

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA

Health Resources & Services Administration

Federal Office of Rural Health Policy
Office for the Advancement of Telehealth

Licensure Portability Program

Funding Opportunity Number: HRSA-19-019

Funding Opportunity Types: New, Competing Continuation

Catalog of Federal Domestic Assistance (CFDA) Number: 93.211

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2019

Application Due Date: March 11, 2019

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
HRSA will not approve deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.*

Issuance Date: January 10, 2019

Monica Cowan
Public Health Analyst, Office for the Advancement of Telehealth
Telephone: (301) 443-0076
Email: mcowan@hrsa.gov

Authority: Section 330L of the Public Health Service Act as amended, (42 U.S.C. 254c-18) and the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245)

EXECUTIVE SUMMARY

The Health Resources and Services Administration is accepting applications for fiscal year 2019 Licensure Portability Program. The purpose of this program is to provide support for state professional licensing boards to carry out programs under which licensing boards of various states cooperate to develop and implement state laws and related policies that will reduce statutory and regulatory barriers to telemedicine.

Funding Opportunity Title:	Licensure Portability Program
Funding Opportunity Number:	HRSA-19-019
Due Date for Applications:	March 11, 2019
Anticipated Total Annual Available FY 2019 Funding:	\$500,000
Estimated Number and Type of Awards:	Up to 2 grants
Estimated Award Amount:	Up to \$250,000 per year subject to the availability of appropriated funds
Cost Sharing/Match Required:	No
Period of Performance:	July 1, 2019 through June 30, 2024 (5 years)
Eligible Applicants:	State professional licensing boards See Section III-1 of this notice of funding opportunity (NOFO) for complete eligibility information.

Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf>, except where instructed in this NOFO to do otherwise.

Technical Assistance

HRSA has scheduled the following technical assistance:

Webinar

Day and Date: Thursday, January 17, 2019

Time: 2 – 3 p.m. ET

Call-In Number: 1-800-779-6559

Participant Code: 4785679

Weblink: <https://hrsa.connectsolutions.com/lppnofota/>

Playback Number: 1-888-473-0114

Passcode: 8576

Table of Contents

- I. PROGRAM FUNDING OPPORTUNITY DESCRIPTION 1**
 - 1. PURPOSE..... 1
 - 2. BACKGROUND..... 1
- II. AWARD INFORMATION 2**
 - 1. TYPE OF APPLICATION AND AWARD 2
 - 2. SUMMARY OF FUNDING 2
- III. ELIGIBILITY INFORMATION 3**
 - 1. ELIGIBLE APPLICANTS 3
 - 2. COST SHARING/MATCHING..... 3
 - 3. OTHER..... 3
- IV. APPLICATION AND SUBMISSION INFORMATION 3**
 - 1. ADDRESS TO REQUEST APPLICATION PACKAGE 3
 - 2. CONTENT AND FORM OF APPLICATION SUBMISSION 4
 - i. Project Abstract 4
 - ii. Project Narrative 4
 - iii. Budget..... 8
 - iv. Budget Narrative 9
 - v. Attachments 9
 - 3. DUN AND BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT..... 10
 - 4. SUBMISSION DATES AND TIMES 11
 - 5. INTERGOVERNMENTAL REVIEW 11
 - 6. FUNDING RESTRICTIONS 11
- V. APPLICATION REVIEW INFORMATION 12**
 - 1. REVIEW CRITERIA..... 12
 - 2. REVIEW AND SELECTION PROCESS 15
 - 3. ASSESSMENT OF RISK AND OTHER PRE-AWARD ACTIVITIES..... 15
 - 4. ANTICIPATED ANNOUNCEMENT AND AWARD DATES 15
- VI. AWARD ADMINISTRATION INFORMATION 16**
 - 1. AWARD NOTICES..... 16
 - 2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS..... 16
 - 3. REPORTING 16
- VII. AGENCY CONTACTS..... 17**
- VIII. OTHER INFORMATION 18**

I. Program Funding Opportunity Description

1. Purpose

This notice announces the opportunity to apply for funding under the Licensure Portability Program (LPP). The primary purpose of the LPP is to provide support for state professional licensing boards to carry out programs under which licensing boards of various states cooperate to develop and implement state laws and related policies that will reduce statutory and regulatory barriers to telemedicine. Though this program's statute refers to telemedicine, for the purposes of this notice, the terms telemedicine and telehealth are interchangeable. Telehealth is defined as the use of electronic information and telecommunication technologies to support and promote long-distance clinical health care, patient and professional health-related education, public health, and health administration. Technologies include video conferencing, the internet, store-and-forward imaging, streaming media, and terrestrial and wireless communications.

