

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

Bureau of Health Workforce
Division of Nursing and Public Health

Leadership in Public Health Social Work Education

Announcement Type: Limited Competition
Announcement Number: HRSA-14-145

Catalog of Federal Domestic Assistance (CFDA) No. 93.330

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2014

Application Due Date: July 15, 2014

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.

Release Date: June 12, 2014
Issuance Date: June 12, 2014

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Authority: Sections 765 of the Public Health Service Act (42 U.S.C. 295), as amended by
Section 5206 the Patient Protection and Affordable Care Act, Public Health Law 111-148.

EXECUTIVE SUMMARY

The Health Resources and Services Administration, Bureau of Health Workforce is accepting applications for fiscal year (FY) 2014 Leadership in Public Health Social Work Education (LPHSWE) program. The purpose of the LPHSWE is to provide training and education, faculty development, and curriculum enhancement to prepare students for leadership roles in public health social work through enrollment in a dual master's degree program in both social work and public health. The dual master's degree program incorporates competencies of public health and social work education and practice to provide an epidemiologic approach to preventing, addressing, and solving social health problems. Through a dual degree, students will have the benefit of training in population-based prevention and individual level intervention. Students benefit from dual enrollment in accredited schools of social work and public health, and will receive training, education, and practical experience in the following areas: interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development.

Funding Opportunity Title:	Leadership in Public Health Social Work Education
Funding Opportunity Number:	HRSA-14-145
Due Date for Applications:	July 15, 2014
Anticipated Total Annual Available Funding:	\$900,000
Estimated Number and Type of Award(s):	Three grants
Estimated Award Amount:	Up to \$300,000 per year
Cost Sharing/Match Required:	No
Length of Project Period:	3 years
Project Start Date:	September 1, 2014
Eligible Applicants:	To be eligible for funding, an applicant must be one of the organizations listed in Table 1 [See Section III-1 of this funding opportunity announcement (FOA) for complete eligibility information.]

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 funding opportunity announcement to do otherwise. A short video for applicants explaining the new *Application Guides* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

A technical assistance call will be provided for potential applicants.

Technical Assistance Call-In Information

Friday, June 20, 2014

2:00 p.m. to 3:00 p.m. Eastern Time

Toll Free Number: 888-628-9526

Participant Code: 2193070

To join the meeting via Adobe Connect: <https://hrsa.connectsolutions.com/phsocialworkta/>

Instant Replay Plus Information

(Replays are generally available one hour after a call ends)

Toll Free Number: 866-457-5706

Toll Number: 203-369-1289

Passcode: 7514

The replay will be available until Friday, July 25, 2014 at 10:59 pm (CT).

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I. Funding Opportunity Description

1. Purpose

This announcement solicits applications for the Leadership in Public Health Social Work Education (LPHSWE) grant program. This is a limited competition program announcement. This announcement provides instructions to be used by existing grantees under the LPHSWE in preparing applications for funding for fiscal year (FY) 2014.

The purpose of the LPHSWE is to provide training and education, faculty development, and curriculum enhancement to prepare students for leadership roles in public health social work through enrollment in a dual master's degree program in social work and public health. The dual master's degree program incorporates competencies of both public health and social work education and practice to provide an epidemiologic approach to preventing, addressing, and solving social health problems.¹ Through a dual master's degree, students will have the benefit of training in population-based prevention and individual-level intervention. Students benefit from dual enrollment in accredited schools of social work and public health, and receive training, education, and practical experience in the following areas: interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development and analysis.

