

U.S. Department of Health and Human Services
Health Resources and Services Administration
Bureau of Health Workforce
Division of Health Careers and Financial Support

Program Guidance Number: HRSA-20-010
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Fiscal Year 2020

Program Guidance for the
Native Hawaiian Health Scholarship Program
(NHHSP) Cooperative Agreement to
Papa Ola Lokahi

Application Due Date: March 9, 2020

Release Date: November 19, 2019

Authority: Native Hawaiian Health Care Improvement
Act of 1992, as amended (42 U.S.C. 11709)

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I. Purpose

This Program Guidance solicits an application from Papa Ola Lokahi (POL) to work cooperatively with U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA) to provide administrative support for HRSA's Native Hawaiian Health Scholarship Program (NHHSP), under the Native Hawaiian Health Care Improvement Act of 1992 (NHHCIA), as amended (42 USC 11709).

Through the NHHSP, Native Hawaiian students of health professions schools are then awarded HRSA funds in return for a commitment to provide primary health services to the Native Hawaiian population in the State of Hawai'i. The intended long-term impact of the NHHCIA is the improved health status of Native Hawaiians. This will be achieved through comprehensive health promotion, disease prevention and health services through the development and expansion of Native Hawaiian health care service infrastructures. This capacity-building effort is supported, in part, by NHHSP by increasing the number of Native Hawaiian health care professionals trained in those disciplines and specialties most needed to deliver quality, culturally competent, health care to Native Hawaiians in the State of Hawai'i. Three main components comprise the NHHSP:

- Scholarships to Native Hawaiians pursuing careers in designated health care professions, allied health professions, and health career pathway programs that lead to students receiving a degree at the Associate, Bachelor, Master, Professional or Doctorate level,
- Training of NHHSP scholars in ways to provide culturally appropriate health care services in Hawaiian communities, and
- Placement of NHHSP scholars in priority Native Hawaiian communities following the completion of their education and training.

II. Background

This program is authorized by the Native Hawaiian Health Care Improvement Act of 1992, Public Law 102-396, as amended (42 USC 11709). Scholarship funding is provided directly to the institution whereas the ORC (Other Reasonable Costs) and stipend are paid to the scholar by BHW. The Native Hawaiian Health Scholarship Program is administered locally in Hawai'i through this cooperative agreement with POL.

The Native Hawaiian Health Care Program improves the health status of Native Hawaiians by making health education, health promotion, and disease prevention services available through the support of Native Hawaiian Health Care Systems. Native Hawaiians face cultural, financial, social, and geographic barriers that prevent them from utilizing existing health services. In addition, health services are

often unavailable in the community. The Native Hawaiian Health Care Systems¹ utilize a combination of outreach, referral, and linkage mechanisms to provide or arrange services. Services provided include nutrition programs, screening and control of hypertension and diabetes, immunizations, and basic primary care services. In 2018, the largest numbers of medical encounters were for heart disease, hypertension, and diabetes.

The Native Hawaiian Health Care Program also supports a health professions scholarship program for Native Hawaiians and administrative costs for POL, an organization that coordinates and assists Native Hawaiian health care programs. More than 290 Native Hawaiian scholarships have been awarded since 1991 the beginning of the program.

III. Executive Summary

The NHHSP application is due on March 9, 2020.

The Health Resources and Services Administration is accepting an application from POL for the fiscal year (FY) 2020 Native Hawaiian Health Scholarship Program. The purpose of this cooperative agreement program is to provide funds to POL to provide administrative support for Native Hawaiian students of health professions schools who are awarded HRSA funds in return for a commitment to provide primary health services to the Native Hawaiian population in the State of Hawai'i.

Executive Summary Overview

Program Guidance Title	Native Hawaiian Health Scholarship Program
Program Guidance Number	HRSA-20-010
Application Due Date	March 9, 2020
Anticipated Total Annual Available FY 2020 Funding	\$475,304
Estimated Number and Type of Awards	1 cooperative agreement
Estimated Award Amount	\$475,304
Cost Sharing/Match Required	No

¹ The NHHCS consists of five Native Hawaiian health care organizations that are in Hawai'i. These organizations are the "Priority One" sites for NHHSP participants to complete their service obligation and include: (1) HUI MALAMA OLA NA `OIWI (Hawai'i Island), (2) HUI NO KE OLA PONO (Maui Island), (3) NA PU`UWAI (Molokai & Lanai Islands), (4) KE OLA MAMO (O`ahu Island), and (5) HO`OLA LAHUI HAWAI'I (Kaua`i Island).

