax-exempt public education institution under IRS Section 511 must submit verification from the IRS in the form of a Government Information Letter. Please visit the IRS website for more information:
<https://www.irs.gov/government-entities/federal-state-local-governments/governmental-information-letter>.

Attachment 10: Other Relevant Documents (As applicable)

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

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

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

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

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

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

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

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

4. Submission Dates and Times

Application Due Date

The due date for applications under this NOFO is *August 7, 2017 at 11:59 p.m. Eastern Time*.

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

5. Intergovernmental Review

LPHSWE is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

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

6. Funding Restrictions

You may request funding for a project period of up to one (1) year, at no more than \$300,000 per year (inclusive of direct **and** indirect costs).

Funds under this announcement may not be used for purposes prohibited in Section 4 of HRSA's SF-424 R&R Application Guide. In addition, funds may not be used to supplant technical assistance activities which are provided as part of the mission of the grantee institution. Also, grant funds are not to be used for international activities, including international travel. Applicants are expected to leverage their resources to create enhanced training opportunities through partnerships and collaboration.

The General Provisions in Division H of the Consolidated Appropriations Act, 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.

Indirect costs under training grants to organizations other than state, local or Indian Tribal Governments will be budgeted and reimbursed at 8 percent of modified total direct costs rather than on the basis of a negotiated cost agreement, and are not subject to upward or downward adjustment. Direct cost amounts for equipment and capital expenditures, tuition and fees, and subgrants and contracts in excess of \$25,000 are excluded from the direct cost base for purposes of this calculation.

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.

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 LPHSWE Program has five review criteria:

Criterion 1: PURPOSE AND NEED (20 points) – Corresponds to Section IV's Purpose and Need

Reviewers will consider the quality and extent to which the application demonstrates the identified problem and associated contributing factors to the problem. Additionally, the quality of and extent to which the proposal describes:

- Demonstrates institutional support for and programmatic alignment with the values of public health social work;
- Health status indicators as evidence for the need for public health social workers in the defined service area;
- Gaps in, or demonstrated success at addressing, the training and educational needs of the public health social worker workforce in the defined service area and a description of the training the institution(s) provides to address these needs;
- An awareness of health disparities and the social determinants of health for the service population; and
- Training and educational needs of the faculty to develop and implement the curricula for the dual degree students, and provide supervision to students.
- Number and demographics of new dual degree students currently enrolled in the dual degree social work and public health program.

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

Reviewers will consider the feasibility, quality of, and extent to which the application clearly addresses each of the following:

- Strategies and/or activities for each objective and the rationale for proposing specific activities and a clear connection between identified system gaps, needs, and the proposed activities;
- The nature of the activities to be undertaken and how they will assist in achieving the overall project goals and objectives – including their specificity, measurability, and that the goals and objectives are realistically achievable within the given time frames;
- How the objectives and sub-objectives meet the program requirements outlined in the program narrative including:
 - Recruitment of new students;
 - Enhancement of didactic curriculum;
 - Placement of dual-degree students into required field placements or internships, to include a meaningful duration, placement setting, and supervisory support that are likely to yield graduate ready to practice in public health social work;
 - Stipend support; and
 - Faculty development.

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

Reviewers will consider the extent to which you:

- Outline a clear, comprehensive and specific set of activities, timeframes, deliverables and key partners to ensure successful implementation of the project;
- Develop a work plan as Attachment 2 that accounts for all functions and or activities identified in the application; clearly identify how the work plan is appropriate for the program design and how the targets fit into the overall timeline of grant implementation; and
- 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.

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

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

- Describe the full breadth of potential obstacles and challenges likely to be encountered during the design and implementation of the activities described in the Work Plan; and
- Outline a reasonable and actionable plan and innovative approaches to address the challenges identified above.

Criterion 3: IMPACT (25 points) – Corresponds to Section IV's Impact Sub-section (a) Evaluation and Technical Support Capacity, and Sub-section (b) Project Sustainability

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

Reviewers will consider 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 overall quality of the evaluation plan;
- Demonstrated expertise, experience, and the technical capacity to incorporate collected data into program operations to ensure continuous quality improvement. The extent to which the evaluation plan includes necessary components (descriptions of the inputs, key processes, variables to be measured, expected outcomes of the funded activities, and how key measures will be reported), as well as a description of how the organization will collect data in such a way that allows for accurate and timely reporting, and program needs/gaps to be filled;
- The quality of the methods and proposed approach for using results, and how performance outcomes will inform program development and service delivery; and
- The strength of your plan to utilize both quantitative and qualitative data to inform quality improvement efforts to periodically review program progress and make adjustments in order to optimize program output.

