

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**



Bureau of Health Workforce  
Division of Nursing and Public Health

***Nurse Faculty Loan Program (NFLP)***

**Funding Opportunity Number:** HRSA-18-010  
**Funding Opportunity Type(s):** Initial: New, Competing Continuation  
**Catalog of Federal Domestic Assistance (CFDA) Number:** 93.264

**NOTICE OF FUNDING OPPORTUNITY**

Fiscal Year 2018

**Application Due Date: November 28, 2017**

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

**Issuance Date: September 28, 2017**

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

## EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Health Workforce (BHW), Division of Nursing and Public Health is accepting applications for the fiscal year (FY) 2018 Nurse Faculty Loan Program (NFLP). The purpose of this program is to increase the number of qualified nursing faculty by supporting schools of nursing to establish and operate a student loan fund in accordance with the terms outlined in the authorizing statute. Recipient institutions shall make loans to individuals consistent with that purpose, and an amount up to 85 percent of any such loan (plus interest thereon) shall be canceled by the school, according to the schedule prescribed in statute, upon completion of up to four years of full-time employment as a faculty member in an accredited school of nursing. The FY 2018 President's Budget does not request funding for this program. This notice is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed, and funds awarded in a timely manner. Applicants should note that this program may be cancelled prior to award recommendations.

Funding Opportunity Title:	Nurse Faculty Loan Program
Funding Opportunity Number:	HRSA-18-010
Due Date for Applications:	November 28, 2017
Anticipated Total Annual Available FY2018 Funding:	\$24,600,000
Estimated Number and Type of Award(s):	Up to 90 awards New and Competing Continuations
Estimated Award Amount:	Formula-based
Cost Sharing/Match Required:	Yes
Project Period/Period of Performance:	July 1, 2018 through June 30, 2019 (1 year)
Eligible Applicants:	Accredited schools of nursing.  [See <a href="#">Section III-1</a> of this 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 R&R Application Guide*, available online at <https://www.hrsa.gov/grants/apply/applicationguide/sf424rrguidev2.pdf>, except where instructed in this NOFO to do otherwise. A short video explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

## **Technical Assistance**

The following technical assistance webinar has been scheduled to provide an overview of the NFLP funding opportunity. Additional information is provided under **Section VIII** (Other Information) of this notice.

### *Webinar*

Day and Date: Wednesday, October 25, 2017

Time: 2:00 – 3:30 p.m. ET

Call-In Number: 1-888-324-8567

Participant Code: 2175999

Weblink: [https://hrsa.connectsolutions.com/fy18\\_nflp\\_nofa/](https://hrsa.connectsolutions.com/fy18_nflp_nofa/)

Playback Number: 1-866-405-3051

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# I. Program Funding Opportunity Description

## 1. Purpose

### Program Purpose

This notice solicits applications for the Nurse Faculty Loan Program (NFLP). The purpose of this one-year funding opportunity is to increase the number of qualified nursing faculty by providing funding to accredited schools of nursing to offer loans to students in advanced education nursing degree programs who are committed to become nurse faculty. In exchange for full-time, post-graduation employment as nurse faculty, the program authorizes cancelation of up to 85 percent of any such loan (plus interest thereon).

### Program Requirements

Eligible applicants are required to:

1. Establish and maintain a student loan fund;
2. Contribute an amount equal to not less than one-ninth the Federal award amount (hereafter referred to as the Federal capital contribution (FCC));
3. Provide loans from the fund only to students pursuing a course of study in an advanced education nursing degree program that prepares the individual to become nurse faculty;
4. Provide cancelation of up to 85 percent of any such loan (plus interest thereon) according to the schedule outlined in the Agreement to Participate in NFLP (See **Appendix A** of this funding opportunity); and
5. Collect on principal and interest on all loans made from the above NFLP student loan fund (and any other earnings of the fund).

### Funding Priority

As authorized by Section 847(f) of the Public Health Service Act (42 U.S.C. 297o(f)), a funding priority shall be given to NFLP applicants that support doctoral nursing students. A funding priority will be applied in determining the award amount through the established formula calculation for applications determined to be complete and eligible, and that support doctoral nursing students.