Through telemedicine technologies, a health care professional may deliver care from a distant site in a separate state from the patient's originating site. This wide reach has allowed telemedicine to emerge as a promising modality for increasing health care access, especially in rural areas and communities with workforce shortages. While telemedicine has the capacity to facilitate the delivery of health care over long distances, there may be statutory or regulatory barriers to delivering care across state lines. Licensure policies may differ from state to state, and individual states may require a license in the state where the patient is located. To address this, this program seeks to support innovative multi-state collaborations that would enable licensed health care professionals to practice telemedicine across states (i.e., licensure portability).

This notice of funding opportunity solicits applications from a broad range of licensing boards with a clinical or non-clinical focus (e.g., medicine, nursing, psychology, counseling, therapy, social work, or other licensed health professionals with the capacity to utilize telehealth in the provision of service to patients). Initiatives to support licensure portability for telehealth may focus on the design and enactment of new state policies and on assistance to support successful implementation of enacted state policies to maximize their impact. Applications are encouraged for projects focused on licensing strategies or professions not previously funded under this program. We are particularly interested in national efforts to help state licensing boards work together to reduce the burden on clinicians who provide telehealth services in multiple states.

2. Background

This program is authorized by Section 330L of the Public Health Service Act as amended, (42 U.S.C. 254c-18) and the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245).

The Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services (HHS), is the primary federal agency for improving health care to people who are geographically isolated, economically or

medically vulnerable. HRSA's mission is to improve health and achieve health equity through access to quality services, a skilled health workforce and innovative programs. Additional information about HRSA can be found at: <https://www.hrsa.gov/>.

HRSA's Federal Office of Rural Health Policy (FORHP) is the focal point for rural health activities within HHS. FORHP plays two distinct but complementary roles within HHS. The first is to advise the Secretary on rural policy issues across the Department, including interactions with the Medicare and Medicaid programs, and support policy-relevant research on rural health issues. The second is to administer grant programs focused on supporting and enhancing health care delivery in rural communities. By locating both functions in the same office, FORHP is able to use its policy role to inform the development of grant programs and its grant role to provide community-level perspective when assessing the impact of HHS policy on rural areas. Information about current FORHP telehealth programs is located on the FORHP website: <https://www.hrsa.gov/rural-health/telehealth/index.html>.

Previously, HRSA-funded LPP projects have worked to reduce the redundancies that complicate and delay the process of obtaining medical licensure in multiple jurisdictions. For instance, previous LPP recipients have used this funding to develop:

- Uniform online applications for use in physician and psychologist licensure by multiple states.
- Multi-state licensure compacts allowing for a more efficient and less burdensome application process for physicians, nurses, and psychologists.

II. Award Information

1. Type of Application and Award

Types of applications sought: New, Competing Continuation.

HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA expects approximately \$500,000 to be available annually to fund two recipients. You may apply for a ceiling amount of up to \$250,000 total cost (includes both direct and indirect, facilities and administrative costs) per year. The period of performance is July 1, 2019 through June 30, 2024 (5 years). Funding beyond the first year is subject to the availability of appropriated funds for the Licensure Portability Program in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

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

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are limited by statute to state professional licensing boards. Eligible applicants include domestic public or private entities. Applicants should be eligible by the time of the award, on or before July 1, 2019.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

HRSA will consider any application that exceeds the ceiling amount non-responsive and will not consider it for funding under this notice.

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

NOTE: Multiple applications from an organization are not allowable.

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.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically. HRSA encourages you to apply through [Grants.gov](https://www.grants.gov) using the SF-424 workspace application package associated with this NOFO following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

If you're reading this notice of funding opportunity (NOFO) (also known as "Instructions" on Grants.gov) and reviewing or preparing the workspace application package, you will automatically be notified in the event HRSA changes and/or republishes the NOFO on Grants.gov before its closing date. Responding to an earlier version of a modified notice may result in a less competitive or ineligible application. *Please note you are ultimately responsible for reviewing the [For Applicants](#) page for all information relevant to desired opportunities.*

2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 Application Guide](#) provides instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined 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 Application Guide](#) except where instructed in the NOFO to do otherwise. You must submit the application in the English language and in the terms of U.S. dollars (45 CFR § 75.111(a)).

