



Community Health Worker Training Program (CHWTP)

Notice of Funding Opportunity
Technical Assistance Webinar
May 11, 2022

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Vision: Healthy Communities, Healthy People



Agenda

- ▶ **HRSA and BHW Overview**
- ▶ **Eligibility Requirements**
- ▶ **Program Overview**
- ▶ **Application Components**
- ▶ **Review Criteria**
- ▶ **Funding Factors**
- ▶ **Resources**
- ▶ **Q&A Session**



HRSA Workforce Program Aims



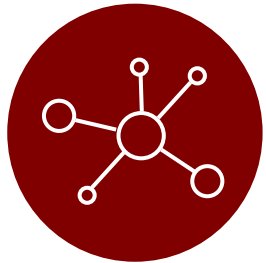
ACCESS

Make it easier for people to access health care



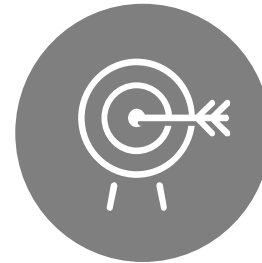
SUPPLY

Balance the supply of health workers with the demand for care



DISTRIBUTION

Improve distribution of the health workforce



QUALITY

Improve the quality of the health workforce and the care they provide

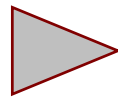
Bureau of Health Workforce (BHW)

MISSION Improves the health of underserved populations by

- ▶ strengthening the health workforce
- ▶ connecting skilled professionals to communities in need