## 2. Background

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

### The Need for More Qualified Nurse Faculty

In 2017, the American Association of Colleges of Nursing (AACN) reported that due to the nation's 1,567 faculty vacancies, 64,067 qualified applicants were not offered admission to baccalaureate and graduate nursing programs.<sup>1</sup> Even the current, aging

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<sup>1</sup> American Association of Colleges of Nursing. (2017). 2016-2017 Enrollment and Graduations in Baccalaureate and Graduate Programs in Nursing. Washington, DC.  
<http://www.aacnnursing.org/Portals/42/News/Factsheets/Faculty-Shortage-Factsheet-2017.pdf>

nurse faculty workforce report plans to retire at a higher than projected rate, further increasing faculty vacancy.<sup>2</sup> According to AACN's *Survey on Vacant Faculty Positions for Academic Year 2016-2017*, responding schools of nursing identified over 1,500 full-time faculty vacancies, nearly 8 percent of the nearly 20,000 full-time budgeted positions.<sup>3</sup> Of those vacancies, nearly 60 percent required that the incumbent hold a doctorate in nursing (or related field), while an additional 33 percent required a master's degree in nursing but preferred a doctorate degree.

### Barriers to Faculty Recruitment

According to that same survey, the most frequently cited issues related to faculty recruitment included:

- Limited pool of doctorally prepared faculty,
- Identifying faculty with the right specialty mix,
- Noncompetitive salaries, and
- Identifying faculty willing/able to teach clinical courses.<sup>4</sup>

Other issues reported as "critical" barriers to faculty recruitment included:

- Difficulty finding faculty for schools in rural areas,
- Applicants with a Doctor of Nurse Practice (DNP) degree being unprepared for academic roles, and
- Difficulty identifying minority faculty candidates.

### Preparing Qualified Nurse Faculty

The NFLP supports institutions committed to preparing advanced degree nursing students to serve as nurse faculty. The following strategies have been found effective in preparing nurse faculty:

- Monetary support to pursue education, including fellowships and loan forgiveness.<sup>5 6</sup>
- Mentorship by current nurse faculty and acculturation into faculty role.<sup>5</sup>
- Curricular inclusion of Core Competencies and Educator courses.<sup>7 8</sup>

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<sup>2</sup> Bittner NP, Bechtel CF (2017). Identifying and Describing Nurse Faculty Workload Issues: A Looming Faculty Shortage. *Nursing Education Perspectives* 38(4): 171-176.

<sup>3</sup> American Association of Colleges of Nursing. (2017). Special Survey on Vacant Faculty Positions for Academic year 2016-2017. Washington, DC. <http://www.aacn.nche.edu/leading-initiatives/research-data/vacancy16.pdf>

<sup>4</sup> American Association of Colleges of Nursing. (2017). Special Survey on Vacant Faculty Positions for Academic year 2016-2017. Washington, DC. <http://www.aacn.nche.edu/leading-initiatives/research-data/vacancy16.pdf>

<sup>5</sup> Young, LK, et. al (2016) Nurses for Wisconsin: A Collaborative Initiative to Enhance the Nurse Educator Workforce, *Journal of Professional Nursing* 32:292-299.

<sup>6</sup> Gerolamo AM, et al (2014) Who will educate our nurses? A strategy to address the nurse faculty shortage in New Jersey, *Nursing Outlook* 62(4): 275-284.

<sup>7</sup> Booth TL, et al (2016), Preparation of academic nurse educators, *Nurse Education in Practice* 19: 54-57.

<sup>8</sup> National League for Nursing (2015), Nurse Educator Core Competency, Retrieved from <http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nurse-educator-core-competency> on July 14, 2017.

- Role modeling and developing nurse faculty.<sup>9</sup>

### **Program Definitions**

The following definitions apply to NFLP awards made under the Fiscal Year (FY) 2018 funding opportunity:

**Advanced Education Nursing Program** – Refers to advanced education nursing degree programs (including individuals in combined Registered Nurse (RN)/graduate degree programs and post-nursing Master’s certificate programs) that train individuals to serve as nurse practitioners, clinical nurse specialists, nurse-midwives, nurse anesthetists, nurse educators, nurse administrators, public health nurses, or in other nurse specialties determined by the Secretary to require advanced education.

**Full-Time Employment** – The institution which provided NFLP support to a borrower may define full-time employment, and may include either (1) employment as a full-time faculty member position in an accredited school of nursing; or (2) employment as a part-time faculty member at an accredited school of nursing in combination with another part-time faculty position or part-time clinical preceptor/educator position affiliated with an accredited school of nursing that together equates to full-time employment.

## **II. Award Information**

### **1. Type of Application and Award**

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

HRSA will provide funding in the form of a formula grant.