Project Period/Period of Performance	8/1/2020 through 7/31/2025 (5 years)
Eligible Applicants	Eligibility for this funding opportunity is limited to POL, as designated in the NHHCIA, as amended [42 USC 11709(a)].
Project Officer Contact Information	Myron Allen Project Officer Division of Health Careers and Financial Support BHW/ HRSA 5600 Fishers Lane, Room 15N-94C Rockville, MD 20857 Phone: (301) 443-1701 Fax: (301) 451-5629 Email: MAllen@hrsa.gov

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

IV. Award Information

1. Type of Application and Award

The cooperative agreement recipient's (Papa Ola Lokahi) responsibilities are specified in the '*Methodology*' subsection of the "RESPONSE TO PROGRAM PURPOSE" section of the PROJECT NARRATIVE (section V.11. below).

2. Summary of Funding

HRSA expects approximately \$475,304 to be available annually to fund one (1) award recipient, Papa Ola Lokahi (POL). You may apply for a ceiling amount of up to \$475,304 per year. The actual amount available will not be determined until enactment of the final FY 2020 Federal appropriation. This program guidance is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, HRSA can process the application and award funds in a timely manner. The period of performance is August 1, 2020 through July 31, 2025 (5 years). Funding beyond the first year is subject to the availability of appropriated funds for NHHSP 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](#).

3. Eligible Applicants

Eligibility for this funding opportunity is limited to POL, as designated in the NHHCIA, as amended (42 USC 11709(a)).

4. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

V. Application and Submission Information

1. Application Package Information

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

2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 R&R Application Guide](#) provides instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program specific information below. All applicants are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#) except where instructed 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 65 pages when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit. Biographical sketches **do** count in the page limitation. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) will not be counted in the page limit. **We strongly urge you to print your application to ensure it 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. Failure to comply with these instructions may result in a delay in funding.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) You, on behalf of the applicant organization certify, by submission of your proposal, that neither you nor your principals are 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 you are unable to attest to the statements in this certification, an explanation shall be included in Attachment 8: 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

Program Requirements

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

i. Project Abstract

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

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

1. A brief overview of the project as a whole
2. Specific, measurable objectives that the project will accomplish
3. How the proposed project for which funding is requested will be accomplished, i.e., the "who, what, when, where, why and how" of a project.

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.

Use the following section headers for the Narrative:

▪ **PURPOSE AND NEED**

This section should briefly describe the purpose of the proposed project. It should outline Hawaii's health care needs particularly as those needs concern the direct-health care workforce. Describe and document the target population and its unmet health needs in this section. Whenever possible, use and cite demographic data to support the information provided. Please discuss any relevant barriers in the service area that the project hopes to overcome. This section should help reviewers understand the communities and/or organizations that will be served by the proposed project. Describe established and proposed partnerships with organizations that align with NHHSP's goal to maximize the impact and outcomes of NHHSP's vision, mission and guiding principles. Such partnering organizations may include, but are not limited to:

- a) High Schools
- b) Post-secondary Institutions
- c) State or Community-based Organizations
- d) State-level Entities
- e) Community-based Health Care Entities
- f) Other Institutions of Higher Education Programs

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

(a) WORK PLAN

Describe, in detail, the activities or steps, and the staff responsible for achieving each of the activities proposed during the entire period of performance in the Methodology sub-section, and how those activities expressly address the purpose of the project as described above. Include a detailed work plan chart that includes each task or activity and identifies responsible staff (a sample work plan can be found here: <http://bhpr.hrsa.gov/grants/technicalassistance/workplantemplate.docx>). As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities, including development of the application and the extent to which these contributors reflect the cultural, racial, linguistic and geographic diversity of the populations and communities served.

