

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

Bureau of Health Workforce
Division of Medicine and Dentistry

Grants to States to Support Oral Health Workforce Activities

Announcement Type: Initial: New
Funding Opportunity Number: HRSA-16-038

Catalog of Federal Domestic Assistance (CFDA) No. 93.236

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2016

Application Due Date: February 16, 2016

*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.*

Release Date: December 1, 2015

Issuance Date: December 1, 2015

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Authority: Section 340G of the Public Health Service Act (42 USC §256g).

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Health Workforce (BHW) is accepting applications for the fiscal year (FY) 2016 Grants to States to Support Oral Health Workforce Activities program. The purpose of this grant program is to support states in developing and implementing innovative programs to address the oral health workforce needs of designated Dental Health Professional Shortage Areas (Dental HPSAs).

Applications may be submitted by a Governor-appointed, State governmental entity that addresses at least one of the six Focus Areas listed in this funding opportunity announcement. Only one application per State will be accepted.

Grants will not be made to a State unless that State agrees that, with respect to the costs to be incurred by the State in carrying out the activities for which the grant is awarded, the State will provide non-Federal contributions in an amount equal to not less than 40 percent of Federal funds provided under the grant.

Funding Opportunity Title:	Grants to States to Support Oral Health Workforce Activities
Funding Opportunity Number:	HRSA-16-038
Due Date for Applications:	February 16, 2016
Anticipated Total Annual Available Funding:	\$3.6 Million
Estimated Number and Type of Award(s):	Up to 7 grants
Estimated Award Amount:	Up to \$500,000 per year
Cost Sharing/Match Required:	Yes
Project Period:	September 1, 2016 through August 31, 2018 (2 years)
Eligible Applicants:	Eligible applicants include only Governor-appointed, State government entities (such as the State office/division housing the State dental director, or a State-run university or dental school). [See Section III-1 of this funding opportunity announcement (FOA) for complete eligibility information.]

Application Guide

All applicants 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/sf424rrguide.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

The Oral Health Training Branch (OHTB) in BHW's Division of Medicine and Dentistry will conduct two technical assistance (TA) sessions for this funding opportunity announcement. The first session will be a webinar and will include information for preparing an application with an opportunity to ask questions. A taped replay of the audio portion will be available one hour after the call ends, and a recording of the webinar will be available approximately one day after the webinar ends, through the closing date of the funding opportunity. The link for the webinar recording will be placed on the following website:

<http://bhw.hrsa.gov/grants/dentistry/sohw.html>.

The second TA session will be a phone call and will also include information important for preparing an application with an opportunity to ask questions. A taped replay will be available one hour after the call ends, through the closing date of the funding opportunity. The TA sessions will take place as follows:

Date: Tuesday, December 15, 2015

Time: 2:00 p.m. ET

Telephone Number: 888-810-6750

Passcode: 5094515

Web Link: https://hrsa.connectsolutions.com/hrsa-16-038_ta/

Play-back telephone number: 866-501-2956

Passcode: 7050

Date: Tuesday, February 2, 2016

Time: 2:00 p.m. ET

Telephone Number: 888-810-6750

Passcode: 5094515

Web Link: : https://hrsa.connectsolutions.com/hrsa-16-038_ta/

Play-back telephone number: 866-509-3699

Passcode: 7050

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I. Funding Opportunity Description

1. Purpose

This announcement solicits applications for the Grants to States to Support Oral Health Workforce Activities program. The purpose of this funding opportunity announcement is to support States in developing and implementing innovative programs to address the oral health workforce needs of designated Dental HPSAs. Funds must be used to develop and implement a workforce program(s) designed to support innovative oral health service delivery models that will increase access to high quality oral health services for underserved populations located in Dental HPSAs or in other areas specifically designated as having a dental health professional shortage by the State.

Eligible applicants include only Governor-appointed, State government entities, such as the office of the State's dental director or a State-run university or dental school. Applications must define how the State government will be actively involved in the project, including defining the State's investment of resources to the project and any planned coordination of activities at the State level. As mandated by law, States must demonstrate commitment to their projects by providing a 40 percent or greater non-Federal match. Applicants are encouraged to define how they will leverage State policies and regulations to meet the oral health workforce needs of underserved populations within the State.

Applicants should also be committed to increasing diversity in health professions programs and the health workforce. Because the diversity of each State's population may vary, applicants are encouraged to recruit, train, and retain a workforce that is reflective of the diversity of their State, such as minorities underrepresented in the oral health workforce and/or those from rural or disadvantaged backgrounds. Increasing diversity also includes recognizing that patients' health is enhanced when people of diverse backgrounds and experiences come together to develop innovative practices.

Applications for this program must propose innovative oral health care delivery models to address a State's oral health workforce needs. For the purposes of this funding opportunity, "innovative" oral health service delivery models are new ideas, methods and/or approaches to address the oral health workforce needs. Applicants will be required to clearly describe how the proposal is innovative (i.e. new and/or different in the approach or method) and how the program is expected to improve access and quality of care for underserved populations.

