

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration**

Bureau of Health Workforce
Division of Nursing and Public Health

Nurse Faculty Loan Program (NFLP)

Announcement Type: Initial: New, Competing Continuation
Funding Opportunity Number: HRSA-17-066

Catalog of Federal Domestic Assistance (CFDA) No. 93.264

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2017

Application Due Date: November 14, 2016

*Ensure 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: September 15, 2016

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Authority: Public Health Service Act Sections 846A (42 U.S.C. 297n-1) and 847(f) (42 U.S.C. 297o(f)).

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Health Workforce (BHW), Division of Nursing and Public Health is accepting applications for the fiscal year (FY) 2017 Nurse Faculty Loan Program (NFLP). The goal of NFLP is to increase the number of qualified nursing faculty in order to increase the nursing workforce. Schools of nursing who receive NFLP support are expected to recruit, train, and retain students as they earn advanced nursing degrees, and to assist in placing those students in full-time faculty positions. Improved placement of students in full-time faculty positions will reduce nurse faculty vacancy rates which positively impacts nursing workforce supply.

Funding Opportunity Title:	Nurse Faculty Loan Program
Funding Opportunity Number:	HRSA-17-066
Due Date for Applications:	November 14, 2016
Anticipated Total Annual Available Funding:	\$24.6 Million
Estimated Number and Type of Award(s):	Up to 90 awards New and Competing Continuations
Estimated Award Amount:	Formula-based
Cost Sharing/Match Required:	Yes
Project Period:	July 1, 2017 through June 30, 2018 (1 year)
Eligible Applicants:	Public or private nonprofit accredited schools of nursing offering educator coursework as part of an advanced education nursing degree program(s) that prepares students to serve as nurse faculty. For profit entities are not eligible under this funding opportunity announcement (FOA). [See Section III-1 of this FOA for complete eligibility information.]

Application Guide

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

Technical Assistance

An NFLP Technical Assistance Webinar is scheduled for **Wednesday, September 21, 2016, 1:00 pm to 3:00 pm Eastern Time**. The purpose of the webinar is to provide an overview of the NFLP funding opportunity. Additional information is provided under **Section VIII** (Other Information) of this announcement.

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I. Program Funding Opportunity Description

1. Purpose

This announcement solicits applications for the Nurse Faculty Loan Program (NFLP). The purpose of this program is to increase the number of qualified nursing faculty by providing funding to accredited schools of nursing. The NFLP is a loan forgiveness program designed to prepare and train qualified nurse educators to fill faculty vacancies and increase the number of trained nurses entering the workforce. This goal is accomplished by supporting schools of nursing that prepare students to serve as nurse faculty. Schools (herein referenced as institutions) are required to recruit, train and retain students in select nursing degree programs of study that uniquely qualify them to become nurse faculty; to create, implement, and maintain effective strategies that assist graduates in obtaining full-time faculty employment; and to create and manage a loan forgiveness program with a revolving loan fund component. Improved placement of graduates in full-time faculty positions will reduce nurse faculty vacancy rates, which positively impacts nursing workforce supply.

2. Background

This program is authorized by Public Health Service Act Sections 846A (42 U.S.C. 297n-1) and 847(f) (42 U.S.C. 297o(f)).

In 2015, the American Association of Colleges of Nursing (AACN) reported that nearly 2,000 qualified applicants were not offered admission to doctoral programs due to a faculty shortage and other resource constraints.¹ According to AACN's *Survey on Vacant Faculty Positions for Academic Year 2014-2015*, most of the over 1,200 vacant faculty positions either require (58.9 percent) or prefer (31.8 percent) doctorally-prepared faculty members.²

The NFLP supports institutions committed to preparing advanced degree nursing students to serve as nurse faculty.

¹ American Association of Colleges of Nursing. (2016). 2015-2016 National Profile: U.S. Nursing Education, 2015. Washington, DC. <http://www.aacn.nche.edu/government-affairs/us-nursing-education.pdf>

² American Association of Colleges of Nursing. (2016). Special Survey on Vacant Faculty Positions for Academic year 2015-2016. Washington, DC. <http://www.aacn.nche.edu/leading-initiatives/research-data/vacancy15.pdf>

Program Requirements

The NFLP seeks to address challenges outlined in the background section by making awards to institutions to establish or maintain loan programs designed to make and forgive student loans for nurses who attain full-time faculty positions. NFLP recipients must:

1. **Create or maintain an NFLP loan fund.** Institutions must establish and operate a distinct, interest-bearing NFLP loan fund; previously awarded institutions must maintain operations of previously established interest-bearing loan funds. Eligible institutions are awarded funds in the form of a Federal Capital Contribution (FCC) and are required to deposit an Institutional Capital Contribution (ICC) that is no less than one-ninth of the requested FCC into this fund.
2. **Manage an NFLP loan fund.** The school must demonstrate that it has processes for borrower repayment, collection of outstanding NFLP loan debt, and maintenance of a revolving loan fund default rate of less than or equal to five (5) percent. Institutions must have written procedures to minimize the time elapsing between the collection of principal and interest on loans made to students and the issuance of new NFLP awards. **NOTE:** Beginning in FY 2018, competing continuation (renewal) applicants that are above the default rate threshold (greater than five (5) percent) may be deemed ineligible for future funding or be subject to additional penalties, up to and including, award termination.
3. **Implement appropriate nurse educator courses which will make NFLP students uniquely qualified to become nurse faculty.** The nursing degree program(s) must include an education component (e.g., courses, practicum) that prepares student borrowers to serve as nurse faculty. The education component(s) must consist of education courses, preceptorship or supervised teaching practica identified within the curriculum.
4. **Identify and recruit advanced degree nursing students committed to obtaining a nurse faculty position and provide NFLP loan support to these students.**
5. **Maintain a high number of program participants (student borrowers) who obtain full-time nurse faculty employment following graduation and for the duration of their NFLP service obligation.**

NFLP Loan Support to Student Borrowers

The institution must ensure that:

- NFLP loan support is only made to eligible students to cover the cost of tuition, fees, books, lab expenses, and other reasonable education expenses.
- NFLP loan support does not exceed \$35,500 per student for any academic period.
- NFLP loan support does not exceed five (5) years per student.
- The NFLP student borrower completes the specified educator course(s) for the advanced nursing degree program through the lending institution prior to graduating from the program.

NOTE: Institutions are strongly encouraged to plan and operationalize a program to assist NFLP graduates with obtaining full-time faculty employment after graduation.

NFLP Loan Cancellation (Forgiveness) Provision

Following graduation and upon completion of the educator course(s), institutions may cancel up to 85 percent of the total loan(s) principal and interest over a four-year period in exchange for the NFLP student borrower's service as a full-time nursing faculty at an accredited school of nursing. For the purposes of this program, full-time is defined as either

- full-time faculty member at an accredited school of nursing; or
- part-time faculty member at an accredited school of nursing in combination with another part-time faculty position or part-time clinical preceptor position affiliated with an accredited school of nursing that together equates to full-time employment.

Loan forgiveness over the four-year period occurs as follows:

- 20 percent of the principal and interest shall be canceled upon completion of each of the first, second, and third years of full-time employment at an accredited school of nursing, which, after the three-year period, totals 60 percent.
- 25 percent of the principal and interest shall be canceled upon completion of the fourth year of full-time employment as a faculty member in an accredited school of nursing.

NOTE: NFLP loans accrue interest at a rate of three (3) percent per annum (per PHS Act Section 846A (c)(6)(A)) beginning on the date that is three (3) months after the individual ceases to pursue a course of study at a school of nursing, unless the student will not complete the course of study or serve as a faculty member as required by the loan agreement.

