

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

Bureau of Health Professions
Division of Nursing

Nursing Workforce Diversity (NWD) Program

Announcement Type: New and Competing Continuation
Announcement Number: HRSA-13-191

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FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2013

Application Due Date: March 8, 2013

*Ensure your Grants.gov registration and passwords are current immediately.
Deadline extensions are not granted for lack of registration.
Registration may take up to one month to complete.*

Modified February 21, 2013 – Update to Summary of Funding, page 3.

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Authority: Title VIII, Section 821 of the Public Health Service Act (42 U.S.C. 296m), as amended by Section 5404 of the Patient Protection and Affordable Care Act (P.L. 111-148).

EXECUTIVE SUMMARY

The Nursing Workforce Diversity (NWD) program increases nursing education opportunities for individuals from disadvantaged backgrounds (including racial and ethnic minorities under-represented among registered nurses) by providing student stipends, scholarships, and opportunities for mentorship. Projects funded through the NWD program assist students throughout the educational pipeline to become registered nurses, assist diploma or associate degree registered nurses to become baccalaureate-prepared registered nurses, and prepare practicing registered nurses for advanced nursing education. The goal of this solicitation is to increase the public's access to quality health care by supporting innovative programs that increase diversity in the nursing workforce. A diverse, culturally-aligned, and competent workforce is necessary to increase access to quality health care, reduce health disparities and improve health equity in all U.S. populations.

Achieving a diverse, culturally-aligned, and competent workforce that is reflective of the populations they serve will require an intentional and coordinated workforce strategy. New workforce strategies must extend beyond individual-level interventions and reflect larger social and structural forces that impede our efforts towards workforce diversity, increased access to quality care, decreased disparities, and improved health equity. As a consequence, diversifying the nursing workforce will require collaborative efforts from multiple partners and stakeholders – many of whom may reside outside the boundaries of nursing. These new approaches, innovations, and partnerships must be created to adequately respond to the public's need and desire for a diverse nursing workforce that is capable of delivering quality, culturally-aligned, competent health care.

For FY 2013, the Division of Nursing NWD program funding opportunity announcement (FOA) encourages applications that offer innovative projects to build nursing programs that recruit, retain, graduate, and support individuals from disadvantaged backgrounds including racial and ethnic minorities and individuals who are educationally and economically disadvantaged. Applicants must clearly describe how the proposed project will address the social determinants of health and health disparities and how they plan to measure the project's impact.

As outlined in Section 805 of the Public Health Service Act as amended, preference will be given to applicants with projects that will substantially benefit rural or underserved populations, or help meet public health nursing needs in State or local health departments.

The application due date is **March 8, 2013**. Please read the application guidelines carefully and review the full application before submission to ensure all required information is included. A technical assistance webinar has been scheduled to help applicants understand, prepare and submit a grant application. The webinar is scheduled for:

Date: Wednesday, January 16, 2013
Time: 1:00 p.m.-3:00 p.m. EST
Call-in Number: 888-469-0789
Participant Code: 2279307
Adobe Connect Link: <https://hrsa.connectsolutions.com/r27r8pnvwpc/>

For replay information: The recording will be available until July 16, 2013 at 800-841-8614.

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I. Funding Opportunity Description

1. Purpose

This announcement solicits applications for the **Nursing Workforce Diversity (NWD) Program**. NWD grants are awarded to increase nursing education opportunities for individuals who are from disadvantaged backgrounds (including racial and ethnic minorities underrepresented among registered nurses) by providing (1) student scholarships or stipends for diploma or associate degree nurses to enter a bridge or degree completion program, and (2) student scholarships or stipends for accelerated nursing degree programs, pre-entry preparation, advanced education preparation, and retention activities.

The goals of the NWD program and the purposes of this funding opportunity announcement (FOA) are consistent with the statutory authority provided in Title VIII to support projects that assist underrepresented students throughout the educational pipeline to become registered nurses, facilitate diploma or associate degree registered nurses becoming baccalaureate-prepared registered nurses, and prepare practicing registered nurses for advanced nursing education.

For FY 2013, the Division of Nursing will solicit three-year grants that support innovative efforts by schools of nursing to recruit, retain, and graduate disadvantaged students. Disadvantaged populations for this award include: racial and ethnic minorities and individuals who are educationally and economically disadvantaged.

This FOA solicits applications that propose evidence-based, multi-level partnership models, approaches, and/or strategies, that incorporate the social determinants of health framework into the design, implementation, and evaluation of scholarship, loan, and pre-entry/mentoring programs including those that support progression through professional nursing, such as Associates Degree (AD) to Bachelor of Science in Nursing (BSN) /nurse residency programs. The nursing workforce diversity literature is replete with data to suggest that financial and interpersonal levers such as scholarships, loans, and mentoring are necessary, but not wholly sufficient, to recruit, retain, and graduate underrepresented populations into schools of nursing. Therefore, projects must propose innovative ways to consider multi-level approaches that utilize the social determinants of health^{1, 2, 3} to frame its scholarship, stipend, and pre-entry/mentoring activities.

Proposed projects should extend beyond individual-level interventions (scholarships, stipends, and pre-entry/mentoring activities) and address the larger social and structural forces that impede efforts to diversify the nursing workforce, increase access to quality care, reduce health

¹ CSDH (2008). Closing the gap in a generation: health equity through action on the social determinants of health. Final Report of the Commission on Social Determinants of Health. Geneva, World Health Organization.

² Marmot M, Friel S. Global health equity: evidence for action on the social determinants of health. *J Epidemiol Community Health* 2008;62:1095-7.

³ Marmot M, Allen J, Bell R et al. WHO European review of social determinants of health and the health divide. *Lancet* 2012;380:1011-29.

disparities, and improve health equity. For example, Johnson and Bozeman⁴ describe an Asset Bundles model that targets critical areas in which minority students may need additional support to continue toward careers in science. The asset bundles articulate relevant factors that impact educational retention and achievement – educational endowments, science socialization, network development, family expectations, and material resources. A second program at the University of Illinois at Chicago – the Urban Health Program – developed an innovative and comprehensive strategy to recruit, retain, and graduate minority students interested in health care careers, and to provide precollege educational and research experiences for underrepresented minority populations in elementary and secondary public schools.⁵ The Urban Health Program evolved from a community action model and was an institutional response to a demand from the local community for early outreach and academic pipeline initiatives targeted to local minority students. The success of the Urban Health Program model is partly attributed to changes in the University culture and the University leadership’s commitment to diversity within the University of Illinois at Chicago.

2. Background

This program is authorized under Title VIII, Section 821 of Public Health Service Act; 42 U.S.C. 296m, as amended by section 5404 of the Patient Protection and Affordable Care Act (ACA), P.L. 111-148.

There is a robust literature that demonstrates that multiple, complex factors that extend beyond the level of the individual also impact access to education and educational attainment. The social determinants of health literature consistently report that multi-level factors that include social, environmental, and structural determinants can have powerful effects on an institution’s ability to recruit, retain, and graduate underrepresented students.

Health Resources and Services Administration’s (HRSA) Bureau of Health Professions (BHPr) provides policy leadership and grant support for health professions workforce development – ensuring the U.S. has the right clinicians, with the right skills, working where they are needed most. A nursing workforce that provides the supply and distribution of well-educated and well-prepared nursing professionals and reflects the cultural and social values and needs of the communities in which they serve is critical to achieve the goal of high-quality, safe, and accessible care. Ensuring that all populations have access to high-quality, culturally-aligned, and competent care is necessary to reduce health disparities and improve health equity. Additional information about HRSA’s BHPr and its programs is available at <http://bhpr.hrsa.gov/>.

In August 2012, HRSA’s Division of Nursing sponsored an invitational summit titled, “Nursing in 3D: Workforce Diversity, Health Disparities, and Social Determinants of Health” available at <http://bhpr.hrsa.gov/nursing/summit.html>. During the summit, the Division of Nursing introduced the model titled *Transformation from Health Disparities to Health Equity*. The

⁴ Johnson J, Bozeman B. Perspective: Adopting an asset bundles model to support and advance minority students’ careers in academic medicine and the scientific pipeline. *Academic Medicine* 2012;87:1488-95.

⁵ Toney M. The long, winding road: One University’s quest for minority health care professionals and services. *Academic Medicine* 2012;87:1556-61.

transformation model will guide the Division's goal of enhancing the NWD grant portfolio with innovative projects that offer multi-level (individual, social, structural), evidence-based strategies to diversify the nursing workforce and through it improve health equity. Approaching nursing workforce diversity through the lens of the social determinants of health may accelerate innovation and facilitate the development of effective approaches to eliminating health disparities with the ultimate goal achieving population health equity.

This FY 2013 FOA builds on the 3D concepts that were introduced at the 2012 summit meeting and calls for innovative projects that utilize the social determinants of health framework constructs to inform scholarship, stipend, and pre-entry/mentoring strategies to diversify the workforce. The goal is increase recruitment, retention and graduation opportunities for disadvantaged populations in schools of nursing, in an effort to increase workforce diversity, reduce health disparities, and achieve population health equity. The 3D concepts, when merged together, are the stepping stones required to achieve population health equity. Proposed projects should therefore address individual-level factors, in addition to the larger social and structural determinants that impede nursing workforce diversity efforts.

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 years 2013-2015. Approximately \$6 million is expected to be available annually to fund approximately 15 grantees. Applicants may apply for a ceiling amount of up to \$350,000 per year. The project period is three (3) years. Funding beyond the first year is dependent on the availability of appropriated funds for the NWD program in subsequent fiscal years, grantee satisfactory performance, and a decision that continued funding is in the best interest of the Federal Government.

Within the ceiling amount, each applicant organization may request up to \$50,000 (maximum) for scholarship funds, with a limit of \$10,000 per student annually.

This funding opportunity announcement is subject to availability of appropriated funds. If associated funding is not available for the Nursing Workforce Diversity program, this announcement will be withdrawn and grants will not be awarded.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants include accredited schools of nursing, nursing centers, academic health centers, State or local governments, and other private or public entities determined appropriate by the Secretary. Eligible faith-based organizations, community-based organizations, and Tribes and Tribal Organizations can apply for these funds. ***Individuals are not eligible to apply for these funds.***

Schools of nursing affiliated with the proposed project that are providing formal degree programs must be accredited by a national nurse education accrediting agency or State approval agency recognized by the Secretary of the U.S. Department of Education for the purposes of nursing education. Newly established programs and those that are established but not yet accredited must contact a national nursing accrediting body recognized by the U.S. Department of Education before requesting a reasonable assurance letter from the U.S. Department of Education. Applicants must submit documentation providing proof of accreditation (e.g., the accreditation letter from the accrediting agency specifically stating that accreditation has been granted and the period of time covered by the accreditation) with the application as **Attachment 1**. Links to the accrediting body website will not suffice as evidence of accreditation.

Accreditation for Newly Established Programs of Nursing: A new program of nursing that, by reason of an insufficient period of operation, is not, at the time of the submission of an application, eligible for accreditation by such a recognized body or bodies or State agency, shall be deemed accredited for the purposes of this title if the Secretary of Education finds, after consultation with the appropriate recognized State approval or accrediting body or bodies, that there is reasonable assurance that the program will meet the accreditation standards of such body or bodies prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such a program. The Letter of Reasonable Assurance from the United States Department of Education must be submitted with the application as **Attachment 1**.