(b) METHODOLOGY

Propose clear and precise methods, tools, and strategies to be used to address the stated needs and encompass each of the program requirements and expectations in this program guidance. As appropriate, include a description of how effective tools and strategies will be developed

for meeting the stated needs; specifically, how determination is made as to which professional disciplines and specialties are eligible to participate in the program. Include methodology for monitoring in-school compliance and verification of enrollment, good academic standing and identification of academic issues such as an incomplete or less than acceptable grades for which the program has previously paid. Include information regarding the obligated service requirement for each scholarship recipient to be fulfilled through the full-time clinical or nonclinical practice of the health profession. Include information regarding the provision of counseling, retention, and other support services. Program Requirements include:

- Collaborate on the development and coordination of the proposed work plan for activities funded under the cooperative agreement based on legislative and HHS/HRSA priorities;
- Complete deliverables under this cooperative agreement;
- Recruit and evaluate applicants to the program;
- Review and confirm that scholarship payments made to or on behalf of scholars in tandem with HRSA project officer are correct;
- Verify good standing of scholars per semester/term;
- Monitor scholars' compliance with program requirements (in school/in training/in service), offering support/counseling/correction as needed;
- Identify and document all legal and compliance issues with scholars related to their contractual obligations under the NHHSP, and confer with HRSA project officer regarding required action; and
- Attend and participate in appropriate meetings at the local, state and federal levels.
- Ensure that scholarship assistance is consistent with the terms and conditions stated in the legislation. All Terms and Conditions referenced in Native Hawaiian Health Care Improvement Act of 1992, as amended (42 USC 11709) are incorporate by reference.
- Adhere to any additional Program requirements that will be available in the NHHSP Application and Program Guidance (APG) published annually before the beginning of the application cycle.

(c) RESOLUTION OF CHALLENGES

Discuss challenges that are likely to be encountered in designing and implementing the activities described in the work plan, and approaches that will be used to resolve such challenges.

▪ **IMPACT –**

Describe current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature.

Describe your plan for program performance evaluation. This plan should monitor ongoing processes and progress toward meeting cooperative agreement goals and objectives. The evaluation will enable you to assess the success of your cooperative agreement-funded efforts and contribute to continuous quality improvement. The evaluation plan should include descriptions of the inputs (e.g., key evaluation personnel and organizational support, collaborative partners, budget, and other resources); key processes; variables to be measured; expected outcomes of the funded activities; and a description of how all key evaluative measures will be reported. (In the Attachments section (IV. 2.v., Attachments 2 and 3), you are required to attach a complete staffing plan and job descriptions for key personnel, as well as bio sketches.) The evaluation plan must demonstrate evidence that the evaluative measures selected will be able to assess: 1) the extent to which the program objectives have been met, and 2) the extent to which these can be attributed to the project.

You must also describe the systems and processes that will support the organization's collection of HRSA's performance measurement requirements for this program. You will find descriptions of the required data forms for *all programs*. The forms required for this program include Consolidated Field Strength Report, NHHSP Awards Monitoring Spreadsheet, Grantee Profile and Project Officer Summary Report, and can be found here: <http://bhw.hrsa.gov/grants/reporting/index.html>.

Please include a description of how the organization will effectively track performance outcomes, including how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely submission of performance outcome reporting requirements to HRSA. Describe any potential obstacles for implementing the program performance evaluation and meeting HRSA's performance measurement requirements, and how those obstacles will be addressed. The evaluation and reporting plan also should indicate the feasibility and effectiveness of plans for dissemination of project results.

▪ **ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES**

Provide information on the organization's current mission and structure, scope of current activities, and an organizational chart (Attachment 4). Describe how these contribute to the ability of the organization to conduct the program requirements and meet program expectations. Provide information on the program's resources and capabilities, including personnel qualifications by training and/or experience to support provision of culturally and linguistically competent and health-literate services. Describe how the unique needs of target populations of the communities served are routinely assessed and improved.

iii. Budget and Budget Narrative Justification

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. Follow the instructions included in the *R&R Application Guide* and the additional budget instructions provided below. A budget that follows the *R&R Application Guide* will ensure that you will have a well-organized plan, and by carefully following the approved plan, can avoid audit issues during the implementation phase.