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 **50 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 NOFO. Standard OMB-approved forms that are included in the workspace application package do not count in the page limit. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) do not count in the page limit. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

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

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation shall be included in **Attachment # 7-15: Other Relevant Documents**.

See Section 4.1 viii of HRSA's [SF-424 Application Guide](#) for additional information on all certifications.

i. Project Abstract

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

ii. Project Narrative

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, consistent with forms and attachments, and well organized so that reviewers can understand the proposed project.

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

- ***INTRODUCTION -- Corresponds to Section V's Review Criterion #1 Need***
This section should briefly describe the purpose of the proposed project to reduce statutory or regulatory barriers to telemedicine through the multi-state collaboration of state professional licensing boards. Applicants should identify high-level goals and objectives of the proposed project.
- ***NEEDS ASSESSMENT -- Corresponds to Section V's Review Criterion #1 Need***
This section should describe current statutory or regulatory barriers to telemedicine arising from issues pertaining to state professional licensure. The discussion of these barriers should clearly demonstrate the need for the proposed project. The applicant must describe these barriers using quantitative and qualitative data. The application should, using data as appropriate, show how overcoming these barriers could facilitate and expand the use of telemedicine. Lastly, the applicant should clearly indicate how the need could benefit specifically from new federal funding and, similarly, that the recipient has not previously used federal funds to address the need specified in this application.
- ***METHODOLOGY -- Corresponds to Section V's Review Criteria #2 Response and #4 Impact***
Propose innovative methods to develop or implement state policies pertaining to the portability of professional licenses to reduce barriers to telemedicine as described in the previous section. Methods to support licensure portability for telehealth may focus on the development of new state policies and assistance to support successful implementation of existing state policies to maximize their impact.

Applicants may target their efforts on a nationwide, regional, or multi-state basis. If projects are multi-state or regional in nature, they should have the potential to be replicable or scalable nationwide. Applicants should describe a plan to engage stakeholders to maximize the impact of their project. Applicants should describe methods to communicate their efforts to the public, including through a public-facing webpage that highlights the LPP and the HRSA-funded activities.

Proposed projects should not duplicate efforts previously funded by the Federal Government and should not serve as a means of sustainability for past federally-funded efforts. Prior LPP award recipients must indicate how funding will not duplicate or simply continue past efforts. Applicants should propose a plan for project sustainability after the period of federal funding ends. Recipients should sustain key elements of their projects (e.g., strategies or services and interventions) that have been effective in improving practices and outcomes.

- ***WORK PLAN -- Corresponds to Section V's Review Criteria #2 Response and #4 Impact***
Describe the activities or steps that you will use to achieve the approach proposed in the methodology section. Use a timeline, which should include the following:

- Each activity or step required to implement the proposed methodology.
- Staff responsible for overseeing each activity or step.
- Partners involved with each activity or step.
- Key milestones associated with project activities.

Milestones should be measurable, achievable within the period of performance, and attributable to the program. The applicant should note key milestones on at least an annual basis. Indicate in the work plan how activities and milestones connect to overarching goals and objectives. The work plan should incorporate any steps and the timeframe necessary to support ongoing aspects of the program once federal support for the project has ended.

As an attachment (**Attachment 1**), you must submit a logic model for designing and managing the project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this notice, the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the intervention, if applicable);
 - Assumptions (e.g., beliefs about how the program will work and support resources. Base assumptions on research, best practices, and experience.);
 - Inputs (e.g., organizational profile, collaborative partners, key staff, budget, other resources);
 - Target population (e.g., the individuals to be served);
 - Activities (e.g., approach, listing key intervention, if applicable);
 - Outputs (i.e., the direct products or deliverables of program activities); and
 - Outcomes (i.e., the results of a program, typically describing a change in people or systems).
- *RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion #2 Response*
Discuss challenges that the applicant may encounter in implementing the activities described in the work plan. Explain how you will mitigate these challenges to ensure timely achievement of proposed milestones.
 - *EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criteria #3 Evaluative Measures and #5 Resources/ Capabilities*
Describe how your organization will measure whether the proposed project is objectively reducing statutory or regulatory barriers to telemedicine through policies supporting licensure portability. Propose specific evaluation metrics to report to HRSA, with a particular focus on telemedicine. Evaluation metrics should differ from work plan milestones in that the metrics proposed in this section should measure outcomes, while milestones should reflect processes and outputs.