Applicants who fail to attach a copy of their accreditation letter or documentation of pending accreditation will be deemed non-responsive and will not be considered for this funding opportunity.

Eligible Project Participants

Project participants must be in an accredited program, a citizen of the United States, a non-citizen national of the United States, or a foreign national who possesses a visa permitting permanent residence in the United States. **Individuals on temporary or student visas are not eligible participants and may not receive NWD grant support.** In addition, please see Section VIII for definitions for eligibility criteria and how the eligibility is determined.

2. Cost Sharing/Matching

Cost sharing or matching is not required for the NWD program.

3. Other

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

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

Maintenance of Effort: Grant funds cannot be used to take the place of current funding for proposed activities described in this application. The grantee must agree to maintain expenditures of non-Federal funding for activities at a level that is not less than the level of expenditures for such activities during the fiscal year prior to receiving the grant. Applicants must complete and submit **Attachment 7** with their application.

NOTE: Multiple applications from an organization are not allowable.

IV. Application and Submission Information

1. Address to Request Application Package

Application Materials and Required Electronic Submission Information

HRSA *requires* applicants for this funding opportunity announcement to apply electronically through Grants.gov. The registration and application process protects applicants against fraud and ensures that only authorized representatives from an organization can submit an application. Applicants are responsible for maintaining these registrations, which should be completed well in advance of submitting an application. All applicants *must* submit in this manner unless they obtain a written exemption from this requirement in advance by the Director of HRSA's Division of Grants Policy. Applicants must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. If requesting a waiver, include the following in the e-mail request: the HRSA announcement number for which the organization is seeking relief, the organization's DUNS number, the name, address, and telephone number of the organization and the name and telephone number of the Project Director as well as the Grants.gov Tracking Number (GRANTXXXX) assigned to the submission along with a copy of the "Rejected with Errors" notification as received from Grants.gov. HRSA's Division of Grants Policy is the only office authorized to grant waivers. **HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval.** However, the application must still be submitted by the deadline. Suggestion: submit application to Grants.gov at least two days before the deadline to allow for any unforeseen circumstances.

IMPORTANT NOTICE: CCR moved to SAM
Effective July 30, 2012

The Central Contractor Registration (CCR) transitioned to the System for Award Management (SAM) on July 30, 2012.

For any registrations in process during the transition period, data submitted to CCR will be migrated to SAM.

If a record was scheduled to expire between July 16, 2012 and October 15, 2012, CCR is extending the expiration date by 90 days. The registrant received an e-mail notification from CCR when the expiration date was extended. The registrant then will receive standard e-mail reminders to update their record based on the new expiration date. Those future e-mail notifications will come from SAM.

SAM will reduce the burden on those seeking to do business with the government. Vendors will be able to log into one system to manage their entity information in one record, with one expiration date, through one streamlined business process. Federal agencies will be able to look in one place for entity pre-award information. Everyone will have fewer passwords to remember and see the benefits of data reuse as information is entered into SAM once and reused throughout the system.

Active SAM registration is a pre-requisite to the
successful submission of grant applications!

Items to consider are:

- When does the account expire?
- Does the organization need to complete the annual renewal of registration?
- Who is the eBiz POC? Is this person still with the organization?
- Does anything need to be updated?

To learn more about SAM, please visit <https://www.sam.gov>.

Note: SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). Grants.gov will reject submissions from applicants with expired registrations. Do not wait until the last minute to register in SAM. According to the SAM Quick Guide for Grantees

(https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf), an entity's registration will become active after 3-5 days. Therefore, ***check for active registration well before the application deadline.***

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

All applicants are responsible for reading the instructions included in HRSA's *Electronic Submission User Guide*, available online at <http://www.hrsa.gov/grants/apply/userguide.pdf>.

This Guide includes detailed application and submission instructions for both Grants.gov and HRSA’s Electronic Handbooks. Pay particular attention to Sections 2 and 5 that provide detailed information on the competitive application and submission process.

Applicants are also responsible for reading the Grants.gov Applicant User Guide, available online at <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. This Guide includes detailed information about using the Grants.gov system and contains helpful hints for successful submission.

Applicants must submit proposals according to the instructions in the Guide and in this funding opportunity announcement in conjunction with Application Form SF-424 Research and Related (SF-424 R&R). The forms contain additional general information and instructions for applications, proposal narratives, and budgets. The forms and instructions may be obtained by:

- 1) Downloading from <http://www.grants.gov>, or
- 2) Contacting the HRSA Digital Services Operation (DSO) at: HRSADSO@hrsa.gov

Each funding opportunity contains a unique set of forms and only the specific forms package posted with an opportunity will be accepted. Specific instructions for preparing portions of the application that must accompany the SF-424 R&R appear in the “Application Format Requirements” section below.

2. Content and Form of Application Submission

Application Format Requirements

The total size of all uploaded files may not exceed the equivalent of 65 pages when printed by HRSA. The total file size may not exceed 10 MB. The 65-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support. Standard forms are NOT included in the page limit. **HRSA strongly urges applicants to print their application to ensure it does not exceed the 65-page limit. Do not reduce the size of the fonts or margins to save space. See the formatting instructions in Section 5 of the *Electronic Submission User Guide* referenced above. .**

Applications must be complete, within the 65-page limit, within the 10 MB limit, and submitted prior to the deadline to be considered under this announcement.

Application Format

Applications for funding must consist of the following documents in the following order:

SF-424 R&R – Table of Contents

-  **It is mandatory to follow the instructions provided in this section to ensure that the application can be printed efficiently and consistently for review.**
-  **Failure to follow the instructions may make the application non-responsive. Non-responsive applications will not be considered under this funding opportunity announcement.**

-  For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.
-  For electronic submissions, no Table of Contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
SF-424 R&R Cover Page	Form	Pages 1 & 2.	Not counted in the page limit.
Pre-application	Attachment	Can be uploaded on page 2 of SF-424 R&R - Box 20.	Not Applicable to HRSA; Do not use.
SF-424 R&R Senior/Key Person Profile	Form	Supports 8 structured profiles (PD + 7 additional).	Not counted in the page limit.
Senior Key Personnel Biographical Sketches	Attachment	Can be uploaded in SF-424 R&R Senior/Key Person Profile form. One per each senior/key person. The PD biographical sketch should be the first biographical sketch. Up to 8 allowed.	Counted in the page limit.
Senior Key Personnel Current and Pending Support	Attachment	Can be uploaded in SF-424 R&R Senior/Key Person Profile form.	Not Applicable to HRSA; Do not use.
Additional Senior/Key Person Profiles	Attachment	Can be uploaded in SF-424 R&R Senior/Key Person Profile form. Single document with all additional profiles.	Counted in the page limit.
Additional Senior Key Personnel Biographical Sketches	Attachment	Can be uploaded in the Senior/Key Person Profile form. Single document with all additional sketches.	Counted in the page limit.
Additional Senior Key Personnel Current and Pending Support	Attachment	Can be uploaded in the Senior/Key Person Profile form.	Not Applicable to HRSA; Do not use.
Project/Performance Site Location(s)	Form	Supports primary and 29 additional sites in structured form.	Not counted in the page limit.
Additional Performance Site Location(s)	Attachment	Can be uploaded in SF-424 R&R Performance Site Location(s) form. Single document with all additional site location(s).	Counted in the page limit.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Other Project Information	Form	Allows additional information and attachments.	Not counted in the page limit.
Project Summary/Abstract	Attachment	Can be uploaded in SF-424 R&R Other Project Information form, Box 6.	Required attachment. Counted in the page limit. Refer to funding opportunity announcement for detailed instructions.
Project Narrative	Attachment	Can be uploaded in SF-424 R&R Other Project Information form, Box 7.	Required attachment. Counted in the page limit. Refer to funding opportunity announcement for detailed instructions. table of contents specific to this document only as the first page. Table of contents is not counted in the page limit.
Bibliography & References	Attachment	Can be uploaded in Other Project Information form, Box 9.	Optional. Counted in the page limit.
Facilities & Other Resources	Attachment	Can be uploaded in Other Project Information form, Box 10.	Optional. Counted in the page limit.
Equipment	Attachment	Can be uploaded in Other Project Information form, Box 11.	Required. Counted in the page limit.
Other Attachments	Attachment	Can be uploaded in SF-424 R&R Other Project Information form, Box 12. Supports multiple.	Not Applicable to HRSA; Do not use.
SF-424 R&R Budget Period (1-5) - Section A – B	Form	Supports structured budget for up to 5 periods.	Not counted in the page limit.
Additional Senior Key Persons	Attachment	SF-424 R&R Budget Period (1-5) - Section A - B, End of Section A. One for each budget period.	Counted in the page limit.
SF-424 R&R Budget Period (1-5) - Section C – E	Form	Supports structured budget for up to 5 periods.	Not counted in the page limit.
Additional Equipment	Attachment	SF-424 R&R Budget Period (1-5) - Section C – E, End of Section C. One for each budget period.	Counted in the page limit.
SF-424 R&R Budget Period (1-5) - Section F – K	Form	Supports structured budget for up to 5 periods.	Not counted in the page limit.
SF-424 R&R Cumulative Budget	Form	Total cumulative budget.	Not counted in the page limit.
Budget Justification	Attachment	Can be uploaded in SF-424 R&R Budget Period (1-5) - Section F - K form, Box K. Only one consolidated budget justification for the project period.	Required attachment. Counted in the page limit. Refer to funding opportunity announcement for detailed instructions. Provide table of contents specific to this document only as the first page.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
SF-424 R&R Subaward Budget	Form	Supports up to 10 budget attachments. This form only contains the attachment list.	Not counted in the page limit.
Subaward Budget Attachment 1-10	Extracted Form to be attached	Can be uploaded in SF-424 R&R Subaward Budget form, Box 1 through 10. Extracted form to be attached from the SF-424 R&R Subaward Budget form and use it for each consortium/contractual/subaward budget as required by the program funding opportunity announcement. Supports up to 10.	Filename should be the name of the organization and unique. Not counted in the page limit.
SF-424B Assurances for Non-Construction Programs	Form	Assurances for the SF-424 R&R package.	Not counted in the page limit.
Disclosure of Lobbying Activities (SF-LLL)	Form	Supports structured data for lobbying activities.	Not counted in the page limit.
Attachments Form	Form	Supports up to 15 numbered attachments. This form only contains the attachment list.	Not counted in the page limit.
Attachment 1-15	Attachment	Can be uploaded in Attachments form 1-15.	Refer to the attachment table provided below for specific sequence. Counted in the page limit.

