

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

Maternal and Child Health Bureau  
Division of Maternal and Child Health Workforce Development

***Pediatric Audiology Competitive Supplement to Leadership Education in  
Neurodevelopmental and Related Disabilities (LEND)***

**Announcement Type:** Competing Supplement  
**Funding Opportunity Number:** HRSA-16-190

**Catalog of Federal Domestic Assistance (CFDA) No. 93.877**

**FUNDING OPPORTUNITY ANNOUNCEMENT**

Fiscal Year 2016

**Application Due Date: July 28, 2016**

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

**Issuance Date: June 28, 2016**

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Authority: Public Health Service Act, § 399BB, as amended by the Autism CARES Act of 2014 (P.L. 113-157) (42 U.S.C. 280i-1); and Public Health Service Act, § 399M, as added by the Children's Health Act of 2000, § 702 (P.L. 106-310) and further amended by the Early Hearing Detection and Intervention Act of 2010 (P.L. 111-337) (42 U.S.C. 280g-1))

## EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB) is accepting applications for fiscal year (FY) 2016 for the Pediatric Audiology Competitive Supplement to Leadership Education in Neurodevelopmental and Related Disabilities (LEND) Program. The purpose of this supplement is to support the clinical and leadership training of pediatric audiology trainees within LEND programs with the following specific goals: 1) to strengthen the focus on screening, treatment, and follow-up in infants and young children who are deaf or hard-of-hearing and who have autism spectrum disorder (ASD) and/or other related neurodevelopmental disabilities (DD); 2) to increase the number of pediatric audiologists with clinical and leadership skills and expertise in delivering care to infants and young children with ASD and/or other DD, utilizing these unique skills to work across disciplines to better serve children with hearing loss and their families; and 3) to enhance the systems' capacity to increase enrollment of infants/children with ASD and/or other DD confirmed to be deaf or hard-of-hearing into early intervention programs.

**Because this supplement is supported by different funding than that used for other LEND Program purposes, recipients are required to budget and track expenditures for these activities separate from activities under the base Funding Opportunity Announcement (FOA).**

Funding Opportunity Title:	Pediatric Audiology Competitive Supplement to Leadership Education in Neurodevelopmental and Related Disabilities (LEND)
Funding Opportunity Number:	HRSA-16-190
Due Date for Applications:	July 28, 2016
Anticipated Total Annual Available Funding:	Up to \$960,000
Estimated Number and Type of Award(s):	Up to 12 awards
Estimated Award Amount:	Up to \$80,000 per year
Cost Sharing/Match Required:	No
Project Period:	September 30, 2016 through June 30, 2021 (five (5) years)
Eligible Applicants:	Applicants for the competitive supplement must be LEND graduate training programs previously funded under FOA HRSA-16-031 (start date of July 1, 2016).

### **Application Guide**

All applicants are responsible for reading and complying with the instructions included in HRSA's *SF-424 R&R Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf>, except where instructed in this FOA to do otherwise. A short video for applicants explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

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# **I. Program Funding Opportunity Description**

## **1. Purpose**

This announcement solicits applications for the Pediatric Audiology Competitive Supplement to the Leadership Education in Neurodevelopmental and Related Disabilities (LEND) program. This supplement will support the clinical and leadership training of pediatric audiology trainees within LEND programs with the following specific goals:

- To strengthen the focus on screening, treatment, and follow-up in infants and young children confirmed to be deaf or hard-of-hearing with autism spectrum disorder (ASD) and/or other related neurodevelopmental disabilities (DD);
- To increase the number of pediatric audiologists with clinical and leadership skills, utilizing these unique skills in delivering care to infants and young children with ASD and/or other DD to work across disciplines to better serve children with hearing loss and their families; and
- To enhance the systems' capacity to increase enrollment of infants/children with ASD and/or other DD confirmed to be deaf or hard-of-hearing into early intervention programs.

