# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

**HRSA**
Health Resources & Services Administration

Bureau of Health Workforce
Division of Medicine and Dentistry

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### *Dental Faculty Loan Repayment Program*

**Funding Opportunity Number:** HRSA-21-019
**Funding Opportunity Type(s):** New

**Assistance Listings (CFDA) Number:** 93.059

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## NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2021

# Application Due Date: April 19, 2021

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

**Issuance Date: February 17, 2021**

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Authority: 42 U.S.C. § 293k–2 (Section 748 of the Public Health Service Act)

# EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for the fiscal year (FY) 2021 Dental Faculty Loan Repayment Program. The purpose of this program is to increase the number of dental and dental hygiene faculty in the workforce by assisting dental and dental hygiene training programs to attract and retain faculty through loan repayment.

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| Funding Opportunity Title: | Dental Faculty Loan Repayment Program |
| Funding Opportunity Number: | HRSA-21-019 |
| Due Date for Applications: | April 19, 2021 |
| Anticipated Total Annual Available FY 2021 Funding: | Year 1: $ 800,000<br>Year 2: $ 1,200,000<br>Year 3: $ 1,600,000<br>Year 4: $ 2,000,000<br>Year 5: $ 2,400,000 |
| Estimated Number and Type of Award(s): | Up to eight grants |
| Estimated Award Amount: | Up to $100,000 – Year 1<br>Up to $150,000 – Year 2<br>Up to $200,000 – Year 3<br>Up to $250,000 – Year 4<br>Up to $300,000 – Year 5<br><br>Subject to the availability of appropriated funds |
| Cost Sharing/Match Required: | No |
| Period of Performance: | September 1, 2021 through August 31, 2026 (5 years) |
| Eligible Applicants: | Eligible entities are programs of general, pediatric, or public health dentistry in public or private nonprofit dental or dental hygiene schools, or approved residency or advanced education programs in the practice of general, pediatric, or public health dentistry.<br><br>See Section III.1 of this notice of funding opportunity (NOFO) for complete eligibility information. |

## Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 R&R Application Guide,* available online at http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguidev2.pdf, except where instructed in this NOFO to do otherwise.

## Technical Assistance

HRSA will hold a pre-application technical assistance (TA) webinar(s) for applicants seeking funding through this opportunity. The webinar(s) will provide an overview of pertinent information in the NOFO and an opportunity for applicants to ask questions.

Visit the HRSA Bureau of Health Workforce's open opportunities website at https://bhw.hrsa.gov/fundingopportunities/default.aspx to learn more about the resources available for this funding opportunity.

# Table of Contents

# I. Program Funding Opportunity Description

## 1. Purpose

This notice announces the opportunity to apply for funding under the Dental Faculty Loan Repayment Program.

**Program Purpose**
The purpose of this program is to increase the number of dental and dental hygiene faculty in the workforce by assisting dental and dental hygiene training programs to attract and retain dental and dental hygiene faculty through loan repayment.

**Program Requirements**
Award recipients must create and manage a loan repayment program for individuals who agree to serve full-time as faculty members within the disciplines of general dentistry, pediatric dentistry, dental public health, or dental hygiene.

Awardees must create a Selection Committee to identify and determine the individual loan repayment recipient(s). The Selection Committee is encouraged to include, as part of its review/scoring process, consideration for individual loan repayment recipients from a rural or disadvantaged background. To support the repayment of student debt, applicants are encouraged to identify and select potential faculty who are willing to pursue scholarly activity, precept students and faculty in community based sites, and have an interest in formal training in teaching methodologies to ensure their long-term commitment and engagement in an academic career.

Awardees must select loan repayment recipient(s) prior to the end of the first budget period of the award (September 1, 2021 - August 31, 2022). No member on the Selection Committee, or the Project Director (PD), is eligible for loan repayment through this program.

The awardee's loan repayment program will pay an amount equal to 10 percent after year one of service, 15 percent after year two, 20 percent after year three, 25 percent after year four, and 30 percent after year five, of the individual's student loan balance, as calculated based on principal and interest owed at the initiation of the agreement. Loan repayments are to be obligated at the start of an individual's year of service, but paid only upon completion of each year of service and may not be prorated.

Applicants may not request more than the following amounts through this NOFO (see Section II.2: Summary of Funding for additional details):

Up to $100,000 – Year 1
Up to $150,000 – Year 2
Up to $200,000 – Year 3
Up to $250,000 – Year 4
Up to $300,000 – Year 5

Direct and indirect costs associated with the creation and management of the loan repayment program at the institution must be paid for out of these above-listed amounts

or absorbed by the institution. Indirect costs are limited to eight percent of modified total direct costs. Please note: subsequent funding increases are contingent on the appropriation of funds.

**Funding Priorities**
42 U.S.C. § 293k–2(c) (Section 748(c) of the Public Health Service Act) provides funding priorities for the Dental Faculty Loan Repayment Program. The approval of a funding priority adds points to an applicant's score. Up to seven points are available across seven funding priorities for applicants that qualify. Applicants are permitted to apply for more than one priority, but no applicant can receive more than seven priority points.

Refer to Section V.2 of this NOFO for detailed information on qualifying for the funding priorities.

## 2. Background

This program is authorized by 42 U.S.C. § 293k–2 (section 748 of the Public Health Service Act).

According to the Bureau of Labor Statistics, the demand for dentists is projected to grow 3 percent from 2019 to 2029.[1] However, even if the number of oral health providers grows, significant unmet need exists for vulnerable and underserved populations particularly for primary care dentists. Demand for general dentists is predicted to exceed supply by 2030.[2] There are 6,487 Dental Health Professional Shortage Areas (HPSAs)[3] and HRSA estimates that over 4,800 additional dental providers would be needed to remove those shortage designations.[4]

The recruitment and retention of faculty to train future dental health professionals is critical to address the dental health professional shortages. In academic year (AY) 2018-19, there were 280 vacant full time positions at dental schools, the majority in general dentistry.[5] Fourteen percent of faculty positions have been vacant for more than 12 months.[6] Of the full-time faculty who separated from U.S. dental schools, 39 percent