-  **To ensure that attachments are organized and printed in a consistent manner, follow the order provided below. Note that these instructions may vary across programs.**
-  Evidence of Non-Profit status and invention related documents, if applicable, must be provided in the other attachment form.
-  Additional supporting documents, if applicable, can be provided using the available rows. Do not use the rows assigned to a specific purpose in the program funding opportunity announcement.
-  Merge similar documents into a single document. Where several documents are expected in the attachment, ensure that a table of contents cover page is included specific to the attachment. The Table of Contents page will not be counted in the page limit.
-  Please use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period, and limit the file name to 50 or fewer characters. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Attachment Number	Attachment Description (Program Guidelines)
Attachment 1	Accreditation Documentation. Provide a copy of the nursing accreditation letter, certificate of accreditation or Department of Education assurance letter. Required. Counted in page limit.
Attachment 2	Position Descriptions: Attach position descriptions that include the roles, responsibilities, and qualifications of proposed project staff. Required. Counted in page limit.
Attachment 3	Organizational Chart: Attach a one-page figure that depicts the organizational structure of the project, including any collaborating partners. Required. Counted in page limit.
Attachment 4	Letters of Agreement and/or Description(s) of Proposed/Existing Contracts (project specific). Provide dated documents that describe working relationships between the applicant agency and other agencies and programs cited in the proposal. Letters of agreement from key organizations/collaborators/partners or individuals must document their willingness to perform in accordance with the plan presented in the application. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the subcontractors and any deliverables. As applicable. Counted in page limit.
Attachment 5	Letters of Support: Include only letters of support which specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.) Letters of support must be dated. List all other support letters on one page. As applicable. Counted in page limit.
Attachment 6	Institutional Diversity Statement. Required. Counted in page limit.
Attachment 7	Maintenance of Effort Documentation. Required. Counted in page limit.
Attachment 8	Summary Progress Report – Required for Competing Continuation applicants. Counted in the page limit.
Attachment 9 – 15	Additional Project Information: Explanation of delinquent Federal debt, tables, charts, etc. to provide further details about the proposal. As applicable. Counted in page limit.

Application Format

i. Application Face Page

Complete Application Standard Form 424 Research and Related (SF-424 R&R) provided with the application package. Prepare according to instructions provided in the form itself. For information pertaining to the Catalog of Federal Domestic Assistance, the Catalog of Federal Domestic Assistance Number is 93.178.

DUNS Number

All applicant organizations (and subrecipients of HRSA award funds) are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please include the DUNS number in item 5 on the application face page. Applications **will not** be reviewed without a DUNS number. Note: a missing or incorrect DUNS number is the number one reason for applications being “Rejected for Errors” by Grants.gov. HRSA will not extend the deadline for applications with a missing or incorrect DUNS. Applicants should take care in entering the DUNS number in the application.

Additionally, the applicant organization (and any subrecipient of HRSA award funds) is required to register annually with System for Award Management (SAM) in order to do electronic business with the Federal Government. SAM registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that the applicant organization SAM registration is active and your marketing Partner ID Number (MPIN) is current. Information about registering with SAM can be found at <https://www.sam.gov>. Please see Section IV of this funding opportunity announcement for SAM registration requirements.

ii. Table of Contents

The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications no table of contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit.)

iii. Budget

Please complete the Research and Related Budget Form (Sections A-J and the Cumulative Budget) for each budget period. Upload the Budget Justification Narrative for the entire project period (all budget periods) in Section K of the Research & Related Budget Form. Following completion of Budget Period 1, click on the “NEXT PERIOD” button on the final page to allow for completion of Budget Period 2. Repeat this instruction to complete Budget Period 3.

The Cumulative Budget is automatically generated and provides the total budget information for the three-year grant request. Errors found in the Cumulative Budget must be corrected within the incorrect field(s) in Budget Period 1, 2, or 3; corrections cannot be made to the Cumulative Budget itself.

Salary Limitation:

The Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700. This amount reflects an individual’s base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a HRSA grant or cooperative agreement.

As an example of the application of this limitation: If an individual’s base salary is \$350,000 per year plus fringe benefits of 25% (\$87,500) and that individual is devoting 50% of their time to this award, their base salary should be adjusted to \$179,700 plus fringe of 25% (\$44,925) and a total of \$112,312.50 may be included in the project budget and charged to the award in salary/fringe benefits for that individual. See the breakdown below:

Individual’s <i>actual</i> base full time salary: \$350,000 50% of time will be devoted to project	
Direct salary	\$175,000
Fringe (25% of salary)	\$43,750
Total	\$218,750
Amount that may be claimed on the application budget due to the legislative salary limitation: Individual’s base full time salary <i>adjusted</i> to Executive Level II: \$179,700 50% of time will be devoted to the project	
Direct salary	\$89,850
Fringe (25% of salary)	\$22,462.50
Total amount	\$112,312.50

iv. Budget Justification

Provide a narrative that explains the amounts requested for each line item in the budget. The budget justification should specifically describe how each item would support the achievement of proposed objectives. The budget period is for ONE year. However, the applicant **must** submit one-year budgets for each of the subsequent budget periods within the requested project period at the time of application. Line item information must be provided to explain the costs entered in the Research and Related budget form. Be very careful about showing how each item in the “other” category is justified. For subsequent budget years, the justification narrative should highlight the changes from year one or clearly indicate that there are no substantive budget changes during the project period. The budget justification **MUST** be concise. Do **NOT** use the justification to expand the project narrative.

Budget for Multi-Year Award

This announcement is inviting applications for project periods of three (3) years. Awards, on a competitive basis, will be for a one-year budget period, although the project period may be up to three (3) years. Submission and HRSA approval of your Progress Report(s) and any other required submission or reports is the basis for the budget period renewal and release of

subsequent year funds. Funding beyond the one-year budget period but within the three-year project period is subject to availability of funds, satisfactory progress of the awardee, and a determination that continued funding would be in the best interest of the Federal Government.

Include the following information in the Budget Justification narrative:

Personnel Costs: Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percentage of full time equivalency (FTE), and annual salary. Applicants shall identify only **one** Project Director. The Project Director for the NWD Workforce Diversity projects must be a licensed Registered Nurse (RN). Reminder: Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II or \$179,700. An individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements. Please provide an individual's actual base salary if it exceeds the cap. See the sample below.

Sample:

Name	Position Title	% of FTE	Annual Salary	Amount Requested
J. Smith	Chief Executive Officer	50	\$179,700*	\$89,850
R. Doe	Nurse Practitioner	100	\$75,950	\$75,950

*Actual annual salary = \$350,000

Consultant Costs: Give names, affiliations, and qualifications of each consultant, if known, and indicate the nature and extent of the consultant service to be performed. If the consultant is not yet identified provide the desired expertise and the scope of work of the proposed consultant. Include expected rate of compensation and total fees, travel, per diem, or other related costs for each consultant. See **Attachment 4**.

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project. (If an individual's base salary exceeds the legislative salary cap, please adjust fringe accordingly.)

Travel: List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumer completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops. International travel is **not** an allowable expense.

Equipment: List equipment and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and

furniture items that meet the definition of equipment (a unit cost of \$5,000 or more and a useful life of one or more years).

Equipment purchases must satisfy all of the following requirements:

- The principal purpose of the equipment must be related to the objectives of the project and to enhance the collaborative practice experience of nursing and health professionals;
- The equipment must be retained by the awardee, remain in the United States or territories, and used in accordance with the terms of the grant award for the useful life of the equipment;
- The equipment justification must include a detailed status report of current equipment (refer to Program Narrative and Review Criteria sections for additional information); and,
- The equipment purchase must comply with the procurement requirements for federal grants and your organizational procurement policies, including adequate competition and following proper bid procedures.

Supplies: List the items that the project will use. Provide the quantity and cost per unit in this category. Office supplies could include paper, pencils, etc.; educational supplies may include assistive technology, computer or software accessories, and audio or video accessories etc. Office supplies and educational supplies must be listed separately.

Contractual: Applicants are responsible for ensuring that their organization and or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts. Applicants must provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. Recipients must notify potential subrecipients that entities receiving subawards must be registered in SAM and provide the recipient with their DUNS number.

Other: Put all costs that do not fit into any other category into this category and provide a detailed explanation of each cost in this category. In some cases, rent, utilities and insurance fall under this category if they are not included in an approved indirect cost rate.

Applicants may include the cost of access accommodations as part of their project's budget, including sign interpreters, plain language and health literate print materials in alternate formats (including Braille, large print, etc.); and cultural/linguistic competence modifications such as use of cultural brokers, translation or interpretation services at meetings, clinical encounters, and conferences, etc.

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

Indirect Costs: Indirect costs are those costs incurred for common or joint objectives that cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For institutions subject to OMB Circular A-21, the term “facilities and administration” is used to denote indirect costs. If an organization applying for an assistance award does not have an indirect cost rate, the applicant may wish to obtain one through HHS’s Division of Cost Allocation (DCA). Visit DCA’s website at: <https://rates.psc.gov/> to learn more about rate agreements, the process for applying for them, and the regional offices that negotiate them. The indirect cost rate agreement will not count toward the page limit.

Indirect Costs for Training Grants

Indirect costs under training grants to organizations other than State, local or Indian tribal governments will be budgeted and reimbursed at **8%** 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 and capital expenditures, tuition and fees, and subgrants and subcontracts in excess of \$25,000 are excluded from the actual direct cost base for purposes of this calculation.

Participant/Trainee Support Costs

On the SF-424 R&R, do not enter a dollar amount for tuition, fees, health insurance or subsistence. Follow the form directions.

Scholarships: Student scholarships cover tuition, fees, books, and other related educational expenses. Enter the total scholarship amount for each budget period in Budget Section E, “Other” of the SF-424 R&R. Requested scholarship funds must be used to provide full or partial scholarships for eligible participants.

Scholarship funds must be disbursed in logical increments throughout the academic or calendar year and may or may not cover the total expenses required by the school. Awards that are dedicated for tuition should be disbursed at the beginning of each period within the academic year (e.g. semester, quarter, term).

Students are designated to receive scholarships by the applicant institution in accordance with the guidelines established by the applicant organization. The proposed project must use NWD scholarship funds in a manner that will meet the needs of eligible students. The budget narrative must indicate the number of students to receive scholarships for each year of the grant and the proposed amount of each scholarship per student. *The scholarship amount awarded to each student may not exceed \$10,000 per budget period.*

Each applicant organization may request up to \$50,000 (maximum) for scholarship funds to support eligible nursing students annually.

Stipends: Student stipend support is provided to assist in covering the student’s general living expenses. Enter the total stipend amount for each budget period in Budget Section E, “Participant/ Trainee Support Costs,” of the SF-424 R&R. The budget narrative must

indicate the stipend rate (i.e., \$500/month), the number of stipends to be awarded, and the total stipend amount for each educational level as appropriate. It is the responsibility of the applicant to justify the basis for the stipend rate requested.

The *maximum annual (12 month) amount for stipends is \$10,000 per student* and is to be prorated and paid to eligible participants at regular intervals during the budget period.

Section 803 of the Public Health Service Act establishes allowable uses of funds for the NWD program and does not include an allowance for dependents.

Number of Participants/Trainees

Indicate the total number of proposed project participants for each year of the three-year project.

v. Staffing Plan and Personnel Requirements

Applicants must present a staffing plan and provide a justification for the plan that includes education and experience qualifications and rationale for the amount of time being requested for each staff position. The NWD Project Director must be a registered nurse with experience in nursing education or have experience working with programs that support students from disadvantaged backgrounds, including racial and ethnic minorities underrepresented among registered nurses.