Examples of potential metrics may include, but are not limited to:

- Number of health professionals participating in the LPP-funded project who use telemedicine.
- Number of health professionals served through the LPP-funded project who provide telemedicine services to patients across state lines.
- Number of health professionals and/or states participating in funded efforts.
- Health care system benefit from implementation of proposed project (e.g., dollars and/or time saved at the state or individual level).
- Stakeholder satisfaction with funded efforts.
- Patient benefit from proposed project (e.g., access to care, quality or cost of care).

Indicate how you will analyze the metrics you propose to assess progress towards project goals and outcomes. Describe your plan to collect the data necessary to calculate the metrics you propose. Include a description of your organizational capacity to collect and report on the data. Indicate the resources needed to carry out data collection and reporting activities. Discuss any anticipated challenges related to collecting the data needed and how you plan to address them.

▪ *ORGANIZATIONAL INFORMATION -- CORRESPONDS TO SECTION V'S REVIEW CRITERION #5 RESOURCES/CAPABILITIES*

Describe your organization's current mission, structure, and scope of current activities. Explain how these elements all contribute to the organization's ability to address statutory and regulatory barriers to telemedicine related to issues of multi-state licensure. State licensing boards should describe a strong record in facilitating cross-state cooperation and implementing laws and regulations that reduce licensure barriers impeding the delivery of telemedicine across states.

Identify the roles and responsibilities of each organization involved. Describe current and previous activities of the applicant and its partners in engaging in collaborative efforts to overcome licensure barriers. Include a Project Organizational Chart (**Attachment 4**). Discuss how the organization will follow the approved plan, as outlined in the application, to properly account for the federal funds and document all costs to avoid audit findings. Provide a Staffing Plan (**Attachment 2**) that includes roles, responsibilities, and qualifications of project personnel. Demonstrate the qualifications of project staff in Biographical Sketches of Key Personnel (**Attachment 3**).

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response and (4) Impact
Work Plan	(2) Response and (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities
Organizational Information	(5) Resources/Capabilities
Budget and Budget Narrative (below)	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.

iii. Budget

See Section 4.1.iv of HRSA's [SF-424 Application Guide](#). Please note: the directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov. Follow the instructions included in the Application Guide and the additional budget instructions provided below. A budget that follows the Application Guide will ensure that, if HRSA selects the application for funding, you will have a well-organized plan and by carefully following the approved plan can avoid audit issues during the implementation phase.

Reminder: The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement, as applicable.

In addition, the Licensure Portability Program requires the following:

Award funds may be used for salaries, equipment, software development, operating, or other costs associated with developing legislative, administrative, and technical projects to address licensure barriers that hinder the practice of telemedicine across state lines. For example, a large multi-state project might involve significant expansion of existing state agreements for cross-state recognition of professional licenses to other states.

The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245), Division B, § 202 states, “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.” See Section 4.1.iv Budget – Salary Limitation of HRSA’s [SF-424 Application Guide](#) for additional information. Note that these or other salary limitations may apply in the following FY, as required by law.

iv. Budget Narrative

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

v. Attachments

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

Attachment 1: Logic Model [required]

Attach the required logic model as instructed in the Project Narrative under the **Work Plan** section. Also, see [Section VIII](#) for more information.

Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of HRSA’s [SF-424 Application Guide](#)) [required]

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

Attachment 3: Biographical Sketches of Key Personnel [required]

Include biographical sketches for persons occupying the key positions described in Attachment 2, 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 4: Project Organizational Chart [required]

Provide a one-page figure that depicts the organizational structure of the project, including subcontractors/subrecipients and other significant collaborators. If the program is part of a larger institution, please depict where the project fits within the larger institution.

Attachment 5: List of Project Partners and Letters of Commitment [required]

Please list the participating state licensing boards and other project partners. Include a key point of contact for each participant, along with their contact information. Attach a letter from each of the participants that includes the service(s) provided, number of clients served, geographic areas served. The attached letters should also highlight their commitment to the project and the specific roles each will play in the development and operation of the proposed project. If applicable, please provide the Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU) with proposed or existing partners.

MOA/MOU documents should describe the roles of subcontractors/subrecipients and their deliverables with dates that include the length of the agreement.

Attachment 6: Indirect Cost Rate Agreement [if applicable]

Information on HHS indirect cost rates can be obtained from the Office of the Assistant Secretary for Administration and Management - Program Support Center at <https://rates.psc.gov/>.

Attachments 7-15: Other Relevant Documents [if applicable]

Include here any other documents that are relevant to the application.