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[1] Bureau of Labor Statistics. Job Outlook. Available at: https://www.bls.gov/ooh/healthcare/dentists.htm#tab-6.
[2] Oral Health Workforce Projections, 2017-2030: Dentists and Dental Hygienists. Available at: https://bhw.hrsa.gov/sites/default/files/bureau-health-workforce/data-research/oral-health-2017-2030.pdf
[3] Health Professional Shortage Areas (HPSAs) dashboard. HRSA. National Summary. Dental Health. https://data.hrsa.gov/topics/health-workforce/shortage-areas. Accessed October 2020.
[4] Oral Health Workforce Projections, 2017-2030: Dentists and Dental Hygienists. Available at: https://bhw.hrsa.gov/sites/default/files/bureau-health-workforce/data-research/oral-health-2017-2030.pdf
[5] American Dental Education Association's table "Number of Full-Time and Part-Time Dental School Faculty by Gender, Race and Ethnicity, 2018-19 Academic Year" https://www.adea.org/data/faculty/2018-2019-Demographics-Employment/
[6] American Dental Education Association's table "Number of Full-Time and Part-Time Dental School Faculty by Gender, Race and Ethnicity, 2018-19 Academic Year" https://www.adea.org/data/faculty/2018-2019-Demographics-Employment/

retired, up from 31 percent in AY 2013-14.[7] Eighteen percent of faculty left to go into private practice, and another 18 percent went to another dental school.[8] Salary and budget limitations influence the ability for dental schools to fill vacant positions, as student debt continues to rise.[9] According to the American Dental Education Association, after adjusting for inflation, educational debt for dental students at public schools has nearly tripled since 1990; for students at private and private state-related schools, debt has more than doubled.[10] Over 42 percent of 2019 dental graduates report educational debt of over $300,000 with nearly 10 percent reporting over $450,000 of educational debt.[11]

**Program Definitions**
Definitions for terms such as disadvantaged background (specifically, environmentally disadvantaged and economically disadvantaged), health disparity population, interprofessional education, rural, underrepresented minority (URM), medically underserved area (MUA), and vulnerable populations related to the Dental Faculty Loan Repayment Program for Fiscal Year 2021 can be found at Health Workforce Glossary: https://bhw.hrsa.gov/grants/resourcecenter/glossary.

For latest poverty guidelines refer to "Low Income Levels" Used for Various Health Professions and Nursing Programs Authorized in Titles III, VII, and VIII of the Public Health Service Act: https://www.federalregister.gov/documents/2020/02/24/2020-03590/low-income-levels-used-for-various-health-professions-and-nursing-programs-authorized-in-titles-iii.

**Primary Care Dentistry** – For the purposes of this NOFO, primary care dentistry is defined as general dentistry, pediatric dentistry, dental public health or dental hygiene.

# II. Award Information

## 1. Type of Application and Award

Type(s) of applications sought:  New

HRSA will provide funding in the form of a grant.

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[7] Wanchek T, Cook BJ, Slapar F, & Valachovic RW. Dental School Vacant Budgeted Faculty Positions, Academic Years 2015-16. Journal of Dental Education. August 2017. 81(8):1033-43.
[8] American Dental Education Association's table "Number of Full-Time and Part-Time Dental School Faculty by Gender, Race and Ethnicity, 2018-19 Academic Year" https://www.adea.org/data/faculty/2018-2019-Demographics-Employment/
[9] American Dental Education Association's table "Number of Full-Time and Part-Time Dental School Faculty by Gender, Race and Ethnicity, 2018-19 Academic Year" https://www.adea.org/data/faculty/2018-2019-Demographics-Employment/
[10] Wanchek T, Cook BJ, & Valachovic RW. Annual ADEA Survey of Dental School Seniors: 2016 Graduating Class. Journal of Dental Education. . February 2017. 81 (5):613-630.
[11] ADEA Survey of Dental School Seniors, 2019 Graduating Class Tables Report. Available at https://www.adea.org/data/seniors/. Accessed 12.15.2020

## 2. Summary of Funding

HRSA estimates approximately $800,000 to be available in FY 2021 to fund eight recipients. You may apply for an annual ceiling amount (includes both direct and indirect) of up to:
- Year 1: $ 100,000
- Year 2: $ 150,000
- Year 3: $ 200,000
- Year 4: $ 250,000
- Year 5: $ 300,000

Administrative operating costs (e.g., personnel costs, supplies, other) are limited to $10,000 for year 1 and $5,000 (per year) for Years 2, 3, 4, and 5. Examples of operating costs include, but are not limited to activities associated with selection committee creation, faculty application development, development of the loan repayment contract, final processing of selected faculty into the program, etc. Administrative operating costs may be supplemented by in-kind contributions in addition to Dental Faculty Loan Repayment Program award funding toward the reduction of participants' debt. Any faculty contracts that offer loan repayment in excess of the HRSA annual budget must be paid using recipient's in-kind funds.

The period of performance is September 1, 2021 through August 31, 2026 (5 years). Funding beyond the first year is subject to the availability of appropriated funds for the Dental Faculty Loan Repayment Program in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

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

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

## III. Eligibility Information

### 1. Eligible Applicants

Eligible entities are programs of general, pediatric, or public health dentistry in public or private nonprofit dental or dental hygiene schools, or approved residency or advanced education programs in the practice of general, pediatric, or public health dentistry.

You must submit accreditation documentation for the relevant training program in *Attachment 5*, as identified in Section IV.2.v of this NOFO.

Current recipients of awards under the 2017 Dental Faculty Loan Repayment Program (HRSA-17-115) and the 2018 Dental Faculty Loan Repayment Program (HRSA-18-120) are not eligible to apply for this NOFO.

Entities outside the United States and its territories are not eligible to apply for this NOFO.

### 2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

### 3. Other

**Ceiling Amount**
HRSA will consider any application that exceeds the ceiling amount for a given year non-responsive and will not consider it for funding under this notice.

**Page Limit**
HRSA will consider any application that exceeds the page limit referenced Section IV.2 non-responsive and will not consider it for funding under this notice.

**Deadline**
HRSA will consider any application that fails to satisfy the deadline requirements referenced in Section IV.4 non-responsive and will not consider it for funding under this notice.

**Maintenance of Effort**
The recipient must agree to maintain non-federal funding for award activities at a level that is not less than expenditures for such activities maintained by the entity for the fiscal year preceding the fiscal year for which the entity receives the award, as required by 42 U.S.C. § 295n-2(b) (s(section 797(b) of the Public Health Service Act). Complete the Maintenance of Effort information and submit as *Attachment 6*.

**Multiple Applications**
Multiple applications from an organization are not allowable. An organization is defined by having a valid Data Universal Numbering System (DUNS) number or Unique Entity Identifier (UEI).

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

Failure to include all required documents as part of the application may result in an application being considered incomplete or non-responsive.

**Restrictions on Loan Repayment Awards**
Every person receiving support from award funds must be employed in the United States or territories.