## **2. Background**

The LEND Training Program is authorized by § 399BB of the Public Health Service Act (PHS Act), as amended by Public Law 113-157, Autism Collaboration, Accountability, Research, Education, and Support Act of 2014 (Autism CARES Act of 2014). Universal Newborn Hearing Screening (UNHS) legislation (PHS Act, § 399M. [42 U.S.C. 280g–1]) also supports grants or cooperative agreements to develop statewide newborn and infant hearing screening, evaluation, diagnosis, and intervention programs and systems, and to assist in the recruitment, retention, education, and training of qualified personnel and health care providers, for the following purposes: (1) To develop and monitor the efficacy of statewide programs and systems for hearing screening of newborns and infants; (2) prompt evaluation and diagnosis of children referred from screening programs; and appropriate educational, audiological, and medical interventions for children identified with hearing loss.”

The purpose of the LEND Program is to enhance the clinical expertise and leadership skills of professionals dedicated to caring for children with neurodevelopmental and other related disabilities, including autism, and to increase the number of trained providers available to treat children with complex disabilities. LEND is an interdisciplinary program that includes professionals from a wide array of disciplines. A lack of trained providers reduces access to care for families of children with complex disabilities, especially those with ASD and other related DD. Many other needs remain unmet for these children and families, particularly pertaining to adequate service provision for multiple co-occurring conditions, and complex needs (Kogan et al. *Pediatrics*. 2008 Dec;122(6):e1149-58).

The implementation of universal newborn hearing screening across the nation has increased the need for more audiologists to be available to care for infants and children confirmed to be deaf or hard-of-hearing. Connecting families of these infants and children to the Early Hearing Detection and Intervention (EHDI) system is critical for the infants and children to receive optimal linguistic and communicative outcomes. Audiologists have a key role providing a

seamless progression of care in the EHDI process. They provide timely follow-up screening and necessary diagnostic audiological tests, connect and guide families through the EHDI process, communicate with the infant's EHDI team, and provide ongoing audiological management. There is a shortage of audiologists with evidence-based practice expertise and current screening technology for testing infants and young children, and who can facilitate a critical point of entry and transition for families and their infants into and through the EHDI system (Russ et al. Improving Follow-Up to Newborn Hearing Screening: A Learning-Collaborative Experience. *Pediatrics* 2010; 126: S59-S69).

The Maternal and Child Health Bureau's (MCHB) Division of MCH Workforce Development (DMCHWD) and Division of Services for Children with Special Needs (DSCSHN), jointly determined that LEND recipients had the requisite experience and expertise to increase didactic content and augment clinical experiences in infant/pediatric audiology. Beginning in 2009 supplemental funds have been awarded annually to ten LEND programs with existing graduate-level pediatric audiology programs or externship sites to increase the number of pediatric audiology trainees with the necessary clinical and leadership skills. These LEND training programs strengthened pediatric audiology curricula and increased the number of pediatric audiology trainees with the leadership and clinical skills to improve the testing of hearing status in young infants and children with ASD and other related DD. Additionally, the programs helped to increase the enrollment of infants confirmed to be deaf or hard-of-hearing into early intervention programs. Since 2009, a total of 240 long-term and 169 medium-term LEND Pediatric Audiology Trainees have benefited from this supplemental funding. 95 percent of former long-term pediatric audiology trainees now work with individuals with disabilities. Of these trainees, 81 percent are working with vulnerable/underserved populations and 78 percent are working in an interdisciplinary manner.

## **II. Award Information**

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

Type(s) of applications sought: Competing Supplement

Funding will be provided in the form of a grant.

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

This program expects to provide funding for five years during the federal fiscal years 2016 – 2020 to coincide with the LEND funding cycle under previously issued Notices of Award. Up to \$960,000 is expected to be available annually to supplement up to twelve HRSA-funded (12) LEND programs. Applicants may apply for a ceiling amount of up to \$80,000 per year. The project period is five (5) years. Funding beyond the first year is dependent on the availability of appropriated funds for the Pediatric Audiology Competitive Supplement to LEND in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern federal monies associated with this award are subject to the Uniform Guidance [2 CFR part 200](#) as codified by HHS at [45 CFR part 75](#), which supersede the previous

administrative and audit requirements and cost principles that govern the award of federal monies.