Applicants must choose from one or more of the following six Focus Areas:

1. Integrating oral and primary care medical delivery systems for underserved communities;
2. Programs to support oral health providers practicing in advanced roles specifically designed to improve oral health access in underserved communities;
3. Practice support through tele-dentistry to improve access for underserved communities;
4. Community-based prevention service programs for underserved populations, such as water fluoridation and dental sealant programs;

5. Programs to establish or expand oral health services and facilities in Dental HPSAs, such as the establishment or expansion of community-based dental facilities, free-standing dental clinics, school-linked dental facilities, and mobile or portable dental clinics; and
6. Grants and low-interest or no-interest loans to help dentists who participate in the Medicaid program to enhance capacity, such as through equipment purchases or the sharing of overhead costs to allow for additional hours of operation.

To support the primary proposal to develop and implement an innovative oral health care delivery model, funds may be used for the following:

- To partner with dental training institutions to ensure providers are prepared to practice and lead in the State's innovative service delivery models. Training may be targeted at any level of education, including continuing dental education, and may include establishment or expansion of dental residency programs in States without dental schools, with the primary focus of encouraging trainees to ultimately practice in a Dental HPSA within the State; and/or
- To expand the State dental office to support the proposed grant activities, including enhancing capacity to develop and analyze data and policy related to oral health access and workforce needs of Dental HPSAs.

2. Background

This program is authorized by Section 340G of the Public Health Service (PHS) Act, which authorizes the Secretary of the Department of Health and Human Services (HHS), acting through the Administrator of the Health Resources and Services Administration (HRSA), "To award grants to States for the purpose of helping States develop and implement innovative programs to address the dental workforce needs of designated Dental Health Professional Shortage Areas in a manner that is appropriate to the States' individual needs." Section 340F of the PHS Act defines "a designated Dental Health Professional Shortage Area" (Dental HPSA) as "an area, population group, or facility that is designated by the Secretary as a dental health professional shortage area under section 332 or designated by the applicable State as having a dental health professional shortage."

In 2011, the Institute of Medicine (IOM) released two reports which provide recommendations to improve access to oral health services for vulnerable and underserved populations and to advance oral health in America.^{1,2} Regarding the need for workforce development, one of the IOM recommendations stated that HHS "should invest in workforce innovations to improve oral health that focus on: core competency development, education, and training to allow for the use of all health care professionals in oral health care; interprofessional, team-based approaches to the prevention and treatment of oral diseases; best use of new and existing oral health care professionals; and increasing the diversity and improving the cultural competence of the workforce providing oral health care."³

¹ Institute of Medicine and National Research Council. 2011. *Improving access to oral health care for vulnerable and underserved populations*. Washington, DC: The National Academies Press.

² Institute of Medicine. 2011. *Advancing Oral Health in America*. Washington, DC: The National Academies Press.

Some States are attempting to address the high need for oral health services in underserved areas by broadening the scope of practice of existing dental team members and developing new models of integrated oral and primary health care. States are also exploring new models of care including piloting the use of expanded practice dental hygienists to implement school-based prevention programs, using portable equipment to expand oral health services outside of fixed facilities, creation of interprofessional and collaborative practice programs, use of technology for provision of services and distance learning, curriculum development and dissemination, and rural care outreach and care coordination. For more information please visit the Grants to States to Support Oral Health Workforce Activities program website at <http://bhw.hrsa.gov/grants/dentistry/sohw.html>.

Program Definitions

The following definitions apply to the Grants to States to Support Oral Health Workforce Activities Program for Fiscal Year 2016.

- **Diversity** – Refers to the multiplicity of human differences among groups of people or individuals. Increasing diversity means enhancing an individual’s, group’s, or organization’s cultural competence; in other words, the ability to recognize, understand, and respect the differences that may exist between groups and individuals. Increasing diversity in the health care workforce requires recognition of many other dimensions including, but not limited to, sex, sexual orientation and gender identity, race, ethnicity, religion, age, cultural background, socio-economic status, disability, and language.
- **Disadvantaged Background** – An individual from a disadvantaged background is defined as someone who comes from an environmentally or economically disadvantaged background:
 - **Environmentally disadvantaged** means an individual comes from an environment that has inhibited him/her from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a health professions school.
 - **Economically disadvantaged** means an individual comes from a family with an annual income below a level based on low-income thresholds, according to family size established by the U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of the U.S. Department 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.

2015 HRSA Poverty Guidelines (200% of HHS Poverty Guidelines)			
Size of parents' family*	Income Level**		
	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$23,540	\$29,440	\$27,100
2	\$31,860	\$39,840	\$36,660
3	\$40,180	\$50,240	\$46,220
4	\$48,500	\$60,640	\$55,780
5	\$56,820	\$71,040	\$65,340
6	\$65,140	\$81,440	\$74,900
7	\$73,460	\$91,840	\$84,460
8	\$81,780	\$102,240	\$94,020
For each additional person, add	\$8,320	\$10,400	\$9,560

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

** Adjusted gross income for calendar year 2014.

SOURCE: *Federal Register*, Vol. 80, No. 51, March 17, 2015, pp. 13879-13880.