Funding Priority

PHS Act Section 847(f) provides a funding priority to NFLP applicants that support doctoral nursing students. A funding priority will be applied in determining the award amount for approved applications that support doctoral nursing students.

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: New, Competing Continuation

Funding will be provided in the form of a formula-based grant.

2. Summary of Funding

Approximately \$24,600,000 is expected to be available to fund approximately 90 recipients. The actual amount available will not be determined until enactment of the final FY 2017 Federal budget. This program announcement is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds

become available for this purpose, applications can be processed, and funds can be awarded in a timely manner. The budget/operational project period is one (1) year.

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern federal monies associated with this award are subject to the Uniform Guidance, 2 CFR part 200, as codified by HHS at 45 CFR part 75, which supersedes the previous administrative and audit requirements and cost principles that govern federal monies.

A reference copy of the NFLP Notice of Award agreement is provided under **Appendix A** of this announcement.

NFLP awards are formula-based. Formula-based award amounts are determined by the data provided in the application on the NFLP Program Specific Form. A reference copy of the application data form is provided under **Appendix C** of this announcement. The data tables are part of the Grants.gov application package and **MUST** be submitted electronically.

For competing continuation (renewal) applicants, the level of unused accumulated funding in the NFLP loan fund account at your institution will be considered in determining the FY 2017 NFLP award level. The unused balance reported in the application data form will be deducted from the FY 2017 formula-calculated award.

For competing continuation (renewal) applicants, your institution's default rate status may be considered in determining future NFLP award decisions. Competing continuation applicants that are above the default rate threshold (greater than five (5) percent) may be deemed ineligible for future funding or be subject to additional penalties, up to and including, award termination.

This program does not allow any indirect costs.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are public or private nonprofit accredited schools of nursing offering educator coursework as part of an advanced education nursing degree program(s) that prepares students to serve as nurse faculty.

For profit entities are not eligible under this FOA.

Only applicants in the 50 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 are eligible to apply under this funding opportunity announcement.

Federally recognized Indian Tribal Government and Tribal Organizations may apply if they are otherwise eligible.

Foreign entities are not eligible under this FOA.

Schools of Nursing

School of nursing programs must be accredited by a national nurse education accrediting agency recognized by the Secretary of the U.S. Department of Education. Additionally, for institutions with nurse-midwifery programs, nurse anesthesia programs, or both, additional accreditation documentation is required. **Accreditation must be clearly documented with a copy of the institution's current letter of accreditation as Attachment 1 with this application.** (*See additional information in Section IV.2.vi Attachments.*)

Institutions must offer an accredited master's or doctoral (DNP, DNS or PhD) degree program in nursing with a nurse educator track or focus area.

Post-nursing master's certificate programs and Clinical Nurse Leader (CNL) programs are not eligible for NFLP funding.

NFLP Participants

An NFLP participant (student borrower) must be a citizen of the United States, a non-citizen national, or a foreign national having in his/her possession a visa permitting permanent residence in the United States. Individuals on temporary student visas are not eligible participants and may not receive NFLP support.

2. Cost Sharing/Matching

Cost sharing/matching is required for this program. Institutions are required to deposit an ICC that is equal to at least one-ninth of the FY FCC award amount.

3. Other

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.

Accreditation and/or Approval Documentation

Applications that fail to include the required accreditation and/or approvals documentation will be considered non-responsive and will not be considered for funding under this announcement.

NFLP Program Specific Data Forms (NFLP Tables)

Applications received without the required NFLP Program Specific Data Forms (see *reference copy in Appendix C*) will be considered non-responsive and will not be considered for funding under this announcement.

Maintenance of Effort (MOE)

The recipient must agree to maintain non-federal funding for award activities at a level that is equal to or greater than expenditures for such activities during the fiscal year prior to receiving the award, as required by Section 803 of the Public Health Service Act. Applications received without the required NFLP MOE documentation (submitted as **Attachment 5**) will be considered non-responsive and will not be considered for funding under this announcement.

Multiple Applications/Number of Applications: Multiple applications from an organization are allowable; however, applicants can submit only one application per campus. A campus is defined as a division of a university that has the same name yet is separate with its own grounds, buildings (e.g., school of nursing) and faculty. For example, the University of ABC – Chapel Hill and the University of ABC – Greensboro can each submit an application for this program.

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.

You are reminded that failure to include all required documents as part of the application may result in an application being considered incomplete or non-responsive. **Applications received without the appropriate documents will be deemed non-responsive to the FOA and will not be considered for funding under this announcement.**

IV. Application and Submission Information

1. Address to Request Application Package

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

It is recommended that you supply an e-mail address to Grants.gov when downloading an FOA or application package. As noted on the Grants.gov APPLICATION PACKAGE download page, as well as in the Grants.gov User Guide, this allows HRSA to e-mail organizations that supply an e-mail address in the event the FOA is changed and/or

republished on Grants.gov before its closing date. Responding to an earlier version of a modified announcement may result in a less competitive or ineligible application.

2. Content and Form of Application Submission

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

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 **40 pages** when printed by HRSA. The page limit includes the abstract, project narrative, and attachments required in HRSA's [SF-424 R&R Application Guide](#) and this FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit. We **strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

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

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Where the prospective recipient is unable to attest to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

See Section 4.1 viii of HRSA's [SF-424 R&R Application Guide](#) for additional information on this and other 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 staffing plan and personnel requirements, assurances, certifications), please include the following:

i. Project Abstract

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

The Abstract must include:

1. A brief overview of the project as a whole;
2. Specific, measurable objectives that the project will accomplish;
3. How the proposed project for which funding is requested will be accomplished (i.e., the "who, what, when, where, why and how" of the project); and
4. A statement indicating the institution is seeking the funding priority (if applicable).

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.

▪ ***PURPOSE AND NEED --***

1. Briefly describe the institution's need for loan support for their students preparing to become nurse faculty and the impact that the NFLP would have on addressing this need.
2. If applying as a competing continuation, describe the current utilization of NFLP among students at the institution and whether the program is expected to expand. You must also include a loan disbursement plan submitted with the application as **Attachment 6**.
3. Describe how many graduates of the degree program are currently working as full-time nurse faculty in the last five (5) years. Also, provide information regarding how many new NFLP participants from the last five (5) years were already working as nurse faculty in some capacity when they began to receive NFLP support. If applying as a competing continuation, also describe how many graduates supported by the NFLP are currently working as full-time nurse faculty.
4. If applying as a competing continuation, provide information on the total number of NFLP-supported participants that have graduated, obtained a full-time nurse faculty position, and received loan forgiveness.