Program Requirements:

The LPHSWE grant program will conduct the following major activities:

- Placement of dual-degree master's students into required field placements/internships: Field placements/internships must provide a minimum of 480 hours of training and allow the student to utilize and develop their skills in macro-level social work and public health practice in areas such as leadership, management, policy development and analysis, and research and evaluation. All field placements should expose students to interprofessional team-based care. Field placements in underserved communities serving diverse populations are highly encouraged. Each field placement must meet the criteria for both the social work and public health schools/programs as defined by the accreditation requirements, and must be supervised by a licensed professional.
- Stipend Support: Provide stipend support to master's level dual-degree students who are enrolled in both (a) an accredited school of social work and (b) an accredited school of public health, and are participating in a practice-based experience. Individual students may receive up to \$10,000 for a 480 hour minimum field placement.
- Recruitment of students: Recruitment of dual-degree master's-level public health social work students.
- Didactic curriculum development: Develop curricula for public health social work programs to prepare students for roles in leadership and management in health care and social service organizations. The curricula should meet all of the following:
 - Promote awareness of social determinants of health and health equity;
 - Bridge gaps from the individual to the community to policy;
 - Incorporate principles of interprofessional team-based care;

¹ Ruth, BJ, Wyatt, JW, Chiasson, E, Geron, S, Bachman, S. Social work and public health: comparing graduates from a dual-degree program. *Journal of Social Work Education*. 2006. 42:429-39.

- Develop skills in leadership and management, policy development and analysis, education and training, and/or research and evaluation;
- Enhance capacity to provide education and supervision in working in underserved communities and with at-risk populations; and
- Identify promising practices in public health social work education and practice.
- Faculty support: Develop the skills and expertise of faculty on the different facets of the curricula mentioned above. Faculty development may include conference attendance, training, continuing education, and mentoring. Funding may also be used to support faculty who are able to develop and implement the curricula for the dual degree students.

The LPHSWE grant program is committed to increasing diversity specifically in public health social worker professions programs, as well as in the health professional workforce in general. This commitment extends to ensuring that the workforce reflects the diversity of the nation, training programs that address all levels of the health workforce from pre-professional to professional, training programs to develop the competencies and skills needed for intercultural understanding and expand cultural fluency, and recognizing that bringing people of diverse backgrounds and experiences together facilitates innovative and strategic practices that enhance the health of all people.

2. Background

This program is authorized by sections 765 of the Public Health Service (PHS) Act (42 U.S.C. 295).

Public health social workers approach their work from an epidemiological and a social perspective and have the benefit of training in disease prevention, health promotion, and intervention. While social workers in general focus their interactions on individuals, public health social workers incorporate an early understanding of social determinants of health and view entire communities as target populations. Public health social work is a blending of roles: provider of direct services, researcher, administrator, program planner, evaluator and policy maker.² Because public health social workers function well at different levels of policy and practice, they can effectively use their multidisciplinary skills and training to serve as program directors, community services administrators, policy analysts, and other leadership positions in the health care and social services environment³.

Public health social workers understand the public health role in interprofessional teams and can help communicate the importance of the population-health perspective to team members. The public health social work program focuses on prevention, interprofessional team-based care, and incorporation of lifestyle changes that promote health.

In 2005, *Standards and Competencies for Public Health Social Work Practice* were developed as a collaboration among the University of North Carolina at Chapel Hill School of Social Work, Association of State and Territorial Public Health Social Workers, Centers for Disease Control and Prevention, the American Public Health Association Social Work Section, National

² Standards and Competencies for Public Health Social Work Practice:
http://oce.sph.unc.edu/cetac/phswcompetencies_may05.pdf

³ <http://www.socialworktoday.com/archive/011909p28.shtml>

Association of Social Work, Association of Teachers of Maternal and Child Health and the Maternal and Child Health Bureau. Public health social work promotes competencies related to population-based health promotion, identifying and addressing the social determinants of health, data collection, analysis and interpretation, research and evaluation, leadership and communication, and policy and advocacy.

II. Award Information

1. Type of Award

Funding will be provided in the form of a grant.

2. Summary of Funding

This program will provide funding during Federal fiscal year 2014. Approximately \$900,000 is expected to be available annually to fund three (3) grantees. Applicants may apply for a ceiling amount of up to \$300,000 per year. The project period is three (3) years. Funding beyond the first year is dependent on the availability of appropriated funds for the LPHSWE program in subsequent fiscal years, grantee satisfactory performance, and a decision that continued funding is in the best interest of the Federal Government. The specific amount that each organization is eligible to receive is identified below.