Every person receiving loan repayment through the Dental Faculty Loan Repayment Program must be a citizen, national, or permanent resident of the United States. Recipients of award funds cannot receive financial support from another federally-funded program requiring the fulfillment of a service commitment that would run concurrently with the contracted Dental Faculty Loan Repayment Program commitment. This includes, but is not limited to, scholarship and loan repayment programs through the National Health Service Corps (NHSC), the Indian Health Service (IHS), HRSA's Faculty Loan Repayment Program, and the Armed Forces Health Professions Scholarship Programs. The Public Service Loan Forgiveness Program is not considered a service obligation. In addition to the listed examples, a more complete list can be found on page 11 of the NHSC guidelines. Those listed programs include qualifying and non-qualifying educational loans: https://nhsc.hrsa.gov/sites/default/files/NHSC/loan-repayment/nhsc-students2service-LRP-application-program-guidance.pdf

Loan repayment is taxable income and must be reported to the Internal Revenue Service. Loan repayment recipients are ultimately responsible for paying the federal, state, and local tax liabilities associated with the loan repayment funds provided through this program. However, it is award recipients' responsibility to verify that program participants apply the payments to their loans.

To assist loan repayment recipients, the awardee institutions may elect to withhold applicable taxes utilizing their existing payroll or payment systems. However, Dental Faculty Loan Repayment funds cannot be considered additional salary for the purposes of calculating the faculty's fringe benefits.

Faculty who have previously participated in a HRSA Dental Faculty Loan Repayment Program may still participate but cannot:
- Exceed 5 years of participation, including prior history of participation, and
- Deviate from the statutorily prescribed repayment structure and receive more than a total of 100 percent payment (payments from previous program cycles need to be taken into account).

# IV. Application and Submission Information

## 1. Address to Request Application Package

HRSA **requires** you to apply electronically. HRSA encourages you to apply through Grants.gov using the SF-424 Research and Related (R&R) workspace application package associated with this notice of funding opportunity (NOFO) following the directions provided at http://www.grants.gov/applicants/apply-for-grants.html.

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

## 2. Content and Form of Application Submission

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 *SF-424 R&R Application Guide* in addition to the program-specific information below. You are responsible for reading and complying with the instructions included in HRSA's *SF-424 R&R Application Guide* except where instructed in the NOFO to do otherwise. You must submit the application in the English language and in the terms of U.S. dollars (45 CFR § 75.111(a)).

See Section 8.5 of the *SF-424 R&R Application Guide* for the Application Completeness Checklist.

**Application Page Limit**
The total size of all uploaded files included in the page limit shall not exceed the equivalent of **60 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments including biographical sketches (biosketches), and letters of commitment and support required in HRSA's *SF-424 R&R Application Guide* and this NOFO. Standard OMB-approved forms that are included in the workspace application package do not count in the page limit. Biographical sketches **do** count in the page limitation. Please note: If you use an OMB-approved form that is not included in the workspace application package for HRSA-21-019, it may count against the page limit. Therefore, we strongly recommend you only use Grants.gov workspace forms associated with this NOFO to avoid exceeding the page limit. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) do not count in the page limit. **It is therefore important to take appropriate measures to ensure your application does not exceed the specified page limit. Any application exceeding the page limit of 60 pages will not be read, evaluated, or considered for funding.**

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

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

1) You certify on behalf of the applicant organization, by submission of your proposal, that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. § 3321).

3) Where you are unable to attest to the statements in this certification, an explanation shall be included in *Attachment 10: Other Relevant Documents*.

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

**Program-Specific Instructions**

**Program Requirements**

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

**i. *Project Abstract***
See Section 4.1.ix of HRSA's *SF-424 R&R Application Guide*.

The Abstract must include:

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

**ii. *Project Narrative***

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

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

▪ *PURPOSE AND NEED  -- Corresponds to Section V's Review Criterion #1*

Provide a brief statement of the purpose of the proposed project. Describe gaps in the current oral health workforce and explain how the proposed project will address those gaps. Specifically, address the following:

- Describe the site(s) in which the full-time dental faculty who are expected to receive loan repayment will teach and provide oral health care:
    - Describe the training that occurs in these sites, including disciplines, levels of trainees, and descriptions of training rotations.
    - Describe the interprofessional, integrated oral health and primary care health care delivery models implemented in these sites.
    - Describe the community/communities that are served by these sites.

- Describe your organization's current need for dental faculty and any challenges your organization has faced in recruiting and retaining dental faculty.

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

*(a) WORK PLAN -- Corresponds to Section V's Review Criterion #2 (a).*
Provide a detailed work plan and a projected annual faculty loan repayment chart for potential program participants (see sample table in *Appendix A*) of the proposed scope.

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

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

- Explain how the work plan is appropriate for the program design and how the targets fit into the overall timeline of grant implementation.

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

A sample work plan can be found here: https://bhw.hrsa.gov/sites/default/files/bureau-health-workforce/funding/workplantemplate.pdf

- *(b) METHODOLOGY/APPROACH -- Corresponds to Section V's Review Criterion #2 (b).*

- Describe, in detail, your proposed plan to establish, maintain, or improve a dental faculty loan repayment program for selected dental or dental hygiene faculty who agree to serve as full-time faculty members within the disciplines of general dentistry, pediatric dentistry, dental public health or dental hygiene, including written rules that govern the program. If applicable, describe your recruitment plan for hiring new dental faculty in your institution.

- Describe how you will determine and document participant eligibility, student loan balance at the initiation of the agreement, completion of each year of full-time faculty service, and payments. Describe how you will establish and implement a Selection Committee to identify and determine individual loan repayment recipient(s), including likely committee members and a description of the review/scoring process. Consideration for the rural or disadvantaged background status of individual loan repayment recipients is encouraged to be part of the review/scoring process.

- Describe how you will develop a contract that includes full-time service requirements and annual payments that reflect that, upon completion by an individual of each of the first, second, third, fourth, and fifth years of service, the program shall pay an amount equal to 10, 15, 20, 25, and 30 percent, respectively, of the individual's student loan balance as calculated based on principal and interest owed at the initiation of the agreement. Specify the logistics your institution will use to make the required annual loan repayments. State if you plan to annually pay the dental faculty directly or the faculty's educational loan lender(s).

- Describe how you will manage your loan repayment program ensuring adherence to the 10, 15, 20, 25, and 30 percent annual repayment schedule over the five year period and other requirements outlined in Section I.1, while staying within your annual budget. State any fiscal staff or department responsible for supporting or co-administering the loan repayment program.

- Describe the approach used to identify potential faculty participants who are willing to pursue scholarly activity, precept students and faculty in community based sites, and have an interest in formal training in teaching methodologies, etc. to ensure their long-term commitment and engagement in an academic career.