▪ ***RESPONSE TO PROGRAM PURPOSE --***

a. WORK PLAN & METHODOLOGY

You must describe your objectives and provide evidence for how they link to the project purpose and stated needs above. Describe how your objectives link to each of the previously described program requirements and expectations in this FOA. In the Work Plan:

1. Describe the institution's past performance in recruiting, retaining, mentoring and providing academic support to students supported by NFLP. If you are a newly established school, please provide a plan for addressing these issues in your application.
2. Specify the number of full-time and part-time students in an advanced degree program interested in participating in the NFLP at your school.
3. Provide specific information on how students will be or are made aware of the program guidelines and requirements, and identify the person responsible for advising students on the enrollment requirements, the employment requirements and the loan forgiveness provision.
 - a. Student borrowers must sign an annual commitment letter stating their intent to seek full-time faculty positions following graduation. A copy of this commitment letter must be attached as **Attachment 7**.
4. Describe the nurse educator curriculum offered and methods to evaluate student learning outcomes.
5. Describe methods to assist NFLP student borrowers with obtaining full-time faculty employment after graduation.
 - a. You must provide evidence of collaborative, academic-to-academic partnerships with nurse faculty employing entities to fill full-time faculty positions. This evidence and details of the activities involved in these partnerships must be attached as **Attachment 8**.
 - b. Applicants applying for funding as competing continuations must also describe the level of NFLP student borrower participation in activities associated with academic-to-academic partnerships in previous years.
6. Describe how the institution will track program participants' employment status following completion of the degree program and throughout service obligation in exchange for repayment of loan support.
7. Describe detailed, written processes to quickly identify program participants who are in danger of failing to obtain or maintain full-time employment per the FOA, and procedures to minimize the time elapsing between the collection of principal and interest on loans made to students and the issuance of new NFLP awards.

b. *RESOLUTION OF CHALLENGES* –

Discuss challenges that have been or are likely to be encountered with administering a loan forgiveness program with a revolving loan fund component and your plan to mitigate these challenges, including:

1. Recruiting and identifying student-level nursing students to receive loan support
2. The management and oversight of borrower records
3. Tracking and assisting NFLP-supported graduates with obtaining and meeting their service obligation as full-time faculty.

For competing continuations within the last four (4) years, include a brief description of the challenges you have encountered with administering a loan forgiveness program with a revolving loan fund component and the approaches used to resolve such challenges.

▪ *IMPACT, EVALUATION AND TECHNICAL SUPPORT CAPACITY* --

You must describe your plan for program performance evaluation. The evaluation plan must include descriptions of the input, key processes, variables, and outcomes expected as they relate to student recruitment, training, retention, graduation, loan disbursement activities, and ongoing monitoring and tracking of NFLP graduates. Evaluation methods must also address specific metrics to ensure the goals of the program –training, graduation, and job placement of program graduates into nurse faculty positions – are being met. The applicant 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 must include a description of how the organization will effectively track performance outcomes, including how the organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes to HRSA. At the following link, you will find the required data forms for this program: <http://bhw.hrsa.gov/grants/reporting/index.html>.

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

- *PROJECT SUSTAINABILITY --*

You are required to describe planned activities or ongoing plans and processes to:

1. Continue to design, implement and refine the nursing curriculum to better prepare students to apply teaching strategies, and effective methods for evaluating student learning outcomes.
2. Collect lessons learned from past participants to share with current students (ideally through some sort of mentoring program) and apply best practices from graduates who successfully secured full-time nurse faculty positions.
3. Manage and monitor the revolving loan fund, including practices implemented to ensure that the employment statuses of graduates are accurate and complete for the duration of the life of the loan fund.

- *ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES*

Describe the capacity for administering the program at your school. Describe the staff responsible for recruitment, student orientation, program monitoring, and completion and submission of reports.

You must describe your capacity to effectively manage the programmatic, fiscal, and administrative aspects of the NFLP grant. Provide information on your current mission and structure. Provide information on your resources and capabilities to support provision of NFLP funds.

iii. Budget

NFLP is a formula-based grant program that does not require submission of a budget.

iv. Budget Justification Narrative

NFLP is a formula-based grant program that does not require submission of a budget justification narrative.

v. NFLP Program Specific Data Forms (NFLP Tables)

As part of the application submitted through Grants.gov, you must also complete and electronically submit the NFLP Program Specific Data Forms (NFLP Tables) by the established and published application due date. A reference copy of the program specific form is provided under Appendix C of this guidance. **The NFLP Tables are essential in determining the award calculation.** Therefore, incomplete or missing data may deem the application as non-responsive to the funding opportunity and the application might not be considered for funding.

vi. Attachments

Please provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit. Each attachment must be clearly labeled.**

Attachment 1: Required *(Counted in the page limit)*

Accreditation Documentation or New Program Approval

All schools of nursing that are associated with the project and conferring degrees must be accredited. You must submit accreditation documentation with start and end dates (e.g., an accreditation letter from the accrediting agency) with the HRSA grant application.

- You must submit documentation of program accreditation and all approvals for new programs (i.e., new tracks or specialties or substantive program change) with the application. The documentation must be in the form of a letter on official letterhead, including the start date of approval or accreditation, and must be signed and dated by the accrediting agency. **Certificate of accreditation, or links to the accrediting body website, will not be accepted as a form of accreditation documentation.**
- You must provide documentation needed to enroll students into the program, including those approvals needed for new courses and programs of study.

Accreditation for existing programs and approvals for new programs of study must be effective prior to the start of the budget/project period during which support will be received. **If accreditation is pending or not yet granted**, you must submit:

- Letter of reasonable assurance, from or on behalf of the U.S. Department of Education, along with the application stating that the program will meet the accreditation standards effective prior to the start of the budget/project period during which support will be received. The accrediting body must be identified by the U.S. Department of Education within the letter of reasonable assurance. NOTE: applicant should allow for processing time and request letters of reasonable assurance from the U.S. Department of Education **at least 45 days prior to the HRSA application due date of November 14, 2016.**
- Contact names, addresses, phone numbers, email addresses and all correspondence sent to the U.S. Department of Education.

Accredited nursing programs that modify (e.g., a change to a BSN-DNP program), or add nursing specialties (e.g., adding an acute care pediatric APRN program to a general pediatric APRN program) to an existing program are required to submit a substantive change notification to the national nursing accrediting body.

- You must submit a copy of the letter of notification sent by the applicant to the accrediting body and the subsequent approval of such change must be signed, dated and submitted along with the accreditation documents in **Attachment 1**.

Attachment 2: Required *(Counted in the page limit)*

Biographical Sketch of Project Director

Include a biographical sketch for the Project Director, not to exceed two pages in length. 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.

Attachment 3: Required *(Counted in the page limit)*

Sample Plan for Full-Time and Part-Time Students

Provide your institution's definition of full-time and part-time study and a sample plan of study for full-time and part-time students (e.g., three-year and five-year plan) for each advanced degree program. Institutions must clearly describe how the part-time plan of study will enable the student to progress through the required educator courses in order to meet graduation requirements.

Attachment 4: Required *(Counted in the page limit)*

Educator Component/Coursework Description

Provide **all** of the following information for **each** education component (didactic and practicum):

- Course title and catalog number
- Whether offered for the master's or doctoral programs, or both
- Course objectives, competencies addressed, and topical outline
- Teaching-learning methods (e.g., didactic, clinical, online, etc.)
- Number of credit hours/practicum hours
- Whether course is required or an elective.

Attachment 5: Required *(Counted in the page limit)*

Maintenance of Effort Documentation

You 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	
FY 2016 (Actual) Actual prior FY2016 non-federal funds, including in-kind, expended for activities proposed in this application. Amount: \$_____	FY 2017 (Estimated) Estimated current FY2017 non-federal funds, including in-kind, designated for activities proposed in this application. Amount: \$_____

Attachment 6: Required *(Counted in the page limit)*

Loan Disbursement Plan

All applicants must provide a disbursement plan for the new NFLP funds being requested in this application. Institutions must include a schedule of the disbursements planned for students who will receive loan support during the funded project period. The disbursement plan must specify disbursements for only those students who are enrolled and must not include students who have not been accepted to the nursing program. The detailed schedule must document the following in *Section A*:

- Number of students applicant projects to support, listed by full-time or part-time status.
- The date of the disbursements for the full academic year period (e.g., fall/spring/summer).
- The estimated loan amount for each student (eligible costs and fees include tuition and fees, tools and supplies required for coursework and books).