The Budget Narrative should clearly, and in detail, explain:

1. The reasonableness of the proposed budget for each year of the period of performance in relation to the objectives, the complexity of the activities, and the anticipated results;
2. The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the scope of work; and
3. The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

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 grant-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.

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 R&R Application Guide](#) for additional information. Note that these or other salary limitations may apply in the following FY, as required by law.

Use of Funds - NOTE: Funds are for program administration as defined and may not be used to pay tuition costs to or on behalf of any NHHSP scholar, nor to pay any part of the monthly stipend to any NHHSP scholar, nor to pay any NHHSP scholar for fees, travel, or any other reasonable costs as these payments are the function of the NHHSP scholarship award.

iv. Attachments

Please provide the following items in the order specified below to complete the content of the application. Unless otherwise noted, all 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. **Clearly label each attachment.**

Attachment 1: Work Plan

Include a detailed work plan chart that includes all relevant activities/steps, and staff responsible for each activity.

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

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

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. These biographical sketches must be uploaded in the SF-424 RESEARCH & RELATED Senior/Key Person Profile form, which can be accessed in the Application Package under "Mandatory."

Attachment 3: Letters of Agreement and/or Description(s) of Proposed/Existing Contracts (project specific)

Provide any documents that describe working relationships between the applicant organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the contractors and any deliverable. Letters of agreement must be dated and signed no later than the award start date.

Attachment 4: Project Organizational Chart

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

Attachment 5: Tables, Charts, etc.

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

Attachment 6: Progress Report

A well-documented progress report is a required and important source of material for HRSA in preparing annual reports, planning programs, and communicating program specific accomplishments. The accomplishments of continuation applicants are carefully considered; therefore, you are advised to include previously stated goals and objectives in your application and emphasize the progress made in attaining these goals and objectives.

The progress report should be a brief presentation of the accomplishments, in relation to the objectives of the program during the current period of performance. The report must include:

- (1) The period covered (dates).
- (2) Specific Objectives - Briefly summarize the specific objectives of the project as actually funded.
- (3) Results - Describe the program activities conducted for each objective. Include both positive and negative results or technical problems that may be important
- (4) Publications – Provide the full citations of peer-reviewed journal articles publications or accepted for publication during the most recent grant period.
- (5) Outcome data - Provide outcome data for each of the following from each year of the previous grant cycle: 1) number of participants who completed their service obligation 2) number of participants in service obligation; 3) number of participants currently in education; 4) number of participants in post –graduate training/residency; 5) number of participants in licensure phase; 6) number of participants licensed and awaiting placement; 7) number of participants in default status; and 8) number of participants in waiver status; 9) number of applicants who received new awards; and 10) number of qualified applicants who did not receive new awards.

Attachment 7: Maintenance of Effort Documentation. You must complete and submit the following information with your application:

NON-FEDERAL EXPENDITURES	
<p style="text-align: center;">FY 2019 (Actual)</p> <p style="text-align: center;">Actual FY 2019 non-federal funds, including in-kind, expended for activities proposed in this application.</p> <p style="text-align: center;">Amount: \$ _____</p>	<p style="text-align: center;">FY 2020 (Estimated)</p> <p style="text-align: center;">Estimated FY 2020 non-federal funds, including in-kind, designated for activities proposed in this application.</p> <p style="text-align: center;">Amount: \$ _____</p>

Attachments 8: Other Relevant Documents

Include here any other documents that are relevant to the application, including letters of support. Letters of support must be dated and specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.).

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

You must have a valid DUNS number, also known as the Unique Entity Identifier, 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.

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 it is still active and that the Authorized Organization Representative (AOR) has been approved.

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

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

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

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 about this and the current login process for SAM.gov.

In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within the SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at [SAM.gov](#).

4. Application Due Date

The due date for the application is *March 9, 2020 at 11:59 p.m. ET*.

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

5. Intergovernmental Review

This program is not subject to the provisions of Executive Order 12372, as implemented by 45 CFR Part 100. See Section 4.1 ii of HRSA's [SF-424 R&R Application Guide](#) for additional information.

6. Funding Restrictions

You may request funding for a period of performance of up to five (5) years, at no more than \$475,304 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.