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

Reviewers will consider the extent to which you describe a reasonable and feasible plan for project sustainability after the period of federal funding ends and whether that plan is likely to result in programmatic self-sufficiency within the project period.

Review Criterion 4: ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES (10 points) – Corresponds to Section IV's Organizational Information

Reviewers will consider the extent to which 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 as well as through your attachments. The extent to which the following are articulated: the capabilities of the applicant organization, and the quality and availability of facilities and personnel to fulfill the needs and requirements of the proposed project.

- Evidence of adequate staffing plan and qualifications of key personnel to effectively support the proposed project as Attachment 3 and 5;
- The percentage of time, including in-kind, dedicated to the project by the Project Director;
- The activities, timeline, and responsible staff to achieve each of the objectives proposed during the project period;
- Meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities; and
- Evidence of your organization's successful experience administering grant programs of similar size and scope including meeting all performance indicators and reporting requirements.

Review 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 in relation to the objectives, the complexity of the activities, and the anticipated results, including:

- The extent to which costs, as outlined in the budget, are reasonable given the scope of work;
- The proportion of program budget allotted to direct student stipend support, and the meaningfulness of proposed stipend amount;
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives;
- The extent to which 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), if specified below in this NOFO. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

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

For this program, HRSA will use a funding preference.

Funding Preferences

This program provides a funding preference for qualified applicants, as authorized by Section 765(c) of the Public Health Service Act. 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.

To award the funding preference, HRSA staff will review data submitted in Attachment 8 by any applicant that requests a funding preference in the Project Abstract. Applicants receiving the preference will be placed in a more competitive position among applicants that can be funded.

Funding preference will be granted to any qualified applicant that specifically requests and demonstrates that they meet the criteria for preference(s) as follows:

- Entities serving individuals who are from disadvantaged backgrounds (including underrepresented racial and ethnic minorities) (**Qualification 1** as described below); and
- Entities graduating large proportions of individuals who serve in underserved communities (**Qualification 2** as described below).

In order to request a funding preference under this funding announcement, applicants should indicate their request for consideration for funding preference in the Project Abstract and must submit as **Attachment 8** any information and/or data to support the claim to have met the conditions for **Qualification 1** and **Qualification 2** as follows:

- **Qualification 1** – Applicants who wish to request this funding preference shall identify and describe the demographic characteristics of the population served by their organization and report the proportion of that service population comprised of individuals who are from disadvantaged backgrounds (including underrepresented racial and ethnic minorities). For example, where
 - Z = Total Number of Individuals Within Service Population,
 - A = Number of Individuals Within Service Population from Economically Disadvantaged Backgrounds,
 - B = Number of Individuals Within Service Population from Educationally Disadvantaged Backgrounds, and
 - C = Number of Individuals Within Service Population Who Are Underrepresented Racial or Ethnic Minorities:

| |
|--|
| $\% \text{ Disadvantaged Within Service Population} = \frac{A + B + C}{Z}$ |
|--|

You must provide all data used to calculate the proportion and must reference the source of that data, including which federal designations or definitions you used to identify individuals within the service population who are from disadvantaged backgrounds.

- **Qualification 2** – Applicants who wish to request this funding preference shall report the proportion of program graduates from the previous academic year (AY 2015-2016) now practicing in medically underserved communities. For example:

| |
|---|
| $\% \text{ Graduates Employed in MUCs} = \frac{\# \text{ of AY15-16 Grads Employed in MUCs}}{\text{Total \# of AY15-16 Graduates}}$ |
|---|

You must provide all data used to calculate the proportion and must include a description of how you determined graduate practice in a MUC, including which federal designations or definitions you used to identify practice in a MUC.

Through the calculated combination of the percentage reported under Qualification 1 and the percentage reported under Qualification 2, applicants whose proportion falls above the median rate among all qualified applicants will receive funding preference.

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

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

4. Anticipated Announcement and Award Dates

HRSA anticipates issuing/announcing awards prior to the start date of September 30, 2017.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of September 30, 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) **Performance Report.** The recipient must submit a Performance Report to HRSA via the Electronic Handbook system. All 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. 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 performance report will address the academic year activities from July 1 to June 30, and will be due to HRSA on July 31. 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.

- 2) **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 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 award notice.