Biographical sketches for any key employed personnel that will be assigned to work on the proposed project must be included in the Senior Key Person Profile. When applicable, biographical sketches should include training, language fluency and experience working with the cultural and linguistically diverse populations that are served by their programs. Position descriptions should include roles, responsibilities, and qualifications of proposed project staff and must also be uploaded and included in **Attachment 2**.

vi. Assurances

Use Application Form 424 B Assurances – Non-Construction Programs Form provided with the application package.

vii. Certifications

Use the Certifications and Disclosure of Lobbying Activities Application Form provided with the application package. The signature of the AOR on the application serves as the required certification of compliance for the applicant organization for the following:

Lobbying

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) Recipients of HRSA awards shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a Federal grant. By signing the SF-424 R&R, the applicant is certifying that they are not delinquent on Federal debt in accordance with OMB Circular A-129. (Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, guaranteed and direct student loans, benefits that were overpaid, etc.). If an applicant is delinquent on Federal debt, they should attach an explanation that includes proof that satisfactory arrangements have been made with the Agency to which the debt is owed. This explanation should be uploaded as **Attachment 9**.

viii. Project Abstract

Provide a summary of the application. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Organization(s) Name
- Address
- Project Director Name
- Project Director's Contact Phone/Fax Numbers
- Project Director's Email Address
- Organization's Website Address (if applicable)

The one-page (single-spaced) abstract should serve as a succinct description of the proposed project and should include the following:

- Brief overview of the proposed project and innovation statement
- Goals and specific, measurable objectives of the proposed project
- Statement of project start date (must be supported by Work Plan)
- Statement of funding preference (if applicable)

ix. *Project Narrative*

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

Use the following section headers for the Narrative:

- ***INTRODUCTION***

This section should present the applicant organization to the objective reviewer and briefly describe the purpose and background of the proposed project, critically evaluating the need to integrate the social determinants into evidence-based, individual-level strategies to increase the rate in which disadvantaged students are recruited, retained into, and graduate from schools of nursing.

- ***NEEDS ASSESSMENT***

This section outlines the unmet health and workforce needs of the community and/or organization that will be served by the proposed project as well as the academic and associated needs of the target disadvantaged student population. Include social and structural determinants of health and health disparities that are impacting the community that the applicant organization serves. Demographic data should be used and cited whenever possible to support the information provided. When preparing the application, applicants may utilize tools such as surveys, pilot studies or community needs assessments to document the need for the project, as well as methods of ongoing data collection for evaluation purposes. Discuss how the social determinants may have historically impacted disadvantaged student’s access to nursing education. This section should help the reviewers understand the students, populations and communities that will be served by proposed project.

Section 805 of the PHS Act provides a **funding preference** for applicants with projects that will 1) substantially benefit rural populations 2) underserved populations, or 3) help meet public health nursing needs in State or local health departments.

To meet this funding preference, the applicant must describe how the project meets the preference qualifications. Peer reviewers shall evaluate information supporting the statutory funding preference, to determine if the applicant meets the statutory funding preference. **See *Section V.2. Review and Selection Process for additional information regarding the statutory funding preference.***

- ***METHODOLOGY***

Describe the methods that will be used to achieve innovations in nursing workforce diversity programs through the integration of social determinants constructs into scholarship, stipends, and

pre-entry/mentoring activities that traditionally occur at the individual-level. In this section provide information including, but not limited to:

- Clearly stated multi-level goals with specific, measurable, time-framed objectives for each goal.
- The multi-level strategies used to accomplish the project goals and objectives and how these multi-level activities (individual, social, structural) will be organized throughout the project period.
- Evidence supporting the proposed methodologies, including literature, prior experience, and historical data.
- Demonstrate a clear strategy for planning and implementation of the innovative project objectives.
- Describe a plan for identifying and securing partnerships within and outside of nursing (if applicable) to address the social determinants that impede disadvantaged students access to nursing education.
- Describe a plan for dissemination of the diversity programs' structure, approach and outcomes to accelerate progress towards diversifying the nursing workforce.

INDIVIDUAL-LEVEL STRATEGIES/INTERVENTIONS:

Applicants should describe how student financial support in the form of scholarships and stipends provide financial assistance to eligible project participants and will enhance their ability for successful entry into and completion of a professional nursing education program. Applicant organizations may choose to provide student scholarships or stipends, or both, for each nursing program, during each budget period of the project. Include an explanation of how the strategies/interventions have taken into account the social determinants framework.

NWD funds may not be used to support RN licensure costs, National Council Licensure Examination (NCLEX) exam costs, college entrance exam costs or child care costs; NCLEX preparation may be supported.

- (1) Scholarship funds may be used for tuition, fees, books, and related educational expenses. Scholarship funds are awarded only to NWD program participants who are nursing majors enrolled in an accredited professional nursing program and enrolled in nursing clinical or practicum courses. Nursing majors that are not enrolled in or have not completed nursing courses requiring clinical rotations, are not eligible for NWD scholarship funds. Students designated to receive scholarships must be in need of financial assistance in order to pursue the part-time or full-time course of study in the nursing program and must be in good academic standing. Determination of financial need is based on the academic institution's policy for determining financial aid eligibility. Funds awarded must be used to provide full or partial scholarships to eligible nursing students for tuition expenses and other reasonable educational expenses. The payment made to the scholarship recipients may or may not cover the total expenses required by the school.

The scholarship amount awarded to each student may not exceed \$10,000 per budget period. Scholarship funds should be disbursed in logical increments throughout the academic year and calendar year. Awards that are targeted to pay for tuition should be disbursed at the beginning of each period within the academic year (e.g. semester, trimester, quarter).

- (2) Stipend support is provided to assist in covering the student's general living expenses. Students receiving stipends must participate in all activities of the funded program as described in the grant proposal. When requesting student stipend assistance, applicant institutions are required to identify and outline the institution's policies and guidelines which govern the award of stipend funds. Applicants must designate a person within the school of nursing or the applicant entity to direct and assume responsibility for the stipend program. In addition, the applicant must describe the method in which stipends will be disbursed and monitored, and maintain documentation that will enable government auditors or other officials to review practices at institutions and determine conformance with the established grants policy. The applicant must also indicate the projected number of project participants to receive stipends, the stipend amount per participant, and the total stipend amount for each year of the project. Describe the methods and standards for selecting stipend recipients and for setting the amounts of the stipends per person. Stipends should not be used as a recruitment tool and are not intended to replace financial aid resources.
- (3) Pre-Entry/Mentoring activities should enhance the academic abilities and preparation of students from disadvantaged backgrounds, including racial and ethnic minorities underrepresented among registered nurses, to increase their competitiveness for entry into and graduation from a professional nursing program. Pre-entry and academic enrichment/mentoring activities may be geared to middle and high school students to promote nursing as a career; support the transition from high school to professional registered nursing programs; support the transition of current CNAs or LPNs/LVNs to become registered nurses; support associate degree or diploma RNs to enroll into a baccalaureate degree program in nursing; and/or prepare collegiate pre-nursing students for entry into the registered nursing program.

Dissemination of Outcomes: Applicants should present a plan for dissemination of all products in venues such as conferences, presentations, publications, electronic recordings, web-based publishing, etc. Copies of any materials disseminated should include the following acknowledgement and disclaimer:

“This project is/was supported by funds from the Bureau of Health Professions (BHP), Health Resources and Services Administration (HRSA), Department of Health and Human Services (DHHS) under grant number and title for grant amount (specify grant number, title, and total award amount). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by the BHP, HRSA, DHHS or the U.S. Government.”

▪ *WORK PLAN*

A comprehensive workplan is required and must address the sustainability of the project. In this section, provide information including, but not limited to the following:

- Describe the strategies, activities, methods, techniques, or steps that will be used to achieve each of the objectives proposed in the project proposal. Each activity must support the proposed project outcomes and innovations must be linked to the methods to increase the rate at which disadvantaged students are recruited, retained, and graduate from schools of nursing. Describe how the activities are defined by the project objectives

and will achieve the desired measurable outcomes. The project workplan should indicate specific activities and project personnel responsible for completing the activities.

- The workplan should identify actions to recruit, retain and graduate a diverse nursing workforce that is reflective of the populations/communities served.
- Provide a plan to achieve sustainability after HRSA funding for the NWD project is completed. Include other (non-Federal) sources of income, future funding initiatives and strategies, timetable for becoming self-sufficient, and a description of barriers to be overcome in order to become self-sufficient. Include a description of integration of the NWD's innovations into other workforce diversity models, if appropriate.

▪ *RESOLUTION OF CHALLENGES*

In this section, provide information including, but not limited to:

- Challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan,
- Approaches that will be used to resolve such challenges.
- Barriers that may be encountered specifically with regard to the social determinants in your target population that this project hopes to overcome.

▪ *EVALUATION AND TECHNICAL SUPPORT CAPACITY*

Applicants must include an evaluation plan that fully describes strategies for assessing the progress and outcomes of their projects. The evaluation plan should identify a specific design and include strategies that are evidence-based and demonstrate project progress, outcomes, as well as determine how identified needs are being met. The evaluation plan should link each objective with appropriate input, throughput, output, and outcome measures. Applicants are strongly encouraged to use a logic model to describe the relationships between identified needs, project goals and objectives, proposed evaluation measures, and expected performance targets. Specifically, results obtained from the evaluation should be able to demonstrate how the project is meeting identified needs and working toward increasing the rate at which racial and ethnic minorities, and individuals who are educationally and economically disadvantaged are recruited, retained, and graduate from schools of nursing.

The evaluation plan should include a description of how data will be collected (i.e. to include a description of proposed instruments, tools, sources, and timelines); the processes the applicant proposes to use to ensure the validity and reliability of their data; and a discussion of how data will be used to strengthen project performance. In addition, the evaluation plan should demonstrate that the applicant possesses the expertise, experience and the technical capacity to carry-out the proposed evaluation activities, as well as identify and discuss how their current and/or projected organizational infrastructure will enable them to engage in evaluation activities and determine the effectiveness of their projects.

The evaluation plan must identify the selected evaluator and his/her credentials. The evaluation may be done through the institution's evaluation office, or if an evaluator is not an employee of an institution within the collaborative, an external evaluator may be included as a consultant. The application should document that the project evaluator has formal training and experience in evaluation methodology.

Note: The implementation and results of all performance measurement and evaluation activities will be included in the annual BHPr Progress Report and BHPr Performance Report for Grantees and Cooperative Agreements (PRGCA). For more information refer to Section VI.3. Reporting.

▪ **ORGANIZATIONAL INFORMATION**

Provide information on the applicant organization’s current mission and structure, scope of current activities, and describe how these all contribute to the ability of the organization to conduct the program requirements and meet program expectations. An organizational chart must be provided as **Attachment 3**. Provide information on the program’s resources and capabilities to support provision of culturally and linguistically competent services and health literacy services. Describe how the unique needs of target populations of the communities served are routinely assessed and improved by the organization.

ADDITIONAL NARRATIVE GUIDANCE	
<u>Narrative Section</u>	<u>Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response, (4) Impact & (5) Resources/Capabilities
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures & (5) Resources/Capabilities
Organizational Information	(5) Resources/Capabilities
Budget Information	(6) Support Requested

x. Attachments

Please provide the following items 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 – Required. Counted in the page limit.