### **2. Summary of Funding**

Approximately \$24,600,000 is expected to be available to fund approximately 90 recipients. The actual amount available will not be determined until enactment of the final FY 2018 federal appropriation. The FY 2018 President’s Budget does not request funding for this program. This program notice 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 awarded in a timely manner. The project period for the FY 2018 funding opportunity is July 1, 2018, through June 30, 2019 (1 year).

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

This program does not allow any indirect costs.

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<sup>9</sup> Feldman HR, et al (2015), Hitting the Nursing Faculty Shortage Head On: Strategies to recruit, retain, and develop nursing faculty, *Journal of Professional Nursing* 31:170-178.

### III. Eligibility Information

#### 1. Eligible Applicants

Eligible applicants are schools of nursing in accordance with 846A of the Public Health Services Act.

Any school(s) of nursing affiliated with this application must be accredited at the time of application – and for the duration of the award – by a national agency approved by the Secretary of Education for nurse education accreditation. Applicants must submit official documentation of accreditation in **Attachment 1** for all affiliated nursing programs.

Eligible applicants must be located in the 50 states, District of Columbia, Guam, Commonwealth of Puerto Rico, Northern Mariana Islands, American Samoa, U.S. Virgin Islands, Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau. Tribes and Tribal organizations may apply for these funds, if otherwise eligible. Foreign entities are not eligible for this HRSA award.

Individuals are not eligible to apply.

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

#### 2. Cost Sharing/Matching

Cost sharing/matching is required for this program. Recipient institutions are required to deposit an institutional capital contribution (ICC) that is equal to not less than one-ninth of the FY 2018 FCC. See legislative authority: PHS Act Secs. 804 (42 U.S.C. 296c.) and 846A(b)(2)(B) (42 U.S.C. 297n-1).

#### 3. Other

##### **Deadline**

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

**Maintenance of Effort** – The recipient must agree to maintain non-Federal funding for award activities at a level that is equal to or greater than expenditures for such activities during the fiscal year prior to receiving the award, as required by Section 803(b) of the Public Health Service Act. The MOE must be submitted as **Attachment 4.**

**Multiple applications** from an institution are allowable; however, applicants can submit only one application per campus. A campus is defined as a division of a university that has its own grounds, buildings (e.g., school of nursing) and faculty.



If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates), an application is submitted more than once prior to the application due date, HRSA will only accept your **last** validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

You are reminded that failure to include all required documents as part of the application may result in an application being considered incomplete or non-responsive.

## IV. Application and Submission Information

### 1. Address to Request Application Package

HRSA **requires** you to apply electronically through Grants.gov. You must use the SF-424 Research and Related (R&R) application package associated with this NOFO following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

**Effective December 31, 2017** – You **must** use the [Grants.gov Workspace](#) to complete the workspace forms and submit your application workspace package. After this date, you will no longer be able to use PDF Application Packages.

HRSA recommends that you supply an email address to Grants.gov on the grant opportunity synopsis page when accessing the NOFO (also known as “Instructions” on Grants.gov) or application package. This allows Grants.gov to email organizations that supply an email address in the event the NOFO is changed and/or republished on Grants.gov before its closing date. Responding to an earlier version of a modified notice may result in a less competitive or ineligible application. *Please note you are ultimately responsible for reviewing the [Find Grant Opportunities](#) page for all information relevant to desired opportunities.*

### 2. Content and Form of Application Submission

Section 4 of HRSA’s [SF-424 R&R Application Guide](#) provides instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the [SF-424 R&R Application Guide](#) in addition to the program-specific information below. You are responsible for reading and complying with the instructions included in HRSA’s [SF-424 R&R Application Guide](#) except where instructed in the NOFO to do otherwise. Applications must be submitted in the English language and must be in terms of U.S. dollars (45 CFR § 75.111(a)).

See Section 8.5 of the [SF-424 R&R Application Guide](#) for the Application Completeness Checklist.

### **Application Page Limit**

The total size of all uploaded files may not exceed the equivalent of **30 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 [SF-424 R&R Application Guide](#) and this NOFO. Standard OMB-approved forms that are included in the application package do not count in the page limitation. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

**Applications must be complete 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: Other Relevant Documents**.

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

### **Program-Specific Instructions**

In addition to application requirements and instructions in Section 4 of HRSA's [SF-424 R&R Application Guide](#) (including the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract), please include the following:

#### ***i. Project Abstract***

Provide a brief overview of how the project will be accomplished (i.e., the "who, what, when, where, why and how" of the project), including a reasonable estimate of the projected number of graduates that will enter the nurse faculty workforce at the completion of the funded project period; and which degree programs will be covered.