- 3) **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. More specific information will be included in the award notice.

- 4) **Integrity and Performance Reporting.** The Notice of Award will contain a provision for integrity and performance reporting in FAPIIS, as required in 45 CFR part 75 Appendix XII.

VII. Agency Contacts

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

Gerly Sapphire Marc-Harris
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH04
Rockville, MD 20857
Telephone: (301) 443-2628
Email: smarc-harris@hrsa.gov

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

Miryam C. Gerdine, MPH
Social Science Research Analyst
Division of Nursing and Public Health
Bureau of Health Workforce
Email: LPHSWE@hrsa.gov

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

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

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

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

VIII. Other Information

Logic Models

Additional information on developing logic models can be found at the following website:
<http://www.acf.hhs.gov/sites/default/files/fysb/prep-logic-model-ts.pdf>.

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

Technical Assistance

The following technical assistance webinar has been scheduled to help applicants understand, prepare, and submit an application for this notice of funding opportunity (NOFO). The webinar is scheduled for:

Tuesday, July 18, 2017 from 2:00pm – 3:30pm Eastern

Adobe Connect Link: https://hrsa.connectsolutions.com/lphswe_nofo_ta/

Call-In Number: 888-664-9858

Participant Code: 1654978

The webinar will be recorded and available until September 30, 2017 at 11:59pm Eastern Time. Replays are generally available one hour after a call ends.
Instant Replay: 800-274-8308
Passcode: 5414

Program Definitions:

The following definitions apply to the LPHSWE Program for FY 2017.

Accredited – a program accredited by a nationally recognized body or bodies, or by a State agency, approved for such purpose by the Secretary of Education, and when applied to a hospital, school, college, or university (or a unit thereof) means a hospital, school, college, or university (or a unit thereof) which is accredited by a recognized body or bodies, or by a State agency approved for such purpose by the Secretary of Education. There are two forms of accreditation: (1) professional or specialized accreditation, and (2) institutional accreditation. Professional or specialized accreditation is focused on programs of study in professional or occupational fields. Institutional accreditation is focused on the quality and integrity of the total institution, assessing the achievement of the institution in meeting its own stated mission, goals, and expected outcomes. Professional accrediting agencies assess the extent to which programs achieve their stated mission, goals, and expected outcomes. Professional accrediting agencies also consider the program’s mission, goals, and expected outcomes in determining the quality of the program and the educational preparation of members of the profession or occupation.

Didactic Training – the process of instruction between a designated faculty and an individual or group of individuals.

Disadvantaged Individual – An individual who comes from an economically and/or educationally disadvantaged background.

Economically Disadvantaged – 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.

Educationally Disadvantaged – An individual who comes from a social, cultural, or educational environment that has demonstrably and directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a health professions education or training program.

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 clearly delineate 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 average 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.

Experiential Training – the process of instruction between a designated faculty and an individual or group of individuals that includes a component of direct work experience. For internships and practica, experiential refers to clinical practice-based experiences. For doctoral psychology or school psychology internships, experiential training refers to an accredited 12-month supervised experience in health care settings (source: APA).

Institution – means a single campus of a multi-campus university system, a single department or agency of a state or local government, or other separate legal entity, and is defined as an organization with a single Employer Identification Number (EIN).

Full-time – the number of days per week and/or months per year representing full-time effort at the applicant/recipient organization, as specified in organizational policy. For a student, it means a student who is enrolled full-time as defined by the organization. The organization's policy must be applied consistently, regardless of the source of support.

Interprofessional collaborative practice - in healthcare occurs when multiple health workers from different professional backgrounds provide comprehensive services by working with patients, their families, caregivers and communities to deliver the highest quality of care across settings. IPCP includes both clinical and non-clinical health-related work, such as diagnosis, treatment, surveillance, health communications, and disease management (WHO, 2010).

Medically Underserved Communities (MUCs) – 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, MUC also includes populations such as homeless individuals, migrant or seasonal workers, and residents of public housing.

Part-time – the number of days per week and/or months per year representing part-time effort at the applicant/recipient organization, as specified in organizational policy. For a student, it means a student who is enrolled part-time as defined by the organization. The organization's policy must be applied consistently, regardless of the source of support.

Project – all proposed activities, including educational programs, specified or described in an application as approved for funding.

State – any of the 50 United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, the U.S. Virgin Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

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 applicants in preparing a competitive application. These webcasts can be accessed at: <http://www.hrsa.gov/grants/apply/writestrong/>.