Table 1: Annual Maximum Awards

Grantee Name	Annual Maximum Funding Amount
University of Maryland, Baltimore	\$300,000
University of North Carolina, Chapel Hill	\$300,000
University of Pittsburgh	\$300,000

III. Eligibility Information

1. Eligible Applicants

This is a limited competition program announcement. To be eligible for funding, an applicant must be one of the organizations listed in Table 1 above.

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.

An application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

NOTE: Multiple applications from an organization are not allowable.

IV. Application and Submission Information

1. Address to Request Application Package

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

2. Content and Form of Application Submission

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

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **50 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this FOA. Standard OMB-approved forms are NOT included in the page limit. **We strongly urge you to print your application to ensure it does not exceed the specified page limit.**

Applications must be complete, within the 50-page limit, and submitted prior to the deadline to be considered under the announcement.

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](#).

In addition to the instructions provided in the guide, please address each of the following:

1. A brief overview of the project as a whole, including the number of dual degree students to be trained;
2. Goals and specific, measurable objectives that the project will accomplish; and
3. How the proposed project for which funding is requested will be accomplished (i.e., the "who, what, when, where, why and how" of a project).

ii. Project Narrative

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

Use the following section headers for the Narrative:

- **INTRODUCTION – Corresponds to Section V’s Review Criterion #1**

This section should briefly describe the purpose of the proposed project.

- **NEEDS ASSESSMENT– Corresponds to Section V’s Review Criterion #1**

This section should define the populations that will benefit from the proposed activities. Demographic data should be used and cited whenever possible to support the information provided. Discuss any relevant gaps or barriers in the defined area, including unmet needs of the population and limitations of the current health care system, and how the proposed project plans to ameliorate or overcome them.

This section should include a discussion of each of the following:

- State and local health status indicators that provide evidence for the need for public health social workers in the defined area;
- The training and educational needs of the public health social worker workforce in the defined area and a description of the training the institution(s) provides to address these needs;
- How the current curricula promotes awareness of the social determinants of health and health equity, incorporates principles of interprofessional, team-based care, enhances skills in leadership and management, policy development and analysis, education and training, and/or research and evaluation;
- The demographics of the dual master’s degree student population over the last five (5) years including race/ethnicity, age, gender, and educational/career background;
- The training and educational needs of the faculty to develop and implement the curricula for the dual degree students, and provide supervision to students;
- The field placement/internship settings of current dual degree students and the need for additional placement settings (include numbers of students who are placed in underserved areas); and
- Career placement approach that will maximize the number of graduating dual degree students (include numbers who will be placed in underserved areas)

- **METHODOLOGY -- Corresponds to Section V’s Review Criterion #2**

Propose objectives and methods that will be used to address the stated needs and meet each of the previously-described program requirements and expectations in this funding opportunity announcement.

The applicant should:

- Identify strategies and/or activities for each objective and explain the rationale for proposing specific activities and present a clear connection between identified system gaps, needs, and the proposed activities; and

- Describe any major barriers anticipated and outline how the project will be able to overcome those barriers.
- **WORK PLAN -- Corresponds to Section V's Review Criteria #2, #4, #5, #6**
Describe the actions or steps that will be used to achieve each of the activities proposed during the entire project period in the Methodology section. Use a timeline that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities, including development of the application.