For competing continuations only, recipients must provide a disbursement plan for past unused NFLP funds. The disbursement plan must specify disbursements for only those students who are enrolled and must not include students who have not been accepted to the nursing program. The detailed schedule must document the following in *Section B*:

- Number of students applicant projects to support using the unused NFLP funds, listed by full-time or part-time status.
- The date of the disbursements for the full academic year period (e.g., fall/spring/summer).
- The estimated loan amount for each student (eligible costs and fees include tuition and fees, tools and supplies required for coursework and books).

Attachment 7: Required *(Counted in page limit)*

Example of NFLP Loan Commitment Letter

Provide a sample of an NFLP Loan Commitment Letter that the institution will have students sign upon receiving NFLP loan support. *See sample provided under Appendix D of this announcement.*

Attachment 8: Required *(Counted in page limit)*

Statement of Employment Partnership

Provide evidence of planned and/or existing collaborative, academic-to-academic partnerships and activities with entities that employ nurse faculty aimed at increasing networking and employment opportunities for NFLP student borrowers.

- If an academic-to-academic partnership has already been established, you must include a memorandum of understanding or some documentation signed by participating entities acknowledging the partnership.

Attachment 9: If applicable (*Counted in page limit*)

Documentation of Collaborative Arrangement

Institutions may offer the educator components for student credit through a formal collaboration with another campus or University. Documentation of any formal collaborative arrangement must be attached with the application as **Attachment 9**.

Attachment 10: If applicable (*Not included in the page limit*)

Default Rate Action Plan

Institutions applying as competing continuations with NFLP loan default rates greater than five percent must submit a corrective action plan to reduce the default rate to: (1) under five percent; or (2) half the current default rate, whichever is greater. The applicant must implement the corrective action plan during the period of performance, with the understanding that failure to do so may result in becoming ineligible for future funding or becoming subject to additional penalties, up to and including, award termination.] The default rate corrective action plan must include:

- A description of the factors that have contributed to the default rate exceeding the five percent threshold.
- A work plan with specific activities and associated timelines to reduce the default rate to either (1) under five percent or (2) half the current default rate (whichever is greater) during the period of performance.

Attachment 11: Required (*Not included in the page limit*)

Documentation of Private or Public Non-profit Status

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>.

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 it has 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://fedgov.dnb.com/webform/pages/CCRSearch.jsp>)
- 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](#).

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

4. Submission Dates and Times

The due date for applications under this FOA is *November 14, 2016 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

The NFLP is not 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

Applicants responding to this announcement may only request funding for a project period of one (1) year.

Funds under this announcement must conform to the Uniform Administrative Requirements at 45 CFR 75 Subpart E Cost Principles. Funds may not be used for purposes specified in HRSA's SF-424 R&R Application Guide. In addition, funds may not be used for stipend support (*i.e.*, living expenses, student transportation cost, room/board, or personal expenses).

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

You are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with the all federal funding requirements and prohibitions such as lobbying, gun control, abortion, etc. The effectiveness of these policies, procedures and controls is subject to audit. 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.

V. Application Review Information

1. Review Criteria

The NFLP is a formula-based grant program that does not require objective review of the application against review criteria. HRSA is responsible for the review of each application for eligibility including accreditation status, Project Director qualifications, completeness, accuracy (including the data reported on all tables) and compliance with the requirements outlined in this FOA.

For previous NFLP recipients, the level of unused accumulated funding in the NFLP loan fund account at your institution will be considered in determining the FY 2017 NFLP award.

The application review and award determination process will consider the applicant's unused balance from the past performance report period, whether the institution has made loans over recent periods, and the institution's default rate from the past report period.

NOTE: Beginning in FY 2018, competing continuation (renewal) applicants that are above the default rate threshold (greater than five percent) may be deemed ineligible for future funding or be subject to additional penalties, up to and including award termination.

2. Review and Selection Process

The funds appropriated for the NFLP are distributed among participating institutions as a formula-based grant. Program data reported on the HRSA forms (NFLP Program Specific Data Form) are used to determine funding and administer the program. All required program data tables must be submitted electronically in Grants.gov as part of the application.

Statutory Funding Priority

The NFLP funding priority is defined as a favorable adjustment of the formula that determines the amount of the award. As stated under Section 847(f) of the Public Health Service Act, a funding priority is awarded to NFLP applicants that support doctoral nursing students. Under the NFLP, a funding priority will be applied to eligible applicants that support students enrolled in doctoral nursing programs (e.g., PhD, DNP, and EdD in Nursing Education).

Please note that HRSA will not provide a funding preference for some applicants as authorized by Section 791(a)(1) of the PHS Act because all eligible applicants will receive an award.

3. Assessment of Risk and Other Pre-Award Activities

The Health Resources and Services Administration 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](#)).

Eligible applications that HRSA is considering for funding are reviewed for other considerations. These include, as applicable, assessment of the applicant's 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 grants information or to undertake certain activities 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, the HRSA 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 the applicant that is in the [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#). An applicant may review and comment on any information about itself that a federal awarding agency previously entered. HRSA will consider any comments by the applicant, in addition to other information in [FAPIS](#) in making a judgment about the applicant's integrity, business ethics, and record of

performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR [§ 200.205 Federal Awarding Agency Review of Risk Posed by Applicants](#).

If an award would be greater than \$150,000 and a determination is made that an applicant is not qualified, it will be reported by HRSA to FAPIIS ([45 CFR § 75.212](#)).

4. Anticipated Announcement and Award Dates

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

VI. Award Administration Information

1. Award Notices

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

HRSA, acting on behalf of HHS, will send a NoA to awarded institutions indicating the amount of the FCC provided and the non-federal share ICC that the institution will be required to provide.

Receipt of Award

Awarded institutions will receive the NFLP award via electronic funds transfer. The HHS Payment Management System (PMS) will establish an account for new institutions receiving an award. For information regarding drawdown of funds, contact the Division of Payment Management System (PMS) at <http://www.dpm.psc.gov/>.

Recipients must draw down the full NFLP grant award from the PMS account soon after receipt and deposit the funds into an interest-bearing, revolving loan fund established by your institution no later than the end of the budget/project period. Institutions must conduct all loan activity through the revolving fund rather than multiple drawdowns from the PMS account. The revolving fund must contain the following:

- FCC grant dollars awarded
- ICC matching amount (equal to not less than one-ninth of the FCC)
- Proceeds from the collections of principal and interest on NFLP loans made from the fund
- All other earnings of the fund

2. Administrative and National Policy Requirements

See Section 2 of HRSA's [SF-424 R&R Application Guide](#).

3. Reporting

The successful applicant under this FOA must comply with Section 6 of HRSA's [SF-424 R&R Application Guide](#) and the following program-specific reporting and review activities:

1. **Audit Requirements.** Institutions must comply with the audit requirements of 45 CFR 75 Subpart F. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.
2. **Payment Management Requirements.** The NFLP grant award is an FCC. The FCC model requires recipient institutions to establish and maintain a revolving fund with the grant award. Funds for NFLP awards are sub-accounted in the Payment Management System (PMS) and will be in a B type (sub accounted) account. "B" accounts do not require quarterly FFR reporting. The NFLP requires recipients to drawdown all funds upon award and establish and maintain a revolving fund through which to conduct all loan activity. Funds are considered disbursed upon receipt by the recipient's bank, and therefore, are not required to report quarterly using the FFR.
3. **Status Reports**
 - a. **Federal Financial Report:** Not required for this program.
 - b. **Progress Report(s):** Not required for this program.
 - c. **Annual Performance Report:** The recipient must submit a Performance Report to HRSA via the EHBs on an annual basis. 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 (GPRA). The required performance measures for this program are outlined in the Project Narrative Section IV's Impact.