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 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.
- **Interprofessional (or collaborative) care (IPC)** – Occurs when multiple health workers from different professional backgrounds provide comprehensive health services by working with patients, their families, carers [caregivers], and communities to deliver the highest quality of care across settings (WHO, 2010).

- **Interprofessional education (IPE)** – Occurs when two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes (WHO, 2010). IPE means the collaborative process by which teams of health professionals develop curricula and courses, jointly coordinate and plan practical experiences, and team teach groups of interdisciplinary health professions students to provide holistic care throughout the lifespan.
- **Integrated health care delivery system** – A delivery system which “provides or aims to provide a coordinated continuum of services to a defined population and are willing to be held accountable for the outcomes and the health status of the population served.” At a minimum the proposed system must include collaborative practice across disciplines including dentistry or dental hygiene, mechanisms to improve care coordination, and system level initiatives, such as integrated electronic health records or care protocols, to improve the quality of care provided.
- **Medically Underserved Community (MUC)** - A geographic location or population of individuals that is eligible for designation by a State or the Federal Government as a Health Professional Shortage Area (HPSA), Medically Underserved Area (MUA), Medically Underserved Population (MUP), or Governor’s Certified Shortage Area for Rural Health Clinic purposes. MUC also includes populations such as homeless individuals, migrant or seasonal workers, and residents of public housing.
- **Rural area** – A jurisdiction that is not located in a metropolitan statistical area (MSA), as defined by the Office of Management and Budget http://www.hrsa.gov/ruralhealth/policy/definition_of_rural.html or any jurisdiction located in an MSA, but in a county or tribal jurisdiction that has a population less than 50,000. Special rules apply for independent cities and townships.
- **Underrepresented minority** – An individual from a racial and/or ethnic group that is considered inadequately represented in a specific profession relative to the numbers of that racial and/or ethnic group in the general U.S. population. For purposes of this program, the term “racial and ethnic minority group” means American Indians (including Alaska Natives, Eskimos, and Aleuts); Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics. The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

II. Award Information

1. Type of Application and Award

Type of applications sought: New

Funding will be provided in the form of a grant.

2. Summary of Funding

This program will provide funding during federal fiscal years 2016 – 2017. Approximately \$3,600,000 is expected to be available annually to fund approximately eight (8) awardees. The actual amount available will not be determined until enactment of the final FY 2016 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. Applicants may apply for a ceiling amount of up to \$500,000 per year. The project period is two (2) years. Funding beyond the first year is dependent on the availability of appropriated funds for the Grants to States to Support Oral Health Workforce Activities program, satisfactory awardee performance and a decision that continued funding is in the best interest of the Federal government.

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 supersede the previous administrative and audit requirements and cost principles that govern federal monies.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants include only Governor-appointed, State government entities. In addition to U.S. States, eligible applicants include the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. Private institutions are not eligible to apply for these grant dollars. States are encouraged to work with tribal entities to facilitate greater consultation and coordination between State and tribal governments.

For the purposes of this competition all applicants must apply as “NEW” and should note that on their applications. Current award recipients that received new grant funding through this program on September 1, 2015 and whose grants are scheduled to end on August 31, 2018 are NOT eligible to apply. Current award recipients whose grants are scheduled to end on August 31, 2016 ARE eligible to apply for this funding opportunity and should apply as “NEW”. Current award recipients whose grants are scheduled to end on August 31, 2017 ARE eligible to apply and MUST include a one-page summary with a list of the objectives from their current grant along with a clear statement that funds requested through this two-year funding opportunity announcement in no way overlap with activities of their currently funded grant. Overlap funding is defined as other support which duplicates current budgetary items or projects already funded by a HRSA, or any other federal, grant. Applicable applicants must include this one-page summary in Attachment 7: Summary of Objectives.

All applications submitted by any State-governmental entity other than the office/division housing the State dental director (such as a state-run university or dental school) MUST contain a letter of support from either the Governor or the State’s dental director that specifically endorses the applicant as the state’s designated representative to apply for these Federal dollars on the State’s behalf. The letter should detail how the State government will be actively involved in the project, to include defining the State’s investment of resources to the project and any planned coordination activities at the State level, and must be included in Attachment 6 of the application. Applications from State government entities, other than the office/division housing the State dental director, that do not contain this letter **WILL NOT** be considered for funding. For an up-to-date list of State dental directors, please visit the Association of State and Territorial Dental Directors (ASTDD) website at: <http://www.astdd.org/>.

For States without an official oral health program or without a State-level oral health leadership position, the eligible entity to apply on the State's behalf would include the individual or entity within the State government that holds the primary responsibility for the State's dental workforce. An application submitted by the State-governmental office/division housing the State dental director does not need to include a letter of support from the Governor.

2. Cost Sharing/Matching

Cost sharing/matching **is required** for this program.