The indirect cost rate for all MCH Training Programs is capped at eight percent.

### **III. Eligibility Information**

#### **1. Eligible Applicants**

Only LEND graduate training programs funded under FOA HRSA-16-031 (start date of July 1, 2016) are eligible to apply for this competitive supplement.

Foreign entities are not eligible for HRSA awards, unless the authorizing legislation specifically authorizes awards to foreign entities or the award is for research. This exception does not extend to research training awards or construction of research facilities.

#### **2. Cost Sharing/Matching**

Cost sharing/matching is not required for this program.

#### **3. Other**

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

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

NOTE: Multiple applications from an organization are not allowable.

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

### **IV. Application and Submission Information**

#### **1. Address to Request Application Package**

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

## 2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 R&R Application Guide](#) provides instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the *R&R Application Guide* in addition to the program specific information below. All applicants are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#) except where instructed in the FOA to do otherwise.

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

### Application Page Limit

The total size of all uploaded files may **not exceed 20 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments including biographical sketches (biosketches), and support required in HRSA's [SF-424 R&R Application Guide](#) and this FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit (**Exception: Biographical Sketch in Appendix A of the *R&R Application Guide* does count in the page limit**). Indirect Cost Rate Agreement and proof of non-profit status (if applicable) will not be counted in the page limit. **We strongly urge applicants to take appropriate measures to ensure the application does not exceed the specified page limit.**

Biosketches are only required for the audiology faculty mentor(s) responsible for recruiting, teaching, and mentoring the audiology trainees under this supplemental funding. Due to page limitations, biosketches should not exceed **two** pages per person.

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

### Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Where the prospective recipient is unable to attest to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

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



## Program-Specific Instructions

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

### i. *Project Abstract*

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

### ii. *Project Narrative*

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

Use the following section headers for the Narrative:

- *INTRODUCTION -- Corresponds to Section V's Review Criterion 1 Need*  
The applicant should briefly describe the purpose of this proposed project that must reflect the intended purpose of the FOA.

The expectation of this supplement is that all LEND programs that attain this supplemental funding will annually recruit at least two to three (2-3) graduate level audiologists that are not currently part of the LEND program (see below as described in *Methodology/Trainees*) to participate fully in their LEND program. Trainees must have an expressed interest in developmental disabilities and ASD/DD, and demonstrate leadership. Trainees are expected to be long-term and participate in activities that are especially relevant to the field of pediatric audiology such as the annual EHDI Meeting, and engage in LEND network-wide activities (e.g., workshops, webinars, and trainee poster presentations), and other leadership activities. Trainees must be mentored by the LEND audiology faculty member(s) and/or audiologist(s) receiving funding under this supplement to work in conjunction with the LEND program.

- *NEEDS ASSESSMENT -- Corresponds to Section V's Review Criterion 1 Need*  
This section outlines the audiology needs of the community and/or organization. The target population and its unmet health needs must be described and documented in this section. Disparities based on race, ethnicity, gender identity, sexual orientation, geography, socioeconomic status, disability status, primary language, health literacy, and other relevant dimensions should be considered. Include socio-cultural determinants of health and health disparities impacting the population or communities served. Demographic data should be used and cited whenever possible to support the information provided. Discuss any relevant barriers in the service area that the project hopes to overcome. This section should help reviewers understand the pediatric audiology needs of the population.



- **METHODOLOGY** -- *Corresponds to Section V's Review Criterion 2 Response*  
Propose methods that will be used to address the stated needs and meet each of the previously described program requirements and expectations in this FOA.

### **1) Goals and Objectives**

State the overall goals of the project and list the specific objectives that respond to the stated need/purpose for this project. The objectives must be observable and measurable with specific outcomes for each project year that are attainable for the stated timeframe. These outcomes are the criteria for the evaluation of the supplement. The work plan described on the next page should outline the activities related to the applicant's stated goals/objectives.