- *(c) RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion #2 (c)*

  - Discuss challenges that you are likely to encounter in designing and implementing the activities described in the work plan, and approaches that you will use to resolve such challenges. Be sure to address any anticipated challenges in the fiscal administration of a loan repayment program at your institution and steps you can take to mitigate such challenges.
  - Discuss the plan with steps you will take if a faculty participant must leave the program due to extenuating circumstances before they are able to complete required time in service.

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

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

    - Describe the plan for program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing processes and progress toward meeting goals and objectives of the project. Include descriptions of the inputs (e.g., key evaluation personnel and organizational support, collaborative partners, budget, and other resources); key processes; variables to be measured; expected outcomes of the funded activities; and a description of how all key evaluative measures will be reported. Demonstrate evidence that the evaluative measures selected will be able to assess: 1) the extent to which the program objectives have been met, and 2) the extent to which these can be attributed to the project. The evaluation plan must include an assessment of the impact of faculty loan repayment recipients on the patient services and/or training provided.

    - Describe the systems and processes that will support your organization's collection of HRSA's performance measurement requirements for this program. At the following link, you will find the required data forms for this program: https://bhw.hrsa.gov/grants/reportonyourgrant. Describe the data collection strategy to accurately collect, manage, analyze, store, and track/report data (e.g., assigned skilled staff, data management software) to measure process and impact/outcomes, and explain how the data will be used to inform program development and service delivery in a way that allows for accurate and timely reporting of performance outcomes. Document the procedure for assuring the data collection, management, storage, and reporting of National Provider Identifier (NPI) numbers for individuals participating in the Program.

    - Describe budgeting experience, skills, and knowledge, including any previous work of a similar nature.

    - Describe any potential obstacles for implementing the program performance evaluation and meeting HRSA's performance measurement requirements and your plan to address those obstacles. The evaluation and reporting plan also should indicate the feasibility and effectiveness of plans for dissemination of project results, the extent to which project results may be national in scope, and the degree to which the project activities are replicable.

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

    - Provide a clear plan for project sustainability after the period of federal funding ends, including a description of specific actions you will take, to, at

a minimum, ensure the retention of loan repayment recipients at your institution. Be sure to describe:

    a) Any existing retention efforts and resources at your institution.
    b) Key elements of your retention plan, such as dedicated Full-Time Equivalent (FTE) slots or faculty development activities.
    c) Efforts to obtain future sources of funding for retention activities.

- Include a timetable for implementing your retention plan.

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

- *ORGANIZATIONAL INFORMATION, RESOURCES, AND CAPABILITIES -- Corresponds to Section V's Review Criterion #4*

- Succinctly describe your capacity to effectively manage the programmatic, fiscal, and administrative aspects of the proposed project.

- Provide information on your organization's current mission and structure, including an organizational chart, relevant experience, and scope of current activities, and describe how these elements all contribute to the organization's ability to implement the program requirements and meet program expectations. (A project organizational chart is requested in Section IV.2.v, *Attachment 3*.).

- Discuss how your <u>organization</u> will follow the approved plan, as outlined in the application, properly account for the federal funds, and document all costs so as to avoid audit findings. Provide letters of agreement in *Attachment 8*, when appropriate.

- Describe the institution's definition of full-time faculty making sure that it is consistent across all institutional policies and procedures.

Faculty development activities <u>cannot</u> be funded through this loan repayment program. However, the applying institution may include a description of additional faculty development or other enhancement activities supported by outside sources from which their loan repayment recipients will benefit.

The staffing plan and job descriptions for key faculty/staff must be included in *Attachment 2 (Staffing Plan and Job Descriptions for Key Personnel)*. However, the biographical sketches must be uploaded in the SF-424 RESEARCH & RELATED Senior/Key Person Profile (Expanded) form that can be accessed in the Application Package under "Mandatory." Include biographical sketches for persons occupying the key positions, not to exceed TWO pages in length each. 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. When applicable, biographical sketches should include training, language fluency, and experience working with diverse populations that are served by their programs.

Biographical sketches, not exceeding two pages per person, should include the following information:

- Senior/key personnel name

- Position Title

- Education/Training - beginning with baccalaureate or other initial professional education, such as nursing, including postdoctoral training and residency training if applicable:
    - Institution and location
    - Degree (if applicable)
    - Date of degree (MM/YY)
    - Field of study

- *Section A (required)* **Personal Statement.** Briefly describe why the individual's experience and qualifications make him/her particularly well-suited for his/her role (e.g., PD/PI) in the project that is the subject of the award.

- *Section B (required)* **Positions and Honors.** List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

- *Section C (optional)* **Peer-reviewed publications or manuscripts in press (in chronological order).** You are encouraged to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on date, importance to the field, and/or relevance to the proposed research. Citations that are publicly available in a free, online format may include URLs along with the full reference (note that copies of publicly available publications are not acceptable as appendix material).

- Section D (*optional*) **Other Support.** List both selected ongoing and completed (during the last 3 years) projects (federal or non-federal support). Begin with any projects relevant to the project proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the Senior/Key Person identified on the Biographical Sketch.

### iii. *Budget*

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

### Subawards/subcontracts
A detailed line-item budget form is required for each subaward and should be uploaded to the R & R Subaward Budget Attachment(s) Form.

The R & R Subaward Budget Attachment Form limits the number of attachments for subawards to 10. If you need to include additional line-item budget forms, upload the

attachment in R&R Other Project Information Form, block 12 "Other Attachments." These additional line-item budget <u>forms</u> for subawards will not count against the page limit. Note that any additional budget justifications (i.e., back-up information) are included in the page limit.

**Reminder:** The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) you incur to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by you to satisfy a matching or cost-sharing requirement, as applicable. Loan repayment is taxable income and must be reported to the Internal Revenue Service. Loan repayment recipients are responsible for paying federal, state, and local tax liabilities.

In addition, the Dental Faculty Loan Repayment Program requires the following:

Administrative operating costs (e.g., personnel costs, supplies, other) are limited to $10,000 for year 1 and $5,000 (per year) for Years 2, 3, 4, and 5. Examples of operating costs include, but are not limited to activities associated with selection committee creation, faculty application development, development of the loan repayment contract, final processing of selected faculty into the program, etc.

HRSA's Dental Faculty Loan Repayment funds must not be included on the Personnel line item of the federal award, and fringe costs cannot be charged to the grant based on distributing the loan repayment funds to participating faculty via the payroll mechanism.

The Further Consolidated Appropriations Act, 2021 (P.L. 116-260), Division H, § 202 states "None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II." See Section 4.1.iv Budget – Salary Limitation of HRSA's *SF-424 R&R Application Guide* for additional information. Note that these or other salary limitations may apply in the following fiscal years, as required by law.