The Work Plan should include:

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

The applicant should clearly explain how the proposed objectives and sub-objectives will be implemented. State objectives and sub-objectives that are specific, measurable, achievable, realistic, and time-framed. The objectives and sub-objectives should address the program requirements including:

- Placement of dual-degree students into required field placements/internships;
- Stipend support;
- Recruitment of students;
- Didactic curriculum development; and
- Faculty support;

In addition, applicants should address the following:

- **Sustainability plan:** The applicant must include plans for sustainability by providing specific information that describes the extent and means by which the program plans to become autonomous within a defined period of time. The documentation should specify a timetable for becoming self-sufficient, and a description of barriers to be overcome in order to become self-sufficient.
 - **Dissemination of Outcomes:** Develop a plan for dissemination of all products in venues such as conferences, presentations, publications, electronic recordings, web-based publishing, and teleconferences. The applicant should plan to report on dissemination activities in each semi-annual progress reports.
- **RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion #2**
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.

▪ *EVALUATION AND TECHNICAL SUPPORT CAPACITY – Corresponds to Section V’s Review Criteria #3*

Applicants must describe the plan for monitoring and evaluating program performance that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives, sub-objectives, activities and timelines of the project. Performance evaluations are expected to demonstrate 1) to what extent the program objectives have been met, and 2) to what extent these can be attributed to the project. Applicants must address each of the following:

- The systems and processes that will support the organization's performance management through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes;
- The data collection strategy to collect, analyze, and track data to measure process and impact/outcomes, with different cultural groups (e.g., race, ethnicity, language, and tradition) and explain how the data will be used to inform program development;
- The potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed; and
- The expertise, experience, and the technical capacity to implement the evaluation plan and collect required performance measures.

Applicants must describe their capacity to collect and report data on a semi-annual basis including, but not limited to, each of the following:

- Individual-level descriptors, such as:
 - The number and demographics of new dual degree students trained;
 - The number of students who graduate or withdraw prior to program completion during each year of the project; and
 - Descriptors of the employment locations of graduates following graduation, including those who pursue careers in underserved settings
- Faculty development activities, such as:
 - The numbers of faculty members trained, including descriptors of the types of training and educational topics; and
 - Professional development activities of faculty members, including publications and conference presentations
- Curriculum enhancement activities, such as:
 - Course offering characteristics
 - Size, frequency, duration, and platform of course delivery
 - Targeted course content areas (i.e., interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development and analysis).
 - Field placement/Internship characteristics
 - Frequency and duration of experiences, site setting, type of partnership
 - Targeted experience content (i.e., interprofessional practice, cultural competency, leadership and management, research and evaluation, and policy development and analysis).

- **ORGANIZATIONAL INFORMATION** – *Corresponds to Section V's Review Criterion #5*
Provide information on the applicant organization's current mission and structure, scope of current activities, personnel, quality and availability of facilities, and an organizational chart. Describe how these all contribute to the ability of the organization to conduct the program requirements and meet program expectations. Provide information on the program's resources and capabilities to support this program.

The applicant should also address each of the following:

- Past experience with training dual degree students in public health and social work, including number of years the dual degree program has been active and the components of the didactic curricula;
- Past experience supporting field placements/internships with dual degree students in macro-level social work and public health practice in areas such as leadership, management, policy development and analysis, and research and evaluation;
- Evidence of an adequate staffing plan for proposed project including the project organizational chart;
- Evidence of support and commitment by field placement and internship organizations, such as resources and letters of support (e.g., documenting commitment to provide financial or in-kind resources, create new or additional slots for students). Internships that serve underserved areas and at-risk populations are strongly encouraged; and
- Knowledge and experience of faculty providing training, education, and supervision to dual degree students.

iii. Budget and Budget Justification Narrative

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

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

For FY 2014, the Consolidated Appropriations Act, 2014, Division H, § 203, Pub. L. 113-76 signed into law on January 17, 2014 includes a provision that 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.

iv. Attachments

Please provide the following items in the order specified below to complete the content of the application. Please note that these are supplementary in nature, and are not intended to be a continuation of the project narrative. Unless otherwise noted, attachments count toward the application page limit. **Each attachment must be clearly labeled.**

Attachment 1: Accreditation documentation (included in page count)

Applicants must attach a copy of the organization's accreditation letter(s)

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

Limit each job description and Biographical Sketch to one page in length as much as possible. Identify the role, responsibilities, and qualifications of proposed project staff. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch. Biographical Sketches should be uploaded in the SF-424 R&R Senior/Key Person Profile form.

