U.S. Department of Health and Human Services

HRSA
Health Resources & Services Administration

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2023

Bureau of Health Workforce

Division of Health Careers and Financial Support

Health Careers Opportunity Program: The National HCOP Academies

Funding Opportunity Number: HRSA-23-003

Funding Opportunity Type(s): New, Competing Continuation

Assistance Listings Number: 93.822

Application Due Date: May 24, 2023

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!

HRSA will not approve deadline extensions for lack of registration.

Registration in all systems may take up to 1 month to complete.

Issuance Date: March 24, 2023

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See Section VII for a complete list of agency contacts.

Authority: Section 739 of the Public Health Service Act (42 U.S.C. § 293c)

508 Compliance Disclaimer

Note: Persons using assistive technology may not be able to fully access information in this file. For assistance, please email or call one of the HRSA staff above in Section VII. Agency Contacts.

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for the fiscal year (FY) 2023 Health Careers Opportunity Program (HCOP): National HCOP Academies. The purpose of the National HCOP Academies is to assist individuals from economically and educationally disadvantaged backgrounds to enter and graduate from a health professions program. The National HCOP Academies funds programs that work to improve recruitment, matriculation, retention, and graduation rates by implementing tailored enrichment programs that address the academic and social needs of trainees from disadvantaged backgrounds. HCOP Academies also provide opportunities for community-based experiential health professions training, emphasizing experiences in underserved communities. A funding preference is available to applicants who partner with several public or private health or educational entities to establish, enhance, and expand educational programs that produce a competitive applicant pool of individuals from disadvantaged backgrounds.

Funding Opportunity Title:	Health Careers Opportunity Program: National HCOP Academies
Funding Opportunity Number:	HRSA-23-003
Due Date for Applications:	May 24, 2023
FY 2023 Anticipated Annual Available Funding:	$13,500,000
Estimated Number and Type of Award(s):	Up to 21 grants
Estimated Annual Award Amount:	Up to $650,000 per award subject to the availability of appropriated funds
Cost Sharing/Match Required:	No
Period of Performance:	September 1, 2023, through August 31, 2028 (5 years)

Eligible Applicants:	Eligible applicants are accredited schools of medicine, osteopathic medicine, public health, dentistry, veterinary medicine, optometry, pharmacy, allied health, chiropractic, podiatric medicine, public and nonprofit private schools that offer graduate programs in behavioral and mental health, programs for the training of physician assistants, and other public or private nonprofit health or educational entities including community colleges, technical colleges, and tribal colleges.
	See Section III.1 of this notice of funding opportunity (NOFO) for complete eligibility information.

Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in this NOFO and in HRSA's SF-*424 R&R Application Guide.* Visit HRSA's How to Prepare Your Application page for more information.

Technical Assistance

HRSA will hold a pre-application technical assistance (TA) webinar for applicants seeking funding through this opportunity. The webinar will provide an overview of pertinent information in the NOFO and an opportunity for applicants to ask questions. Visit the HRSA Bureau of Health Workforce's open opportunities website to learn more about the resources available for this funding opportunity.

Table of Contents

I. Program Funding Opportunity Description

1. Purpose

This notice announces the opportunity to apply for funding under the Health Careers Opportunity Program (HCOP): National HCOP Academies authorized by Section 739 of the Public Health Service Act. The purpose of this grant program is to assist students from disadvantaged backgrounds to enter and successfully complete health profession schools. The National HCOP Academies will prepare students to meet the admissions requirements for the next level of their education and receive a health professions degree or certificate. National HCOP Academies' goals are to:

- Improve recruitment, matriculation, retention, and graduation rates by implementing tailored enrichment programs designed to address the academic and social needs of students from disadvantaged backgrounds.

- Provide opportunities for community-based experiential health professions training, emphasizing experiences in underserved communities.

For more details, see Program Requirements and Expectations.

2. Background

Expanding the number of students interested in pursuing a health professions career and providing them support to complete rigorous academic programs is integral to expanding the workforce. Health workforce pipeline programs can help address or remove barriers in the academic pipeline.[1] Research demonstrates that first-generation, underrepresented minority students, and students from disadvantaged backgrounds face several barriers to entering and completing higher education, such as low socioeconomic status, lack of mentorship, high tuition costs, standardized tests, and a limited social support network.[2] For example, while medical school enrollment increased by 33 percent in 2021, admission of underrepresented racial and ethnic minorities remained flat.[3] This trend is particularly notable among African American male students. In Academic Year 2021-2022, Black/African American males made up

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[1] Baugh, A. D., Vanderbilt, A. A., & Baugh, R. F. (2019). The dynamics of poverty, educational attainment, and the children of the disadvantaged entering medical school. *Advances in Medical Education and Practice*, 10, 667–676.

[2] Haeger H & Fresquez C. (2016). Mentoring for Inclusion: The Impact of Mentoring on Undergraduate Researchers in the Sciences. *CBE Life Sci Educ, 15*(3):ar36. doi: 10.1187/cbe.16-01-0016. PMID: 27543635; PMCID: PMC5008883..

[3] Boyle, P. (2020, September 3). Medical school enrollments grow, but residency slots haven't kept pace. Association of American Medical Colleges (AAMC). https://www.aamc.FTEorg/news-insights/medical-school-enrollments-grow-residency-slots-haven-t-kept-pace.

approximately 3 percent of total medical school enrollment[4] compared with 6 percent of the U.S. population. population.[5]

Racial and geographical diversity in the health workforce can facilitate access to health care for underserved populations and meet the health needs of an increasingly diverse population.[6] Addressing health disparities and thereby improving patient care requires addressing the barriers to education caused by poverty, both intergenerational and multidimensional. Research shows that medical students raised in underserved areas are more likely to practice in an underserved area upon completion of their training.[7]

The National HCOP Academies strengthens the health workforce pipeline in medically underserved and rural areas across the United States by providing both academic and social supports to students from disadvantaged backgrounds. The National HCOP Academies is a longitudinal program leading to matriculation into the applicant or partner organization's 2- or 4-year college/university, health professions school or employment in rural and underserved communities. The program is further designed to eliminate disparities in educational attainment between high- and low-income populations, increase job opportunities within the health professions, and increase cultural competency within health care settings by integrating clinical and didactic training in health disparities, social determinants of health, and health equity into the curriculum.

Program Definitions

A glossary containing general definitions for terms used throughout the Bureau of Health Workforce NOFOs is located at the HRSA Health Workforce Glossary.

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[4] AAMC. (2021, November 18). "Table B-3: Total U.S. MD-Granting Medical School Enrollment by Race/Ethnicity (Alone) and Sex, 2017-2018 through 2021-2022 [Chart]." https://www.aamc.org/media/6116/download.

[5] United States Census Bureau (2020). "Decennial Census P1 Race [Table]." https://data.census.gov/table?t=Black+or+African+American&g=010XX00US

[6] Snyder, C. R., Frogner, B. K., & Skillman, S. M. (2018). Facilitating racial and ethnic diversity in the health workforce. *Journal of Allied Health*, 47(1), 58–65.

[7] Baugh, A. D., Vanderbilt, A. A., & Baugh, R. F. (2019). The dynamics of poverty, educational attainment, and the children of the disadvantaged entering medical school. *Advances in Medical Education and Practice*, 10, 667–676.

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: New, Competing Continuation
HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA estimates approximately $13,500,000 to be available annually to fund approximately 21 recipients. You may apply for a ceiling amount of up to $650,000 per year (including direct and indirect costs). The amount requested in budget years 2-5 cannot be more than the amount you request in your first budget year,

The period of performance is September 1, 2023, through August 31, 2028 (5 years). Funding beyond the first year is dependent on availability of appropriated funds for the National HCOP Academies in subsequent fiscal years, satisfactory awardee 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.