### **2) Trainees**

Trainees for this supplement must be graduate level audiology doctoral candidates (including externs) or in post-masters/post-doctoral clinical fellowships and have demonstrated interest in ASD and other related DD as well as leadership. A minimum of two to three long-term trainees per year are expected to fully participate in the complete LEND program of 300+ hours of didactic, clinical and leadership training. In addition, trainees are expected to participate in the Community of Practice (e.g., Audiology Workgroup) when possible. Medium-term trainees (150-299 hours) may be part of the program, but do not meet the long-term trainee requirements. **Trainees should be counted only once over the course of the five-year award funding period.**

Describe the methods of recruitment and retention of trainees, particularly those from diverse and underserved backgrounds. List the number of trainees projected per year and their training level. Describe the competencies expected of trainees after they participate in the LEND program including interdisciplinary practice. Describe the value-added of audiology trainees being part of a LEND program, and the benefit to other LEND disciplines in your program of having a strong audiology component.

### **3) Curriculum and Training Content**

Clearly describe the curriculum and training content pertaining to pediatric audiology and how an increased emphasis on the audiology component will incorporate the core values of MCH interdisciplinary training. Describe the value added of this curriculum and novel clinical experiences for these audiology trainees in the LEND program. Explain the leadership component for the audiology trainees, including their participation in the annual EHDI Meeting and other leadership opportunities in the LEND network. Describe current LEND pediatric audiology resources, including didactic and clinical components, and describe enhancements that will be added with the supplemental funds. When possible, demonstrate how audiology trainees will contribute to the ongoing technical assistance and continuing education activities of the LEND program.

As appropriate, include the development of effective tools and strategies focused on the pediatric audiology community.

Include a plan to disseminate reports, products, and/or project outputs in order for project information to be provided to key target audiences.

- *WORK PLAN AND ACCOMPLISHMENT SUMMARY -- Corresponds to Section V's Review Criteria 2 Response and 4 Impact*

Describe the activities or steps that will be used to achieve each of the objectives proposed during the entire project period in the Methodology section. Use a time line that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities. Consider the extent to which these contributors reflect the cultural, racial, linguistic and geographic diversity of the populations and communities served. The work plan should be attached in Attachment 1.

- *RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion 2 Response*

Discuss challenges that are likely to be encountered in designing and implementing the activities described in the work plan, and approaches that will be used to resolve such challenges. Describe any barriers that may be encountered by integrating (or more fully integrating) audiology trainees into LEND.

- *EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criteria 3 Evaluative Measures and 5 Resources/Capabilities*

Applicants must contribute qualitative and quantitative data to all LEND progress and performance reports. The audiology performance evaluation should monitor ongoing processes and the progress toward the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities.

Applicants should explain how the data described above will be used to inform the audiology training program.

Applicants are encouraged to devise a plan to track trainees' placement and geographic location after the completion of this training in order to inform MCHB's future efforts.

- *ORGANIZATIONAL INFORMATION -- Corresponds to Section V's Review Criterion 5 Resources/Capabilities*

**Faculty:** Describe personnel/faculty needed to accomplish the goals and objectives of the project. Audiology faculty must provide strong trainee mentorship, and promote leadership in the field.

In Attachment 2:

- Include the staffing plan and position description(s) for key staff only, not to exceed one (1) page each.
- \*Note that faculty bio sketches are requested as part of the SF 424 R&R, not as an attachment.

**Other organizational resources:** Describe additional LEND pediatric audiology resources, including training, continuing education, and service. Describe the organizational support for this supplemental component of the LEND program. Describe internal and external supports that strengthen the organization’s ability to develop a strong audiology training program that supports children with complex neurodevelopmental disabilities and ASD.

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

### **iii. Budget**

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

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

The Consolidated Appropriations Act, 2016, Division H, § 202, (P.L. 114-113) states, “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.” Please see Section 4.1.iv Budget – Salary Limitation of HRSA’s [SF-424 R&R Application Guide](#) for additional information. Note that these or other salary limitations may apply in FY 2017, as required by law.

Programs should request the same funding amount for all five years of the award.