All schools of nursing that are associated with the project and conferring degrees must be accredited, as per PHS Act section 801(2). Applicants must submit documentation with dates of accreditation (e.g., an accreditation letter from the accrediting agency) with the HRSA grant application.

The following process must be followed for new nursing programs associated with the proposed project that are just beginning the accreditation process and wish to establish eligibility. The applicant must contact a national nursing accrediting or state approval body recognized by the Secretary of the Department of Education before requesting a reasonable assurance letter from the U.S. Department of Education. The nursing program will need to request the recognized

accrediting agency to prepare its letter describing the new program's progression toward accreditation by answering the six questions enumerated below:

1. Is this program actively pursuing accreditation with the agency?
2. What is the date of the program's pending application for accreditation and the date or approximate date when the agency's decision-making body is likely to decide whether to grant or deny accreditation for this program?
3. Does the agency accredit any other nursing education programs at this institution and, if so, are those programs in good standing with your agency?
4. Currently, what stages of the accreditation process has this program completed, and what stages remain to be completed? Please summarize the kinds of materials already submitted in support of the program's application and reviewed by your agency, as well as any on-site visits that have occurred.
5. Based on your records, what will be the start date or approximate start date of the program's academic year that immediately follows the expected graduation date for the students comprising the program's first entering class?
6. Based on your agency's review of each program to date, do you have any reason to believe that the program will be unable to demonstrate compliance with your standards and requirements and gain accreditation by the beginning of the academic year following the normal graduation date of students of the first entering class in such a program? If so, why?

In addition, the letter from the recognized accrediting agency should state that the new educational program is an accrediting activity that falls within the scope of the Secretary's recognition and that the program will meet the accreditation/approval standards prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such program. The applicant will submit, not less than 30 days prior to the HRSA application due date, its request for a letter of assurance along with the accrediting agency letter and any supporting documentation regarding the accreditation or approval of the nursing program to the Accreditation Division staff at aslrecordsmanager@ed.gov.

- If you need additional information regarding the submission, you should contact Cathy Sheffield by telephone at (202) 219-7011; fax: (202) 219:7005; or email at Cathy.Sheffield@ed.gov.
- The program will also submit its contact name(s), address(es), phone number(s), email addresses, and the name of the HRSA Program with all correspondence sent to the Department of Education.
- The Accreditation Division will acknowledge receipt of the application by notifying the program by email. If the application is not received timely, the acknowledgement letter will notify the program that the Accreditation Division will not process the request.
- The Department of Education will process the applicant's request for a letter of reasonable assurance documenting the Secretary's determination that the program will meet the appropriate accreditation standards prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such program. The applicant must include this letter from the Department of Education with the HRSA program application.

Applications submitted without appropriate documentation of current or pending accreditation will be deemed ineligible and will not be sent forward for objective review.

Attachment 2: Position Descriptions – Required. Counted in the page limit.

Attach position descriptions that include the roles, responsibilities, and qualifications of proposed project staff. Keep each to one page in length as much as is possible.

Attachment 3: Organizational Chart – Required. Counted in the page limit.

Each application should attach a one-page figure that depicts the organizational structure of the project, including subcontractors and other significant collaborators and/or partnerships.

Attachment 4: Letters of Agreement and/or Description(s) of Proposed/Existing Contracts (project specific) – As applicable. Counted in the page limit.

Provide any documents that describe working relationships between the applicant agency and other agencies, academic institutions and programs cited in the proposal. Letters of agreement from key organizations/ institutions/ individuals must document their willingness to perform in accordance with the plan presented in the application. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the subcontractors and any deliverable. Letters of agreement must be dated.

Attachment 5: Letters of Support – As applicable. Counted in the page limit.

Include only letters of support which specifically indicate a commitment to the project/program (i.e., in-kind services, dollars, staff, space, equipment). Letters of support must be dated. Applicants may list on one page other support letters which do not specifically identify a commitment to the project/program.

Attachment 6: Institutional Diversity Statement – Required. Counted in the page limit.

The applicant must describe the institution/organization's approach to increasing the number of diverse health professionals through an established strategic plan, policies, and program initiatives. For health professions schools and/or programs describe performance and plans for recruiting and graduating students from underrepresented minority groups and/or students from educationally and economically disadvantaged backgrounds and how this relates to the proposed project objectives. The applicant must also describe future plans to recruit, retain, and graduate students from educationally and economically disadvantaged backgrounds and how this relates to the proposed project objectives.

Attachment 7: Maintenance of Effort Documentation – Required. Counted in the page limit.
 Applicants must complete and submit the following information with their application:

NON-FEDERAL EXPENDITURES

Non-Federal Expenditures	Non-Federal Expenditures
<p style="text-align: center;">FY 2012 (Actual)</p> <p>Actual FY 2012 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 style="text-align: center;">FY 2013 (Estimated)</p> <p>Estimated FY 2013 non-federal funds, including in-kind, designated for activities proposed in this application</p> <p>Amount: \$</p>

Attachments 8: Summary Progress Report – As applicable. Counted in the page limit.

For Competing Continuation Applicant Only.

The summary progress report must be a concise presentation of the most recent NWD grant-supported program accomplishments in relation to the funded objectives of the training program during the entire project period. Well-presented progress reports provide a record of accomplishments and a description of the degree to which the application met previous project objectives and performance measures. The progress report also must list any articles published in peer-reviewed journals presenting the outcomes of activities supported by grant funds and efforts to disseminate and export findings from previous grant-supported activities. The progress report must include:

Project period covered: From (date) to (date)

Specific Objectives and Methodology: Briefly summarize the specific objectives and methods of the project as actually funded.

Outcomes and Evaluation: Identify and describe the methods, as well as the quantitative and qualitative measures that will be used to evaluate the project and determine whether identified needs are being met. Applicants must specify project goals and objectives, inputs, outputs, short- and long-term outcomes.

Attachments 9-15 – As applicable. Counted in the page limit.

Any additional information the applicant desires to provide for further details about the proposal, and which has not been requested elsewhere, should be entered here. Explanation for delinquent on Federal debt should be included as **Attachment 9**, as applicable. Additional information will be counted in the page limit.

3. Submission Dates and Times

Application Due Date

The due date for applications under this funding opportunity announcement is **March 8, 2013 at 11:59 P.M. Eastern Time**. Applications completed online are considered formally submitted when the application has been successfully transmitted electronically to the correct funding opportunity number, by the organization's Authorized Organization Representative (AOR) through Grants.gov and validated by Grants.gov on or before the deadline date and time.

Receipt acknowledgement: Upon receipt of an application, Grants.gov will send a series of email messages to document the progress of an application through the system.

1. The first will confirm receipt in the system;
2. The second will indicate whether the application has been successfully validated or has been rejected due to errors;
3. The third will be sent when the application has been successfully downloaded at HRSA; and
4. The fourth will notify the applicant of the Agency Tracking Number assigned to the application.

The Chief Grants Management Officer (CGMO) or designee may authorize an extension of published deadlines when justified by circumstances such as natural disasters (e.g., floods or hurricanes) or other disruptions of services, such as a prolonged blackout. The CGMO or designee will determine the affected geographical area(s).

Late Applications:

Applications which do not meet the criteria above are considered late applications and will not be considered in the current competition.

4. Intergovernmental Review

The Nursing Workforce Diversity program is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

5. Funding Restrictions

Applicants responding to this announcement must request funding for a project period of three (3) years. 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.

Each applicant organization may request up to \$50,000 (maximum) for scholarship funds annually.

Funds under this announcement may not be used for the following purposes:

- a. Establishment of a skills lab as the sole project focus
- b. Provision of child care/child care costs
- c. Licensure or certification exam fees

- d. Accreditation, Credentialing, Licensing and Franchise fees and expenses
- e. College entrance exam costs

Section 803 of the Public Health Service Act establishes allowable uses of funds for the NWD program and does not include an allowance for dependents

Salary Limitation: The Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a HRSA grant or cooperative agreement.

Per Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011 (a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself. (b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government. (c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

Per Division F, Title V, Section 523 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

Per Division F, Title V, Section 508 (a) None of the funds made available in this Act may be used for (1) the creation of a human embryo or embryos for research purposes; or (2) research in

which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)). The term “human embryo or embryos” includes any organism, not protected as a human subject under 45 CFR 46 as of the date of the enactment of this Act (December 23, 2011), that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

6. Other Submission Requirements

As stated in Section IV.1, except in rare cases HRSA will no longer accept applications in paper form. Applicants submitting for this funding opportunity are **required** to submit **electronically** through Grants.gov. To submit an application electronically, please use the APPLY FOR GRANTS section at <http://www.Grants.gov>. When using Grants.gov applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

It is essential that your organization **immediately registers** in Grants.gov and becomes familiar with the Grants.gov site application process. Applicants that do not complete the registration process will be unable to submit an application. The registration process can take up to one month.

To be able to register successfully in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Numbering System (DUNS) number
- Register the organization with the System for Award Management (SAM).
- Identify the organization’s E-Business POC (Point of Contact)
- Confirm the organization’s SAM “Marketing Partner ID Number (M-PIN)” password
- Register and approve an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and FAQs are available on the Grants.gov web site at <http://www.grants.gov>. Assistance is also available 24 hours a day, 7 days a week (excluding federal holidays) from the Grants.gov help desk at support@grants.gov or by phone at 1-800-518-4726. Applicants should ensure that all passwords and registration are current well in advance of the deadline.

It is incumbent on applicants to ensure that the AOR is available to submit the application to HRSA by the published due date. HRSA will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline. Therefore, an organization is urged to submit an application in advance of the deadline. If an application is rejected by Grants.gov due to errors, it must be corrected and resubmitted to Grants.gov before the deadline date and time. Deadline extensions will not be provided to applicants who do not correct errors and resubmit before the posted deadline.

If, for any reason, an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's last validated electronic submission prior to the Grants.gov application due date as the final and only acceptable application.

Tracking your application: It is the applicant's responsibility to track their application using the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation email from Grants.gov. More information about tracking an application can be found at <https://apply07.grants.gov/apply/checkApplStatus.faces>. Be sure your application is validated by Grants.gov prior to the application deadline.

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.

Review Criteria are used to review and rank applications. The **NWD** program has **six (6)** review criteria. All applications will be evaluated based on the extent to which the applicant meets the review criteria listed below.

Criterion 1: NEED (15 points)

- The extent to which the application identifies, describes, and critically evaluates the need for integrating the social determinants framework into evidence-based, individual-level strategies to accelerate the rate at which disadvantaged students are recruited, retained, and graduate from schools of nursing.
- The extent to which the application identifies the social and structural determinants of health and health disparities that are impacting the community that the applicant organization serves.
- The quality of the demographic data cited and tools proposed to document the need for the project, as well as methods of ongoing data collection for evaluation purposes.
- The relevance of the social determinants identified as having historical impact on disadvantaged student's in the community access to nursing education.
- The extent to which the applicant understands of the students, populations and communities that will be served by proposed project.
- The extent to which the application requests and provides information to support the statutory funding preference.