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

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

The budget justification narrative must describe all line-item federal funds (including subawards), and matching non-federal funds proposed for this project. Please note: all budget justification narratives count against the page limit.

In addition, *the Dental Faculty Loan Repayment Program* requires the following:

*Faculty Loan Repayments line item:* Include a chart that describes the breakdown by budget year of your planned faculty loan repayments in *Attachment 4*. For each planned participant. The chart should account for their estimated debt upon entry into the program and how the amount budgeted reflects the progressive increases in the annual loan repayment amounts (10 percent after year one of service, 15 percent after year two, 20 percent after year three, 25 percent after year four, and 30 percent after year five, of student loan balance established at the initiation of the agreement). Applications should pay particular attention in later years to ensure ceiling limits are not exceeded in the estimates. Applications that exceed the ceiling amounts specified under *Section II.2* of this NOFO will be considered non-responsive and will not be considered for funding under this notice.

| NARRATIVE GUIDANCE | |
|---|---|
| To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria. Any attachments referenced in a narrative section may be considered during the objective review. | |
| **Narrative Section** | **Review Criteria** |
| Purpose and Need | (1) Purpose and Need |
| Response to Program Purpose: <br>(a) Work Plan <br>(b) Methodology/Approach <br>(c) Resolution of Challenges | (2) Response to Program Purpose <br>(a) Work Plan <br>(b) Methodology/Approach <br>(c) Resolution of Challenges |
| Impact: <br>(a) Evaluation and Technical Support Capacity <br>(b) Project Sustainability | (3) Impact: <br>(a) Evaluation and Technical Support Capacity <br>(b) Project Sustainability |
| Organizational Information, Resources, and Capabilities | (4) Organizational Information, Resources, and Capabilities |
| Budget and Budget Justification Narrative | (5) Support Requested |

**v. *Attachments***

Provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit.** Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit. Clearly label **each attachment**.

*Attachment 1: Work Plan*
   Attach the work plan for the project that includes all information detailed in Section IV.2.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)*

> Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff. Also, please include a description of your organization's time keeping process to ensure that you will comply with the federal standards related to documenting personnel costs.

*Attachment 3: Project Organizational Chart*

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

*Attachment 4: Tables, Charts, etc.*

> Include a chart that describes the breakdown by budget year of your planned faculty loan repayments as described in *iv. Budget Justification Narrative* (see Faculty Loan Repayments line item).

*Attachment 5: Accreditation Documents*

> Your organization must provide a statement that: (1) they hold CODA (Commission on Dental Accreditation) accreditation, (2) includes the dates of the initial accreditation, (3) indicates if the accreditation is provisional, and (4) includes the date of the next expected CODA accreditation review. The full letter of accreditation is not required.

*Attachment 6: Maintenance of Effort Documentation*

> Provide a baseline aggregate expenditure for the prior fiscal year and an estimate for the next fiscal year using a chart similar to the one below. HRSA will enforce statutory MOE requirements through all available mechanisms.
>
> Federal funds cannot be used to supplant current funding for the same purpose.

| NON-FEDERAL EXPENDITURES | |
| --- | --- |
| FY 2020 (Actual) | Current FY 2021 (Estimated) |
| Actual FY 2020 non-federal funds, including in-kind, expended for activities proposed in this application. | Estimated FY 2021 non-federal funds, including in-kind, designated for activities proposed in this application. |
| Amount: $_____ | Amount: $_____ |

*Attachment 7: Request for Funding Priorities, if applicable*

> To receive a funding priority, include a statement that you are eligible for one or more funding priority and identify the priority(ies) for which you are requesting

consideration. Include documentation of this qualification. See Section V.2 of this NOFO.

*Attachment 8: Letter of Agreement*
Include any letters of agreement relevant for the implementation of the proposed project. Letters of Agreement must be from someone who holds the authority to speak for the organization or department (CEO, Chair, etc.), must be dated, and must specifically indicate understanding of the project and a commitment to the project, including any resource commitments (in-kind services, dollars, staff, space, equipment, etc.).

*Attachment 9: Letters of Support*
Provide a letter of support for each organization or department involved in your proposed project. Letters of support must be from someone who holds the authority to speak for the organization or department (CEO, Chair, etc.), must be signed and dated, and must specifically indicate understanding of the project and a commitment to the project, including any resource commitments (in-kind services, dollars, staff, space, equipment, etc.).

*Attachments 10: Other Relevant Document*
Include here any other document that is relevant to the application.

3. **Dun and Bradstreet Data Universal Numbering System (DUNS) Number Transition to the Unique Entity Identifier (UEI) and System for Award Management (SAM)**

You must obtain a valid DUNS number, also known as the Unique Entity Identifier (UEI), and provide that number in the application. At a future, to-be-determined date, the *DUNS number will be replaced by the UEI, a "new, non-proprietary identifier" requested in, and assigned by, the System for Award Management (SAM.gov). For more details, visit the following pages: Planned UEI Updates in Grant Application Forms and General Service Administration's UEI Update.

You must also register with SAM and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the agency under 2 CFR § 25.110(d)).

If you are chosen as a recipient, HRSA would not make an award until you have complied with all applicable DUNS (or UEI) and SAM requirements and, if you have not fully complied with the requirements by the time HRSA is ready to make an award, you may be deemed not qualified to receive an award and use that determination as the basis for making an award to another applicant.

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

*Currently the Grants.gov registration process requires information in three separate systems:
- Dun and Bradstreet (https://www.dnb.com/duns-number.html)
- System for Award Management (SAM) (https://www.sam.gov/SAM/)
- Grants.gov (https://www.grants.gov/)

For further details, see Section 3.1 of HRSA's *SF-424 R&R Application Guide*.

**SAM.GOV** **ALERT:** For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018.
In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the forms themselves are no longer part of HRSA's application packages and the updated common certification and representation requirements will be stored and maintained within the SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

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

### 4. Submission Dates and Times

**Application Due Date**
The due date for applications under this NOFO is *April 19, 2021 at 11:59 p.m. ET*. HRSA suggests submitting applications to Grants.gov at least **3 calendar days before the deadline** to allow for any unforeseen circumstances. See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's *SF-424 R&R Application Guide* for additional information.

### 5. Intergovernmental Review

The Dental Faculty Loan Repayment Program 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

You may request funding for a period of performance of up to 5 years with no more per year (inclusive of direct **and** indirect costs) than:

- $100,000 – Year 1
- $150,000 – Year 2

- $200,000 – Year 3
- $250,000 – Year 4
- $300,000 – Year 5

Administrative operating costs (e.g., personnel costs, supplies, other) are limited to $10,000 for year 1 and $5,000 (per year) for Years 2, 3, 4, and 5. Examples of operating costs include, but are not limited to activities associated with selection committee creation, faculty application development, development of the loan repayment contract, final processing of selected faculty into the program, etc. Administrative operating costs may be supplemented by in-kind contributions in addition to Dental Faculty Loan Repayment Program award funding toward the reduction of participants' debt. Any faculty contracts that offer loan repayment in excess of the HRSA annual budget must be paid using recipient's in-kind funds.