Attachment 3: Project Organizational Chart (included in page count)

Provide a one-page figure that depicts the organizational structure of the project.

Attachment 4: 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.

NON-FEDERAL EXPENDITURES	
<p>FY 2013 (Actual) Actual FY 2013 non-Federal funds, including in-kind, expended for activities proposed in this application. If proposed activities are not currently funded by the institution, enter \$0.</p> <p>Amount: \$ _____</p>	<p>FY 2014 (Estimated) Estimated FY 2014 non-Federal funds, including in-kind, designated for activities proposed in this application.</p> <p>Amount: \$ _____</p>

Attachments 5-8: Other Relevant Documents (included in page count)

Include any other documents that are relevant to the application (e.g., letters of support notably from field placement/internship organizations). Letters of support must be dated and specifically indicate a commitment to the project/program (e.g., in-kind services, dollars, staff, space, equipment, etc.).

3. Submission Dates and Times

Application Due Date

The due date for applications under this funding opportunity announcement is **July 15, 2014 at 11:59 P.M. Eastern Time.**

4. Intergovernmental Review

Leadership in Public Health Social Work Education (LPHSWE) is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

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

5. Funding Restrictions

Applicants responding to this announcement may request funding for a project period of up to three (3) years, at no more than \$300,000 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.

Funds under this announcement may not be used to supplant technical assistance activities which are provided as part of the mission of the grantee institution. Also, grant funds are not to be used for international activities, including international travel. Applicants are expected to leverage their resources to create enhanced training opportunities through partnerships and collaboration.

Indirect costs under this grant will be budgeted and reimbursed at eight percent (8%) of modified total direct cost rather than on the basis of a negotiated rate agreement, and are not subject to upward or downward adjustment.

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

The General Provisions in Division H, Title V of the Consolidated Appropriations Act, 2014 (P.L. 113-76), apply to this program. Please see Section 4.1 of HRSA's [*SF-424 R&R Application Guide*](#) for additional information.

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.

Applicants should pay strict attention to addressing all of these criteria, as they are the basis upon which the reviewers will evaluate the application.

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

Criterion 1: NEED (15 points) – Corresponds to Section IV's Introduction and Needs Assessment

The quality and extent to which the application demonstrates the identified problem and associated contributing factors to the problem. Additionally, the quality of and extent to which the proposal describes:

- State and local health status indicators that provide evidence for the need for public health social workers in the defined area;
- The training and educational needs of the public health social worker workforce in the defined area and a description of the training the institution(s) provides to address these needs;
- How the current curricula promotes awareness of the social determinants of health and health equity, incorporates principles of interprofessional, team-based care and the new paradigms of care, enhances skills in leadership and management, policy development and analysis, education and training, and/or research and evaluation;
- The demographics of the dual degree student population over the last five (5) years including race/ethnicity, age, gender, and educational/career background;
- The training and educational needs of the faculty to develop and implement the curricula for the dual degree students, and provide supervision to students;
- The field placement/internship settings of current dual degree students (including numbers who are placed in underserved areas); and
- Career placement for the graduating dual degree students (including numbers who will be placed in underserved areas).

Criterion 2: RESPONSE (25 points) – Corresponds to Section IV's Methodology, Workplan, and Resolution of Challenges Sections

The feasibility, quality of, and extent to which the application addresses each of the following:

- Strategies and/or activities for each objective and the rationale for proposing specific activities and a clear connection between identified system gaps, needs, and the proposed activities;
- Any major barriers anticipated and how the project will overcome those barriers;
- The actions or steps that will be used to achieve each of the activities proposed including a timeline and a Work Plan that includes each activity, deliverable, responsible staff, and proposed outcomes;
- The nature of the activities to be undertaken and how they will assist in achieving the overall project goals and objectives – including their specificity, measurability, and that the goals and objectives are realistically achievable within the given time frames;
- How the objectives and sub-objectives meet the program requirements outlined in the program narrative including:
 - Placement of dual-degree students into required field placements/internships;
 - Stipend support;
 - Recruitment of students;
 - Didactic curriculum development;
 - Faculty support; and

- 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.