Limitations on Indirect Cost Rates

Indirect costs under training awards to organizations other than state or local governments or federally recognized Indian tribes, will be budgeted, and reimbursed at 8 percent of modified total direct costs rather than on the basis of a negotiated rate agreement, and are not subject to upward or downward adjustment. Direct cost amounts for equipment, tuition, and fees, as otherwise allowable, and subawards and subcontracts in excess of $25,000 are excluded from the direct cost base for purposes of this calculation.

III. Eligibility Information

1. Eligible Grant Applicants

Eligible applicants include accredited schools of medicine, osteopathic medicine, public health, dentistry, veterinary medicine, optometry, pharmacy, allied health, chiropractic, podiatric medicine, public and nonprofit private schools that offer graduate programs in behavioral and mental health, programs for the training of physician assistants, and other public or private nonprofit health or educational entities able to carry out the activities of the program, including community colleges, technical colleges, and tribal

colleges. Pursuant to the statutory authority, nursing schools and programs are **not** eligible to apply for this funding opportunity.

Eligible entities must be located within the 50 states, the District of Columbia, Commonwealth of Puerto Rico, Commonwealth of Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Republic of Palau, Republic of the Marshall Islands, and the Federated States of Micronesia.

Eligible Participants within National HCOP Academies

To identify participants for the National HCOP Academies, grantees must first determine each student's eligibility which includes verifying the following:

- Meeting the **economically** or **educationally disadvantaged** background criteria, and,

- Must be a citizen, non-citizen national of the United States, an individual lawfully admitted for permanent residence to the United States, or any other "qualified alien" under section 431(b) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. 104-193, as amended. Individuals on temporary or student visas **are not** eligible to receive HCOP financial support through the program.

Please note that the criteria listed above must be met for all participants in the National HCOP Academies.

Individuals are considered from an "**economically disadvantaged**" background if they come from a family with an annual income below a level based on low-income thresholds, according to family size established by the U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of the U.S. Department of Health and Human Services (HHS), for use in all health professions programs. The Secretary updates these income levels in the Federal Register annually. The Secretary defines a "low-income family/household" for various health professions programs included in Titles III, VII and VIII of the Public Health Service Act, as having an annual income that does not exceed 200 percent of the Department's poverty guidelines. A family is a group of two or more individuals related by birth, marriage, or adoption who live together. A household may be only one person. Applicants are required to utilize the 2023 Poverty Guideline table below, published by HHS, to determine an individual's disadvantage status.

Low Income Levels Based on the 2023 Poverty Guidelines	
Persons in family/ household*	**Income Level****

	48 Contiguous States and D.C.	Alaska	Hawaii
1	$29,160	$36,420	$33,540
2	39,440	49,280	45,360
3	49,720	62,140	57,180
4	60,000	75,000	69,000
5	70,280	87,860	80,820
6	80,560	100,720	92,640
7	90,840	113,580	104,460
8	101,120	126,440	116,280
For families with more than 8 persons, add these dollar amounts for each additional person:	$10,280	$12,860	$11,820

*Includes only dependents listed on federal income tax forms.
** Adjusted gross income for calendar year 2022.
SOURCE: *Federal Register*, Vol. 88, No. 22, Thursday, January 19, 2023, pp. 3424-3425. https://www.govinfo.gov/content/pkg/FR-2023-01-19/pdf/2023-00885.pdf

If an individual does not qualify as "economically disadvantaged," applicants must indicate that they qualify as "educationally disadvantaged."

Individuals are considered from an **"educationally disadvantaged"** background if they come from a social, cultural, or educational environment that has demonstrably and directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a health professions education or training program. Applicants must use the criteria below to classify student participants as coming from educationally disadvantaged backgrounds. The National HCOP Academies' participants must meet one or more of the following criteria to qualify under the educationally disadvantaged background status:

- Is first-generation in their family to attend college.

Please note, the most recent annual data available for the following criteria is found on the state Department of Education website where the student last attended or graduated from high school. The threshold for "Low" is determined by each individual state.

- Graduated from (or attended) a high school, based on the most recent annual data available, which either had a:

  o Low percentage of seniors receiving a high school diploma; or
  o Low percentage of high school graduates who attend college the following year after graduation.

- Graduated from (or attended) a high school with low per capita funding.

- Graduated from (or attended) a high school where — based on the most recent annual data available — many of the enrolled students are eligible for free or reduced-price lunches.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

HRSA may not consider an application for funding if it contains any of the non-responsive criteria below:

1) Exceeds the funding ceiling amount
2) Fails to satisfy the deadline requirements referenced in Section IV.4

Maintenance of Effort

The recipient must agree to maintain non-federal funding for award activities at a level that is not less than expenditures for such activities maintained by the entity for the fiscal year preceding the fiscal year for which the entity receives the award, as required by 42 U.S.C. § 295n-2(b) (section 797(b) of the Public Health Service Act). Such federal funds are intended to supplement, not supplant, existing non-federal expenditures for such activities. Complete the Maintenance of Effort (MOE) information and submit as *Attachment 5.*

HRSA will enforce statutory MOE requirements through all available mechanisms.

Multiple Applications

Multiple applications from an organization with the same Unique Entity Identifier (UEI) are not allowable. HRSA will only accept and review your **last** validated electronic submission before the Grants.gov application due date. 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. HRSA encourages you to apply through Grants.gov using the SF-424 Research and Related (R&R) workspace application package associated with this notice of funding opportunity (NOFO) following the directions provided at Grants.gov: HOW TO APPLY FOR GRANTS. If you use an

alternative electronic submission, see Grants.gov: APPLICANT SYSTEM-TO-SYSTEM.

Form Alert: For the Project Abstract Summary, applicants using the SF-424 R&R Application Package are encountering a "Cross-Form Error" associated with the Project Summary/Abstract field in the "Research and Related Other Project Information" form, Box 7. To avoid the "Cross-Form Error," you must attach a blank document in Box 7 of the "Research and Related Other Project Information" form and use the Project Abstract Summary Form in workspace to complete the Project Abstract Summary. See Section IV.2.i Project Abstract for content information.

The NOFO is also known as "Instructions" on Grants.gov. You must select "Subscribe" and provide your email address for HRSA-23-003 in order to receive notifications including modifications, clarifications, and/or republications of the NOFO on Grants.gov. You will also receive notifications of documents placed in the RELATED DOCUMENTS tab on Grants.gov that may affect the NOFO and your application. *You are ultimately responsible for reviewing the For Applicants page for all information relevant to this NOFO.*

2. Content and Form of Application Submission

Application Format Requirements

Section 4 of HRSA's SF-424 R&R Application Guide provides general instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, and certifications. You must submit the information outlined in HRSA's 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 this NOFO to do otherwise. You must submit the application in the English language and budget figures expressed in U.S. dollars (45 CFR § 75.111(a)).

See Section 8.5 of the HRSA SF-424 R&R Application Guide for the Application Completeness Checklist to assist you in completing your application.

Application Page Limit

The total number of pages that count toward the page limit shall be no more than **60 pages** when we print them. HRSA will not review any pages that exceed the page limit. Using the pages within the page limit, HRSA will determine eligibility using Section III. Eligibility Information of the NOFO.

These items don't count toward the page limit:

- Standard OMB-approved forms you find in the NOFO's workspace application package
- Abstract (standard form (SF) "Project_Abstract Summary")
- Indirect Cost Rate Agreement

- Proof of non-profit status (if it applies)

If there are other items that don't count toward the page limit, we'll make this clear in Section IV.2.vii Attachments.

If you use an OMB-approved form that isn't in the HRSA-23-003 workspace application package, it may count toward the page limit. We recommend you only use Grants.gov workspace forms related with this NOFO to avoid going over the page limit.