There is a 40% match requirement for this grant. States must match at least 40% of Federal funds provided under this grant either in cash or in kind. In kind contributions may include plant, equipment, and services and may be provided from State, local, or private sources. **The budget justification narrative located in Section IV MUST include a line-item breakdown and narrative description of all matching funds proposed for this project. Please note that matching funds must relate directly to project activities.**

3. Other

Multiple applications from a State are **not** allowed. A State may submit only one application for this FOA. Applicants proposing to implement innovative programs in multiple focus areas are encouraged to collaborate internally in order to maximize the potential impact of their proposal.

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 the applicant's **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.

Ceiling Amount

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

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.

Matching Funds

Cost sharing/matching is required for this program. Any application that fails to include in the narrative budget justification the amount and type of matching funds proposed for the project will be considered non-responsive and will not be considered for funding under this announcement.

Financial Support

A student/trainee receiving support from grant funds 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.

Overlap Funding

Applications from current award recipients whose grants are scheduled to end on August 31, 2017 must provide a one-page summary with a list of the objectives of their current grant along with a clear statement that funds requested through this two-year funding opportunity announcement in no way overlap with activities of their currently funded grant. Applications without this one-page summary will be considered non-responsive 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 funding opportunity announcement to apply electronically through Grants.gov. Applicants must download the SF-424 R&R application package associated with this funding opportunity following the directions provided at Grants.gov.

It is recommended that applicants 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 budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. Applicants must submit the information outlined in the Application Guide in addition to the program-specific information below. All applicants are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#) except where instructed in the funding opportunity announcement to do otherwise.

See Section 8.5 of the *Application Guide* for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **65** pages when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) will not be counted in the page limit. **We strongly urge applicants to take appropriate measures to ensure the 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.

Program-Specific Instructions

In addition to application requirements and instructions in Section 4 of [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](#).

In addition to the instructions provided in the guide, please include the following:

- A brief overview of the project as a whole;
- Specific, measurable objectives that the project will accomplish;
- A discussion of 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
- A listing of the specific Focus Area(s) for which funding is being requested.

ii. Project Narrative

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

Use the following section headers for the Narrative:

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

Provide a brief statement of the purpose of the proposed project and how it relates to the purpose of this funding opportunity announcement. Outline the oral health workforce needs of the applicant's State Dental HPSAs targeted by project activities. Identify any gaps in the current oral health workforce. Include a description of the current diversity of your State's oral health workforce in relation to the diversity of your State's population.

Describe the targeted population(s) and its unmet health needs. Include a discussion of the target population served by this segment of the health workforce, as well as the social determinants of health and health disparities impacting the population or communities served and/or unmet. Indicate the factors contributing to the oral health workforce need, including the capacity of the existing and future State oral health care workforce, that this proposal addresses and how this funding will increase access to oral health care in the target area(s).

Data should be used and cited whenever possible to support the information provided. This section should help reviewers understand the needs of the Dental HPSAs and underserved populations in the State and how the project will improve oral health care for these populations.

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

The applicant should provide a detailed description of how the State will complete the methods proposed for this project, which should include the steps, activities, key milestones, timeline, and the staff responsible for achieving the goals and objectives of the entire two-year project period. Describe the extent to which the project will increase the capacity of the State to address the dental workforce needs of designated Dental HPSAs (number, quality, distribution, and diversity). If there is more than one project/performance site, list all sites and provide information regarding consortium or contractual arrangement with any collaborating organizations. Include plans to disseminate project results. Applicants may incorporate by reference the information from the Staffing Plan and Job Descriptions for Key Personnel (Attachment 1) or key personnel biographical sketches (uploaded in the SF-424 R&R Senior/Key Person Profile form) when discussing responsible staff. A sample work plan can be found here:

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

Include a detailed work plan chart that contains:

- Goals and objectives of the project;
- Activities and steps that will occur to meet the corresponding goals and objectives;
- Responsibility of key staff and partners, and as appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities;
- Deliverables and/or products;
- Outcomes, including the number, quality, distribution, and diversity of the health workforce that will be impacted as a result of project activities; and
- Timeline for completion.

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

Describe the overall methods your organization will use to meet one or more of the six Focus Areas listed in *Section I.1 Purpose*, of this FOA.

Clearly identify which of the six Focus Areas your project will address. Describe in detail your proposed project goals, objectives, activities, and intended outcomes. Objectives should be specific, measurable, realistic, and achievable within the project period. Clearly describe how your project purpose, goals, and objectives will create innovative oral health service delivery models that will increase access to high quality oral health services for the underserved populations located in Dental HPSAs or other designated areas of need as described in the *Purpose and Needs* section of the Project Narrative.

Outline a plan to address the diversity of your State’s oral health workforce in the proposed project. Discuss how the proposed methodology will impact the supply of health care providers by addressing the dental workforce needs of designated dental health professional shortage areas in a manner that is appropriate to the States' individual needs. As appropriate, include development of effective tools and strategies for ongoing staff training,

outreach, collaborations, clear communication, and information sharing/dissemination with efforts to involve patients, families and communities of culturally, linguistically, socio-economically and geographically diverse backgrounds, if applicable.