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

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

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

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

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

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

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

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

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

4. Submission Dates and Times

Application Due Date

The due date for applications under this NOFO is *March 11, 2019 at 11:59 p.m. Eastern Time*. HRSA suggests submitting applications to Grants.gov at least **3 days before the deadline** to allow for any unforeseen circumstances.

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

5. Intergovernmental Review

The Licensure Portability Program is a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

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

6. Funding Restrictions

You may request funding for a period of performance of up to 5 years, at no more than \$250,000 per year (inclusive of direct **and** indirect costs). Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project’s objectives, and a determination that continued funding would be in the best interest of the Federal Government.

The General Provisions in Division B of the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245) apply to this program. Please see Section 4.1 of HRSA’s [SF-424 Application Guide](#) for additional information. Note that these or other restrictions will apply in the following FY, as required by law.

You are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures and controls is subject to audit.

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

V. Application Review Information

1. Review Criteria

HRSA has procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be reviewed. HRSA has critical indicators for each review criterion to assist you in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. See the review criteria outlined below with specific detail and scoring points.

These criteria are the basis upon which the reviewers will evaluate and score the merit of the application. The entire proposal will be considered during objective review.

Review Criteria are used to review and rank applications. The LPP has six (6) review criteria:

Criterion 1: NEED (20 points) – Corresponds to Section IV's Introduction and Needs Assessment

- A. **Purpose:** The extent to which the application conforms with the purpose of this funding opportunity and identifies goals and objectives in alignment.
- B. **Current Barriers:** The extent to which the applicant displays a clear understanding of the current statutory or regulatory barriers to telemedicine due to issues of state professional licensure.
- C. **Need for Project:** The extent to which the applicant demonstrates how these barriers relate to the need for the proposed project under the grant program and how overcoming these barriers could facilitate and expand the use of telemedicine in clinical disciplines in which there is considerable telehealth activity.
- D. **Need for Funding:** The extent to which the application demonstrates a need that the applicant has not yet addressed using federal funds (i.e., articulates how the activities under this notice are new activities).

The application should cite data whenever possible to support the information provided.

Criterion 2: RESPONSE (30 points) – Corresponds to Section IV's Methodology, Work Plan, and Resolution of Challenges

Methodology (12 points)

- A. **Strategy:** The extent to which the application narrative and logic model identify methods to address state licensure barriers to telemedicine through multi-state collaborations, and sufficiently justifies why these methods constitute the best approach to achieve the stated goals and objectives. The appropriateness of the strategy considering the scope and length of the project.

- B. **Communication:** The clarity and feasibility of plans to engage key stakeholders and communicate findings to the public, including a public-facing webpage highlighting the LPP program and providing information to the general public as well as the applicants constituents.
- C. **Innovation:** The extent to which the application proposes a novel plan for addressing state licensure barriers to telemedicine that does not duplicate previous federally-funded efforts.
- D. **Sustainability:** The extent to which the application proposes a realistic plan to sustain key elements of the program that have been effective in improving practices and outcomes after the period of federal funding ends.

Work Plan (12 points)

- A. **Activities:** The extent to which the work plan identifies concrete activities or steps to implement the proposed strategy and achieve the identified goals and objectives.
- B. **Staffing and Partners:** The extent to which the work plan identifies staff responsible for overseeing each activity and the partners involved with each activity.
- C. **Timeline:** The extent to which activities in the work plan include a timeline that ties key milestones to dates within the full 5-year period of performance.
- D. **Milestones:** The extent to which the work plan includes milestones that are measurable, achievable within the period of performance, and attributable to the award.

Resolution of Challenges (6 points)

- A. **Understanding of Challenges:** The extent to which the applicant identifies potential technical, political, and organizational challenges to implementing the proposed project.
- B. **Overcoming Challenges:** The extent to which the methodology and work plan reflect strategies and steps to overcome the challenges identified.

Criterion 3: EVALUATIVE MEASURES (15 points) – Corresponds to Section IV's Evaluation and Technical Support Capacity

- A. **Metrics:** The extent to which the application proposes specific and appropriate metrics to report to HRSA, with a particular focus on metrics related to telemedicine.
- B. **Data:** The extent to which the application demonstrates the availability of data to calculate proposed metrics on a regular and recurring basis.
- C. **Analysis:** The extent to which the applicant organization intends to analyze the metrics and use them to assess project activities and progress towards outcomes.