See Section 4.1.ix of HRSA's [SF-424 R&R 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 and well organized so that reviewers can understand the proposed project.

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

▪ *PURPOSE AND NEED* –

1. Briefly describe institutional alignment with NFLP purpose; consider alignment of institutional mission with HRSA aim to improve the health of underserved and vulnerable populations by strengthening the health workforce and connecting skilled professionals to communities in need.
2. Describe the need for more qualified nurse faculty within the institution's service populations and area. Identify the pipeline of nurse candidates (including student characteristics and financial aid needs) that feed your institution's advanced education nursing degree programs. Describe how your students will benefit from this program and how your graduates impact the health workforce locally and nationally.

▪ *RESPONSE TO PROGRAM PURPOSE* – *This section includes 3 sub-sections – (a) Methodology/Approach; (b) Work Plan; and (c) Resolution of Challenges:*

(a) *METHODOLOGY/APPROACH* –

In this section, you must propose the methods that will be used to address the program requirements and expectations in this NOFO.

1. Establish and maintain a **student loan fund**;
2. Contribute an amount equal to not less than **one-ninth the FCC**;
3. Provide **loans from the fund only to students** pursuing a course of study in an advanced education nursing degree program that prepares them to become qualified nurse faculty;
4. Provide **cancelation of up to 85 percent** of any such loan (plus interest thereon) according to the schedule outlined in the Agreement to Participate in the Nurse Faculty Loan Program (See **Appendix A** of this funding opportunity); and
5. **Collect of principal and interest** on all loans made from the above NFLP student loan fund (and any other earnings of the fund).

(b) *WORK PLAN* –

Describe the activities or steps that you will use to achieve each of the objectives proposed during the entire project period in the Methodology section. Use a timeline that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities.

Your work plan should outline the contents of your institution's NFLP Standard Operating Procedure (SOP) to maintain your own internal policies, and should be distributed to all institutional stakeholders. Your work plan must demonstrate your plan to implement a project of the proposed scope. A sample work plan can be found here:

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

The work plan must include:

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

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

See [Administrative Guidelines](#) for NFLP implementation guidance and program resources and information.

(c) *RESOLUTION OF CHALLENGES* –

Discuss challenges that you are likely to encounter with administering a loan forgiveness program with a revolving loan fund component and your plan to mitigate these challenges, including:

1. Identifying students who plan to become nurse faculty.
2. The management of institution's loan account (including collections) and borrower records.
3. Tracking and assisting NFLP-supported graduates with obtaining and meeting their service obligation as full-time faculty.

- *IMPACT – This section includes 2 sub-sections – (a) Evaluation and Technical Support Capacity; and (b) Project Sustainability.*

*(a) EVALUATION AND TECHNICAL SUPPORT CAPACITY –*

You must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. Describe your institution's ability to monitor and track NFLP-supported students' and graduates' progression through the NFLP from commitment through loan cancellation, including plans for maintaining contact with students after graduation.

You must include a description of how the organization will effectively track performance outcomes, including how the organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes to HRSA. At the following link, you will find the required data forms for this program: <http://bhw.hrsa.gov/grants/reporting/index.html>. Applicants must review the NFLP Performance Measures and affirm ability to collect required data. Describe any potential obstacles for implementing program evaluation and meeting HRSA's performance measurement requirements, and how those obstacles will be addressed.

*(b) PROJECT SUSTAINABILITY –*

You must propose a plan for project sustainability after the period of federal funding ends. Recipients are expected to sustain key elements of their projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for the target population.

- *ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES –*  
Describe the capacity for administering the program at your school. Describe the staff/department responsible for activities detailed in the Work Plan section, including recruitment, student orientation, program monitoring, and completion and submission of reports.

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

### **iii. Budget**

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

### **iv. Budget Justification Narrative**

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

### **v. NFLP Program Specific Data Forms (NFLP Tables)**

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

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

**Reminder:** The Total Project or Program Costs are the total allowable 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.

### **vi. Attachments**

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

#### **Required Attachments**

Applicants must submit the following attachments. Applications that do not include the required attachments as specified below may be considered non-responsive and not considered for funding under this announcement

#### **Attachment 1: Accreditation Documentation**

The applicant organization must provide: 1) a statement that they hold continuing accreditation from the relevant accrediting body and are not on probation, 2) the name of the accrediting body, 3) the date of the initial accreditation, 4) the date of the next accrediting body review (or expiration date of current accreditation), and 5) a web link

to the accreditation document on the accrediting body website (if available). The full letter of accreditation is not required.