The annual performance report will include all activities from July 1 to June 30. The report will be due to HRSA on or about August 1. Further information will be provided in the NoA.
 - d. **Final Report:** Not required for this program.
 - e. **Tangible Personal Property Report:** Not required for this program.
4. **Truth in Lending Act (TILA).** On August 14, 2009, the Federal Reserve published a final rule amending Regulation Z (12 C.F.R. Part 226), which implements the Truth in Lending Act (TILA), following the passage of the Higher Education Opportunity Act (HEOA). Title X of the HEOA amended TILA by adding, in addition to other requirements, disclosure and timing requirements that

apply to creditors making private education loans, which are defined as loans made for postsecondary educational expenses. See additional TILA information under **Appendix B** of this announcement.

5. **Attribution.** You are required to use the following acknowledgement and disclaimer on all products produced by HRSA grant funds:

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

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

VII. Agency Contacts

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

CDR Tara A. Cozzarelli, U.S. Public Health Service
Advanced Nursing Education Branch Chief
Division of Nursing and Public Health
Bureau of Health Workforce
Health Resources and Services Administration
Phone: (301) 945-3980
Email: tcozzarelli@hrsa.gov

LCDR Edward W Wroblewski III, BSN
Division of Nursing and Public Health
Bureau of Health Workforce
Health Resources and Services Administration
Parklawn 11N104B
5600 Fishers Lane
Rockville, MD 20857
Phone: (301) 443-4301
Fax: (301) 443-0791
Email: ewroblewski@hrsa.gov

Additional information related to the overall program issues or technical assistance regarding this funding announcement may be obtained by contacting:

Jemima Drake
Nurse Consultant
Division of Nursing and Public Health
Bureau of Health Workforce
Health Resources and Services Administration
5600 Fishers Lane, 11N128D
Rockville, MD 20857
Email: jdrake@hrsa.gov

You may need assistance when working online to submit your application forms electronically. 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>

Important: Institutions should always ask for and obtain a case number when calling for support.

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:

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

VIII. Other Information

Management of NFLP Funds

The NFLP agreement requires the institution to establish and operate the NFLP fund. Guidance on the management of NFLP funds can be accessed under the "More Information" section at <http://bhw.hrsa.gov/nursing/grants/nflp.html>. The guidelines offer an introduction to the management of the NFLP fund, including specific guidance regarding the institution's fiduciary and performance standard responsibilities.

NFLP Technical Assistance Webinar

A 2017 NFLP Technical Assistance Webinar is scheduled to provide an overview of the NFLP funding opportunity, communicate program changes and updates, and allow new and current NFLP institutions to ask questions pertaining to the information presented. Key staff at your institution who will be involved with administering the NFLP must participate. The information to access the webinar is provided as follows:

Date: Wednesday, September 21, 2016

Time: 1:00pm – 3:00pm Eastern Time

Adobe Connect: <https://hrsa.connectsolutions.com/fy17-nflp/>

Dial-in Number: 800-779-1324

Participant Passcode: 3062656

The webinar will be recorded for access one hour after the call ends. The audio recording will be available until December 21, 2016 at 9:59pm Central Time.

Audio Replay Number: 866-415-8411

Passcode: 3062656

Program Definitions

The following definitions apply to the NFLP for FY 2017:

Accredited – Refers to programs accredited by a recognized agency, 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 agency approved for such purpose by the Secretary of Education. The Secretary of Education publishes a list of recognized accrediting bodies and state agencies, which the Secretary of Education has determined to be reliable authorities as to the quality of education offered at: <http://ope.ed.gov/accreditation/>.

Accrediting Agency – Refers to a national nurse education body or a State agency approved for such purpose and recognized by the Secretary of the U.S. Department of Education. The U.S. Department of Education shall publish a list of recognized accrediting bodies and State agencies which the Secretary of Education determines to be a reliable authority as to the quality of education offered. These agencies include the Commission on Collegiate Nursing Education (CCNE), the Accreditation Commission for Education in Nursing (ACEN), the Accreditation Commission on Midwifery Education of the American College of Nurse-Midwives (ACME), and the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).

Advanced Education Nursing Program – Refers to programs of study in a collegiate school of nursing or other eligible entity which leads to a master's or doctoral degree that must prepare nurses to: serve as nurse practitioners, clinical nurse specialists,

nurse-midwives, nurse anesthetists, nurse educators, nurse administrators, public health nurses, or in other nurse specialties determined by the Secretary to require advanced education.

Certification – Refers to the process by which an agency or organization validates, based upon predetermined standards, an individual nurse’s qualifications and knowledge for practice in a defined functional or clinical area of nursing.

Clinical Nursing Specialty – Refers to a specific area of advanced clinical nursing theory and practice addressed through formal instruction to prepare advanced education nurses. Clinical nursing specialties prepare the nurse to provide direct patient/client nursing care to individuals or to population groups. A nurse completing a course of study in a clinical nursing specialty is expected to be eligible for a national certification(s) or state certification(s), when available, following graduation or required experience.

Clinical Nursing Specialty Program – Refers to a formal graduate level education program that provides expertise within a specialty area of nursing practice. In addition to the delivery of direct patient/client care, the specialty area may include consultative, educational, research or administrative components. A graduate degree is the minimum requirement for clinical nurse specialty programs.

Continuing Student – Refers to NFLP loan recipients enrolled the previous academic year and who will continue enrollment in the education program offered by the institution.

Doctoral Program in Nursing – Refers to a program of instruction beyond the baccalaureate and master’s degrees in nursing (e.g., PhD, DNS, DSN, DNSc, and DNP). Doctoral programs in nursing fall into two principal types: research focus and practice focus.

Education Component – Refers to the education courses and preceptor or supervised teaching practicum identified within the curriculum that prepares students to become nurse faculty.

Electronic Distance Learning Methodologies – Refers to electronic media used to deliver education content when the learner and teacher are separated by distance. An electronic medium may be a computer, the internet, teleconferencing, television, or CD ROM/DVD.

Full-Time Employment – Refers to the status of a student borrower who has graduated and is either (1) employed as a full-time faculty member position in an accredited school of nursing; or (2) employed as a part-time faculty member at an accredited school of nursing in combination with another part-time faculty position or part-time clinical preceptor position affiliated with an accredited school of nursing that together equates to full-time employment. For the purposes of Nurse Faculty Loan

Program loan forgiveness, the institution which provided NFLP support to a borrower must cancel a portion of the loan based on the hiring institution's designation of full-time.

Full-Time Student – Refers to students who are enrolled on a full-time basis as defined by the Registrar's office at your institution.

Graduate – Refers to individuals who have successfully completed all institutional requirements necessary to be granted a degree.

New Student – Refers to students who have never received NFLP support.

Nurse Administrator – Refers to a registered nurse who has successfully completed a master's or doctoral degree program of study designed to prepare nurses for leadership positions in administration in a variety of health care systems.

Nurse Anesthetist – Refers to a registered nurse who has successfully completed a nurse anesthetist education program.

Nurse Educator – Refers to a registered nurse who is prepared through master's or doctoral education in nursing to transfer knowledge about the science and art of nursing from the expert to the novice in a variety of academic, clinical and lay educational settings with attention to lifelong learning needs of professional nursing students and advanced practice nurses and students.