Applications must be complete, within the maximum specified page limit, and validated by Grants.gov under HRSA-23-003 before the deadline.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

1) You certify on behalf of the applicant organization, 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. § 3354).
3) If you are unable to attest to the statements in this certification, you must include an explanation in *Attachment #8-13: Other Relevant Documents*.

See Section 4.1 viii of HRSA's *SF-424 R&R Application Guide* for additional information on all certifications.

Program Requirements and Expectations

Your proposal must include structured programs and may include unstructured activities under certain constraints. A **Structured Program** is defined as a formal student enhancement program of a specified length with a specially designed curriculum or set of activities in which students participate to enhance their academic performance. All structured programs must include:

- Stipend payments
- Curricula that include, but are not limited to:
  - Preliminary education and health research trainings, such as standardized test preparatory training, study skills trainings, math, and science enrichment courses; and
  - Health research training on current and emerging public health issues, including as applicable, health equity, health disparities, social determinants of health, and behavioral health.
- Specialized health care training in:
  - Primary care, community-based settings; and
  - Rural and medically underserved communities.

An **Unstructured Activity** is defined as a generally a stand-alone, single training activity that is not part of a designed curriculum or set of activities. HRSA strongly encourages applicants to use only up to 15 percent of their total budget toward **unstructured** activities and/or health care exposure activities.

Required Structured Programs are listed in 1 and 2:

1) **The HCOP National Ambassadors Program is required for all applicants**. The HCOP National Ambassador Program is a longitudinal, integrated curriculum-based program designed to assist students from disadvantaged backgrounds with matriculating through the educational pipeline. The program should prepare students to meet the admissions requirements for the next level of their education and receive a health professions degree from the applicant's college/university or partnering institutions. The curriculum should integrate activities, such as trainings and research projects, in the clinical and public health areas of behavioral health, health disparities, social determinants of health, and health equity. Stipend support is allowable and encouraged for students participating in this program. Applicants must submit at a minimum:

   a. A formal application process with defined eligibility criteria.

   b. A cohort that will include at least 25 new students, beginning each new academic year. Each cohort of students must be tracked and monitored throughout the course of study or training, and for at least one-year post completion or graduation from the HCOP National Ambassadors Program.

   c. Establishment of strategic partnerships (described below) that will support the successful implementation of the HCOP National Ambassadors Program.

   d. Experiential, or clinical training that is community-based, in underserved settings, and includes team-based/interprofessional training.

   e. A plan to collect and track individual-level data on participants, including demographic factors, number of training hours in designated settings, and one-year post-completion data on employment and further educational outcomes.

2) **Other Structured Programs**: At a minimum, all National HCOP Academies must also include **at least two** of the following structured programs in addition to the HCOP National Ambassadors Program described above:

   a. HCOP Summer Program: A designed curriculum or set of activities for a minimum of 25 students from a designated educational level that provides six (6) hours of structured learning activities per day for a minimum of six weeks.

b. HCOP Saturday Academy: A designed curriculum or set of activities for a minimum of 25 students that provides six (6) hours of structured learning activities per day for a minimum of 20 weeks.

c. HCOP Pre-matriculation Program: A designed curriculum or set of activities for a minimum of 10 students that provides six (6) hours of structured learning activities per day for a minimum of four weeks.

d. HCOP Post-baccalaureate Program: A comprehensive program for a minimum of five (5) students for health professions school and/or allied health programs. The student must have an undergraduate degree with a science focus, and a conditional acceptance to a health or allied health professions school.

e. HCOP Adult/Non-Traditional Students (including Veterans): A comprehensive program for a minimum of 10 students that provides educational opportunities to adults interested in pursuing a bachelor's degree.

3) **Clinical Training Opportunities**: Applicants must provide clinical and/or experiential training opportunities to health and allied health students through working at community-based, primary health facilities that are public or private non-profit providers. The training should include interdisciplinary teams and instruction in areas of health equity, social determinants of health, and behavioral health integration.

4) **Strategic Partnership Activities:** In order to develop a competitive student applicant pool, applicants must establish strategic partnerships with organizations that align with the goals and objectives of the National HCOP Academies. Applicants must have articulation agreements in place within their own institution and/or with partner institutions allowing for students' matriculation to the next level of the education pipeline (e.g., two or four-year college, university, or a graduate level health or allied health professions program). Please note that articulation agreements are made among institutions to help students move seamlessly into acceptance from one academic institution into another. Such partnering organizations may include:

a. High Schools – Partnerships with high schools with a high percentage of students from disadvantaged backgrounds to develop a more competitive applicant pool.

b. Post-secondary Institutions – Partnerships with community colleges, technical schools, and four-year colleges and universities, including Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and Alaska

Native and Native Hawaiian Serving Institutions to develop a more competitive applicant pool.

    c. State or Community-based Organizations – Partnerships with state and/or community-based social services organizations to assist in providing academic and social supports.

    d. State-level Entities – Partnerships with state entities such as State Workforce Agencies, Primary Care Associations, State Offices of Rural Health, State Minority Health Counsels, and State Education Agencies to support health professions training and career counseling.

    e. Community-based Health Care Entities – Partnerships with entities such as Health Care Safety Net Sites (e.g., Federally Qualified Health Centers (FQHC) and FQHC Look-Alikes) to provide clinical training opportunities in underserved communities

    f. Other Institutions of Higher Education Programs – Partnerships with pipeline programs such as Federal TRIO Programs, including Student Support Services, and Educational Opportunity Centers to develop a more competitive applicant pool.

5) **Recruitment Outreach Strategies:** Applicants must describe how they will recruit students from disadvantaged backgrounds, including adult learners (e.g., veterans) and underrepresented minorities, to matriculate and graduate from a health professions degree or certificate program, including publicizing existing sources of available financial aid.

6) **Program Evaluation:** Applicants must include a program evaluation plan to demonstrate the award's impact. Applicants must include promising interventions for program evaluation under this funding and are expected to have the potential to scale and/or be replicated by others in the health professions training field. Recipients will be expected to disseminate their evaluation findings and lessons learned through publications in peer-reviewed journals and presentations at professional conferences. Applicants should propose having an approximately 0.5 FTE program evaluator who is considered key personnel.

Recipients must submit evaluation plans as an attachment with the first non-competing continuation (NCC) progress report.

7) **Counseling, Mentoring and Other Services:** Applicants must provide counseling, mentoring or other services (including preliminary education and health research training as well as retention activities) that are designed to assist individuals from disadvantaged backgrounds to successfully complete their education at a health professions school. Applicants must develop evidence-based programming focused on mentorship, social, and academic support for students. Applicants should propose having a dedicated case manager as key personnel to coordinate student support services.

8) **Financial Aid Information Dissemination:** Publicize existing sources of financial aid available to students in the education program at such a school or those who are undertaking training necessary to qualify them to enroll in such a program.

9) **Stipends:** Provide stipends to individuals for general living expenses to help defray students' cost(s) for any period of health professions education at a health professions school, not to exceed twelve months.

10) **Scholarships:** Provide scholarship support to individuals to cover tuition, fees, books, and other related educational expenses for any period of health professions education, not to exceed $10,000 in an academic year. A student can receive both a scholarship and a stipend as long as the scholarship award limitation is not exceeded, and the awards do not cover the same expenses.

Applicants are required to select **three or more** of the following **Target Populations** of students from disadvantaged backgrounds, including underrepresented minorities from disadvantaged backgrounds within these groups.