Applicants must attach official documentation of current accreditation for all advanced degree nursing programs affiliated with the project. See Section III.1 (Eligible Applicants) for additional information.

**Requested Attachments**

We request the following attachments, but their omission will not cause HRSA to screen out the application.

**Attachment 2: Biographical Sketch of Project Director**

Include a biographical sketch for the Project Director, not to exceed two pages in length. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person along with the biographical sketch.

**Attachment 3: Maintenance of Effort Documentation**

You must provide a baseline aggregate expenditure for the prior fiscal year and an estimate for the next fiscal year using a chart similar to the one below. HRSA will enforce statutory MOE requirements through all available mechanisms.

NON-FEDERAL EXPENDITURES	
FY 2017 (Actual) Actual prior FY2017 non-federal funds, including in-kind, expended for activities proposed in this application.  Amount: \$ _____	FY 2018 (Estimated) Estimated current FY2018 non-federal funds, including in-kind, designated for activities proposed in this application.  Amount: \$ _____

**Attachment 4: Loan Disbursement Plan**

All applicants must provide a disbursement plan for the new NFLP funds being requested in this application. Institutions must include a schedule of the disbursements planned for students who will receive loan support during the funded project period. The detailed schedule must document the following in **Section A:**

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

**For competing continuation (renewal) applicants with unused past NFLP funds,** the applicant must provide as **Section B** a supplementary disbursement plan for those unused NFLP funds to include the following:

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

***Attachment 5: Default Rate Corrective Action Plan (For competing continuation applicants, if applicable; not counted in page limit)***

Institutions applying as competing continuations with NFLP loan default rates greater than 5 percent must submit a corrective action plan to reduce the default rate to: (a) less than or equal to 5 percent; or (b) one-half the default rate reported for the previous project period, whichever is greater. The applicant must implement the corrective action plan during the period of performance, with the understanding that failure to do so may result in becoming ineligible for future funding or becoming subject to additional penalties, up to and including, award termination. The default rate corrective action plan must be signed by the Project Director, the Authorizing Official, or both, and must include:

- A description of the factors that have contributed to the default rate exceeding the 5 percent threshold.
- A work plan with specific activities and associated timelines to reduce the default rate to either (1) under 5 percent or (2) half the current default rate (whichever is greater) during the period of performance.

### **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 (<https://www.grants.gov/>)

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

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

#### **4. Submission Dates and Times**

##### **Application Due Date**

The due date for applications under this NOFO is *November 28, 2017 at 11:59 p.m. Eastern Time.*

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

#### **5. Intergovernmental Review**

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

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

#### **6. Funding Restrictions**

Applicants responding to this announcement may only request funding for a project period of one (1) year. The FY 2018 President's Budget does not request funding for this program. This program notice 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 awarded in a timely manner.

This program does not allow any indirect costs. Awardees may use a reasonable amount of funds toward loan collection costs for outstanding NFLP loans.

The institution must ensure that:

- NFLP loan support is only made to eligible students to cover the cost of tuition, fees, books, lab expenses, and other reasonable **education** expenses;
- NFLP loan support does not exceed \$35,500 per student for any academic period; and
- NFLP loan support does not exceed five (5) years per student.

##### NFLP Participants

To receive a loan from the NFLP student loan fund, the student borrower must be:

- Enrolled in a course of study in an advanced education nursing degree program

- (as defined in Section 811(b) of the Public Health Service Act), and
- A citizen of the United States, a non-citizen national, or a foreign national having in his/her possession a visa permitting permanent residence in the United States.

**Individuals on temporary student visas are not eligible participants and may not receive NFLP support.**

The General Provisions in Division H of the Consolidated Appropriations Act, 2017 (P.L. 115-31) apply to this program. Please see Section 4.1 of HRSA's [SF-424 R&R Application Guide](#) for additional information. Note that these or other restrictions will apply in FY 2018, 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 under the program will be addition. Post-award requirements for program income can be found at [45 CFR § 75.307](#).

## **V. Application Review Information**

### **1. Review Criteria**

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

For competing continuation (renewal) applicants, the application review and award determination process will consider (a) the amount of unused NFLP funds from previous project periods, (b) whether the institution has made NFLP loans over recent periods, and (c) the institution's NFLP loan default rate from the past report period.