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

See Section 4.1.v of HRSA's [SF-424 R&R Application Guide](#). In addition, the Pediatric Audiology Competitive Supplement to LEND allows funding to be used for trainee stipends, faculty salaries, and trainee/faculty travel related to this supplement.

#### **v. Attachments**

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

##### *Attachment 1: Work Plan*

Attach the work plan for the project that includes all information detailed in Section IV.  
ii. Project Narrative.

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

Only key personnel job descriptions pertinent to the supplement are needed (e.g., audiology faculty). Keep each job description to one page in length or less. Include the role, responsibilities, and qualifications of proposed key project staff. This is in addition to the biosketch(es) in the SF-424 R&R.

##### *Attachment 3: Tables, Charts, Syllabus, Curriculum*

If needed, this section allows further details about the proposal in the form of tables and charts (e.g., Gantt or PERT charts, flow charts, etc.). Attach specific pediatric audiology curriculum and clinical and community experiences.

##### *Attachment 4: Accomplishment Summary: **Please limit to three (3) pages.***

A well-planned accomplishment summary can be of great value in support of an application. An accomplishment summary is required if your entity has received previous supplemental audiology funding. If your organization is a new applicant for this supplement, it is also able to submit an accomplishment summary related to current pediatric audiology components. Programs must show clear capacity to recruit and retain graduate-level audiology doctoral candidates as trainees upon receipt of funds. The accomplishment summary will be evaluated as part of *Review Criterion 4: IMPACT*.

The summary should be a brief presentation of recent accomplishments related to the Purpose of this FOA. The summary should include:

- (1) The period covered (dates).
- (2) Specific Objectives - Briefly summarize the specific objectives of the project as actually funded.
- (3) Results- Describe the program activities conducted for each objective. Include both positive and negative results or technical problems that may be important.

#### *Attachments 5-6: Other Relevant Documents*

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

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

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

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

If an applicant/awardee organization has already completed Grants.gov registration for HRSA or another federal agency, confirm that it is still active and that the Authorized Organization Representative (AOR) has been approved.

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

- Dun and Bradstreet (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

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

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

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

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

The due date for applications under this FOA is *July 28, 2016 at 11:59 P.M. Eastern Time*.

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

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

The Pediatric Audiology Competitive Supplement to Leadership Education in Neurodevelopmental and Related Disabilities (LEND) is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

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

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

Applicants responding to this announcement may request funding for a project period of up to five (5) years, at no more than \$80,000 per year. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project’s objectives, and a determination that continued funding would be in the best interest of the Federal Government.

The General Provisions in Division H of the Consolidated Appropriations Act, 2016 (P.L. 114-113) apply to this program. Please see Section 4.1 of HRSA’s [SF-424 Application Guide](#) for additional information. Note that these or other restrictions will apply in FY 2017, as required by law.

Applicants are required to have the necessary policies, procedures and financial controls in place to ensure that their organization complies with the all federal funding requirements and prohibitions such as lobbying, gun control, abortion, etc. The effectiveness of these policies, procedures and controls is subject to audit.

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

## V. Application Review Information

### 1. Review Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

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

Review Criteria are used to review and rank applications. The Pediatric Audiology Competitive Supplement to Leadership Education in Neurodevelopmental and Related Disabilities (LEND) has *six (6)* review criteria:

Criterion 1.	<u>Need</u>	10 points
Criterion 2.	<u>Response</u>	30 points
Criterion 3.	<u>Evaluative Measures</u>	10 points
Criterion 4.	<u>Impact</u>	20 points
Criterion 5.	<u>Resources/Capabilities</u>	20 points
Criterion 6.	<u>Support Requested</u>	10 points
TOTAL:		100 points

*Criterion 1: NEED (10 points) – Corresponds to Section IV’s Introduction and Needs Assessment*

The extent to which the application demonstrates the needs of the population(s) addressed in this FOA and associated contributing factors.

The extent to which:

- The applicant’s description of its proposed project fits with the purpose of the FOA.
- The pediatric audiology needs of the population were described and explained, including a consideration of disparities.
- The applicant describes the relevant barriers in the service area.
- The applicant describes the benefit of having audiology trainees as part of the LEND program.