Target Populations	
Rising high school juniors/seniors	Identify, recruit, and prepare students from disadvantaged backgrounds to competitively enter and complete a 2- or 4-year accredited college or university.
Adult/non-traditional learners (including veterans)	Provide academic and social support to adult/non-traditional students from disadvantaged backgrounds and provide training to prepare students for competitive entry into and graduation from the applicant's institution or an accredited allied health or health professions school.
Allied health professions degree students	Provide academic and social support to retain and assist students, including first-generation college students from disadvantaged backgrounds, enrolled in 2-year programs (e.g., community college) to graduate with an associate degree and/or transfer to a 4-year institution.
Undergraduate students	Provide academic and social support to students from disadvantaged backgrounds and provide training to prepare for competitive entry into the applicant's institution or an accredited health professions school.
Health professions degree students	Provide academic and social support to health professions students, including first-generation college students from disadvantaged backgrounds, and provide training in rural and underserved communities to facilitate timely completion and graduation of a health professions degree.

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 justification, staffing plan and personnel requirements, assurances, certifications, and abstract), include the following:

i. *Project Abstract*

Use the Standard OMB-approved Project Abstract Summary Form that is included in the workspace application package. Do not upload the abstract as an attachment or it may count toward the page limit. See Form Alert in Section IV.1 of this NOFO. For information required in the Project Abstract Summary Form, see Section 4.1.ix of HRSA's SF-424 R&R Application Guide. When applicable, identify if a funding priority/ preference is being requested.

NARRATIVE GUIDANCE

To ensure that you fully address the review criteria, the table below provides a crosswalk between the narrative language and where each section falls within the review criteria. Any forms or attachments referenced in a narrative section may be considered during the objective review.

Narrative Section	Review Criteria
Purpose and Need	(1) Purpose and Need
Response to Program Purpose: (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges	(2) Response to Program Purpose (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges
Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability	(3) Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability
Organizational Information, Resources, and Capabilities	(4) Organizational Information, Resources, and Capabilities
Budget and Budget Justification Narrative	(5) Support Requested

ii. *Project Narrative*

This section provides a comprehensive description of all aspects of the proposed project. It should be succinct, self-explanatory, consistent with forms and attachments, and organized in alignment with the sections and format below so that reviewers can

understand the proposed project. Use and cite demographic data whenever possible to support the information provided. Successful applications will contain the information below. Please use the following section headers for the narrative:

▪ *PURPOSE AND NEED – [Corresponds to Section V's Review Criterion(a) 1](#)*

In your application:

- Briefly describe the overall goals and objectives of the proposed HCOP Academy.

- Outline the needs of the training program or institution. Describe and document the targeted discipline and its training needs.

- BHW Program Specific Data Form: Applicants must complete the BHW Program Specific Data Form located in Appendix B and include it in Attachment 8.

▪ *RESPONSE TO PROGRAM PURPOSE – [This section includes three sub-sections — (a) Work Plan; (b) Methodology/Approach; and (c) Resolution of Challenges — all of which correspond to Section V's Review Criteria 2 (a), (b), and (c)](#).*

(a) WORK PLAN – [Corresponds to Section V's Review Criterion (a) 2 (a)](#)

In your application, provide a detailed work plan of the proposed scope. Your work plan must be submitted through the Standardized Work Plan (SWP) Form located in the Grants.gov workspace. Applicants should include a brief narrative element outlined below, in addition to completing the SWP.

In your work plan:

- Describe the activities or steps you will use to achieve each of the objectives proposed during the entire period of performance identified in the Methodology section.

- Describe the timeframes, deliverables, and strategic partners required during the grant period of performance to address each of the needs described in the Purpose and Need section.

- Explain how the work plan is appropriate for the proposed HCOP Academy and how the targets fit into the overall timeline of grant implementation.

- Identify meaningful support and collaboration with strategic partners and key stakeholders in planning, designing, and implementing all activities, including development of the application and, further, the extent to which these contributors address the diversity of the populations and communities served.

- Describe how the institution will develop and/or strengthen existing collaborations with all partners, including community colleges, colleges and

universities, school districts, and other community-based entities to enhance pathways for participant matriculation into undergraduate, health or allied health professions programs.

(b) METHODOLOGY/APPROACH – Corresponds to Section V's Review Criterion 2 (b)

In your application, and consistent with the Program Requirements and Expectations in this NOFO:

- Concisely describe your objectives and proposed activities and provide evidence for how they link to the project purpose and stated needs.

- Propose methods that you will use to address the stated needs. Include a description of any innovative methods that you will use to address these needs.

- As appropriate, include development of effective tools and strategies for ongoing staff training, outreach, collaborations, clear communication, and information sharing/dissemination with efforts to involve students, families, and communities.

- If applicable, include a plan to disseminate reports, products, and/or project outputs so that key target audiences receive the project information.

(c) RESOLUTION OF CHALLENGES – Corresponds to Section V's Review Criterion 2 (c)

In your application, and consistent with the Program Requirements and Expectations in this NOFO:

- Discuss challenges that you are likely to encounter in designing and implementing the HCOP Academy activities described in the work plan, and approaches used to resolve such challenges.

- Describe potential challenges with recruitment of students from the targeted populations and representing diverse backgrounds and approaches used to resolve such challenges.

- *IMPACT -- This section includes two sub-sections — (a) Evaluation and Technical Support Capacity; and (b) Project Sustainability — both of which correspond to Section V's Review Criteria 3 (a) and (b).*

(a) EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criterion) 3 (a)

In your application:

- Describe the required program performance evaluation plan that will contribute to continuous quality improvement. The program performance

evaluation should monitor ongoing processes and the progress towards meeting the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key personnel, budget, and other resources), key processes, variables to be measured, and expected outcomes of the funded HCOP Academy activities.

- As appropriate, describe the data collection strategy to accurately collect, analyze and track data to measure process and impact/outcomes, and explain how the data will be used to inform program development and service delivery.

- Describe the process to track trainees after program completion/graduation for up to one year.

- 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. The evaluation and reporting plan also should indicate the feasibility and effectiveness of plans for dissemination of project results.

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

- Describe the systems and processes that will enable you to meet HRSA's performance measurement requirements for the National HCOP Academies. This should include your strategy for collecting, managing, and reporting required performance data in an accurate and timely manner. At the following link, you will find examples of the current reporting forms required for the National HCOP Academies: http://bhw.hrsa.gov/grants/reporting/index.html. Note: Performance measures and data forms are subject to change each academic year.

- Describe any potential obstacles for implementing the program performance evaluation and meeting HRSA's performance measurement requirements and your plan to address those obstacles.

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

In your application:

- Recipients are expected to sustain key elements of their projects that have been effective in improving practices and that have led to improved outcomes for the target populations. Propose a plan for project sustainability after the period of federal funding ends.

- Include a description of specific actions you will take to (a) highlight key elements of your grant projects, e.g., training methods or strategies, which have been effective in improving practices; (b) obtain future sources of potential funding; and (c) provide a timetable for becoming self-sufficient.

- Discuss challenges that are likely to be encountered in sustaining the program and approaches that will be used to resolve such challenges.

ORGANIZATIONAL INFORMATION, RESOURCES, AND CAPABILITIES -- Corresponds to Section V's Review Criterion(a) 4

In your application:

- Succinctly describe your organization's current mission, structure, and scope of current activities and how these elements all contribute to the organization's ability to implement the program requirements and meet program expectations.

- Describe tools and strategies for ongoing staff training, outreach, collaborations, communication, and information sharing/dissemination with efforts to involve communities.

- Include an organizational chart (requested in Section IV.2.v./vi., *Attachment 3*.) Discuss how the organization will follow the approved plan, as outlined in the application, properly account for the federal funds, and document all costs to avoid audit findings. Describe how you will routinely assess and improve the unique needs of the targeted populations.

- Include the staffing plan and job descriptions for key faculty/staff in Attachment 1.