**NOTE:** Competing continuation (renewal) applicants with an NFLP loan default rate in excess of 5 percent and applicants who fail to take necessary action to correct excessive NFLP loan default rate may be deemed ineligible for future funding and may be subject to additional penalties, up to and including involuntary termination of the NFLP award.

## **2. Review and Selection Process**

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

### **Statutory Funding Priority**

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

## **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](#)).

Eligible applications that HRSA is considering for funding are reviewed for other considerations that include past performance, as applicable, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. You may be asked to submit additional programmatic or administrative information or to undertake certain activities in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, HRSA's approving and business management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

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

Effective January 1, 2016, HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#). 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](#).

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

#### 4. Anticipated Announcement and Award Dates

HRSA anticipates issuing/announcing awards prior to the start date of July 1, 2018.

### VI. Award Administration Information

#### 1. Award Notices

HRSA will issue the Notice of Award (NoA) prior to the start date of July 1, 2018. See Section 5.4 of HRSA's [SF-424 R&R Application Guide](#) for additional information.

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

#### Receipt of Award

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

Recipients must draw down the full FY 2018 NFLP award amount from PMS within sixty (60) days of receipt of the award and deposit the funds into an interest-bearing, student loan fund established by your institution. Institutions must conduct all loan activity through the student fund, rather than multiple drawdowns from the PMS account. The student fund must contain the following:

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

#### 2. Administrative and National Policy Requirements

See Section 2.2 of HRSA's [SF-424 R&R Application Guide](#).

#### 3. Reporting

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

1. **Audit Requirements.** Institutions must comply with the audit requirements of 45 CFR 75 Subpart F. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

2. **Payment Management Requirements.** The NFLP grant award is an FCC. The FCC model requires recipient institutions to establish and maintain a revolving fund with the grant award. Funds for NFLP awards are sub-accounted in the Payment Management System and will be in a B type (sub accounted) account. "B" accounts do not require quarterly FFR reporting. NFLP requires recipients to drawdown all funds upon award and establish and maintain a revolving fund through which to conduct all loan activity. Funds are considered disbursed upon receipt by the recipient's bank, and therefore, are not required to report quarterly using the FFR.
3. **Status Reports**
  - a. **Federal Financial Report:** Not required for this program.
  - b. **Progress Report(s):** Not required for this program.
  - c. **Annual Performance Report:** The recipient must submit a Performance Report to HRSA via the EHBs on an annual basis. All recipients are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRA). The required performance measures for this program are outlined in the Project Narrative Section IV's Impact Subsection (a).

Nurse Faculty Loan Program [Reporting Manual](#) (PDF - 1.8 MB)  
[Performance Measures](#) (PDF - 728 KB)

The annual performance report will include all activities from July 1 to June 30. The report will be due to HRSA on or about August 1. Further information will be provided in the NoA.

- d. **Final Report:** Not required for this program.
- e. **Tangible Personal Property Report:** Not required for this program.

## VII. Agency Contacts

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

Tim Coyle  
Grants Management Specialist  
Division of Grants Management Operations  
Office of Federal Assistance Management  
Health Resources and Services Administration  
5600 Fishers Lane, 10NWH04  
Rockville, MD 20857  
Telephone: (301) 443-4243  
Fax: (301) 443-6343  
Email: [tcoble@hrsa.gov](mailto:tcoble@hrsa.gov)

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

Deitra Scott  
Nurse Consultant  
Division of Nursing and Public Health  
Bureau of Health Workforce, HRSA  
5600 Fishers Lane, Room 11N90A  
Rockville, MD 20857  
Telephone: 301-945-3113  
Fax: 301-443-0791  
Email: [dscott1@hrsa.gov](mailto:dscott1@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](mailto: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**

### **Technical Assistance**

The following technical assistance webinar has been scheduled:

#### *Webinar*

Day and Date: Wednesday, October 25, 2017

Time: 2:00 – 3:30 p.m. ET

Call-In Number: 1-888-324-8567

Participant Code: 2175999

Weblink: [https://hrsa.connectsolutions.com/fy18\\_nflp\\_nof/](https://hrsa.connectsolutions.com/fy18_nflp_nof/)

Playback Number: 1-866-405-3051

## **IX. Tips for Writing a Strong Application**

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

Frequently Asked Questions (FAQs) can be found on the program website, and are often updated during the application process.

In addition, a number of recorded webcasts have been developed with information that may assist you in preparing a competitive application. These webcasts can be accessed at <http://www.hrsa.gov/grants/apply/writestrong/>.