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 Further Consolidated Appropriations Act, 2021 (P.L. 116-260) apply to this program. Please see Section 4.1 of HRSA's *SF-424 R&R Application Guide* for additional information. Note that these or other restrictions will apply in the next fiscal years, as required by law.

You cannot use funds under this notice for purposes specified in HRSA's SF-424 R&R Application Guide.

You are required to have the necessary policies, procedures, and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be the addition/additive alternative. You can find post-award requirements for program income at 45 CFR § 75.307.

# V. Application Review Information

## 1. Review Criteria

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

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

Review criteria are used to review and rank applications. The Dental Faculty Loan Repayment Program has *five (5)* review criteria. See the review criteria outlined below with specific detail and scoring points.

*Criterion 1: PURPOSE AND NEED (15 points) – Corresponds to [Section IV's Purpose and Need](#)*

> Your application will be evaluated on the extent to which it:
> - Describes the unmet need of the site(s) where the dental faculty will teach and provide oral health care, the training that will occur at this site(s) and the need of the community(ies) served by this site(s).
> - Describes the challenges associated with recruitment and retention of dental faculty.
> - Describes the need for increasing or retaining dental faculty through loan repayment.
> - Describes the likelihood the faculty will provide service to high need communities.

*Criterion 2: RESPONSE TO PROGRAM PURPOSE (30 points) – Corresponds to Section IV's Response to Program Purpose Sub-section (a) Work Plan, Sub-section (b) Methodology/Approach, and Sub-section (c) Resolution of Challenges*

> *Criterion 2 (a): WORK PLAN (10 points) – Corresponds to [Section IV's Response to Program Purpose Sub-section (a) Work Plan](#)*

> Reviewers will consider:
> - The extent to which you provide a clear, comprehensive, and specific set of goals and objectives and the concrete steps that will be used to achieve those goals and objectives. The description should include timeline and stakeholders.
> - The feasibility and effectiveness of the proposed activities and timelines to achieve the goals and objectives.
> - The extent to which you clearly describe and justify the number of participating faculty planned during the 5-year project period including a projected annual faculty loan repayment chart for potential program participants (see sample table in *Appendix A*).

- The adequacy of the staffing plan to implement the proposed work plan.
- The extent to which the management plan will promote the successful accomplishment of the goals, objectives, and specified activities.

*Criterion 2 (b): METHODOLOGY/APPROACH (10 points) – Corresponds to Section IV's Response to Program Purpose Sub-section (b) Methodology/Approach*

Your application will be evaluated on the extent to which you demonstrate an understanding of the program requirements and expectations, and the extent to which the proposed goals, objectives, and activities will address the needs highlighted in the Purpose and Need section. The methodology will specifically be reviewed on the extent to which it:

- Describes how you will establish or maintain/improve a dental faculty loan repayment program for selected full-time dental faculty within the disciplines of general dentistry, pediatric dentistry, dental public health or dental hygiene.
- Describes how you will manage your loan repayment program so it adheres to the 10, 15, 20, 25, and 30 percent annual repayment schedule and other requirements, while staying within your annual budgets.
- Clearly describes a Selection Committee and review/scoring process that you will use to select dental faculty to receive loan repayment that may also consider individuals with the rural or disadvantaged background status. Describes your ability to recruit the proposed number of full-time dental faculty into the loan repayment program including your ability to hire any proposed new faculty.
- Describes the criteria you will use to determine the long-term commitment and engagement of the participating faculty in an academic career.

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

- The extent to which you demonstrate an understanding of potential obstacles and challenges during the design, creation (or improvement), and implementation of your dental faculty loan repayment program for selected full-time dental faculty, as well as a plan for dealing with identified contingencies that may arise, such as a faculty participant that must leave the program before they are able to complete required time in service.

*Criterion 3: IMPACT (20 points) – Corresponds to Section IV's Impact: Sub-section (a) Evaluation and Technical Support Capacity, and Sub-section (b) Project Sustainability*

*Criterion 3 (a): EVALUATION AND TECHNICAL SUPPORT CAPACITY   (15 points) – Corresponds to Section IV's Impact Sub-section (a) Evaluation and Technical Support Capacity*

The extent to which you are able to effectively report on the measurable outcomes being requested. This includes both your internal program performance evaluation

plan and HRSA's required performance measures, as outlined in the corresponding Project Narrative Section IV's Impact Sub-section (a). Specific criteria include:

- The assessment of anticipated impact of the training as well as patient care provided by your proposed faculty loan repayment program.
- The strength and effectiveness of the method proposed to monitor, track and evaluate the project results and performance outcomes.
- The extent to which you anticipate obstacles to the evaluation and propose how to address those obstacles.

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

- The extent to which you describe a solid plan for retaining your loan repayment recipients after the period of federal funding ends, which should include a clear plan for utilizing existing institutional resources, the dedication of non-federal financial resources and a description of any faculty improvement activities.

*Criterion 4: ORGANIZATIONAL INFORMATION, RESOURCES, AND CAPABILITIES (15 points) – Corresponds to [Section IV's Organizational Information, Resources, and Capabilities](#)*

The extent to which:

- You describe and demonstrate your organization's ability, and those of any related facilities, to implement the proposed project and meet the program requirements and expectations.
- Additional faculty development or other enhancement activities are available for loan repayment recipients (while acknowledging that faculty development activities cannot be funded through this loan repayment program).
- You describe the project's personnel and demonstrate how they are qualified by training and/or experience to implement and carry out the project (this will be evaluated through both the project narrative, as well as your attachments).

*Criterion 5: SUPPORT REQUESTED (20 points) – Corresponds to [Section IV's Budget Justification Narrative and SF-424 R&R budget forms](#)*

The reasonableness of the proposed budget for each year of the period of performance, in relation to the objectives to include:
- The extent to which the breakdown by fiscal year of faculty loan repayments and the justification for the amount budgeted indicates appropriate planning for the progressive increases in the annual loan repayment amounts (10, 15, 20, 25, and 30 percent) over the five-year period for those faculty who participate in the program as identified in the projected annual faculty loan repayment chart for potential program participants.
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

- The extent to which the administrative operating costs are reasonable and within the cost limit.
- The reasonableness of the entire proposed budget for each year of the five-year project period relative to the proposed project.