This Program Guidance supports the administrative expenses associated with the NHHSP. No part of these funds may be used to pay the tuition costs of any NHHSP scholar, the monthly stipend of any NHHSP scholar, nor the fees, travel, or any other reasonable costs of any NHHSP scholar, as these payments are the function of the NHHSP scholarship award.

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 R&R 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.

7. Review and Selection Process

The application will be subject to an internal review by HRSA staff in the Bureau of Health Workforce (BHW). Bureau senior staff, whose collective expertise and experience in all aspects of scholarship application and award, in-school and in-service support, and recruitment of both students and practice sites will review the application based on the program requirements presented in this program guidance. This review will enable the reviewers to assess the quality of a proposed project and determine the likelihood of its success. The BHW internal review will offer suggestions for improvement of the project as deemed necessary, and the bureau will serve in a consultative role to the project as needed during the period of performance. The review will not impact the level of funding received. POL has the option of providing specific salary rates or amounts for individuals specified in the application budget or the aggregate amount requested for salaries.

VI. Award Administration

1. Award Notices.

HRSA will issue the Notice of Award prior to the start date of August 1, 2020. See Section 5.4 of HRSA's [SF-424 R&R Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

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

Requirements of Subawards

The terms and conditions in the 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 R&R Application Guide](#) and the following reporting and review activities:

- 1) **Noncompeting Continuation Performance Progress Report(s)**. The award recipient must submit a progress report to HRSA on an **annual** basis. Further information will be provided in the award notice. HRSA will verify that approved and funded applicants' proposed objectives are accomplished during each year of the project. Funded applicants will be required to consistently collect, analyze, and report on participation and outcome data in the form of performance reports.

The Progress Report has two parts. The first part demonstrates award recipient progress on program-specific goals. The second part collects core performance measurement data including performance measurement data to measure the progress and impact of the project. The applicant should plan to report on dissemination activities in the annual progress report. Further information will be provided in the Notice of Award (NoA).

2) **Performance Reports.** The award recipient must submit a Performance Report to HRSA via the EHBs on an annual basis. All HRSA recipients are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRA). The required performance measures for this program are outlined in the Project Narrative Section IV's Impact Sub-section (a), and can be found at <http://bhpr.hrsa.gov/grants/reporting/index.html>. Further information will be provided in the NoA.

The annual performance report will address all academic year activities from July 1 to June 30, and will be due to HRSA on July 31 each year. If award activity extends beyond June 30 in the final year of the period of performance, a Final Performance Report (FPR) may be required to collect the remaining performance data.

3) **Final Report.** A final report is due within 90 calendar days after the period of performance ends. The Final Report must be submitted online by award recipients in the Electronic Handbook system at <https://grants.hrsa.gov/webexternal/home.asp>.

The Final Report is designed to provide HRSA with information required to close out a grant after completion of project activities. Award recipients are required to submit a final report at the end of their project. The Final Report includes the following sections:

- Project Objectives and Accomplishments – Description of major accomplishments on project objectives.
- Project Barriers and Resolutions – Description of barriers/problems that impeded project's ability to implement the approved plan.
- Summary Information:
 - Project overview.
 - Project impact.
 - Prospects for continuing the project and/or replicating this project elsewhere.
 - Publications produced through this grant activity.
 - Changes to the objectives from the initially approved grant.

Further information will be provided in the NoA.

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

5) **Integrity and Performance Reporting.** The NOA will contain a provision for integrity and performance reporting in [FAPIIS](#), as required in [45 CFR part 75 Appendix XII](#).

VII. Agency Contacts

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

Carolyn Cobb
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SHW03
Rockville, MD 20857-0001

You may obtain programmatic technical assistance by contacting the Project Officer listed on the most recent Notice of Award or by contacting:

Myron Allen
Bureau of Health Workforce
Health Resources and Services Administration
U.S. Department of Health and Human Services
5600 Fishers Lane, 15N94C
Rockville, Maryland 20857
Phone: (301) 443-1701
Fax: (301) 451-5629 Email:
MAllen@hrsa.gov

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

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

You 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 Call Center, Monday-Friday, 8:00 a.m. to 8:00 p.m. ET:

HRSA Contact Center

Telephone: (877) 464-4772

TTY: (877) 897-9910

Web: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>

VIII. Tips for Writing a Strong Application

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

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