# APPENDIX A

## SAMPLE AGREEMENT WITH

U.S. Department of Health and Human Services (HHS), Health Resources and Services  
Administration  
Bureau of Health Workforce

## TO PARTICIPATE IN THE NURSE FACULTY LOAN PROGRAM (NFLP)

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

### TERMS OF AGREEMENT

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

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

#### II. Obligations of the School

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

##### A. The Fund

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

##### B. Eligible Borrowers

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

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

##### C. Making the NFLP Loan

1. The school will make NFLP loans to eligible students for the cost of tuition, fees, books, lab expenses, and other reasonable education expenses. The school should offer full support or the amount requested by the student to cover the full or partial tuition/fees on a first-come-first-serve basis for an academic year until funds are expended. An NFLP loan may not exceed \$35,500 per student for any academic period (such amounts shall be adjusted to provide for cost of attendance (that is, the cost of tuition, fees, books laboratory expenses, and other reasonable education expenses, increase for the yearly loan rate, and the aggregate loan), not to exceed five years of support to a student. The school must develop student budgets that treat students within groups consistently, but are sensitive to individual circumstances.
2. The school must send a loan award notification letter to each student. The award letter must require the student’s signature to indicate acceptance or rejection of the NFLP loan and the return of this document to the school. The school must provide the student with a copy of this document.
3. The school must execute an NFLP Promissory Note when making an NFLP loan. (EXHIBIT A) Modification of the



Promissory Note requires prior approval of HHS. The borrower must sign the Promissory Note prior to disbursement of loan funds. It is not necessary to have a separate Promissory Note signed each time a student receives an advance of funds. The school must give the borrower a copy of each note. Any NFLP statutory amendment affecting the terms of the NFLP loan requires an amended Promissory Note for future loans and, in some circumstances, an amendment to previously executed Promissory Notes.

4. The school must disburse the NFLP loan in payments not to exceed the amounts needed by the borrower for the relevant period of time.

5. The borrower must complete the specified education component(s) for the advanced nursing degree program prior to graduating from the program.

#### **D. Interest**

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

#### **E. Cancellation (Forgiveness)**

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

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

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

#### **F. Repayment**

1. The NFLP loan is repayable over a 10-year period beginning nine months after the borrower completes the advanced nurse education program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.

- Prepayment: The Borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest on the loan at any time.
- Acceleration: If the Borrower fails to make a scheduled repayment or fails to comply with any other term of this Promissory Note, the entire unpaid balance of the loan, including interest due and accrued and any applicable penalty charges, will, at the option of the school, become immediately due and payable.

2. Deferment: NFLP borrowers are eligible for deferment for up to three years, (1) when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity, or (2) when the borrower who graduates and is employed, and decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.

3. Death and Disability: In the event of the Borrower's total and permanent disability or death, the school will cancel any remaining payments on the Note.

4. Forbearance: The school may, in its discretion, place the Borrower's NFLP loan in forbearance whenever extraordinary circumstances such as poor health or hardship temporarily affect the Borrower's ability to make scheduled loan repayments.

During periods of forbearance, interest continues to accrue on the unpaid principal balance of the loan.

#### **G. Loan Servicing and Collection**

1. The school must conduct and document an entrance interview for each academic year during which the student receives an NFLP loan. This documentation must include:

- A statement of the borrower's rights and responsibilities regarding the NFLP loan, including the service obligation and loan forgiveness (EXHIBIT B). The borrower must sign and acknowledge this statement to indicate receipt and understanding of this information.
- Personal information provided by the borrower to assist in loan forgiveness and collection, if needed.

2. The school must provide the borrower with a repayment schedule.

3. **Exit Interview:** The Borrower agrees to attend an exit interview prior to completing or terminating student status at the school.

4. **Credit Bureaus:** The school may disclose any delinquency or default on the Borrower's loan to credit bureaus.

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

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

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

(i.e., Statement of Borrower's Rights and Responsibilities, Truth-in-Lending). Schools that do not require signature of

disclosure statements are urged to consult with institutional legal counsel to determine what is appropriate to the school's particular situation.

#### **H. Default by the Borrower**

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

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

#### **I. Records**

1. The school must document the approval or disapproval of each NFLP loan application.
2. The school must establish and maintain an individual file for each NFLP loan recipient, including:
  - The NFLP loan application;
  - The school's copy of the loan notification letter;
  - The original signed Promissory Note(s);
  - The signed disclosure (i.e., Statement of Borrower's Rights and Responsibilities; Truth in Lending);
  - All servicing and collection records, including payments, forgiveness, deferment, forbearance, or default.
3. The school must retain all records relating to an NFLP loan for a minimum of **3 years** after the loan is retired.