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

The strength and effectiveness of the method proposed to monitor and evaluate program performance and contribute to continuous quality improvement. 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.

Assess the quality of and extent to which the applicant describes:

- The overall evaluation plan;
- The systems and processes that will support the organization's performance management through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes;
- The data collection strategy to collect, analyze, and track data to measure process and impact/outcomes, identifying different cultural groups (e.g., race, ethnicity, language, and tradition) and explaining how the data will be used to inform program development;
- The potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed;
- The expertise, experience, and the technical capacity to carry-out the evaluation plan and collect required performance measures; and
- The capacity to collect and report data on a semi-annual basis, including but not limited to:
 - Individual-level descriptors;
 - Faculty development activities; and
 - Curriculum enhancement activities.

Criterion 4: IMPACT (10 points) – Corresponds to Section IV's Work Plan Section

Assess the quality of and extent to which the applicant describes:

- The sustainability of the program beyond the Federal funding;
 - The institution should outline a sustainability plan to specify a timetable for becoming self-sufficient, and a description of barriers to be overcome in order to become self-sufficient; and
- The feasibility and effectiveness of plans for dissemination of project results.

Criterion 5: RESOURCES/CAPABILITIES (25 points) – Corresponds to Section IV’s Work Plan, Evaluation and Technical Support Capacity, and Organizational Information Sections

The extent to which project personnel are qualified by training and/or experience to implement and carry out the project. 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. The quality of and extent to which the applicant addresses the:

- Past experience with training dual degree students in public health and social work including number of years the dual degree program has been active and the components of the didactic curricula;
- Past experience supporting field placements/internships with dual degree students in macro-level social work and public health practice in areas such as leadership, management, policy development and analysis, and research and evaluation;
- Evidence of an adequate staffing plan for proposed project including the project organizational chart;
- Evidence of support and commitment by field placement and internship organizations, such as resources and letters of support (commitment to provide financial or in-kind resources, create new or additional slots for students). Internships that serve underserved areas and at-risk populations are highly encouraged; and
- Knowledge and experience of faculty providing training, education, and supervision to dual degree students.

Criterion 6: SUPPORT REQUESTED (10 points) – Corresponds to Section IV’s Work Plan and Budget and Budget Justification Sections

The reasonableness of the proposed budget for each year of the project period in relation to the objectives, the complexity of the research activities, and the anticipated results, including:

- The extent to which costs, as outlined in the budget and work plan, are reasonable given the scope of work;
- The degree to which the budget justification is reasonable and describes the entire project costs and trainee expenses; and
- The expected outcomes and the extent to which key personnel has adequate time devoted to the project to achieve project objectives.

2. Review and Selection Process

Please see section 5.3 of the HRSA’s [*SF-424 R&R Application Guide*](#).

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of September 1, 2014.

VI. Award Administration Information

1. Award Notices

The Notice of Award will be sent prior to the start date of September 1, 2014. 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*](#).

Implementation of United States v. Windsor and Federal Recognition of Same-sex Spouses/Marriages

The following policy applies to:

- all grants except block grants governed by 45 CFR part 96, part 98, and grant awards made under titles IV -A, XIX and XXI of the Social Security Act.
- programs which base eligibility or otherwise make distinctions in program participation or content on such terms as "marriage," "spouse," "family," "household member," or similar references to familial relationship.