Describe and highlight the innovative methods of your project. Include a description of how your methods are new to the field and/or new to your State. If applying for Focus Area #2, *Programs to support oral health providers practicing in advanced roles specifically designed to improve oral health access in underserved communities*, provide a summary of your State dental practice act and scope of practice for all oral health providers included in your project.

Cite existing evidence, where available, that supports the proposed methodologies.

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

Discuss challenges that are likely to be encountered in designing and implementing the activities described in the work plan and the approaches that will be used to resolve such challenges. Describe any potential obstacles to implementing the evaluation plan and meeting HRSA's reporting requirements (as described in *Section IV.2.ii. IMPACT (a) Evaluation and Technical Support Capacity*) and indicate how those obstacles will be addressed.

Challenges such as awarding local contracts, hiring staff and identifying subawards can cause project delays in meeting proposed timelines and impact goals and objectives. Applicants must discuss challenges that are likely to be encountered with the activities described in the work plan and the approaches that will be used to resolve such challenges.

- *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)*

Applicants **must** include evaluation as an objective of your proposed program and include it in the work plan. The evaluation plan should demonstrate that the applicant possesses the expertise, experience and the technical capacity to carry out the proposed evaluation activities.

The evaluation plan must describe how program performance and outcomes will be evaluated against goals, objectives, sub-objectives, activities and timelines of the project. Applicants should propose evaluation of the impact of the innovative delivery model on: 1) access to care for the underserved populations being served, 2) quality of care received by patients in the innovative delivery model, and/or 3) the estimated cost effectiveness of the care delivered by the innovative delivery model. As a part of the evaluation activities, applicants may use funds to support an Evaluation Specialist.

The evaluation plan should 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. Applicants may incorporate, by reference, the information from your *Staffing Plan and Job Descriptions for Key Personnel* or *Biographical Sketches of Key Personnel* (Attachment 1) when discussing the organization's technical support capacity.

Discuss the plans for, and feasibility of, disseminating project results, including relevant audiences, the degree to which the project activities are replicable, the extent to which project results may be national in scope, and the effectiveness of plans for dissemination of project results.

HRSA Required Performance and Progress Reporting

Progress and findings from your evaluation plan will be monitored and must be included in your annual progress report and final report.

Applicants must describe the systems and processes that will support the organization's collection of HRSA's program progress and performance measurement requirements for this program. This includes a description of how the organization will effectively track performance outcomes, including how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes to HRSA. Applicants must describe any potential obstacles for implementing the program performance evaluation and meeting HRSA's performance measurement requirements, and how those obstacles will be addressed. At the following link, you will find the required data forms for this program: <http://bhw.hrsa.gov/grants/reporting/index.html>.

Continuous Program Assessment and Improvement

Applicants must describe a continuous quality improvement plan to measure and assess the program's performance. The plan must provide meaningful and frequent monitoring of ongoing processes, outcomes of implemented activities and curriculum, and progress toward meeting grant goals and objectives. The plan must also discuss how the results of these activities will inform improvements in the project over the 2-year project period. This must include rapid-cycle quality improvement strategies that will provide feedback to the applicant and HRSA about early results of the implementation and potential modifications to better meet the goals of the program. More information on rapid cycle quality improvement for HRSA award recipients is available at: <http://www.healthworkforceta.org/resources/rapid-cycle-quality-improvement-resource-guide/>.

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

Applicants **must** propose a plan to sustain the successful key elements (i.e. effective training methods, partnerships, development tools, etc.) of their grant project after funding ends. Applicants should not assume that additional grant support beyond the two-year project period will be available. This plan should be realistic, feasible and address the following: 1) strategies to achieve sustainability; 2) challenges that are likely to be encountered in sustaining the program and approaches that will be used to resolve such

challenges; and 3) identification of potential sources of support to include financial, in-kind, and/or absorption of activities by program partners.

■ **ORGANIZATIONAL INFORMATION** -- Corresponds to Section V's Review Criterion #4

Provide information on the applicant's current mission, structure and scope of current activities. Describe how these contribute to the ability of the organization to leverage available resources, conduct the program requirements and meet program expectations. Include a description of the role of the State Health Department in the proposed project.

Describe how the unique needs of target populations of the communities served are routinely assessed. Identify and describe, in detail, the facilities and organizational resources of all the project's performance sites. For all key personnel, describe current positions, skills and knowledge, and any previous experience that may justify their proposed role in the project.

Describe collaborative linkages and partnerships. Include a *Project Organizational Chart* (Attachment 3) that demonstrates effective collaboration among partners and proper oversight of progress and activities.

NARRATIVE GUIDANCE	
In order to ensure that the Review Criteria are fully addressed, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
Narrative Section	Review Criteria
Purpose and Need	(1) Purpose and Need
Response to Program Purpose: (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges	(2) Response to Program Purpose (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges
Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability	(3) Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability
Organizational Information, Resources and Capabilities	(4) Organizational Information, Resources and Capabilities
Budget and Budget Narrative	(5) Support Requested

iii. Budget

See Section 4.1.iv of HRSA's [SF-424 R&R Application Guide](#). Please note: the directions offered in the SF-424 R&R Application Guide differ from those offered by Grants.gov. Please follow the instructions included in the Application Guide and, *if applicable*, the additional budget instructions provided below.