## 2. Review and Selection Process

The objective review process provides an objective evaluation to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

See Section 5.3 of HRSA's *SF-424 R&R Application Guide* for more details.

For this program, HRSA will use funding priorities and special considerations.

**Funding Priorities**
This program includes funding priorities, as authorized by 42 U.S.C. § 293k–2(c) (section 748(c) of the Public Health Service Act). A funding priority is the favorable adjustment of combined review scores of individually approved applications when applications meet specified criteria. The HRSA staff will determine and adjust the score by a set, pre-determined number of points. The Dental Faculty Loan Repayment Program has *seven (7)* funding priorities.

Applicants may apply for this notice without requesting a funding priority; however, the approval of a funding priority adds points to an applicant's score. Up to seven (7) priority points are available across the seven (7) priorities for applicants that qualify. Applicants are permitted to apply for more than one priority, but no applicant can receive more than seven (7) priority points.

The instructions/criteria for each funding priority are provided below, and funding priority requests and justification narratives/data must be uploaded and labeled as *Attachment 7*. Funding priorities are approved or denied by HRSA staff. **Failure to clearly request or provide the requested information, documentation, or sufficient detail may result in the denial of your request.** Some funding priorities include important definitions (see section I.2 Background for definitions).

For each priority, you must provide:
- A concise narrative justification of why you qualify.
- The method(s) being used to justify the priority.
- A reference to relevant Objectives, Work Plan, and Activities, if applicable.
- A summary of the data requested, if applicable.

**Priority 1: Collaborative Project** (1 Point)
An application will be granted a funding priority if your dental or dental hygiene training program is a collaborative project between: 1) a department of general, pediatric, or dental public health dentistry, and 2) a department of primary care medicine. You must include a letter of agreement from the collaborating department of primary care medicine in *Attachment 8*.

**Priority 2: Formal Relationships** (1 Point)
To qualify for this priority, you must have established a formal relationship with Federally qualified health centers, rural health centers, or accredited teaching facilities and that conduct training of students, residents, fellows, or faculty at the center or facility. You must include a letter of agreement from the Federally Qualified Health Center or the rural health center in *Attachment 7*.

**Priority 3: Cultural Competency and Health Literacy** (1 Point)
To qualify your dental or dental hygiene training program must include educational activities in cultural competency <u>and</u> health literacy.

**Priority 4: Special/Vulnerable Populations** (1 Point)
To qualify, your dental or dental training program must include training on vulnerable populations such as older adults, homeless individuals, victims of abuse or trauma, individuals with mental health or substance use disorders, individuals with disabilities, and individuals with HIV/AIDS, and in the risk-based clinical disease management of all populations.

**Priority 5: Discipline Retention** (1 Point)
This priority focuses on the number of graduates from your dental or dental hygiene school or program completers from your residency training program who enter into and remain in the practice of primary care dentistry. There are two ways to qualify:

**1) Record of Training**
   To qualify under Record of Training you must confirm that the percentage of graduates from your dental or dental hygiene school or program completers from your primary care dentistry residency program(s) who enter into, and remain in the practice of primary care dentistry for the last 2 academic years (AY 2018-2019 & AY 2019-2020) is greater than 90 percent.

   To qualify under this method, you must provide a letter from the dean or program director of the applying training program at your institution that affirms the percentage of dental graduates, dental hygiene graduates or program completers from the applicable residency training program(s) (you <u>must</u> include the actual percentage in the letter) from the last 2 academic years (AY 2018-2019 & AY 2019-2020) who entered into, and remained in the practice of primary care dentistry is greater than 90 percent.

OR

**2) Significant Improvement**
   To qualify under Significant Improvement you must confirm that your dental or dental hygiene school has achieved a percentage point increase of 20 percent or more in the number of graduates who enter into, and remain in the practice of primary care dentistry from AY 2017-2018 to AY 2019-2020. Applying residency training programs must confirm a percentage point increase of 50 percent or more in the number of program completers who enter into, and remain in the practice of primary care dentistry from AY 2017-2018 to AY 2019-2020.

To qualify under this method, you must provide a letter from the dean or program director of the predoctoral program at your institution that affirms that the percentage of dental or dental hygiene graduates (you must include the actual percentage in the letter) who entered into, and remained in the practice of primary care dentistry from AY 2017-2018 to AY 2019-2020 increased by 20 percentage points or more (percentage point increase). Applying residency training programs must provide a letter from the program director of the residency training program that affirms that the percentage of program completers (you must include the actual percentage in the letter) who entered into, and remained in the practice of primary care dentistry from AY 2017-2018 to AY 2019-2020 increased by 50 percentage points or more.

Note: New programs that had no graduates or program completers in the above academic years are not eligible for this priority due to the absence of baseline data.

**Priority 6: Placement in Practice Settings** (1 Point)
This priority focuses on the number of graduates or program completers from your dental or dental hygiene school or primary care dentistry residency program that were placed in practice settings serving underserved areas or health disparity populations. There are two ways to qualify:

**1) High Rate**
To qualify under this method, you must provide a letter from the dean or program director of the applying training program at your institution that affirms that the percentage of graduates (from the school) or program completers (from the applicable residency training program) placed in practice settings serving underserved areas or health disparity populations over the past two academic years (AY 2018-2019 & AY 2019-2020) is greater than 40 percent. You must include the actual percentage in the letter.

OR

**2) Significant Increase**
To qualify under this method, you must provide a letter from the dean or program director of the applying training program at your institution that affirms that the percentage of graduates (from the school) or program completers (from the applicable residency training program) placed in practice settings serving underserved areas or health disparity populations from AY 2017-2018 to AY 2019-2020 has increased by 20 percentage points or more (percentage point increase). You must include the actual percentage in the letter.

Note: New programs with no graduates or program completers in the above academic years are not eligible for this priority due to the absence of baseline data.

**Priority 7: Student Background** (1 Point)
This priority focuses on your institution's record of training individuals who are from a rural or disadvantaged background or an underrepresented minority.

To qualify under this priority, the application must confirm that 25 percent or more of the total current dental student, dental hygiene student or residency trainee population is from a rural background, a disadvantaged background or an underrepresented minority (refer to Program Definitions in this NOFO) AND affirm that no student or resident was counted more than once when making the calculations. To calculate the greatest percentage, include the following formula in the application:

$$Percentage = \frac{\begin{array}{c} Number\ of\ currently\ enrolled\ trainees \\ who\ are\ underrepresented\ minority\ or \\ from\ rural\ or\ disadvantages\ background \\ (do\ not\ count\ trainees\ more\ than\ once\ in\ the\ numerator) \end{array}}{Total\ number\ of\ trainees\ currently\ enrolled} \ x\ 100$$

Note: all priority points requested are subject to HRSA verification. Successful applicants must maintain substantiating documentation on file throughout the five-year project period and make data available to HRSA upon request. Priority points that cannot be verified upon audit may lead to administrative action against your institution up to, and including, termination of the grant.