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

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

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

#### **CERTIFICATIONS AND OTHER REQUIREMENTS**

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

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

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

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

**Bloodborne Diseases:** Section 308 of Title III of Public Law 102-408, the Health Professions Education Extension Amendments of 1992, requires that with respect to awards of programs or contracts under Title VII or VIII of the PHS Act, the Secretary of DHHS may make such an award for the provision of traineeships only if the applicant for the award provides assurances satisfactory to the Secretary that all trainees will, as appropriate, receive instruction in the utilization of universal precautions and infection control procedures for the prevention of the transmission of bloodborne diseases.

## APPENDIX B Truth-In-Lending Act, Regulation Z

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

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

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

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

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

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

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

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

**APPENDIX C**

OMB Approval No.: 0915-0378; Expiration: 07/31/2020

**Nurse Faculty Loan Program - Program Specific Data Form**

<b>CURRENT FISCAL YEAR? (Formatted DATE Field)</b>				
Instruction: Enter the fiscal year date that is provided in the current NFLP Funding Opportunity Announcement cover page.				
<b>PREVIOUS NFLP APPLICANT? ___Yes ___No</b>				
Instruction: Select 'YES' if your school has ever received past NFLP funding. Enter 'NO' if your school has never received NFLP funding.				
<b>A. Program Information</b>				
Select Type of Institution:	<input type="checkbox"/> Public <input type="checkbox"/> Private			
Select Type of Entity:	<input type="checkbox"/> School/College of Nursing <input type="checkbox"/> Other Entity/Department within the Institution that offers a Graduate Nursing Degree Program			
Provide Educator Component/Course Offered:	Applicants may add new educator courses offered or edit/delete previous educator courses specified.			
<b>B. Accreditation</b>				
State the applicable accreditation for the graduate nursing program(s) offered and provide the required documentation:				
<b>C. Federal Funds Requested</b>				
Indicate the total Federal Capital Contribution (FCC) Amount Requested.				
<b>D1. NFLP Loan Fund Balance/Unused Accumulation</b>				
Indicate the institution's NFLP loan fund balance as of the past reporting period end date.				
<b>D2. NFLP Loan Fund Default Rate</b>				
Does the institution's NFLP default rate exceed the threshold (>5%)?				___Yes ___No
If yes, has a corrective action plan been included as part of your application?				___Yes ___No
<b>D3. Last NFLP Student Loan Award</b>				
Has an NFLP loan been disbursed from the institution's NFLP loan fund within the last two academic years?				___Yes ___No
<b>E.1 NFLP Enrollees Information by Degree – Continuing Students Expected to Request NFLP Support</b>				
<b>Type of Institution</b>	<b>Master's Degree</b>		<b>Doctoral Degree</b>	
	FT	PT	FT	PT
Public – In-state				
Public – Out-of-				
Private				
<b>TOTALS:</b>				
<b>E.2 NFLP Enrollees Information by Degree - New Students Expected to Request NFLP Support</b>				
<b>Type of Institution</b>	<b>Master's Degree</b>		<b>Doctoral Degree</b>	
	FT	PT	FT	PT
Public – In-state				
Public – Out-of-state				
Private				
<b>TOTALS:</b>				

E.3 NFLP Graduates Information (Prior Year)				
	Total Number of NFLP Graduates		Total Number of NFLP Graduates Employed as Nursing Faculty	
	Master's	Doctoral	Master's	Doctoral
<b>TOTALS:</b>				

E.4 NFLP Enrollees by Nurse Practice Role		
Nurse Practice Role	NFLP Enrollees (07/01/20XX - 06/30/20XX)	
	Master's	Doctoral
Primary Care Nurse Practitioner		
Acute Care Nurse Practitioner		
Nurse – Midwife		
Nurse Anesthetist		
Clinical Nurse Specialist		
Public Health Nurse		
Nurse Administrator		
Nurse Educator		
Other Nurse Specialty 1 <b>(Insert):</b>		
<b>TOTALS:</b>		

F. Tuition, Terms and Credit Hours								
Tuition	Master's Program				Doctoral Program			
	In-State		Out-of-State		In-State		Out-of-State	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>Program Degree Level (Select From List):</b>								
Tuition Costs per TERM : Private Institution								
Type of Term								
# of Terms/Quarters per year								
Minimum Credit Hours Required for Full-time Status								