- Include biographical sketches for key personnel in the SF-424 RESEARCH & RELATED Senior Key Person Profile (Expanded) form that can be accessed in the Application Package under "Mandatory." Even though the document has an OMB clearance number, it is not a standard form but a format, and so biographical sketches do count against the page limit. (See details below)

- Describe organizations who will partner with yours to fulfill the goals of the program and meet the training objectives.

Biographical Sketches

Provide a biographical sketch for key faculty/staff contributing to the project. The information must be current, indicating the individual's position and sufficient detail to assess the individual's qualifications for the position being sought and consistent with the position description. ***Each biographical sketch should be limited to one page as they count toward the overall page limit****.* Include all degrees and certificates.

Biographical sketches should include the following information:

- Senior/key personnel name
- Position Title
- Education/Training - beginning with baccalaureate or other initial professional education, such as nursing, including postdoctoral training and residency training if applicable:
  - Institution and location
  - Degree (if applicable)
  - Date of degree (MM/YY)
  - Field of study
- *Section A (required)* **Personal Statement.** Briefly describe why the individual's experience and qualifications make them particularly well-suited for their role (e.g., PD/PI) in the project that is the subject of the award.
- Section B (*required*) **Positions and Honors.** List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.
- Section C (*optional)* **Other Support.** List both selected ongoing and completed (during the last 3 years) projects (federal or non-federal support). Begin with any projects relevant to the project proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the Senior/Key Person identified on the Biographical Sketch.
- When applicable, biographical sketches must include training, language fluency and experience working with populations that are culturally and linguistically different from their own.

iii. *Budget*

The directions offered in the *SF-424 R&R Application Guide* may differ from those offered by Grants.gov. Follow the instructions in Section 4.1.iv of HRSA's *SF-424 R&R Application Guide* and the additional budget instructions provided below. A budget that follows the *R&R Application Guide* will ensure that, if HRSA selects your application for funding, you will have a well-organized plan and, by carefully following the approved plan, may avoid audit issues during the implementation phase.

<u>Additional Budget Instructions:</u>

Subawards/subcontracts

A detailed line-item budget form is required for each subaward and should be uploaded to the R&R Subaward Budget Attachment(s) Form. The R&R Subaward Budget Attachment Form limits the number of attachments for subawards to 10. If you need to include additional line-item budget forms, upload the attachment in R&R Other Project Information Form, block 12 "Other Attachments." These additional line-item budget forms for subawards will not count against the page limit. Note that any additional budget justifications (i.e., back-up information) are included in the page limit.

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

As required by the Consolidated Appropriations Act, 2023 (P.L. 117-328), Division H, § 202, "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 Rate Limitation of HRSA's *SF-424 R&R Application Guide* for additional information. Note that these or other salary rate limitations may apply in the following fiscal years, as required by law.

Indirect costs under training awards to organizations other than state or local governments, or federally recognized Indian tribes, will be budgeted, and reimbursed at 8 percent of modified total direct costs rather than on the basis of a negotiated rate agreement, and are not subject to upward or downward adjustment. Direct cost amounts for equipment, tuition, and fees, and subawards and subcontracts in excess of $25,000 are excluded from the direct cost base for purposes of this calculation.

iv. *Budget Justification Narrative*
See Section 4.1.v of HRSA's *SF-424 R&R Application Guide*.

All budgets must provide sufficient details to fully explain and justify the resources needed to accomplish all program objectives. Describe all line-item federal funds (including subawards) proposed for this project. Please note: all budget justification narratives count against the page limit.

Non-trainee Expenses

Consultant Services: If you are using consultant services, list the total costs for all consultant services. In the budget justification, identify each consultant, the

services they will perform, the total number of days, travel costs, and the total estimated costs.

Contractual: Applicants that have subawards or subcontracts must include a separate SF424A Budget Information for Non-Construction Projects for EACH subaward.

Data Collection and Program Evaluation Activities: Funds may be used to support appropriate and justifiable costs directly related to meeting program evaluation and data reporting requirements. Identify and justify how these funds will be used under the appropriate budget category -- Personnel, Contracts or Other.

Trainee Expenses

Participant/Trainee Support Costs: For applicants with participant/trainee support costs, list tuition/fees/health insurance, stipends, travel, other, and the number of participants/trainees. Ensure that your budget breakdown separates these trainee costs, and includes a separate sub-total entitled "Total Participant/Trainee Support Costs" which includes the summation of all trainee costs.

Stipends: Requests for stipends (general living expenses to help defray the students' costs, which are used at the discretion of each student) for students participating in structured programs should be entered under a separate budget justification heading, entitled "Trainee Expenses."

In the budget justification, provide the stipend rate (e.g., $40/day), the number of stipends to be awarded, and total stipend amount for each structured program as appropriate. The methodology for determining stipend rates should be clear and justifiable. If stipend rates vary across individual students or programming those differences should be clearly explained. If stipends are being paid through other sources than the National HCOP Academies funding, please provide the number, amount of stipend, and funding source.

Stipends must only be awarded to students participating in at least 6 hours of structured programs per day. See the criteria/category of the structured programs and the conditions to fund stipends as follows: For programs designed for adult or non-traditional students, stipends must be awarded to students enrolled in up to nine (9) credit hours per semester. It is the responsibility of the applicant to include written justification explaining how the stipend rate is determined; stipends must not be provided to an individual for more than 12 months, grant recipients must have written justification to support the cost. No other Federal financial assistance program can be used to provide stipend support for the same purpose.

Scholarships: Up to 20 percent of your budget can be used to provide student scholarship support to cover tuition, fees, books, and other related educational expenses at accredited health professions schools, including accredited allied health schools. Scholarship funds must be disbursed in logical increments throughout the academic or calendar year and may not exceed $10,000 in an academic year. Scholarships should be disbursed at the beginning of each period within the academic year (e.g., semester, quarter, term). A student can receive both a scholarship and a stipend as long as the scholarship award limitation is not exceeded, and the amounts provided do not cover the same expenses.

Students are designated to receive scholarships by the applicant institution. Applicants must distribute scholarships in accordance with guidelines established by the applicant organization. The proposed project must use HCOP scholarship funds in a manner that will meet the needs of eligible disadvantaged students. The budget narrative must indicate the number of students to receive scholarships for each year of the grant and the proposed amount of each scholarship per student. What is stated in the budget narrative must reflect the total amount listed in the budget line item.

Trainee Travel: Enter amount requested for trainee travel necessary to the training experience. Describe the purpose of the travel and provide the number of trips involved, the travel allowance used, the destinations, and the number of individuals for whom funds are requested.

Student travel to a training site distant from the school may be charged to the grant if such travel is a necessary and integral part of the training provided through the project. Travel support for field trips and other related training activities may also be charged to the grant. The cost of a trainee's initial travel from their residence to the training program is not allowable except in cases of extreme need or hardship.

Upon justification, a travel allowance may be authorized at the level consistent with the institution's formal travel policy or at the [applicable Government mileage rate](#), whichever is less. Such authorization must be requested in advance and written authorization must be received from the Grants Management Officer, Division of Grants Management Operations with a copy to the program project officer before the costs can be charged to the grant. Daily commuting costs and costs of routine local travel are not allowable.

v. *Standardized Work Plan (SWP) Form*

As part of the application submitted through Grants.gov, you must complete and electronically submit the SWP Form by the application due date. Ensure it includes all the information detailed in Section IV.2.ii., Project Narrative.