Criterion 2: RESPONSE (25 points)

- The extent to which the proposed project incorporates the social determinants in its methodology and workplan to address nursing workforce diversity.
- The extent to which the application provides clearly stated multi-level goals with specific, measurable, time-framed objectives for each goal.
- The extent to which the application demonstrates a clear strategy for planning and implementation of the innovative project objectives.
- The extent to which the applicant develops collaborations and/or partnerships outside of nursing to address the individual and social factors that inhibits and promote nursing workforce diversity.
- The extent to which the application describes how student financial assistance (scholarships, stipends) and support (pre-entry/mentoring) will enhance participants ability for successful entry into and completion of a professional nursing education program
- The quality of the strategies, activities, methods, techniques, or steps that will be used to achieve each of the objectives proposed in the project proposal.
- The extent to which the application proposes specific activities and identifies project personnel responsible for completing the activities.
- The extent to which the applicant creates NWD projects that promote a diverse nursing workforce that is reflective of the populations served.
- The overall extent to which the project utilizes innovative workforce diversity strategies to develop or enhance student education and completion activities to promote disadvantaged student's recruitment, retention, and graduation from schools of nursing.
- The extent to which the application describes challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan. This includes identification of barriers that may be encountered with regard to the social determinants in the target population and approaches that will be used to resolve all challenges.

Criterion 3: EVALUATIVE MEASURES (20 points)

- The overall quality of the evaluation plan;
- The extent to which the proposed evaluation plan includes strategies that can demonstrate project progress, outcomes, as well as determine the rate at which identified needs are met;
- The extent to which the proposed input, throughput, output, and outcome measures are linked with project objectives and can be used to determine how identified needs are being met; and
- The extent to which the applicant's proposed evaluation plan specifies a valid design and identifies proposed instruments/tools to be used, data sources, and projected timelines for data collection, analysis, and reporting;
- The extent to which the applicant demonstrates expertise, experience and the technical capacity to carry-out the evaluation plan and collect required performance measures.

Criterion 4: IMPACT (15 points)

- The degree to which the proposed project will increase the rate at which disadvantaged students are recruited, retained and graduate from schools of nursing.
- The degree to which the project, through its innovative design, successfully expands the scope of interventions from individual-level to multi-level approaches.
- The extent to which the applicant describes dissemination plans and the quality of such plans.

Criterion 5: RESOURCES/CAPABILITES (20 points)

- The extent to which the applicant organization demonstrates its capability, commitment, and necessary resources to create, implement and evaluate the project.
- The background and experience of the project personnel with regard to training and/or experience and ability to implement, conduct and evaluate the project.
- The applicant identifies only one Project Direct who must be a licensed Registered Nurse (RN)
- The degree to which the applicant organization describes the extent and means by which the organization will sustain the project after the period of grant support. Sustainability plans should include:
 - Other non-federal sources of income; the nature of income; future funding initiatives and strategies,
 - A time table for becoming self-sufficient; and
 - A plan to addresses challenges in achieving self-sufficiency.
- The extent to which the organization has provided, and the project will provide culturally and linguistically competent services to participants and the community served.
- The extent to which the organization meets the unique needs of target populations of the communities served and routinely assesses and improves services to meet goals.

Criterion 6: SUPPORT REQUESTED (5 points)

- The three (3) year project period correlates with the stated goals and objectives of the project.
- The proposed budget is reasonable according to the work to be accomplished, and links to the statement of activities, evaluation plan, and anticipated results.
- The degree to which the applicant provides a line item budget, a clear justification narrative for each line item, and outlines changes from one year to the next for each budget period.

2. Review and Selection Process

The Division of Independent Review is responsible for managing objective reviews within HRSA. Applications competing for federal funds receive an objective and independent review performed by a committee of experts qualified by training and experience in particular fields or disciplines related to the program being reviewed. In selecting review committee members, other factors in addition to training and experience may be considered to improve the balance of the committee, e.g., geographic distribution. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation based on the review

criteria noted above. The committee provides expert advice on the merits of each application to program officials responsible for final selections for award.

Applications that pass the initial HRSA eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in Section V. 1. Review Criteria of this funding opportunity announcement. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

Funding Preferences

A funding preference is defined as the funding of a specific category or group of approved applications ahead of other categories or groups of applications. The authorizing legislation provides a statutory funding preference for some applicants. Applicants receiving the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a funding preference will be given full and equitable consideration during the review process.

Section 805 of the PHS Act provides a **funding preference** for applicants with projects that will 1) substantially benefit rural populations, 2) underserved populations, or 3) help meet public health nursing needs in State or local health departments. To meet this funding preference, the applicant must describe how the project meets the preference qualifications in the *Needs Assessment* section of the Project Narrative.

To demonstrate that the project “Substantially Benefits Rural Populations” – the applicant must provide documentation indicating that:

- Student placement for field or practicum occurs at sites serving rural populations, which may include (but are not limited to) the following: Rural Health Clinic, State Office of Rural Health, Critical Access Hospital (CAH), Sole Community Hospital (SCH), Medicare Dependent Hospital (MDH) or Rural Referral Center, OR
- The practice population being served is defined as a rural population (i.e. comprised primarily of populations residing in rural locales).

To demonstrate that the project “Substantially Benefits Underserved Populations” – the applicant provides documentation indicating that:

- The school of nursing or clinical practice site is physically located in a federally designated health professional shortage area (HPSA), medically underserved community (MUC), or provides health services in MUCs and focuses on primary care, wellness, and prevention strategies, OR
- The practice population being served during student placement for field or clinical practicum is categorized as poor and/or medically underserved.

For additional information re: HPSA and MUC:

Subject/Topic	Internet Address
HPSAFIND	http://hpsafind.hrsa.gov/HPSASearch.aspx
MUAFind	http://muafind.hrsa.gov/

To demonstrate that the project “Helps Meet the Public Health Nursing Needs in State or Local Health Departments” – the applicant provides documentation indicating that:

- Student field or clinical practicum occurs at a state or local health department practice site.
OR
- The school of nursing can demonstrate linkage(s) or practice collaborations with state, local and federal health departments for student practicum experience. For example, letter from state/local health department such as letter of agreement (**Attachment 4**).

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of July 1, 2013.

VI. Award Administration Information

1. Award Notices

Each applicant will receive written notification of the outcome of the objective review process, including a summary of the expert committee’s assessment of the application’s strengths and weaknesses, and whether the application was selected for funding. Applicants who are selected for funding may be required to respond in a satisfactory manner to Conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin performance.

The Notice of Award (NoA) sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant agency’s Authorized Organization Representative, and reflects the only authorizing document. It will be sent prior to the estimated start date of July 1, 2013.

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 [Uniform Administrative Requirements for Awards and Sub awards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations](#) or 45 CFR Part 92 [Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments](#), as appropriate.

HRSA grant and cooperative agreement awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the NoA).

Non-Discrimination Requirements

To serve persons most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. The HHS Office for Civil Rights provides guidance to grant and cooperative agreement recipients on complying with civil rights laws that prohibit discrimination on these bases. Please see <http://www.hhs.gov/ocr/civilrights/understanding/index.html>. HHS also provides specific guidance for recipients on meeting their legal obligation under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs and activities that receive Federal financial assistance (P.L. 88-352, as amended and 45 CFR Part 80). In some instances a recipient's failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin. Please see <http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html> to learn more about the Title VI requirement for grant and cooperative agreement recipients to take reasonable steps to provide meaningful access to their programs and activities by persons with limited English proficiency.

Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.htm>.

Smoke-Free Workplace

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law 13-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

Cultural and Linguistic Competence

HRSA programs serve culturally and linguistically diverse communities and multiple cultures. Although race and ethnicity are often thought to be dominant elements of culture, HRSA funded programs embrace a broader definition to include language, gender, socio-economic status, sexual orientation and gender identity, physical and mental capacity, age, religion, housing status, and regional differences. Organizational behaviors, practices, attitudes, and policies across all HRSA-supported entities respect and respond to the cultural diversity of communities, clients and students served. HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers

in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) published by HHS and available online at <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>. Additional cultural competency and health literacy tools, resources and definitions are available online at <http://www.hrsa.gov/culturalcompetence> and <http://www.hrsa.gov/healthliteracy>.

Healthy People 2020

Healthy People 2020 is a national initiative led by HHS that set priorities for all HRSA programs. The initiative has four overarching goals: (1) attain high-quality, longer lives free of preventable disease, disability, injury, and premature death; (2) achieve health equity, eliminate disparities, and improve the health of all groups; (3) create social and physical environments that promote good health for all; and (4) promote quality of life, healthy development, and healthy behaviors across all life stages. The program consists of over 40 topic areas, containing measurable objectives. HRSA has actively participated in the work groups of all the topic areas and is committed to the achievement of the Healthy People 2020 goals. More information about Healthy People 2020 may be found online at <http://www.healthypeople.gov/>.

National HIV/AIDS Strategy (NHAS)

The National HIV/AIDS Strategy (NHAS) has three primary goals: 1) reducing the number of people who become infected with HIV, 2) increasing access to care and optimizing health outcomes for people living with HIV, and 3) reducing HIV-related health disparities. The NHAS states that more must be done to ensure that new prevention methods are identified and that prevention resources are more strategically deployed. Further, the NHAS recognizes the importance of early entrance into care for people living with HIV to protect their health and reduce their potential of transmitting the virus to others. HIV disproportionately affects people who have less access to prevention, care and treatment services and, as a result, often have poorer health outcomes. Therefore, the NHAS advocates adopting community-level approaches to identify people who are HIV-positive but do not know their serostatus and reduce stigma and discrimination against people living with HIV.

To the extent possible, program activities should strive to support the three primary goals of the NHAS. As encouraged by the NHAS, programs should seek opportunities to increase collaboration, efficiency, and innovation in the development of program activities to ensure success of the NHAS. Programs providing direct services should comply with federally-approved guidelines for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines). More information can also be found at <http://www.whitehouse.gov/administration/eop/onap/nhas>.

Health IT

Health information technology (Health IT) provides the basis for improving the overall quality, safety and efficiency of the health delivery system. HRSA endorses the widespread and

consistent use of health IT, which is the most promising tool for making health care services more accessible, efficient and cost effective for all Americans.

Related Health IT Resources:

- [Health Information Technology \(HHS\)](#)
- [What is Health Care Quality and Who Decides? \(AHRQ\)](#)

Diversity

The Health Resources and Services Administration (HRSA), Bureau of Health Professions (BHP) is committed to increasing diversity in health professions programs and the health workforce across the Nation. This commitment extends to ensuring that the U.S. has the right clinicians, with the right skills, working where they are needed. In FY 2011, BHP adopted Diversity Guiding Principles for all its workforce programs that focus on increasing the diversity of the health professions workforce.

All health professions programs should aspire to –

- recruit, train, and retain a workforce that is reflective of the diversity of the nation;
- address all levels of the health workforce from pre-professional to professional;
- recognize that learning is life-long and should be supported by a continuum of educational opportunities;
- help health care providers develop the competencies and skills needed for intercultural understanding, and expand cultural fluency especially in the areas of health literacy and linguistic competency; and
- recognize that bringing people of diverse backgrounds and experiences together facilitates innovative strategic practices that enhance the health of all people.