Nurse-Midwife – Refers to a registered nurse educated in the two disciplines of nursing and midwifery that successfully complete a nurse-midwifery education program accredited by the Division of Accreditation of the American College of Nurse-Midwives (ACNM).

Nurse Practitioner – Refers to a registered nurse who has successfully completed a Nurse Practitioner Program, as defined below, who can deliver primary and acute care services in a variety of settings, such as homes, ambulatory care facilities, long-term care facilities, and acute care facilities while using independent and interdependent decision making with direct accountability for clinical judgment.

Nurse Practitioner or Nurse-Midwifery Program – Refers to an educational program of study, as defined by the institution, which meets the guidelines prescribed herein. The program's objective is the education of nurses who will, upon completion of their studies in the program, be qualified to effectively provide primary care in a variety of settings, including in homes, ambulatory care facilities, long-term care facilities, acute care, and other health care settings.

Part-time Student – Refers to an individual enrolled in an advanced education nursing program, carrying less than the full-time credit load in a term, as defined by the institution.

Preceptorship – Refers to a clinical learning experience in which the graduate is assigned to a faculty member or with oversight by program faculty to a designated preceptor who is a nurse practitioner or nurse-midwife or other health professional for specific aspects of the clinical learning experience.

Program – Refers to a program of study that consists of a combination of identified courses and other educational or training experiences at a specified academic level, the sum of which provides the required competence(s) to practice.

Public Health Nurse – Refers to, in the advanced education nursing program, a registered nurse who has successfully completed a master's or doctoral degree program of study designed to prepare nurses for the practice of promoting and protecting the health of populations using knowledge from nursing, social, and public health sciences.

Registered Nurse – Refers to a person who has graduated from a school of nursing and is licensed to practice as a registered or professional nurse in a state.

School of Nursing – Refers to an accredited collegiate, associate degree, or diploma school of nursing in a state where graduates are (A) authorized to sit for the National Council Licensure Examination-Registered Nurse (NCLEX–RN); or (B) licensed registered nurses who will receive a graduate or equivalent degree or training via an advanced education nursing program as defined above to become an advanced education nurse as defined.

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.

APPENDIX A

**AGREEMENT
WITH
U.S. Department of Health and Human Services (HHS), Health Resources and Services
Administration
Bureau of Health
Workforce
TO PARTICIPATE IN THE NURSE FACULTY LOAN PROGRAM
(NFLP)**

The Nurse Faculty Loan Program (“NFLP”), Section 846A of the Public Health Service Act (“the Act”), authorizes the Secretary of the Department of Health and Human Services (“HHS”) to enter into an agreement with a school of nursing to establish and operate a student loan fund to increase the number of qualified nursing faculty.

TERMS OF AGREEMENT

I. Obligations of HHS - Subject to the availability of funds, HHS agrees to:

- A. Make an award to the school in the form of a Federal Capital Contribution (FCC); and**
- B. Pay to the school an amount equal to the school’s proportionate share of the principal and interest that is forgiven on any NFLP loan.**

II. Obligations of the School

In consideration of the receipt of an NFLP award, the school agrees to perform and comply with the below-listed obligations, as well as all applicable federal statutes, regulations, and policies.

A. The Fund

1. The school will establish an NFLP fund (“the Fund”) to be used only for making NFLP loans to eligible students and for the costs associated with collection of these loans and interest thereon. Costs associated with collection of these loans and interest thereon must be considered reasonable by HRSA (as defined by 45 CFR 75, section 75.404).
2. The school will deposit into the Fund:
 - The FCC,
 - An Institutional Capital Contribution (ICC) equal to not less than one-ninth of the FCC,
 - Collections of principal and interest on NFLP loans made from the Fund, and
 - All other earnings of the Fund.
3. NFLP schools are permitted to retain unused NFLP loan funds in the revolving institutional NFLP fund account without fiscal year restriction. However, unused NFLP grant funds must be used within 18 calendar months from the end of the NFLP-designated budget year period. Institutions failing to do so will be considered non-compliant with NFLP requirements and failure to comply may result in administrative actions up to and including withholding further Federal awards for the project, as well as the suspension and/or termination of the NFLP grant.
4. NFLP schools must have a default rate of not more than five percent. The default rate for each school shall be the ratio (stated as a percentage) that the defaulted principal amount outstanding of the school bears to the matured loans of the school. Failure to meet NFLP requirements may impact NFLP grant funding per Uniform Guidance [2 CFR 200](#) as codified by HHS at [45 CFR 75](#). Institutions that exceed a default rate of greater than five percent will be considered non-compliant with NFLP requirements. The default rate is calculated as the percent of the institution’s total outstanding student loan principal subject to repayment which is past due for a period of greater than 120 days. HRSA will assess award recipients for program compliance including to determine whether an institution has a default rate greater than five percent on June 30 of each year. When non-compliance is determined (e.g., an NFLP recipient has a default rate greater than five percent HRSA will notify the institution of its non-compliant status, as well as any required steps to come into compliance, including any necessary action on the part of the grant recipient. Grant recipients will be provided with a time-phased approach to resolve compliance issues. Failure to comply with the grant requirement within the specified time frame may result in administrative actions up to and including withholding further Federal awards for the project, as well as the suspension and/or termination of the NFLP grant.

B. Eligible Borrowers

The school must determine that an NFLP loan applicant is eligible before making the loan. To be eligible to receive an NFLP loan, a borrower must:

1. Be a U.S. citizen or national of the U.S., or a lawful permanent resident of the U.S. and its territories;
2. Be enrolled as a student in good standing in an advanced nurse education program at the school;
3. Maintain “good academic standing” according to the school while enrolled in the advanced nurse education program; and
4. Have no judgment liens entered against him/her based on the default on a federal debt, 28 U.S.C. 3201(e).

C. Making the NFLP Loan

1. The school will make NFLP loans to eligible students for the cost of tuition, fees, books, lab expenses, and other reasonable education expenses. The school should offer full support or the amount requested by the student to cover the full or partial tuition/fees on a first-come-first-serve basis for an academic year until funds are expended. An NFLP loan may not exceed \$35,500 per student for any academic period (such amounts shall be adjusted to provide for cost of attendance (that is, the cost of tuition, fees, books laboratory expenses, and other reasonable education expenses, increase for the yearly loan rate, and the aggregate loan), not to exceed five years of support to a student. The school must develop student budgets that treat students within groups consistently, but are sensitive to individual circumstances.

2. The school must send a loan award notification letter to each student. The award letter must require the student's signature to indicate acceptance or rejection of the NFLP loan and the return of this document to the school. The school must provide the student with a copy of this document.
3. The school must execute an NFLP Promissory Note when making an NFLP loan. (EXHIBIT A) Modification of the Promissory Note requires prior approval of HHS. The borrower must sign the Promissory Note prior to disbursement of loan funds. It is not necessary to have a separate Promissory Note signed each time a student receives an advance of funds. The school must give the borrower a copy of each note. Any NFLP statutory amendment affecting the terms of the NFLP loan requires an amended Promissory Note for future loans and, in some circumstances, an amendment to previously executed Promissory Notes.
4. The school must disburse the NFLP loan in payments not to exceed the amounts needed by the borrower for the relevant period of time.
5. The borrower must complete the specified education component(s) for the advanced nursing degree program prior to graduating from the program.