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

The extent to which the proposed project responds to the “Purpose” included in the program description. The strength of the proposed goals and objectives and their relationship to the identified project. The extent to which the activities (scientific or other) described in the



application are capable of addressing the needs of the target population(s) and attaining the project objectives.

Goals and Objectives: (2 points)

- The extent to which the overall goals and objectives respond to the stated need/purpose for this project.

Trainees: (15 points)

The extent to which:

- The applicant describes plans to train at least two to three long-term trainees who are at the graduate/post-graduate level each year of the project.
- The recruitment and retention process is well-described, including plans to recruit and retain trainees from diverse and underserved backgrounds.
- The applicant has ready access to graduate level audiology trainees and post-masters/doctoral candidates upon receipt of the funds.

Curriculum and Training Content: (10 points)

The extent to which:

- LEND competencies for audiology trainees are well described.
- The curriculum and training experiences for audiology trainees are well laid-out and reflect leadership and interdisciplinary opportunities.
- The audiology component of LEND will add value to current LEND trainees in other disciplines.

Work Plan/Other (3 points):

The extent to which:

- The work plan has clear and measurable activities and timelines to achieve the objectives of the project.
- The applicant has a plan for resolving challenges to the project.
- Identifies collaboration with key stakeholders in planning, designing, and implementing all activities.

*Criterion 3: EVALUATIVE MEASURES (10 points) – Corresponds to Section IV's Evaluation and Technical Support Capacity*

The strength and effectiveness of the method proposed to monitor and evaluate the project results. Evidence that the evaluative measures will be able to assess: 1) to what extent the program objectives have been met, and 2) to what extent these can be attributed to the project.

The extent to which:

- The applicant describes its evaluation of ongoing processes and the progress towards the goals and objectives of the supplement.
- The applicant explains how the data will be used to inform program development and service delivery.

*Criterion 4: IMPACT (20 points) – Corresponds to Section IV's Work Plan and Accomplishment Summary*

The feasibility and effectiveness of plans for dissemination of project results, and the extent to which project results may be national in scope. The potential impact of project results on advancing screening, treatment and follow-up in infants and young children with hearing loss and ASD and/or other related DD.

The extent to which:

- The past accomplishments of the applicant would strongly impact the success of the audiology program moving forward.
- The project will strengthen screening, treatment, and follow up in infants and young children with hearing loss and ASD/DD.
- The project will increase the cadre of pediatric audiologists trained in an interdisciplinary manner.
- There is an effective plan for dissemination of reports, products, and/or project outputs in order for information to be provided to key target audiences.

*Criterion 5: RESOURCES/CAPABILITIES (20 points) – Corresponds to Section IV's Organizational Information and Bio sketches, and Evaluation and Technical Support Capacity*

The extent to which the organization and other resources contribute to the success of the proposed project.

The extent to which:

- Project faculty is qualified by training and/or experience to implement and carry out the project.
- The audiology faculty enables strong trainee mentorship and promotes leadership in the field.
- The capabilities of the applicant organization and the quality and availability of facilities and personnel to fulfill the needs are met.
- The organizational support will help the applicant achieve the goals of this supplemental component of the LEND program.
- The organization creates a strong audiology program, within the LEND program, that supports children with complex neurodevelopmental disabilities and ASD.

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

The reasonableness of the proposed budget for each year of the project period in relation to the objectives, the complexity of the training 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.
- Key personnel/faculty has adequate time devoted to the project to achieve project objectives.
- Trainee expenses (stipends, travel) support the goals and purpose of the supplement.

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

The objective review provides advice to the individuals responsible for making award decisions. The highest ranked applications receive priority consideration for award within available funding. In addition to the ranking based on merit criteria, HRSA approving officials also may apply other factors in award selection, (e.g., geographical distribution), if specified below in this FOA. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

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

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

## **3. Assessment of Risk and Other Pre-Award Activities**

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

Applications receiving a favorable objective review that HRSA is considering for funding are reviewed for other considerations. These include, as applicable, cost analysis of the project/program budget, assessment of the applicant's management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. Applicants may be asked to submit additional programmatic or grants 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 an award will be made. Following review of all applicable information, the HRSA approving and business management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

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

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

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

#### **4. Anticipated Announcement and Award Dates**

It is anticipated that awards will be announced prior to the start date of September 30, 2016.