3. Reporting

The successful applicant under this funding opportunity announcement must comply with the following reporting and review activities:

a. Audit Requirements

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at http://www.whitehouse.gov/omb/circulars_default.

b. Payment Management Requirements

Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System. The report identifies cash expenditures against the authorized funds for the grant or cooperative agreement. The FFR Cash Transaction Reports must be filed within 30 days of the end of each calendar quarter. Failure to submit the report may result in the inability to access award funds. Go to www.dpm.psc.gov for additional information.

c. Status Reports

1) **Federal Financial Report.** The Federal Financial Report (SF-425) is required according to the following schedule:

<http://www.hrsa.gov/grants/manage/technicalassistance/federalfinancialreport/ffrschedule.pdf>

f. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through EHB. More specific information will be included in the NoA.

2) **Progress Report(s).** The awardee must submit a progress report to HRSA on an annual basis. For multi-year awards: *Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds.* BHPPr 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 **BHPPr Progress Report has two parts.** The first part demonstrates awardee progress on program-specific goals. The second part collects core performance measurement data including performance measurement data to measure the progress and impact of the project. Further information will be provided in the award notice.

3) **Performance Reports.** Grantees are required to submit BHPPr Performance Reports. All Bureau of Health Professions (BHPPr) 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 BHPPr grantees provide longitudinal data for individuals who receive training and financial assistance from BHPPr programs. The required performance measures for this program can be found at <http://bhpr.hrsa.gov/grants/reporting/index.html>.

4) **Final Report.** A final report is due **within 90 days after the project period ends.** The Final Report must be submitted on-line by awardees in the Electronic Handbooks system at <https://grants.hrsa.gov/webexternal/home.asp>.

The Final Report is designed to provide the Bureau of Health Professions (BHPPr) 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:

- 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.

- o Changes to the objectives from the initially approved grant.

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

5) Tangible Personal Property Report.

If applicable, the awardee must submit the Tangible Personal Property Report (SF-428) and any related forms. The report must be submitted within 90 days after the project period ends. Awardees are required to report all federally-owned property and acquired equipment with an acquisition cost of \$5,000 or more per unit. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. Property may be provided by HRSA or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal Government. Tangible personal property reports must be submitted electronically through EHB. More specific information will be included in the NoA.

d. Transparency Act Reporting Requirements

New awards (“Type 1”) issued under this funding opportunity announcement are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, and implemented by 2 CFR Part 170. Grant and cooperative agreement recipients must report information for each first-tier subaward of \$25,000 or more in federal funds and executive total compensation for the recipient’s and subrecipient’s five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (FFATA details are available online at <http://www.hrsa.gov/grants/ffata.html>). Competing continuation awardees, etc. may be subject to this requirement and will be so notified in the Notice of Award.

VII. Agency Contacts

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

Bruce Holmes, Grants Management Specialist
Attn: Nursing Workforce Diversity Program
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 11A-02
5600 Fishers Lane
Rockville, MD 20857
Telephone: 301-443-0752
E-mail: bholmes@hrsa.gov

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

Kristen Hansen, MHSA, RN, NE-BC
Nurse Consultant, Division of Nursing
Attn: Nursing Workforce Diversity Program
Bureau of Health Professions, HRSA
Parklawn Building, Room 9-61
5600 Fishers Lane
Rockville, MD 20857
Telephone: 301-443-2796
E-mail: khansen@hrsa.gov

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

Grants.gov Contact Center
Phone: 1-800-518-4726
E-mail: support@grants.gov
iPortal: <http://grants.gov/iportal>

A technical assistance webinar has been scheduled to help applicants understand, prepare and submit a grant application. The webinar is scheduled for:

Date: Wednesday, January 16, 2013
Time: 1:00 p.m.-3:00 p.m. EST
Call-in Number: 888-469-0789
Participant Code: 2279307
Adobe Connect Link: <https://hrsa.connectsolutions.com/r27r8pnvwpc/>

For replay information: The recording will be available until July 16, 2013 at 800-841-8614.

VIII. Other Information

PROGRAM DEFINITIONS

The following definitions apply to the Nursing Workforce Diversity Program for Fiscal Year 2013.

“Academic Health Center” refers to an institution that includes a school of medicine, a teaching hospital, and at least one additional health education school (e.g., nursing) and which is owned and/or affiliated with clinical agencies providing for the delivery of patient services. Each entity generally maintains a separate identity and autonomy.

“Access” means to assure health care services to all by improved health professions distribution.

“Accredited” means a program accredited by a nationally recognized body or bodies, or by a State agency, approved for such purpose by the Secretary of Education and when applied to a hospital, school, college, or university (or a unit thereof) means a hospital, school, college, or university (or a unit thereof) which is accredited by a recognized body or bodies, or by a State agency approved for such purpose by the Secretary of Education.

“Approval” means that a specific body, committee, Board, or Commission at the Faculty, Department, School, University, or State levels has formally voted in agreement for the initiation of or a substantive change in the program. This must be documented by evidence such as copies of meeting minutes, letter from the Faculty Senate, letter from the Board of Regents, letter from the State Finance Board, and/or letter from the State Board of Nursing. Each University/College has a unique process for gaining approval to start new programs, especially new masters and doctoral programs. Examples of steps in the approval process are the following: nursing faculty curriculum committee, Faculty Senate, Board of Regents of the University, State Finance Board for Higher Education, State Board of Nursing. Applicants must list the entities whose agreement is necessary to initiate the program and enroll students in the program of study.

“Associate Degree School of Nursing” means a department, division, or other administrative unit in a junior college, community college, college, or university which provides primarily or exclusively a two-year program of education in professional nursing and allied subjects leading to an associate degree in nursing or to an equivalent degree, but only if such program, unit, college or university is accredited, as defined in section 801(6) of the (PHS) Act.

“Certification” means a process by which an agency or organization validates, based upon predetermined standards, an individual nurse’s qualifications and knowledge for practice in a defined clinical area of nursing.

“Continuing Education Program” means a formal, post-licensure education program designed to increase knowledge and/or skills of nurses. Continuing education programs may include: workshops, institutes, clinical conferences, staff development courses and individual studies. It does not include study for an academic degree, post-master’s certificate or other evidence of completing such a program.

“Culturally and Linguistically Appropriate Services” means health care services that are respectful of and responsive to cultural and linguistic needs.

“Cultural Competence” means a set of academic and interpersonal skills that allow an individual to increase their understanding and appreciation of cultural differences and similarities within, among and between groups. This requires a willingness and ability to draw on community-based values, traditions, and customs of the populations served and the ability to work with knowledgeable persons of and from the community in developing targeted interventions, communications, and other supports.

“Culturally Competent Program” means a program that demonstrates sensitivity to and an understanding of cultural differences in program design, implementation and evaluation.

“Cultural Diversity” means differences in race, ethnicity, language, nationality, or religion among various groups within a community, an organization, or a nation.

“Economically Disadvantaged” means an individual who comes from a family with an annual income below a level based on low-income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary for use in all health professions programs. The Secretary will annually publish these income levels in the Federal Register. The table below provides a breakdown of family income levels used to determine economic disadvantaged status. Family income is defined as the income of the family of the individual participant or of the family of the parents of the individual participant.

“Ethnicity” means two categories: “Hispanic or Latino” and “Not Hispanic and Not Latino.” “Hispanic or Latino” refers to an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

“Educationally Disadvantaged” means an individual who comes from an environment that has hindered the individual in obtaining the knowledge, skills and abilities required to enroll in and graduate from a health professions school. The following are provided as examples of “Educationally Disadvantaged” for guidance only and are not intended to be all-inclusive. Applicants should seek guidance from their educational institution as to how “Educationally Disadvantaged” is defined by their institution.

Examples:

1. Person from high school with low average SAT scores or below the average State test results.
2. Person from a school district where 50% or less of graduates go to college.
3. Person who has a diagnosed physical or mental impairment that substantially limits participation in educational experiences.
4. Person for who English is not their primary language and for whom language is still a barrier to their academic performance.
5. Person who is first generation to attend college and who is from rural or urban area or receiving public assistance.

6. Person from a high school where at least 30% of enrolled students are eligible for free or reduced price lunches.

“Electronic Distance Learning Methodologies” means electronic media are used to deliver education content when the learner and teacher are separated by distance. An electronic medium may be a computer, World Wide Web technologies, teleconferencing, television, or CD ROM/DVD.

“Graduate Education Program or Training” means a program administered by an institution of higher learning, leading to a master’s or higher degree.

“Health Disparities” are differences in the incidence, prevalence, mortality, and burden of diseases and other adverse health conditions that exist among specific population groups.

“Health Equity” is attainment of the highest level of wellness for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and health disparities.

“Healthy Literacy” means the degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions.

“Home Health Agency” as defined by the Social Security Act, section 1861(o), means a public agency or private organization, or a subdivision of such an agency or organization, which:

- (1) Is primarily engaged in providing skilled nursing services and other therapeutic services;
- (2) Has policies, established by a group of professional personnel (associated with the agency or organization), including one or more physicians and one or more registered professional nurses, to govern the services by a physician or by a registered professional nurse;
- (3) Maintains clinical records on all patients;
- (4) In the case of an agency or organization in any State in which State or applicable local law provides for the licensing of agencies or organizations of this nature, (a) is licensed pursuant to State law or (b) is approved by the agency of such State or locality responsible for licensing agencies or organizations of this nature as meeting the standards established for such licensing;
- (5) Has in effect an overall plan and budget that meets the requirements of subsection (z) of this section;
- (6) Meets the conditions of participation specified in section 1819(a) of the Social Security Act and such other conditions of participation as the Secretary may find necessary in the interest of the health and safety of individuals who are furnished services by such agency or organization;
- (7) Provides the Secretary on a continuing basis with a surety bond in a form specified by the Secretary and in an amount that is not less than \$50,000 (more specifics about the duration and nature of the surety bond can be found in Sec. 1861 (c)(7)(A) of the SSA and Sec. 1861 (7)(C));

(8) Meets such additional requirements (including conditions relating to bonding or establishing of escrow accounts as the Secretary finds necessary to the financial security of the program) as the Secretary finds necessary for the effective and efficient operation of the program; and

(9) Except that for purposes of Part A of this sub-chapter such term shall not include any agency or organization which is primarily for the care and treatment of mental diseases.

The Secretary may waive the requirement of a surety bond under paragraph (7) in the case of an agency or organization that provides a comparable surety bond under State law.

“Local Government” means a local unit of government, including specifically a county, municipality, city, town, township, local public authority, school district, special district, intra-State district, council of governments (whether or not incorporated as a nonprofit corporation under State law), any other regional or interstate entity, or any agency or instrumentality of local government.

“Low Income Levels”

The Secretary defines a “low-income family” for programs included in Titles III, VII and VIII of the Public Health Service Act as having an annual income that does not exceed 200 percent of the Department’s poverty guidelines. A family is a group of two or more individuals related by birth, marriage, or adoption who live together or an individual who is not living with any relatives. Most HRSA programs use the income of the student’s parents to compute low income status, while a few programs, depending upon the legislative intent of the program, programmatic purpose of the low income level, as well as the age and circumstances of the average participant, will use the student’s family as long as he or she is not listed as a dependent upon the parents’ tax form. Each program will announce the rationale and choice of methodology for determining low income levels in their program guidance. The Department’s poverty guidelines are based on poverty thresholds published by the U.S. Bureau of the Census, adjusted annually for changes in the Consumer price Index.