D. Interest

1. The NFLP loan will bear interest on the unpaid balance of the loan at: **(a)** the rate of three percent per annum beginning three months after the Borrower graduates from the program, or **(b)** bear interest on the unpaid balance of the loan at the prevailing market rate if the borrower fails to complete the advanced nurse education program or when the Borrower fails to establish employment as full-time nurse faculty at an accredited school of nursing. Loans to borrowers employed as full-time nurse faculty at a school of nursing for a consecutive four-year period will bear interest at the rate of three percent for the four-year period and the remaining six years of the "repayment period." If the borrower ceases full-time employment as nurse faculty at a school of nursing, the NFLP loan will bear interest at the prevailing market rate.

E. Cancellation (Forgiveness)

The NFLP is a loan forgiveness program with a service obligation for recipients of the loans. To be eligible for the maximum 85 percent forgiveness, the Borrower must agree to serve as full-time nurse faculty at an accredited school of nursing for a consecutive four-year period following graduation from the program. Following graduation, the Borrower must submit certification of employment within a reasonable timeframe to be determined by the school. NFLP borrowers are limited to a 12-month timeframe to establish employment as full time nurse faculty at an accredited school of nursing following graduation from the program. If employment verification is not submitted within the 12-month period, the borrower will **NOT** be eligible for loan forgiveness. The school will cancel an amount up to 85 percent of the principal and interest of an NFLP loan as follows:

1. Upon completion by the borrower of each of the first, second and third year of full-time employment as a faculty member in a school of nursing, the School will cancel 20 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.
2. Upon completion by the borrower of the fourth year of full-time employment as a faculty member in a school of nursing, the School will cancel 25 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.

F. Repayment

1. The NFLP loan is repayable over a 10-year period beginning nine months after the borrower completes the advanced nurse education program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.
 - Prepayment: The Borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest on the loan at any time.
 - Acceleration: If the Borrower fails to make a scheduled repayment or fails to comply with any other term of this Promissory Note, the entire unpaid balance of the loan, including interest due and accrued and any applicable penalty charges, will, at the option of the school, become immediately due and payable.
2. Deferment: NFLP borrowers are eligible for deferment for up to three years, (1) when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity, or (2) when the borrower who graduates and is employed, and decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.
3. Death and Disability: In the event of the Borrower's total and permanent disability or death, the school will cancel any remaining payments on the Note.
4. Forbearance: The school may, in its discretion, place the Borrower's NFLP loan in forbearance whenever extraordinary circumstances such as poor health or hardship temporarily affect the Borrower's ability to make scheduled loan repayments. During periods of forbearance, interest continues to accrue on the unpaid principal balance of the loan.

G. Loan Servicing and Collection

1. The school must conduct and document an entrance interview for each academic year during which the student receives an NFLP loan. This documentation must include:
 - A statement of the borrower's rights and responsibilities regarding the NFLP loan, including the service obligation and loan forgiveness (EXHIBIT B). The borrower must sign and acknowledge this statement to indicate receipt and understanding of this information.
 - Personal information provided by the borrower to assist in loan forgiveness and collection, if needed.
2. The school must provide the borrower with a repayment schedule.
3. **Exit Interview:** The Borrower agrees to attend an exit interview prior to completing or terminating student status at the school.
4. **Credit Bureaus:** The school may disclose any delinquency or default on the Borrower's loan to credit bureaus.
5. **Collection Agents, Litigation, and Withholding of Services:** If the Borrower fails to make a scheduled repayment, or fails

to comply with any other term of the Note, the school may: (a) refer the Borrower's loan to a collection agent; b) initiate legal proceedings against the Borrower; c) withhold school services from the Borrower, such as transcripts and letters of recommendation; d) refer the Borrower's loan to the Secretary for collection assistance, including offset of federal salaries; and e) pursue judicial remedies.

6. **General:** The Borrower will promptly inform the school of any change in name or address.

7. **Disclosure:** The school will provide to the Borrower a disclosure statement regarding the financial charges on the NFLP loans

(i.e., Statement of Borrower's Rights and Responsibilities, Truth-in-Lending). Schools that do not require signature of disclosure statements are urged to consult with institutional legal counsel to determine what is appropriate to the school's particular situation.

H. Default by the Borrower

If a NFLP borrower defaults on the loan, the school must immediately stop the disbursement of the NFLP loan and begin collection on the loan. Default means:

- Failure to complete the advanced nurse education program.
- Loss of the status as a student in good standing, as used by the School for the advanced nurse training program.
- Failure to become employed or maintain employment as a full-time faculty member at an accredited school of nursing. "Full-time" has the meaning used by the employing school of nursing for its faculty and may include (1) full-time faculty member at an accredited school of nursing; or (2) part-time faculty member at an accredited school of nursing in combination with another part-time faculty position or part-time clinical preceptor position affiliated with an accredited school of nursing that together equates to full-time employment. Failure to provide certification of employment will evidence default. or
- Failure to make payments as required by the NFLP borrower's Promissory Note and repayment agreement.

I. Records

1. The school must document the approval or disapproval of each NFLP loan application.

2. The school must establish and maintain an individual file for each NFLP loan recipient, including:

- The NFLP loan application;
- The school's copy of the loan notification letter;
- The original signed Promissory Note(s);
- The signed disclosure (i.e., Statement of Borrower's Rights and Responsibilities; Truth in Lending);
- All servicing and collection records, including payments, forgiveness, deferment, forbearance, or default.

3. The school must retain all records relating to an NFLP loan for a minimum of **3 years** after the loan is retired.

J. Federal Non-Discrimination, Assurances, Certifications and Other Requirements

The official of the applicant school accepts, as federal funds are allocated and paid as a result of this application, the obligation to comply with the applicable federal Non-discrimination, Assurances, Certifications and Other Requirements hereof: **ASSURANCES**

Other Discrimination: Attention is called to the requirements of Sec. 401 of the Health Programs Extension Act of 1973, Public Law 93-45, as amended (42 USC 300a-7), which provides that no entity which receives any award, contract, loan, loan guarantee, or interest subsidy under the PHS Act may deny admission or otherwise discriminate against any applicant (including applicants for internships and residencies) for training or study because of the applicant's reluctance or willingness to counsel, suggest, recommend, assist, or in any way participate in the performance of abortions or sterilizations contrary to, or consistent with, the applicant's religious beliefs or moral convictions.

CERTIFICATIONS AND OTHER REQUIREMENTS

Misconduct in Science: Each school which applies for or receives assistance under a research, research-training, or research-related program or cooperative agreement under the PHS Act must submit an annual assurance (Form PHS 6349) certifying that the school has established administrative policies as required by 42 CFR Part 93, and that it will comply with those policies and the requirements. As of January 1, 1990, Notice of Awards for programs and cooperative agreements involving research may be issued only to schools that have filed with the Office of Research Integrity (ORI), acceptable assurances for dealing with and reporting possible misconduct in science. The respective Offices will determine the status of a school by contacting ORI. **Statement of Non-Delinquency on Federal Debt:** The question applies only to the person or school requesting financial assistance, and does not apply to the person who signs an application form as the authorized representative of a school or on behalf of another person who actually receives the funds.