A standard term and condition of award will be included in the final Notice of Award (NOA); all grant recipients will be subject to a term and condition that instructs grantees to recognize any same-sex marriage legally entered into in a U.S. jurisdiction that recognizes their marriage, including one of the 50 states, the District of Columbia or a U.S. territory, or in a foreign country so long as that marriage would also be recognized by a U.S. jurisdiction, when applying the terms of the Federal statute(s) governing their awards. This applies regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. However, this does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage. Accordingly, recipients must review and revise, as needed, any policies and procedures which interpret or apply Federal statutory or regulatory references to such terms as "marriage," "spouse," "family," "household member," or similar references to familial relationship to reflect inclusion of same-sex spouses and marriages. Any similar familial terminology references in HHS statutes, regulations, or policy transmittals will be interpreted to include same-sex spouses and marriages legally entered into as described herein.

3. Reporting

The successful applicant under this funding opportunity announcement 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 awardee must submit a progress report to HRSA on an annual basis. BHW will verify that approved and funded applicants' proposed objectives are accomplished during each year of the project. Funded applicants will be required to

consistently collect, analyze, and report on participation and outcome data in the form of performance reports.

The **BHW Progress Report has two parts**. The first part demonstrates awardee progress on program-specific goals. The second part collects core performance HRSA-14-126 18 measurement data, including performance measurement data, to measure the progress and impact of the project. Further details will be provided in the Notice of Award.

- 2) **Performance Reports.** The awardee must submit a Performance Report to HRSA on a **semi-annual** basis. All Bureau of Health Workforce (BHW) grantees are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Reporting Modernization Act of 2010 (GPRA). In addition, Section 5103 of the Patient Protection and Affordable Care Act requires that BHW grantees provide longitudinal data for individuals who receive training and financial assistance from BHP programs.
- 3) **Final Report.** A final report is due **within 90 days after the project period ends**. The Final Report must be submitted online by awardees in the Electronic Handbooks system at <https://grants.hrsa.gov/webexternal/home.asp>.

The Final Report is designed to provide the BHW with information required to close out a grant after completion of project activities. As such, every awardee is required to submit a final report at the end of their project. The Final Report includes the following sections:

- a. Project Objectives and Accomplishments - Description of major accomplishments on project objectives.
- b. Project Barriers and Resolutions - Description of barriers/problems that impeded project's ability to implement the approved plan.
- c. Summary Information
 - i. Project overview;
 - ii. Project impact;
 - iii. Prospects for continuing the project and/or replicating this project elsewhere;
 - iv. Publications produced through this award activity; and
 - v. Changes to the objectives from the initially-approved award.

Awardees are also required to submit a copy of their final evaluation report to BHW.

VII. Agency Contacts

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

Gerly Sapphire Marc-Harris
Grants Management Specialist
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 11-03
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-2628
Fax: (301) 443-6343
Email: smarc-harris@hrsa.gov

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

Violet Woo
Division of Nursing and Public Health
Bureau of Health Workforce, HRSA
Parklawn Building, Room 9C-26
5600 Fishers Lane
Rockville, MD 20857
Email: vwoo@hrsa.gov
Telephone: (301) 443-8032

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
iPortal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/awardees may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Call Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Contact Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
E-mail: CallCenter@HRSA.GOV

VIII. Other Information

One technical assistance call is scheduled for applicants:

Technical Assistance Call-In Information

Friday, June 20, 2014

2:00 p.m. to 3:00 p.m. Eastern Time

Toll Free Number: 888-628-9526

Participant Code: 2193070

To join the meeting via Adobe Connect: <https://hrsa.connectsolutions.com/phsocialworkta/>

Instant Replay Plus Information

(Replays are generally available one hour after a call ends)

Toll Free Number: 866-457-5706

Toll Number: 203-369-1289

Passcode: 7514

The replay will be available until Friday, July 25, 2014 at 10:59 pm (CT).

IX. Tips for Writing a Strong Application

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

In addition, BHPr has developed a number of recorded webcasts with information that may assist applicants in preparing a competitive application. These webcasts can be accessed at:

<http://bhpr.hrsa.gov/grants/technicalassistance/index.html>.