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.

Organizations should use their federally negotiated indirect cost rate for this application. Organizations without this negotiated rate should consult 45 CFR Part 75 for guidance.

The Consolidated and Further Continuing Appropriations Act, 2015, Division G, § 203, (P.L. 113-235) 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 2016, 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 Grants to States to Support Oral Health Workforce Activities Program requires the following, which corresponds to Section V’s Review Criteria #5:

Applicants **must** summarize any other Federal funding currently being received to conduct activities with an oral health focus and provide a narrative description as to how funding requested through the Grants to States to Support Oral Health Workforce Activities application is not duplicative of other federal funding sources. Duplicative or overlap funding is defined as other support which duplicates current budgetary items or projects already funded by a HRSA, or other federal, grant. Applicants that are current award recipients with project periods ending August 31, 2017 must include a one-page summary in Attachment 7: Summary of Objectives.

Applicants with funding through both the HRSA State Oral Health Workforce program and the CDC Oral Disease Prevention cooperative agreement program should be aware that these two programs cannot conduct duplicate activities, and funding for the two programs should be clearly defined as separate or, at a minimum, complimentary in nature.

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. The budget period is for ONE year. However, the applicant **must** submit one-year budgets for each of the subsequent budget periods within the requested project period (two years) at the time of application. **Applications that include budget requests for only the first year of their project risk not receiving financial support in year two of the grant.** Line item information must be provided to explain the costs entered in the SF-424 R&R budget form. **The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the project’s goals/objectives.** Be very careful about showing how each item in the “other” category is justified. For subsequent budget years, the justification narrative should highlight the changes from year to year.

The budget justification **MUST** be concise. Do NOT use the justification to expand the project narrative.

Travel: Applicants may allow for annual travel to the National Oral Health Conference. Travel may be requested for the Principal Investigator or a designee integral to the success of the project.

Participant/Trainee Support Costs: If applicable, 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: List the total costs for all consultant services. In the budget justification, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.

Matching Requirement: The applicant must provide assurance that it will meet the 40% (or greater) matching requirement and that it possesses sufficient infrastructure to manage the activities to be funded through the grant and to evaluate and report on the outcomes resulting from such activities. **The budget justification narrative must include a line-item breakdown and narrative description of all matching funds proposed for this project.** Matching funds must relate directly to project activities.

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: Staffing Plan, Job Descriptions, and Biographical Sketches for Key Personnel

See Section 4.1.vi. of HRSA’s [SF-424 R&R Application Guide](#) for required information. Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

Include biographical sketches for persons occupying the key positions, 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. Bio sketches should be uploaded in the SF-424 R&R Senior/Key Person Profile form.

Attachment 2: Letters of Agreement and Description(s) of Proposed/Existing Contracts (project-specific)

Provide any documents that confirm actual or pending formal working relationships or contractual agreements applicable to the project. Attachment(s) must include the relevant pages of the document, such as the first page, dated signature page, and a page that briefly describes the formal agreement.

Attachment 3: Project Organizational Chart

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

Attachment 4: Tables, Charts, etc.

Provide any additional documents to give further details about the proposal (e.g., Gantt or PERT charts, flow charts, etc.).

Attachment 5: Indirect Cost Rate Agreement (NOT counted in the page limit)

Provide a copy of the most recent negotiated Indirect Cost Rate Agreement.

Attachment 6: Letters of Support

Provide a letter of support for each organization or department involved in the proposed project. Letters of support must be from someone who holds the authority to speak for the organization or department (CEO, Chair, etc.), must be dated, and must specifically indicate understanding of the project and a commitment to the project, including any resource commitments (in-kind services, dollars, staff, space, equipment, etc.). **If applicable, include any required letters of support from the Governor or State dental director; only include other letters of support which specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.).**

Attachment 7: Summary of Objectives (if applicable)

For current award recipients whose grants are scheduled to end on August 31, 2017, provide a one-page summary with a list of the objectives of the current grant along with a clear statement that funds requested through this two-year funding opportunity announcement in no way overlap with activities of the currently funded grant. Overlap funding is defined as other support which duplicates current budgetary items or projects already funded by HRSA, or any other federal grant.

Attachment 8: Other Relevant Documents

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

3. Dun and Bradstreet Universal Numbering System Number and System for Award Management (formerly, Central Contractor Registration)

Applicant organizations must obtain a valid DUNS number and provide that number in their application. The applicant 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 an applicant/awardee organization has already completed Grants.gov registration for HRSA or another Federal agency, confirm that it 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

Application Due Date

The due date for applications under this FOA is *February 16, 2016 at 11:59 P.M. Eastern Standard Time*.