Examples of federal debt include delinquent taxes, audit disallowances, guaranteed or direct student loans, FHA loans, and other miscellaneous administrative debts. For purposes of this statement, the following definitions apply:

- For direct loans, a debt more than 31 days past due on a scheduled payment.
- For agents, recipients of a "Notice of Grants Cost Disallowance" who have not repaid the disallowed amount or who have not resolved the disallowance. For guaranteed and insured loans, recipients of a loan guaranteed by the Federal Government that the Federal Government has repurchased from a lender because the borrower breached the loan agreement and is in default

Drug-Free Schools and Campuses: The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Sec. 22, which added Sec. 1213 to the Higher Education Act, require that any public or private school of higher education (including independent hospitals conducting training programs for health care personnel), state educational agency, or local educational agency receiving federal financial assistance must certify to the Secretary of Education, as a condition for funding, that it has adopted and implemented a drug prevention program as described in regulations at 34 CFR Part 86, (55 FR 33581), August 16, 1990, as amended at 61 FR 66225, December 17, 1996. The provisions of the regulations also apply to sub-awardees that received federal funds from any federal program regardless of whether or not the primary program is an institution of higher education, state educational agency, or local educational agency.

Bloodborne Diseases: Section 308 of Title III of Public Law 102-408, the Health Professions Education Extension Amendments of 1992, requires that with respect to awards of programs or contracts under Title VII or VIII of the PHS Act, the Secretary of DHHS may make such an award for the provision of traineeships only if the applicant for the award provides assurances

satisfactory to the Secretary that all trainees will, as appropriate, receive instruction in the utilization of universal precautions and infection control procedures for the prevention of the transmission of bloodborne diseases.

APPENDIX B

Truth-In-Lending Act, Regulation Z

On August 14, 2009, the Federal Reserve published a final rule amending Regulation Z (12 C.F.R. Part 226), which implements the Truth in Lending Act (TILA), following the passage of the Higher Education Opportunity Act (HEOA). Title X of the HEOA amended TILA by adding, in addition to other requirements, disclosure and timing requirements that apply to creditors making private education loans, which are defined as loans made for postsecondary educational expenses. Compliance with the final rule is mandatory beginning February 14, 2010. This letter is to make institutions aware of this rule.

Although HHS may be able to provide general information about this regulation, the responsibility for compliance with the regulation rests with your institution, and it is recommended that institutions consult with their legal counsel for specific guidance on its applicability. NOTE: TILA disclosure requirements also apply to ARRA-NFLP funds.

The Federal Reserve's August 14, 2009 final rule applies to institutions that meet Regulation Z's definition of "creditor" and extend "private education loans" to their students. Loans made, insured, or guaranteed by the federal government under Title IV of the Higher Education Act of 1965 are specifically exempt from the TILA and the definition of "private education loan." However, loans made under Titles VII and VIII of the Public Health Service (PHS) Act are not exempt from the TILA or the definition of "private education loan." See 15 U.S.C. § 1650(a) (7) and 12 C.F.R. § 226.46(b) (5).

Accordingly, whether the new TILA requirements for creditors making private education loans apply to institutions that make loans under Title VII and VIII of the PHS Act depends on whether an institution meets the definition of "creditor" provided by Regulation Z. A "creditor" is defined under Regulation Z as "a person (A) who regularly extends consumer credit that is subject to a finance charge or is payable by written agreement in more than four installments (not including a down payment), and (B) to whom the obligation is initially payable, either on the face of the note or contract, or by agreement when there is no note or contract." A person "regularly extends consumer credit" if he or she extended credit more than 25 times (or more than five times for transactions secured by a dwelling) in the preceding calendar year. See 12 C.F.R. § 226.2(a) (17) (I).

Among other requirements, the amendments to TILA, as implemented by Regulation Z, require that creditors making private education loans:

- Provide a number of new disclosures to borrowers, which must be given at several different times in the loan origination process;
- Permit the borrower the right to accept the loan at any time within thirty days after receiving the approval disclosures;
- Allow the borrower the right to cancel the loan without penalty for three business days after receiving the final disclosures; and
- Obtain a signed "self-certification form" from the borrower before consummating the loan.

More detailed information about these requirements can be found in the final rule available at <http://www.federalreserve.gov>. Federal Reserve System 12 CFR Part 226, Regulation Z: Docket No.R- 1353.

Master promissory notes currently used for Title VII and VIII loans will not need revisions; however, truth-in-lending statement forms used by many institutions may need to be revised to comply with the new TILA disclosure rules.

APPENDIX C

OMB Number: 0915-0378
Expiration Date: 4/30/2017

NFLP Program Specific Data Form										
A. Applicant and Program Information										
<ul style="list-style-type: none"> - Current Fiscal Year: Enter current fiscal year from this FOA. - Previous Recipient: Select Yes or No - Type of Institution: Select Public or Private - Eligible Entity: Select School/College of Nursing or other department within the institution that offers a graduate nursing degree 										
<ul style="list-style-type: none"> - Education Component/Course Offered (Provide information for all educator courses offered) 										
Course Title? (Enter)	Required or Elective? (Select from list)	Distance/Web-based Learning Component? (Yes/No)				Program Degree Level? (Select from list)				
B. ACCREDITATION AND APPROVALS										
<ul style="list-style-type: none"> - Is the eligible graduate nursing program(s) accredited? (Yes/No) If yes, select the accrediting agency from (CCNE, ACEN, ACME and/or COA) and provide expiration date for each accrediting agency selected 										
C. FEDERAL FUNDS REQUESTED										
- Indicate the total amount of Federal Capital Contribution (FCC) requested.									\$	
D. NFLP UNUSED LOAN BALANCE										
- Indicate the amount of unused loan balance from the previous project periods.									\$	
E. ENROLLEE DATA (Complete all fields; enter "0" if no enrollees)										
Continuing and New NFLP Enrollees Project for Support										
Type of Institution	Master's		Post-BSN DNS/PhD		Post-MSN DNS/PhD		Post-BSN DNP		Post-MSN DNP	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Public (In-State)										
Public (Out-of-State)										
Private										
Enrollees By Practice Role										
Type of Practice Role							Master's		Doctoral	
Primary Care Nurse Practitioner										
Acute Care Nurse Practitioner										
Nurse Midwife										
Nurse Anesthetist										
Clinical Nurse Specialist										
Public Health Nurse										
Nurse Administrator										
Nurse Educator										
Other Role: Research (e.g., PhD)										

F. TUITION, REQUIRED TERMS AND CREDIT HOURS

DATA ELEMENT (If the tuition, terms, or credits hours vary, specify range)	MASTER'S PROGRAM				DOCTORAL PROGRAM			
	In-State		Out-of-State		In-State		Out-of-State	
	FT	PT	FT	PT	FT	PT	FT	PT
Type of Degree Program (Select from List)								
Provide Tuition Costs Per TERM								
Number of Terms/Semesters Required per Academic Year	Select from drop-list							
Minimum Number of Credit Hours for Full-time Status	Select form drop-list							

APPENDIX D
Nurse Faculty Loan Program
LETTER OF COMMITMENT
(*SAMPLE*)

I _____ (borrower name), understand that upon receiving loan support under the Nurse Faculty Loan Program (NFLP) at _____ (school name) for the academic year _____ (academic year), I agree to complete the _____ (MSN or DNP, PhD) degree program as a full-time or part-time student for the program of study periods required to graduate from the program.

I agree to:

- Enroll for at least two consecutive terms/semesters each academic year of loan support;
- Sign the NFLP Promissory Note for each year of NFLP loan support; and
- Complete the required educator courses/components prior to graduating from the program.

Following graduation from the program, I intend to pursue and obtain a full-time nurse faculty position at an accredited school of nursing within 12 months. I agree to participate in the nurse faculty employment support activities (e.g., job fairs, resume writing workshop, networking at nursing conferences, etc.) offered by the school.

I have read and fully agree to this Letter of Commitment.

Signed _____ Date _____
Print name _____