**Funding Special Considerations and Other Factors**
In making final award decisions, HRSA may take into consideration the geographic distribution of awards.

PLEASE NOTE: In order to achieve the distribution of awards as stated above, HRSA may need to fund out of rank order.

## 3. Assessment of Risk

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

HRSA reviews applications receiving a favorable objective review for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you to submit additional programmatic or administrative information (such as an updated budget or "other support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that HRSA will make an award. Following review of all applicable information, HRSA's approving and business management officials will determine whether HRSA can make an award, if special conditions are required, and what level of funding is appropriate.

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

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

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

# VI. Award Administration Information

## 1. Award Notices

HRSA will issue the Notice of Award (NOA) prior to the start date of September 1, 2021. See Section 5.4 of HRSA's *SF-424 R&R Application Guide* for additional information.

## 2. Administrative and National Policy Requirements

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

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.

**Requirements of Subawards**
The terms and conditions in the NOA apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NOA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to subrecipients under awards, and it is the recipient's responsibility to monitor the compliance of all funded subrecipients. See [45 CFR § 75.101 Applicability](#) for more details.

3. **Reporting**

Award recipients must comply with Section 6 of HRSA's *SF-424 R&R Application Guide* **and** the following reporting and review activities:

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

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

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

   Further information will be available in the NOA.

2) **Performance Reports.** The recipient must submit a Performance Report to HRSA via the Electronic Handbooks (EHBs) on an annual basis. All HRSA recipients are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRA). The required performance measures for this program are outlined in the Project Narrative Section IV's Impact Sub-section (a).Further information will be provided in the NOA.

   The annual performance report will address all academic year activities from July 1 to June 30, and will be due to HRSA on July 31 each year. If award activity extends beyond June 30 in the final year of the period of performance, a Final Performance Report (FPR) may be required to collect the remaining performance data. The FPR is due within 90 calendar days after the period of performance ends.

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

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

   - Project Objectives and Accomplishments - Description of major accomplishments on project objectives.

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

Further information will be provided in the NOA.

4) **Federal Financial Report.** A Federal Financial Report (SF-425) is required according to the schedule in the *SF-424 R&R Application Guide*. The report is an accounting of expenditures under the project that year. More specific information will be included in the NOA.

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

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


# VII. Agency Contacts

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

John Gazdik
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD  20857
Telephone:  (301) 443-6962
Email:  JGazdik@hrsa.gov

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

Oksana Cobb
Project Officer, Oral Health Branch
Attn:  Dental Faculty Loan Repayment Program
Bureau of Health Workforce
Health Resources and Services Administration
5600 Fishers Lane, Room 15N130A

Rockville, MD  20857
Telephone:  (301) 945-0279
Email:  OCobb@hrsa.gov

You may need assistance when working online to submit your application forms electronically. Always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center
Telephone:  1-800-518-4726 (International Callers, please dial 606-545-5035)
Email:  support@grants.gov
Self-Service Knowledge Base:
https://cscnpsprod.servicenowservices.com/hhs_grants

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

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


## VIII. Other Information

### Technical Assistance

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

### Tips for Writing a Strong Application

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

Frequently Asked Questions (FAQs) can be found on the program website https://bhw.hrsa.gov/funding/dental-faculty-loan-repayment-faq, and are often updated during the application process.

In addition, a number of helpful tips have been developed with information that may assist you in preparing a competitive application. These webcasts can be accessed at https://www.hrsa.gov/grants/apply-for-a-grant/prepare-your-application.

# Appendix A: Sample for Annual Loan Repayment Chart

*Sample 1.* New faculty have been accepted into the program in year 1 of the grant and will be paid 10 percent of their loan balance in the first year.

| Loan Repayment | Initial Loan Indebtedness | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|---|---|---|---|---|---|---|---|
| **Faculty 1** | | | | | | | |
| Loan Amount - Remaining | $300,000 | $300,000 | $270,000 | $225,000 | $165,000 | $90,000 | |
| Repayment % | | 10.0% | 15% | 20% | 25% | 30% | |
| Grant Funding | | $30,000 | $45,000.00 | $60,000.00 | $75,000 | $90,000.00 | $300,000 |
| **Faculty 2** | | | | | | | |
| Loan Amount - Remaining | $500,000 | $500,000 | $450,000 | $375,000 | $275,000 | $150,000 | |
| Repayment % | | 10.0% | 15% | 20% | 25% | 30% | |
| Grant Funding | | $50,000 | $75,000 | $100,000 | $125,000 | $150,000 | $500,000 |
| **Faculty 3** | | | | | | | |
| Loan Amount - Remaining | $0 | $0 | $0 | $0 | $0 | $0 | |
| Repayment % | | | 10% | 15% | 20% | 25% | |
| Grant Funding | | $0 | $0 | $0 | $0 | $0 | $0 |
| **Faculty 4** | | | | | | | |
| Loan Amount - Remaining | $0 | $0 | $0 | $0 | $0 | $0 | |
| Repayment % | | 10.0% | 15% | 20% | 25% | 30% | |
| Grant Funding | | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Grant Funded Loan Repay** | $800,000 | $80,000 | $120,000 | $160,000 | $200,000 | $240,000 | $800,000 |

*Sample 2.* The faculty member has participated in previously awarded program (has already been paid 10, 15, 20, and 25 percent) but is now considered a new participant for purposes of this award. In this example, the faculty is eligible for the last payment of 30 percent.

| Loan Repayment | Initial Loan Indebtedness | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|---|---|---|---|---|---|---|---|
| **Faculty 1** | | | | | | | |
| Loan Amount - Remaining | $300,000 | $300,000 | $210,000 | $210,000 | $210,000 | $210,000 | |
| Repayment % | | 30.0% | | | | | |
| Grant Funding | | $90,000 | $0.00 | $0.00 | $0 | $0.00 | $90,000 |
| **Faculty 2** | | | | | | | |
| Loan Amount - Remaining | $500,000 | $500,000 | $500,000 | $450,000 | $375,000 | $275,000 | |
| Repayment % | | | 10% | 15% | 20% | 25% | |
| Grant Funding | | $0 | $50,000 | $75,000 | $100,000 | $125,000 | $350,000 |
| **Total Grant Funded Loan Repay** | $800,000 | $90,000 | $50,000 | $75,000 | $100,000 | $125,000 | $440,000 |