The SWP form is organized by budget period and must include all activities and deliverables for each objective and program goal. The program goals for this NOFO must be entered in the Program Goals section of the SWP form. For example, Goal 1 in the Purpose section of the NOFO will need to be entered as Goal 1 in the SWP form. Objectives and sub-objectives can be tailored to your project needs. Objectives may be tagged with organizational priorities by selecting applicable priorities on the SWP form. Form instructions are provided along with the SWP form and are included in the application package found on Grants.gov. The Project Director must register in the HRSA electronic handbook (EHB) once award is made, in order to review and finalize the completed SWP.

vi. *Program-Specific Forms*

As part of the application submitted through Grants.gov, you must complete and electronically submit the BHW Program Specific Data Form by the application due date. Ensure it includes all the information detailed in the instructions found with the form in Appendix B of this document. Newly established schools are required to provide at least two (2) years of student enrollment and at least one (1) year of graduation data for students from disadvantaged backgrounds.

vii. *Attachments*

Provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limitation.** Your indirect cost rate agreement and proof of non-profit status (if applicable) will not count toward the page limit. Clearly label each attachment. You must upload attachments into the application. Any *hyperlinked* attachments will *not* be reviewed/opened by HRSA.

Attachment 1: 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. Also include a description of your organization's time keeping process to ensure that you will comply with the federal standards related to documenting personnel costs.

Attachment 2: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (project-specific)
Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements (e.g., articulation

agreements) should clearly describe the roles of the contractors and any deliverable. Make sure any letters of agreement are signed and dated.

Attachment 3: Project Organizational Chart
Provide a one-page figure that depicts the organizational structure of the project (not the applicant organization).

Attachment 4: Tables, Charts, etc.
This attachment should give more details about the proposal (e.g., Gantt or PERT charts, flow charts).

Attachment 5: Maintenance of Effort Documentation
Applicants 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 2022 (Actual)	FY 2023 (Estimated)
Actual FY2022 non-federal funds, including in-kind, expended for activities proposed in this application.	Estimated FY 2023 non-federal funds, including in-kind, designated for activities proposed in this application.
Amount: $_____	Amount: $_____

Attachment 6: Request for Funding Preference
To receive a funding preference, include a statement that you are eligible for a funding preference and identify the preference. Include documentation of this qualification. See Section V.2.

Attachment 7: Letters of Support
Provide a letter of support for each department or administrator involved in your proposed project. Letters of support must be from someone who holds the authority to speak for the organization or department (e.g., CEO, Chair, etc.), must be signed and dated, and must specifically indicate understanding of the project and a commitment to the National HCOP Academies, including any resource commitments (e.g., in-kind services, dollars, staff, space, equipment).

Attachment 8: BHW Program Specific Data Form
The BHW Program Specific Data Form is found in Appendix B.

Attachments 9- 15: Other Relevant Documents
Include here any other documents that are relevant to the application.

3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

Effective April 4, 2022:

- The UEI assigned by SAM, has replaced the Data Universal Numbering System (DUNS) number.

- Register in SAM.gov and you will be assigned a UEI.

You must register with SAM and continue to maintain active SAM registration with current information at all times when you have: an active federal award, an active application, or an active plan under consideration by an agency (unless you are an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or you have an exception approved by the agency under 2 CFR § 25.110(d)). For your SAM registration, you must submit a notarized letter appointing the authorized Entity Administrator.

If you are chosen as a recipient, HRSA will not make an award until you have complied with all applicable SAM requirements. If you have not fully complied with the requirements by the time HRSA is ready to make an award, you may be deemed not qualified to receive an award, and HRSA may 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 two separate systems:
- System for Award Management (SAM)
  (https://www.sam.gov/https://sam.gov/content/home | SAM Knowledge Base)
- Grants.gov (http://www.grants.gov/https://www.grants.gov/)

For more 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 application due date under this NOFO is May 24, 2023, at 11:59 p.m. ET. HRSA suggests you submit your application to Grants.gov at least 3 calendar days before the deadline to allow for any unforeseen circumstances. See Summary of emails from Grants.gov in HRSA's SF-424 R&R Application Guide Section 8.2.5 for additional information.

5. Intergovernmental Review

The National HCOP Academies 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 5 years, at no more than $650,000 per year (inclusive of direct **and** indirect costs). Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

The General Provisions in Division H of the Consolidated Appropriations Act, 2023 (P.L. 117-328) apply to this program. See Section 4.1 of HRSA's *SF-424 R&R Application Guide* for additional information. Note that these and other restrictions will apply in the following fiscal years, as required by law.

You cannot use funds under this notice for the following purposes:

- Scholarships that exceed 20 percent of your total budget.
- Direct compensation or payment to parents of the HCOP Academy participants who participate in program activities.
- Training expenses for faculty and staff.
- Examination, pre-testing and test taking fees for entry to health professions or allied health schools.
- Dependency allowances.
- Construction of facilities, acquisition of land, or fund raising.
- Interview trips to health and allied health professions schools.
- Monetary support of courses that are offered as part of the regular academic curriculum and not part of the HCOP Academy programming.
- Job placement activities.
- Activities for health professionals (e.g., internships, externships, residencies).
- Remedial courses not offered during the HCOP Academy programming.

- Faculty support for full-time course work during the academic year.
- Pilot projects, planning projects, feasibility studies, or activities of a similar nature.
- Meals, beverages, lodging, and transportation that do not support the primary purpose to conduct the HCOP Academy activities.

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 specific uses of funding. It is imperative that you review and adhere to the list of statutory restrictions on the use of funds detailed in Section 4.1 of HRSA's *SF-424 R&R Application Guide.* Like all other applicable grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.

Be aware of the requirements for HRSA recipients and subrecipients at 2 CFR § 200.216 regarding prohibition on certain telecommunications and video surveillance services or equipment. For details, see the HRSA Grants Policy Bulletin Number: **2021-01E**.

All program income generated as a result of awarded funds must be used for approved project-related activities. Any program income earned by the recipient must be used under the addition/additive alternative. You can find post-award requirements for program income at 45 CFR § 75.307.

V. Application Review Information

1. Review Criteria

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

Reviewers will evaluate and score the merit of your application based upon these criteria. The entire proposal will be considered during objective review.

Five review criteria are used to review and rank National HCOP Academies applications. Below are descriptions of the review criteria and their scoring points.

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

- The extent to which the application describes the problem and the factors contributing to the problem.

- The extent to which the applicant clearly identifies three or more of the Target Populations of students from disadvantaged backgrounds, including underrepresented minorities listed in the National HCOP Academies Program Requirements and Expectations.

- The extent to which the applicant clearly identifies, location/community, and unmet health workforce needs, using data from reliable and recent data sources.

Criterion 2: RESPONSE TO PROGRAM PURPOSE (45 points) – Corresponds to Section IV's *Response to Program Purpose Sub-section (a) Work Plan and Sub-section, Sub-section (b) Methodology/Approach (c) Resolution of Challenges*

Criterion 2 (a): WORK PLAN (20 points) – *Corresponds to Section IV's Response to Program Purpose Sub-section (a) Work Plan*

- The degree to which the application is clear, comprehensive, and provides specific goals and objectives that are measurable, attainable, and realistic.

- The extent to which the concrete steps that will be used to achieve those goals and objectives are outlined for the proposed HCOP Academy. The description should include a timeline, stakeholders, and a description of the populations and communities served.

- The extent to which institutions describe how they will develop and/or strengthen existing collaborations with all partners, including community colleges, colleges and universities, school districts, and other community-based entities to enhance pathways for participant matriculation into undergraduate, health or allied health professions programs.

Criterion 2 (b): METHODOLOGY/APPROACH (20 points) – *Corresponds to Section IV's Response to Program Purpose Sub-section (b) Methodology/Approach*

- The level to which the application responds to the National HCOP Academies Program Requirements and Expectations and addresses the needs highlighted in the Purpose and Need section.

- The level to which the application includes at least two of the listed "Other Structured Programs" in addition to the required HCOP National Ambassadors Program.

- The strength of the proposed goals and objectives and their relationship to the identified project.