Criterion 4: IMPACT (15 points) – Corresponds to Section IV’s Methodology and Work Plan

- A. **Outcomes-driven:** The extent to which the proposed project, as demonstrated in the narrative and logic model, reflects methods designed to reduce barriers to and maximize the use of telemedicine across states.
- B. **Timeliness:** The extent to which the work plan includes milestones for each year of the 5-year period of performance that clearly link to goals and objectives. The extent to which the project can demonstrate outcomes by the end of the 5-year period of performance.
- C. **Reach:** The extent to which project results could be either nationwide or scalable, the degree to which the project activities may be replicable, and the sustainability of the program beyond the period of federal funding.

Criterion 5: RESOURCES/CAPABILITIES (10 points) – Corresponds to Section IV’s Evaluation and Technical Support Capacity and Organizational Information

- A. **Organizational Capacity:** The extent to which the organization and its partners possess the capacity and experience to implement and conduct cross-state collaborative efforts related to state professional licensure and telemedicine, as evidenced in the narrative and in **Attachment 4 (Project Organizational Chart)**. The extent to which the applicant demonstrates the capacity to follow the approved plan, as outlined in the application, to properly account for the federal funds and document all costs to avoid audit findings.
- B. **Personnel and Management:** The extent to which project personnel are qualified by training and/or experience to implement and carry out the projects as evidenced by **Attachment 3 (Biographical Sketches of Key Personnel)**. The extent to which the application includes job descriptions for key personnel in **Attachment 2 (Staffing Plan)**. The extent to which the organization’s management team is appropriate and adequate for the scope of the proposed project, including operational and program oversight needs.
- C. **Data and Analysis:** The extent to which the applicant organization demonstrates the capabilities and resources necessary to collect and analyze data and report and analyze proposed metrics.

Criterion 6: SUPPORT REQUESTED (10 points) – Corresponds to Section IV’s Budget and Budget Narrative

- A. **Reasonable:** The extent to which the budget is reasonable in relation to the objectives, scope of work, complexity of activities, and anticipated results.
- B. **Complete and Allowable:** The extent to which the budget is complete and detailed in supporting each line item and allocating resources, is realistic with regard to any technical costs of hardware and software, and conforms to the use of grant dollars permitted under the program.

2. Review and Selection Process

The independent review process provides an objective evaluation to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

See Section 5.3 of HRSA's [SF-424 Application Guide](#) for more details.

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

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

4. Anticipated Announcement and Award Dates

HRSA anticipates issuing/announcing awards prior to the start date of July 1, 2019.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of July 1, 2019. See Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.1 of HRSA's [SF-424 Application Guide](#).

Requirements of Subawards

The terms and conditions in the Notice of Award (NOA) apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NOA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to subrecipients under awards. See [45 CFR § 75.101 Applicability](#) for more details.

3. Reporting

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

- 1) **Progress Report(s).** The recipient must submit a progress report to HRSA on an **annual** basis, including metrics identified in the application. The Notice of Award (NOA) will provide further instructions.
- 2) **Final Report.** A final report is due within 90 days after the period of performance ends. It will collect information such as program-specific goals and progress on strategies; core performance measurement data; impact of the overall project; the degree to which the award recipient achieved the mission, goal and strategies outlined in the program; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's experiences over the project period. The recipient must submit the final report in the Electronic Handbooks system at <https://grants.hrsa.gov/webexternal/home.asp>. OAT will provide further information.
- 3) **OAT Recipient Directory.** The recipient must provide information for OAT's Recipient Directory. The NOA will provide further instructions.

VII. Agency Contacts

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

India Smith
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-2096
Email: ismith@hrsa.gov

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

Monica Cowan
Public Health Analyst, Office for the Advancement of Telehealth
Attn: Licensure Portability Program
Health Resources and Services Administration
5600 Fishers Lane, Room 17W13B
Rockville, MD 20857
Telephone: (301) 443-0076
Email: mcowan@hrsa.gov

You may need assistance when working online to submit your application forms electronically. Always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

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

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

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

VIII. Other Information

Logic Models

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

Although there are similarities, a logic model is not a work plan. A work plan is an “action” guide with a time line used during program implementation; the work plan provides the “how to” steps. You can find information on how to distinguish between a logic model and work plan at the following website:
<https://www.cdc.gov/eval/logicmodels/index.htm> .

Technical Assistance

HRSA has scheduled following technical assistance:

Webinar

Day and Date: Thursday, January 17, 2019

Time: 2 – 3 p.m. ET

Call-In Number: 1-800-779-6559

Participant Code: 4785679

Weblink: <https://hrsa.connectsolutions.com/lppnofota/>

Playback Number: 1-888-473-0114

Passcode: 8576

Tips for Writing a Strong Application

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