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

5. Intergovernmental Review

The Grants to States to Support Oral Health Workforce Activities program is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

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

6. Funding Restrictions

Applicants responding to this announcement may request funding for a project period of up to two (2) years, at no more than \$500,000 per year. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this announcement may not be used for purposes specified in HRSA's [SF-424 R&R Application Guide](#). In addition, funds for this program may **not** be used for new construction or for the purpose of conducting major renovation activities, nor can funding be used for the acquisition of real property. For clarification, please contact the Project Officer.

The General Provisions in Division G of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235), 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 may apply in FY 2016, as required by law.

All program income generated as a result of awarded grant funds must be used for approved project-related activities.

V. Application Review Information

1. Review Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be reviewed. Critical indicators have been developed for each review criterion to assist the applicant 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 the application. The entire proposal will be considered during objective review.

Review Criteria are used to review and rank applications. The Grants to States to Support Oral Health Workforce Activities program has five (5) review criteria:

Criterion 1: PURPOSE AND NEED (10 points) – Corresponds to Section IV’s Purpose and Need

Reviewers will consider the extent to which the application:

- has clearly identified the State’s dental workforce needs in designated Dental HPSAs;
- clearly describes the current diversity of the State’s dental workforce in relation to the diversity of the State’s population;
- demonstrates the associated or contributing factors to dental workforce needs of the designated Dental HPSAs; and
- clearly describes the capacity of the existing and future State oral health care workforce to meet the oral health needs of the State’s underserved communities.

Applications will also be evaluated on the quality and adequacy of the data presented and its relevance to the stated need for the proposed project.

Criterion 2: RESPONSE TO PROGRAM PURPOSE (30 points) – Corresponds to Section IV’s Response to Program Purpose

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

Reviewers will consider:

- The extent to which the applicant provides a clear, comprehensive, and specific set of goals and objectives and the steps that will be used to achieve those goals and objectives;
- The feasibility of the proposed activities and timelines;
- The extent to which the applicant clearly identifies responsible staff; and
- The adequacy of the staffing plan to implement the proposed work plan. Reviewers will consider level of staffing, skill set(s) proposed, and qualifications of key personnel.

Reviewers will also consider position descriptions planned for recruiting activities of unfilled proposed positions.

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

Reviewers will consider:

- The extent to which the proposed project is innovative in its approach;
- The extent to which the proposed project responds to the purpose of the funding opportunity announcement and addresses one or more of the six Focus Areas listed in *Section I.1 Purpose*;
- The clarity and strength of the proposed goals and objectives and their relationship to the identified need; and
- The extent to which the activities described in the application are capable of addressing the identified needs and attaining the project objectives.

In addition, the application will be evaluated on:

- The adequacy of the proposed plan to address the diversity of the State’s oral health workforce;
- The quality of proposed outreach, collaboration, and communication with patients, families, communities and key stakeholders including the scope of cultural, racial, linguistic and socio-economic diversity identified, if applicable, in the project; and
- The quality and adequacy of the data presented and its relevance to the stated methodology and need for the proposed project.

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

- Reviewers will consider the extent to which the applicant demonstrates an understanding of potential obstacles and challenges during the design and implementation of the project, as well as a plan for dealing with identified challenges that may arise.

Criterion 3: IMPACT (30 points) – Corresponds to Section IV’s Impact

Criterion 3(a): EVALUATION AND TECHNICAL SUPPORT CAPACITY (20 points) – Corresponds to Section IV’s Impact Sub-Section (a) Evaluation and Technical Support Capacity

Reviewers will consider:

- The strength and applicability of an evaluation objective, and its integration into the work plan;
- The strength of the applicant’s continuous quality improvement plan to inform Rapid Cycle Quality Improvement strategies to periodically review program progress and make adjustments in order to optimize program output;
- The thoroughness of the description of inputs, key processes, variables to be measured, and quantitative/qualitative data that will be used to measure progress towards goals, outcomes, and impacts of the proposed project; and
- The extent to which the applicant has, or plans to secure, the resources and technical capabilities to carry out the proposed evaluation plan.

In addition, the application will be evaluated on:

- The strength of the applicant's ability to report on HRSA's program progress and performance measures, including systems, processes, and adequate staff to collect, manage, analyze, and report data on a semi-annual basis;
- The extent to which applicant identifies obstacles of evaluation and identifies ways to address these obstacles; and
- The strength and feasibility of the dissemination plan, degree to which project results may be regional or national in scope, and degree to which the project activities are replicable.

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 the applicant clearly articulates likely challenges to be encountered in sustaining the program, and describes logical approaches to resolving such challenges;
- The extent to which the applicant clearly describes how they will identify the successful elements of the project;
- The adequacy to which the applicant describes a plan for project sustainability after the period of Federal funding ends; and
- The extent to which the applicant clearly identifies finances and resources needed to sustain activities, and the feasibility of the methods proposed to meet those needs.

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

Reviewers will consider the extent to which:

- The organizations' current mission and structure are aligned with the goal of this funding opportunity;
- The applicant organization and proposed partners have the capabilities to carry out the proposed activities, including the ability to secure needed staff and resources;
- The applicant organization and its proposed partners can effectively provide the proposed services to vulnerable, underserved, or rural populations;
- The proposed *Project Organizational Chart* (Attachment 3) will allow for effective collaboration among partners and proper oversight of progress and activities; and
- Project key personnel are qualified by training and/or experience to implement and carry out the project; this may be evaluated through both the project narrative and *Staffing Plan and Job Descriptions for Key Personnel* (Attachment 1).