- The extent to which the activities described in the application can address the problem and attaining the project objectives. This includes describing, as appropriate, tools and strategies for meeting stated needs.

- The extent to which the application provides a logical description of proposed activities and describes why the project is innovative.

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

- The extent to which the applicant demonstrates understanding of the intent and adheres to the programmatic requirements of the National HCOP Academies.

- The extent to which the applicant describes potential obstacles and challenges during the design and implementation of the project. Applicant must outline strategies and interventions for dealing with identified contingencies.

Criterion 3: IMPACT (15 points) – Corresponds to Section IV's Impact Sub-section (a) Evaluation and Technical Support Capacity, and Sub-section (b) Project Sustainability

Criterion 3(a): EVALUATION AND TECHNICAL SUPPORT CAPACITY (10 points) – Corresponds to Section IV's *Impact Sub-section (a) Evaluation and Technical Support Capacity*

- The extent to which the application incorporates a plan to monitor and evaluate the progress and outcomes of your proposed project. The proposed evaluation should ensure the applicant can frequently monitor ongoing processes and progress toward achieving the project's goals and objectives, utilizing rapid quality cycle improvement concepts or framework, and identifying appropriate timelines.

- The extent to which the evaluation plan includes necessary components (descriptions of the inputs, key processes, variables to be measured, expected outcomes of the funded activities, and how key measures will be reported), as well as a description of how data will be collected and managed that allows for accurate and timely reporting of performance outcomes.

Criterion 3 (b): PROJECT SUSTAINABILITY (5 points) – Corresponds to Section IV's Impact Sub-section (b) Project Sustainability

- The extent to which the application describes a solid plan for project sustainability after the period of federal funding ends.

- The extent to which the applicant clearly articulates likely challenges to be encountered in sustaining the program and describes logical approaches to resolving such challenges.

Criterion 4: ORGANIZATIONAL INFORMATION/RESOURCES/CAPABILITIES (20 points) – Corresponds to Section IV's *Organizational Information, Resources, and Capabilities*

- The extent to which project personnel are qualified by training and/or experience to implement and carry out the project. This will be evaluated both through the project narrative and attachments.

- The capabilities of the applicant organization and the quality and availability of facilities and personnel to fulfill the needs and requirements of the proposed project.

Criterion 5: SUPPORT REQUESTED (10 points) – Corresponds to Section IV's *Budget Justification Narrative and SF-424 R&R budget forms*

- The reasonableness of the proposed budget for each year of the project period in relation to the objectives, the complexity of the program activities, and the anticipated results.

- The extent to which costs, as outlined in the budget and required resources sections are reasonable given the scope of work.

- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

- The extent to which trainee stipends and/or scholarships are reasonable and supportive of the objectives.

2. Review and Selection Process

The objective review process provides an objective evaluation of applications to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below. See Section 5.3 of HRSA's *SF-424 R&R Application Guide* for more details.

Funding Preference

This program provides a funding preference for some applicants as authorized by section 739(b) of the Public Health Service Act (42 U.S.C. § 293c(b)). Applicants receiving the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a funding preference will receive full and equitable consideration during the review process. The Objective Review Committee will determine the funding factor and will grant it to any qualified applicant that demonstrates they meet the criteria for the preference as detailed below.

Name of the funding preference: Comprehensive Approach

Section 739(b) authorizes **a preference for approved applications for programs that involve a comprehensive approach** by several public or nonprofit private health or educational entities establishing, enhancing and expanding educational programs that result in the development of a competitive applicant pool of individuals from disadvantaged backgrounds who desire to pursue health professions careers. The statutory funding preference will be applied to applications that meet all four of the following requirements of the comprehensive approach:

1) The entity shall have formal signed agreements that have common objectives with institutions of higher education, school districts, and other community-based entities;

2) The formal signed agreements shall reflect the coordination of educational activities and support services, increased collaborations and linkages, and the consolidation of resources within a specific geographic area;

3) The design of educational activities involved shall provide for the establishment of a competitive health professions applicant pool of individuals from disadvantaged backgrounds by enhancing the total preparation (academic and social) of such individuals to pursue a health professions career; and

4) The programs or activities under the award shall focus on developing a culturally competent health care workforce that will serve the unserved and underserved populations within the geographic area.

To be eligible for a preference, applicants must provide documentation that demonstrates each required element is met. Each formal signed agreement shall state the specific roles and responsibilities of each partner and how each required element will be met and must delineate each partner's active involvement and resources provided for the project. A statement of support is not a formal signed agreement. The formal signed agreement must be dated within twelve (12) months of the National HCOP Academies application deadline and must be included in the National HCOP Academies application as Attachment 6.

3. Assessment of Risk

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

HRSA reviews applications receiving a favorable objective review for other considerations that include past performance, as applicable; cost analysis of the project/program budget; assessment of your management systems, ensuring continued applicant eligibility; and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you to submit additional programmatic or administrative information (such as an updated budget or "other

support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that HRSA will make an award. Following review of all applicable information, HRSA's approving, and business management officials will determine whether HRSA can make an award, if special conditions are required, and what level of funding is appropriate.

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

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

HRSA will report to FAPIIS a determination that an applicant is not qualified (45 CFR §75.212).

VI. Award Administration Information

1. Award Notices

HRSA will release the Notice of Award (NOA) on or around the start date of September 1, 2023. See Section 5.4 of HRSA's *SF-424 R&R Application Guide* for additional information.

2. Administrative and National Policy Requirements

See Section 2.1 of HRSA's *SF-424 R&R Application Guide*.

If you are successful and receive an NOA, in accepting the award, you agree that the award and any activities thereunder are subject to:

- all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award,

- other federal regulations and HHS policies in effect at the time of the award or implemented during the period of award, and

- applicable statutory provisions.

Accessibility Provisions and Non-Discrimination Requirements

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes ensuring programs are accessible to persons with limited English proficiency and persons with disabilities. The HHS Office for Civil Rights (OCR) provides guidance on complying with civil rights laws enforced by HHS. See Providers of Health Care and Social Services and HHS Nondiscrimination Notice.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or activities by limited English proficient individuals, see Fact Sheet on the Revised HHS LEP Guidance and Limited English Proficiency.

- For information on your specific legal obligations for serving qualified individuals with disabilities, including reasonable modifications and making services accessible to them, see Discrimination on the Basis of Disability.

- HHS-funded health and education programs must be administered in an environment free of sexual harassment. See Discrimination on the Basis of Sex.https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html

- For guidance on administering your program in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see Conscience Protections for Health Care Providers and Religious Freedomhttps://www.hhs.gov/conscience/religious-freedom/index.html.

Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance and assist HRSA recipients in meeting their civil rights obligations. Visit OCRDI's website to learn more about how federal civil rights laws and accessibility requirements apply to your programs, or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Executive Order on Worker Organizing and Empowerment
Pursuant to the Executive Order on Worker Organizing and Empowerment (E.O. 14025), HRSA strongly encourages applicants to support worker organizing and

collective bargaining and to promote equality of bargaining power between employers and employees. This may include the development of policies and practices that could be used to promote worker power. Applicants can describe their plans and specific activities to promote this activity in the application narrative.

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, and it is the recipient's responsibility to monitor the compliance of all funded subrecipients. See 45 CFR § 75.101 Applicability for more details.

Data Rights

All publications developed or purchased with funds awarded under this notice must be consistent with the requirements of the program. Pursuant to 45 CFR § 75.322(b), the recipient owns the copyright for materials that it develops under an award issued pursuant to this notice, and HHS reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for federal purposes, and to authorize others to do so. In addition, pursuant to 45 CFR § 75.322(d), the Federal Government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes, e.g., to make it available in government-sponsored databases for use by others. If applicable, the specific scope of HRSA rights with respect to a particular grant-supported effort will be addressed in the NOA. Data and copyright-protected works developed by a subrecipient also are subject to the Federal Government's copyright license and data rights.