## **VI. Award Administration Information**

### **1. Award Notices**

The Notice of Award will be sent prior to the start date of September 30, 2016. See Section 5.4 of HRSA's [\*SF-424 R&R Application Guide\*](#) for additional information.

### **2. Administrative and National Policy Requirements**

See Section 2 of HRSA's [\*SF-424 R&R Application Guide\*](#).

### **3. Reporting**

MCHB intends to update the Discretionary Grant Information System with new Discretionary Grant Performance Measures. As announced in the Federal Register on November 6, 2015 (<https://www.gpo.gov/fdsys/pkg/FR-2015-11-06/pdf/2015-28264.pdf>), the DRAFT Performance measures introduce a new performance measure framework and structure that will better measure the various models of MCHB grant/cooperative agreement programs and the services each funded program provides. The performance data will serve several purposes, including recipient monitoring, performance reporting, MCHB program planning, and the ability to demonstrate alignment between MCHB discretionary programs and the MCH Title V Block Grant program. This revision will allow a more accurate and detailed picture of the full scope of activities supported by MCHB-administered grant/cooperative agreement programs, while reducing the overall number of performance measures from what is currently used. The proposed performance measures can be reviewed at <http://mchb.hrsa.gov/dgis.pdf>. In addition to the reporting on the new performance measures, recipients will continue to provide financial and program data, if assigned.

Pending approval from the Office of Management and Budget (OMB), the new package will apply to all MCHB discretionary grant/cooperative agreement recipients. New and existing awards issued on or after October 1, 2016, will be required to report on measures assigned by their Project Officer. Additional instructions will be provided on how to access the new DGIS once it becomes available for recipient reporting. For award activities funded prior to October 2016, recipients will continue to report on their currently assigned measures in DGIS.

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

**Progress Report(s).** The recipient must submit information related to this competitive supplement as part of their LEND non-competing continuation annual report. Additional information may be requested by program staff or the CARES Act National Interdisciplinary Training Resource Center which provides support to LEND programs.

Grantees must track their expenditures to demonstrate that funds are being used for the purpose for which they were appropriated by Congress and awarded by HRSA. Audiology funds need to be accounted for separately.

## **VII. Agency Contacts**

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

Donna Giarth  
Grants Management Specialist  
Division of Grants Management Operations, OFAM  
Health Resources and Services Administration  
5600 Fishers Lane, Room 10N23  
Rockville, MD 20857  
Telephone: (301) 443-9143  
Fax: (301) 443-5461  
E-mail: [dgiarth@hrsa.gov](mailto:dgiarth@hrsa.gov)

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

Robyn Schulhof, MA  
Senior Public Health Analyst  
Division of MCH Workforce Development, MCHB  
Health Resources and Services Administration  
5600 Fishers Lane, Room 18W50  
Rockville, MD 20857  
Telephone: (301) 443-0258  
E-mail: [rschulhof@hrsa.gov](mailto:rschulhof@hrsa.gov)

Michelle Koplitz, MHS  
Public Health Analyst  
Division of Services for Children with Special Health Needs, MCHB  
Health Resources and Services Administration  
5600 Fishers Lane, Room 18W14  
Rockville, MD 20857  
Telephone: (301) 880-4480  
E-mail: [mkoplitz@hrsa.gov](mailto:mkoplitz@hrsa.gov)

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

Grants.gov Contact Center

Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)

E-mail: [support@grants.gov](mailto:support@grants.gov)

Self-Service Knowledge Base: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Contact Center, Monday-Friday, 8:00 a.m. to 8:00 p.m. ET, excluding federal holidays at:

HRSA Contact Center

Telephone: (877) 464-4772

TTY: (877) 897-9910

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

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

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