Applications will also be evaluated on the strength of evidence of support and commitment from all collaborative partners, e.g., resources and letters of support demonstrating their understanding of their role and affirming their commitment to the project (Attachments 2 and 6, if applicable).

Criterion 5: BUDGET JUSTIFICATION NARRATIVE (15 points) – Corresponds to Section IV's Budget Justification Narrative

Reviewers will consider:

- The extent to which the application sufficiently details budgets for all requested years of support;
- The extent to which the application sufficiently details both the amount and type of the required 40 percent, non-Federal, cost-sharing match;
- The degree to which the budget justification clearly describes all project costs and expenses; and
- The reasonableness of the proposed budget in relation to the number and scope of the activities, objectives, and anticipated impact.

In addition, the application will be evaluated on:

- The cost effectiveness of the budget and the extent to which the applicant has leveraged potential sources of funding and/or support;
- The extent to which the amount budgeted for unfilled positions is reasonable given the recruitment timeline in the project plan; and
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

2. Review and Selection Process

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

This program does **not** have any funding priorities, preferences or special considerations.

Please Note: 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](#)). The decision not to make an award or to make an award at a particular funding level, is discretionary and is not subject to appeal to any OPDIV or HHS official or board.

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of September 1, 2016.

VI. Award Administration Information

1. Award Notices

The Notice of Award (NoA) will be sent prior to the start date of September 1, 2016. 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 of HRSA's [SF-424 R&R Application Guide](#).

3. Reporting

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

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

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

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

Further information will be provided in the NoA.

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

The annual performance report covers all activities between July 1 and June 30. The report must be submitted by July 31 of the same year.

3) **Final Report.** A Final Report is due within 90 days after the project period ends. The Final Report must be submitted online by awardees 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. Every awardee is 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 the project's ability to implement the approved plan; and
- Summary Information:
 - Project overview;
 - Project impact;
 - Prospects for continuing the project and/or replicating this project elsewhere;
 - Publications produced through this grant activity; and
 - Changes to the objectives from the initially approved grant.

Further information will be provided in the Notice of Award.

Award recipients will be required to submit to BHW a copy of their final evaluation report as a part of the Final Report. The report should describe the inputs; key processes; variables measured; outcomes of funded activities; and a description of the key evaluative measures being reported.

4) **Federal Financial Report.** A Federal Financial Report (SF-425 is required according to the schedule in the SF-424 R&R Application Guide. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through the EHB system. More specific information will be included in the Notice of Award.

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

“This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number, title for grant, and 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

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

Denis Nikiema, Grants Management Specialist
Attn.: Grants to States to Support Oral Health Workforce Activities
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 10SWH03
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-8007
Fax: (301) 443-6343
E-mail: dnikiema@hrsa.gov

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

Karen Beckham, MA, CHES
Senior Public Health Analyst, Oral Health Training Branch
Attn: Grants to States to Support Oral Health Workforce Activities
Bureau of Health Workforce, HRSA
Parklawn Building, Room 12C-06
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-7050
Fax: (301) 443-8890
E-mail: kbeckham@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. Applicants should 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)
E-mail: support@grants.gov
iPortal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/awardees 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

Technical Assistance Webinars

The Oral Health Training Branch (OHTB) in BHW's Division of Medicine and Dentistry will conduct two technical assistance (TA) sessions for this funding opportunity announcement. The first session will be a webinar and will include information for preparing an application and an opportunity to ask questions. A taped replay of the audio portion will be available one hour after the call ends, and a recording of the webinar will be available approximately one day after the webinar ends, through the closing date of the funding opportunity. The link for the webinar recording will be placed on our website: <http://bhw.hrsa.gov/grants/dentistry/sohw.html>.

The second TA session will be a phone call and will also include information important for preparing an application and an opportunity to ask questions. A taped replay will be available one hour after the call ends, through the closing date of the funding opportunity. The TA sessions will take place as follows:

Date: Tuesday, December 15, 2015

Time: 2:00 p.m. ET

Telephone Number: 888-810-6750

Passcode: 5094515

Web Link: https://hrsa.connectsolutions.com/hrsa-16-038_ta/

Play-back telephone number: 866-501-2956

Passcode: 7050

Date: Tuesday, February 2, 2016

Time: 2:00 p.m. ET

Telephone Number: 888-810-6750

Passcode: 5094515

Web Link: https://hrsa.connectsolutions.com/hrsa-16-038_ta/

Play-back telephone number: 866-509-3699

Passcode: 7050

IX. Tips for Writing a Strong Application

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

In addition, BHW has developed a number of recorded webcasts with information that may assist applicants in preparing a competitive application. These webcasts can be accessed at: <http://bhw.hrsa.gov/grants/technicalassistance/index.html>.