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) **Progress Report**(s). The recipient must submit a progress report to HRSA HCOP Program Office on an annual basis. HRSA will verify that that approved and funded recipients' proposed objectives are accomplished during each year of the project.

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

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

In addition, you must submit a Quarterly Progress Update (QPU) to HRSA via the EHBs at the completion of each quarter. The QPU will be automatically generated and allows recipients to document progress on their activities based on the information submitted in the SWP. More information will be available in the NOA.

2) **Performance Reports.** The recipient must submit a Performance Report to HRSA via the Electronic Handbooks 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 (GPRAMA). Examples of the kinds of performance measures that may be required for this program are outlined in the Project Narrative Section IV's Impact Sub-section (a). Further information will be provided in the NOA.

The annual performance report 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. The FPR is due within 90 calendar days after the period of performance ends.

3) **Final Program Report.** A final report is due within 90 calendar days after the period of performance ends. The Final Report must be submitted online by recipients in the EHBs 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. 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. More specific information will be included in the NoA.

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.

Note that the OMB revisions to Guidance for Grants and Agreements termination provisions located at 2 CFR § 200.340 - Termination apply to all federal awards effective August 13, 2020.

VII. Agency Contacts

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

Denis Nikiema
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
Phone: (301) 443-8007
Email : dnikiema@hrsa.gov

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

Audrey Adade
Public Health Analyst
Division of Health Careers and Financial Support
Attn: Health Careers Opportunity Program
Bureau of Health Workforce
Health Resources and Services Administration
Phone: (301) 594-4479
Email : HCOPProgram@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
Phone: 1-800-518-4726 (International callers dial 606-545-5035)
Email: support@grants.gov

Self-Service Knowledge Base

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks . Always obtain a case number when calling for support. For assistance with submitting in the EHBs, contact the HRSA Contact Center, Monday–Friday, 7 a.m. to 8 p.m. ET, excluding federal holidays at:

HRSA Contact Center
Phone: (877) 464-4772 / (877) Go4-HRSA
TTY: (877) 897-9910
Web: http://www.hrsa.gov/about/contact/ehbhelp.aspx

The EHBs login process is changing May 26, 2023 for applicants, recipients, service providers, consultants, and technical analysts. To enhance EHBs' security, the EHBs will use Login.gov and two-factor authentication. Applicants, recipients, service providers, consultants, and technical analysts must create a Login.gov account by May 25, 2023 to prepare for the new login process. For step-by-step instructions on creating a Login.gov account refer to the EHBs Wiki Help page.

VIII. Other Information

Technical Assistance
See TA details in Executive Summary.

Tips for Writing a Strong Application

See Section 4.7 of HRSA's *SF-424 R&R Application Guide*.

Appendix A: Page Limit Worksheet

The purpose of this worksheet is to give you a tool to ensure the number of pages uploaded into your application is within the specified page limit. (Do not submit this worksheet as part of your application.)

The Standard Forms listed in column 1 do not count against the page limit; however, attachments to the Standard Forms listed in column 2 do count toward the page limit. For example, the Budget Narrative Attachment Form does not count, however the attachment uploaded in that form does count against the page limit.

Standard Form Name *(Forms themselves do not count against the page limit)*	**Attachment File Name** *(Unless otherwise noted, attachments count against the page limit)*	**# of Pages** *Applicant Instruction – enter the number of pages of the attachment to the Standard Form*
Application for Federal Assistance (SF-424 R&R - Box 18)	SFLLL (Disclosure of Lobbying Activities)	*My attachment = ___ pages*
Application for Federal Assistance (SF-424 R&R - Box 21)	Cover Letter Attachment	*My attachment = ___ pages*
RESEARCH & RELATED Senior/Key Person Profile)	Biographical Sketch	*My attachment = ___ pages*
Project/Performance Site Location(s)	Additional Location(s)	*My attachment = ____ pages*
RESEARCH & RELATED BUDGET – A. Senior/Key Person	Additional Senior Key Persons	*My attachment = ____ pages*
RESEARCH & RELATED BUDGET – C. Equipment Description	Additional Equipment	*My attachment = ____ pages*
RESEARCH & RELATED BUDGET – L. Budget Related	Budget Justification	*My attachment = ____ pages*
RESEARCH & RELATED Other Project Information	8. Project Narrative	*My attachment = ____ pages*
RESEARCH & RELATED Other Project Information	9. Bibliography & References Cited	*My attachment = ____ pages*

Standard Form Name (Forms themselves do not count against the page limit)	Attachment File Name (Unless otherwise noted, attachments count against the page limit)	# of Pages Applicant Instruction – enter the number of pages of the attachment to the Standard Form
RESEARCH & RELATED Other Project Information	10. Facilities & Other Resources	*My attachment =____ pages*
RESEARCH & RELATED Other Project Information	11. Equipment	*My attachment =____ pages*
RESEARCH & RELATED Other Project Information	12. Other Attachments	*My attachment =____ pages*
Attachments Form	Attachment 1:	*My attachment =___ pages*
Attachments Form	Attachment 2:	*My attachment =___ pages*
Attachments Form	Attachment 3:	*My attachment =___ pages*
Attachments Form	Attachment 4:	*My attachment =___ pages*
Attachments Form	Attachment 5	*My attachment =___ pages*
Attachments Form	Attachment 6	*My attachment =___ pages*
Attachments Form	Attachment 7	*My attachment =___ pages*
Attachments Form	Attachment 8	*My attachment =___ pages*
Attachments Form	Attachment 9	*My attachment =___ pages*
Attachments Form	Attachment 10	*My attachment =___ pages*
Attachments Form	Attachment 11	*My attachment =___ pages*
Attachments Form	Attachment 12	*My attachment =___ pages*

Standard Form Name *(Forms themselves do not count against the page limit)*	Attachment File Name *(Unless otherwise noted, attachments count against the page limit)*	# of Pages *Applicant Instruction – enter the number of pages of the attachment to the Standard Form*
Attachments Form	Attachment 13	*My attachment =___ pages*
Attachments Form	Attachment 14	*My attachment =___ pages*
Attachments Form	Attachment 15	*My attachment =___ pages*
# of Pages Attached to Standard Forms		Applicant Instruction: Total the number of pages in the boxes above.
Page Limit for HRSA-23-003 is 60 pages		**My total = ____ pages**

Appendix B – Instructions to complete BHW Program Specific Data Form

- Navigate to HRSA-23-003 on Grants.gov
  https://www.grants.gov/web/grants/view-opportunity.html?oppId=341201
- Click Related Documents
- The Link for Appendix B to download the form

HRSA-23-014
Advanced Nursing Education Workforce (ANEW) Program
Department of Health and Human Services
Health Resources and Services Administration

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| SYNOPSIS | VERSION HISTORY | **RELATED DOCUMENTS** | PACKAGE |

Print Related Documents List

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - HRSA-23-014	HRSA-23-014-Full Announcement - HRSA-23-014.zip	Feb 14, 2023 03:01:43 PM EST	593.5 KB
HRSA-23-014 Notice of Funding Opportunity	HRSA-23-014 ANEW NOFO_FINAL.pdf	Feb 14, 2023 03:01:43 PM EST	623.5 KB
Folder: Other Supporting Documents - Forms	HRSA-23-014-Other Supporting Documents - Forms.zip	Feb 16, 2023 10:33:15 AM EST	5.4 MB
Appendix B	Appendix B.pdf	Feb 16, 2023 10:33:15 AM EST	5.6 MB

- Complete Appendix B and upload as Attachment 8