The Secretary annually adjusts the low-income levels based on the Department’s poverty guidelines and makes them available to persons responsible for administering the applicable programs. The 2012 Poverty Guidelines to determine Disadvantaged status can be located at the following website <http://www.gpo.gov/fdsys/pkg/FR-2012-04-17/pdf/2012-9137.pdf>.

The income figures below have been updated to reflect increases in the Consumer Price Index through December 31, 2011.

2012 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Size of parents’ family *	Income level **
1	\$22,340
2	30,260
3	38,180
4	46,100

5	54,020
6	61,940
7	69,860
8	77,780

For families with more than 8 persons, add \$7,920 for each additional person.

2012 POVERTY GUIDELINES FOR ALASKA

Size of parents' family * Income level **	
1	\$27,940
2	37,840
3	47,740
4	57,640
5	67,540
6	77,440
7	87,340
8	97,240

For families with more than 8 persons, add \$9,900 for each additional person.

2012 POVERTY GUIDELINES FOR HAWAII

Size of parents' family * Income Level **	
1	\$25,720
2	34,820
3	43,920
4	53,020
5	62,120
6	71,220
7	80,320
8	89,420

For families with more than 8 persons, add \$9,100 for each additional person.

*** Includes only dependents listed on Federal income tax forms. Some programs will use the student's family rather than his or her parents' family.**

**** Adjusted gross income for calendar year 2011.**

“Medically Underserved Community” as defined in section 799B (6) of the PHS Act, means an urban or rural area or population that:

- (1) is eligible for designations under section 332 of the PHS Act as a health professional shortage area;
- (2) is eligible to be served by a migrant health center (MHC), under section 329 [now 330(g)] of the PHS Act, a community health center (CHC) under section 330 of the PHS Act, a grantee under section 330(h) of the PHS Act (relating to homeless individuals), or a grantee under section 340A [now 330(i)] of the PHS Act (relating to residents of public housing);

- (3) has a shortage of personal health services, as determined under criteria issued by the Secretary under section 1861(aa) (2) of the Social Security Act (relating to rural health clinics); or
- (4) is designated by a State governor (in consultation with the medical community) as a shortage area or medically underserved community.

In keeping with the Congressional intent that eligible entities should not be limited to formally designated Health Professional Shortage Areas (HPSAs) and populations served by CHCs, MHCs, or homeless health centers, the list of types of practice sites that can be claimed under this provision has been expanded to include, but is not limited to the following:

- Community Health Centers (CHC)
- Migrant Health Centers (MHC)
- Health Care for the Homeless Grantees
- Public Housing Primary Care Grantees
- Rural Health Clinics, Federally designated
- National Health Service Corps (NHSC) Sites
- Indian Health Services (IHS) Sites
- Federally Qualified Health Centers
- Primary Medical Care Health Professional Shortage Areas (HPSAs)
- State or local Health Departments (regardless of sponsor - for example, local Health Departments that are funded by the State would qualify)
- Ambulatory practice sites designated by State Governors as serving medically underserved communities

“Minority/Minorities” refer to individual(s) from a racial and ethnic minority group.

“National of the United States” means an individual who owes his sole allegiance to the United States, including all U.S. citizens, and including some individuals who are not U.S. citizens. These individuals would include citizens of certain U.S. possessions such as the Commonwealth of Puerto Rico, District of Columbia, Commonwealth of the Northern Marian Islands, Guam, American Samoa, the Virgin Islands, Republic of the Marshall Islands, Federated States of Micronesia, or Republic of Palau.

“Nonprofit” means any school, agency, organization or institution which is a corporation or association, or is owned and operated by one or more corporations or associations, no part of the net earnings of which inures, or may lawfully inure to the benefit of any private shareholder or individual, as defined in Section 801(7) of the PHS Act.

“Nursing Center” means an organization in which the client has direct access to professional nursing service. Nurses in these centers are responsible and accountable for diagnosing, treating, and promoting health and optimal functioning of the client. Overall center accountability remains with the nurse executive. Nursing centers are commonly referred to as nurse-managed clinics, community nursing centers, nursing clinics, or nursing practice arrangements.

“Nursing Workforce Diversity” promotes the adequate supply and distribution of well-prepared nurses to ensure access to high quality, safe, and efficient care for the nation.

“Primary Care” means the provision of integrated, accessible health care services by clinicians, including nurse practitioners and nurse-midwives, who are accountable for addressing a large majority of personal health care needs within their scopes of practice, developing a sustained partnership with clients, and practicing in the context of family and communities. Critical elements also include accountability of clinicians and systems for quality of care, consumer satisfaction, efficient use of resources, and ethical behavior. Clients have direct access to an appropriate source of care, which continues over time for a variety of problems and includes needs for preventive services. The Guidelines use “Primary Care” and “Primary Health Care” interchangeably. (Definition adapted from Barbara Starfield, *Primary Care Concept, Evaluation, and Policy*, Oxford University Press, New York, 1992 p. 4 and Institute of Medicine: Moila S. Donaldson, Karl D. Yorby, Kathleen N., and Neal A. Vanselow, Editors, *Committee on the Future of Primary Care, Division of Health Care Services, Primary Care: America's Health in a New Era, Summary*, National Academy Press, Washington, DC, 1996, p. 23.)

“Primary Health Care” means care which may be initiated by the client or provider in a variety of settings and which consists of a broad range of personal health care services including:

- (1) Promotion and maintenance of health;
- (2) Prevention of illness and disability;
- (3) Basic care during acute and chronic phases of illness;
- (4) Guidance and counseling of individuals and families;
- (5) Referral to other health care providers and community resources when appropriate;
- and,
- (6) Nurse-midwifery services when appropriate.

In providing such services:

- (1) Physical, emotional, social, and economic status, as well as the cultural and environmental backgrounds of individuals, families and communities (where applicable) are considered;
- (2) The client is provided access to the health care system; and
- (3) A single provider or team of providers, along with the client, is responsible for the continuing coordination and management of all aspects of basic health services needed for individual and family care.

“Professional Nurse” means a registered nurse who has received initial nursing preparation from a diploma, associate degree, or collegiate school of nursing and who is currently licensed in a State to practice nursing.

“Program” means a combination of identified courses and other educational or training experiences at a specified academic level, the sum of which provides the required competencies to practice.

“Project” means all proposed activities, including educational programs, specified or described in a grant application as approved for funding.

“Public Health Nurse” in the advanced education nursing program means a registered nurse who has successfully completed a master’s and/or doctoral degree program of study designed to prepare nurses for the practice of promoting and protecting the health of populations using knowledge from nursing, social, and public health sciences.

“Public Health Nursing Practice” means the systematic process by which:

- (1) The health and health care needs of a population are assessed in order to identify sub-populations, families, and individuals who would benefit from health promotion or who are at risk of illness, injury, disability, or premature death;
- (2) A plan for intervention is developed with the community to meet identified needs that takes into account available resources, the range of activities that contribute to health and the prevention of illness, injury, disability, and premature death;
- (3) The plan is implemented effectively, efficiently, and equitably;
- (4) Evaluations are conducted to determine the extent to which the interventions have an impact on the health status of individuals and the populations; and
- (5) The results of the process are used to influence and direct the current delivery of care, deployment of health resources, and the development of local, regional, State and national health policy and research to promote health and prevent disease. (APHA Public Health Nursing Section, 1996).

“Quality Improvement” means an organizational philosophy that seeks to meet client needs and expectations with the minimum of effort or rework or waste, by using a structured process that selectively identifies and improves all aspects of care and service on an ongoing basis.

“Race” means according to standards for the classification of federal data on race and ethnicity from OMB, five minimum categories on race exist: American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Other Pacific Islander, and White. The minimum categories for data on race and ethnicity for Federal statistics, program administrative reporting, and civil rights compliance reporting are defined as follows:

- American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American. A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African-American.”
- Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Note: See “Ethnicity” for definitions of Hispanic or Latino ethnicity.

“Racial and Ethnic Minority Group” means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.

“Registered Nurse” means a person who has graduated from a school of nursing and is licensed to practice as a registered or professional nurse in a State.

“Rural Area” means an area other than a Metropolitan Statistical Area (MSA) as designated by the Office of Management and Budget (OMB) based on current census data. Census tracts in certain metropolitan areas may also be eligible if they are located at a significant distance from the major city in the Standard Metropolitan Area (SMA).

“Rural Clinical Experience” means a structured primary care clinical experience in any appropriate outpatient, home health, public health agency setting, nursing center or hospital located in a rural area.

“Rural Health Facility” means a hospital of less than 100 beds or other patient care facility located outside Office of Management and Budget (OMB) designated metropolitan areas. Census tracts in certain metropolitan areas may also be eligible if they are located at a significant distance from the major city in the Standard Metropolitan Area (SMA).

Scholarships: means funds that are used to cover tuition, fees, books, and other related educational expenses.

“School of Nursing” means a department, division, or other administrative unit in a college or university which provides primarily or exclusively a program of education in professional nursing and related subjects leading to the degree of bachelor of arts, bachelor of science, bachelor of nursing, or to an equivalent degree, or to a graduate degree in nursing, or to an equivalent degree, and including advanced training related to such program of education provided by such school, but only if such program, or such unit, college or university is accredited, as defined in section 801(3) of the PHS Act.

“School of Public Health” means a school which provides education leading to a graduate degree in public health and which is accredited by a recognized body or bodies approved for such purpose by the Secretary of Education.

“Social Determinants of Health” are the conditions in which people are born, grow, live, work and age, including the health system. These circumstances are shaped by the distribution of money, power and resources at global, national and local levels, which are influenced by policy choices. The social determinants of health are mostly responsible for health inequities - the unfair and avoidable differences in health status seen within and between countries.

“State” means, for the purposes of Title VIII, the government of any of the several States of the United States, the Commonwealth of Puerto Rico, the District of Columbia, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, the Virgin Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, the Republic of Palau. For purposes of

PHS grants, federally recognized Indian Tribes are treated the same way as States. State institutions of higher education and State hospitals are considered non-governmental organizations for purposes of this program.

Stipends: means support that is provided to assist in covering the student's general living expenses.

“Underrepresented Minorities” means racial and ethnic populations that are underrepresented in the registered nurse population relative to the number of individuals who are members of the population involved. Underrepresented minorities include Black or African Americans, Hispanic or Latino, American Indian or Alaska Native, and any Asian or Pacific Islander group other than Chinese, Filipino, Japanese, Korean, Asian Indian or Thai.

IX. Tips for Writing a Strong Application

HRSA has designed a technical assistance webpage to assist applicants in preparing applications. Resources include help with system registration, finding and applying for funding opportunities, writing strong applications, understanding the review process, and many other topics which applicants will find relevant. The website can be accessed online at: <http://www.hrsa.gov/grants/apply/index.html>.

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

Finally, a concise resource offering tips for writing proposals for HHS grants and cooperative agreements can be accessed online at: <http://dhhs.gov/asfr/ogapa/grantinformation/apptips.html>.