EDUCATION



TRAINING



SERVICE

BHW Positioning to Better Serve Communities

EXTERNAL FORCES

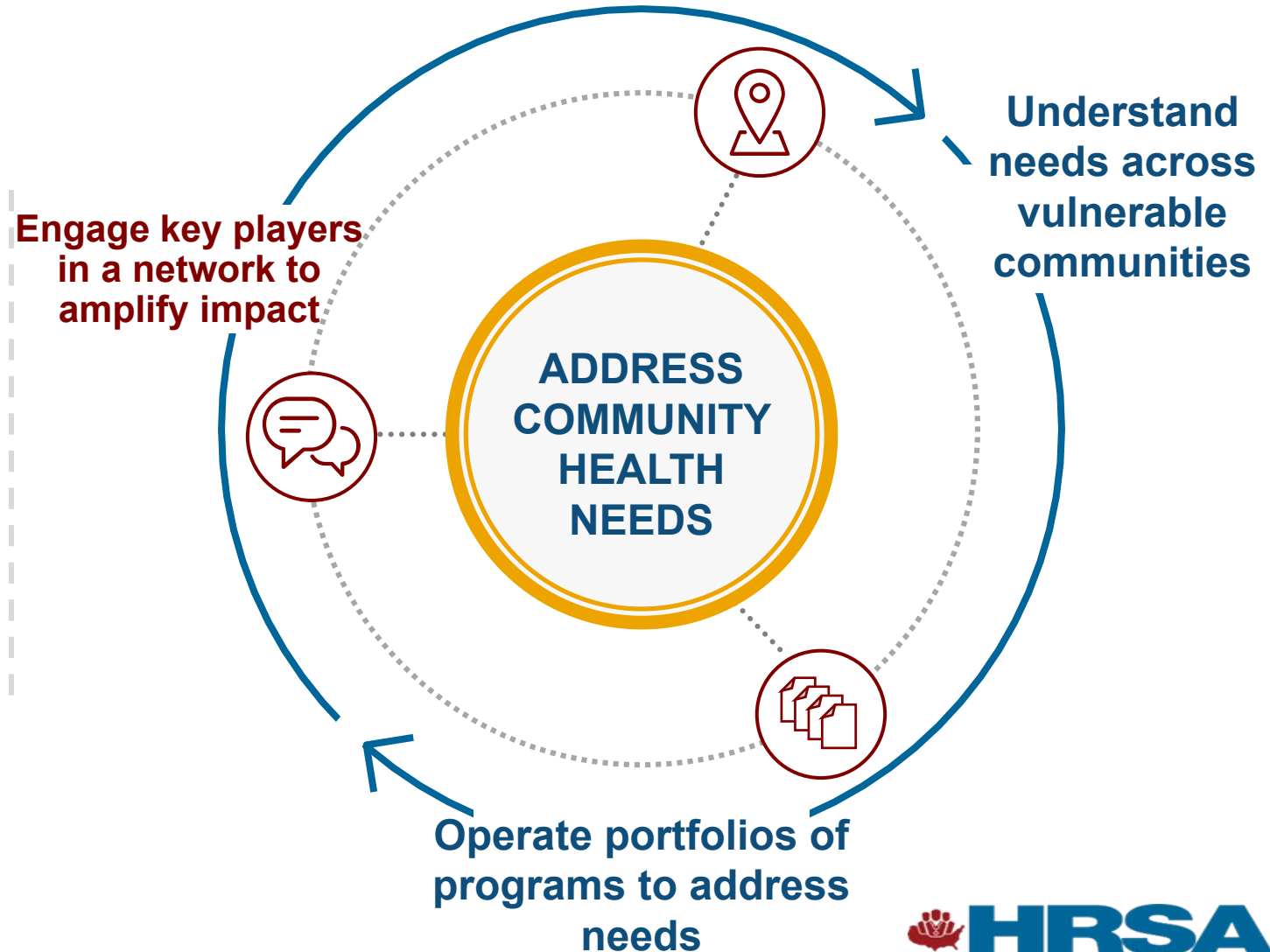


The COVID-19 crisis disproportionately affects underserved communities.

Racial inequity exacerbates disparities in community health.



The shifting healthcare landscape emphasizes consumer-driven delivery and value-based care models.



Community Health Worker Training Program

Legislative Authority:

42 U.S.C. § 295 (Section 765 of the Public Health Service Act) and Section 2501 of the American Rescue Plan Act of 2021 (Public Law 117-2).



Summary of Funding

**Project
Period**

September 15, 2022 to September 14, 2025

**Award
Amount**

Up to \$1,000,000 total cost per year

**Number of
Awards**

Up to 75 Awards

**Total Program
Funding**

\$226,500,000



Eligible Entities/Applicants

- (A) Health professions schools, including accredited schools or programs of public health, health administration, preventive medicine, or dental public health or schools providing health management programs;
- (B) Academic health centers;
- (C) State or local governments including state, local and territorial public health departments; or
- (D) Any other appropriate public or private non-profit entity such as, but not limited to: community colleges, community health centers, Federally Qualified Health Centers (FQHCs), and community-based organizations, and tribal entities that train public and allied health workers.



Eligible Entities/Applicants Contd.

- In addition to the 50 states, eligible applicants include the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.
- Tribes and Tribal organizations may apply for these funds, if otherwise eligible. Foreign entities and individuals are not eligible for this HRSA award.



Beneficiary/Trainee Eligibility

- Eligible trainees are individuals with a minimum of a high school diploma or GED certificate.
- Trainees receiving support from grant funds must be a citizen of the United States or a foreign national having in his/her possession a visa permitting permanent residence in the United States.
- Trainees supported by CHWTP receiving financial support, must be enrolled full- or part-time in the school or program receiving the CHWTP grant funding.
- Trainees/participants in the apprenticeship programs must have first completed CHW or health support worker training prior to enrollment.



Program Purpose

- To support projects that will increase the number of Community Health Workers (CHWs) and Health Support Workers and equip them with the skillsets needed to provide effective community outreach;
- Build trust with communities, support connections to and retention in care and support services, and other strategies to increase access to care and to assist individuals in prevention services;
- Support recovery from the COVID-19 pandemic and other public health emergencies in underserved communities; and
- Advance public health, strengthen the public health workforce, reduce health disparities, and help underserved populations achieve health equity.



Program Goals

1. Expand the public health workforce by training new and existing CHWs and health support workers with specialized training and financial support to offset expenses that would impede success in training. The Program's goal is to provide training so that 75% of participants become newly credentialed CHWs and health support workers.
2. Extend and upskill the public health workforce by developing new or enhancing existing curriculums to increase the skills and competencies of existing CHWs and health support workers.

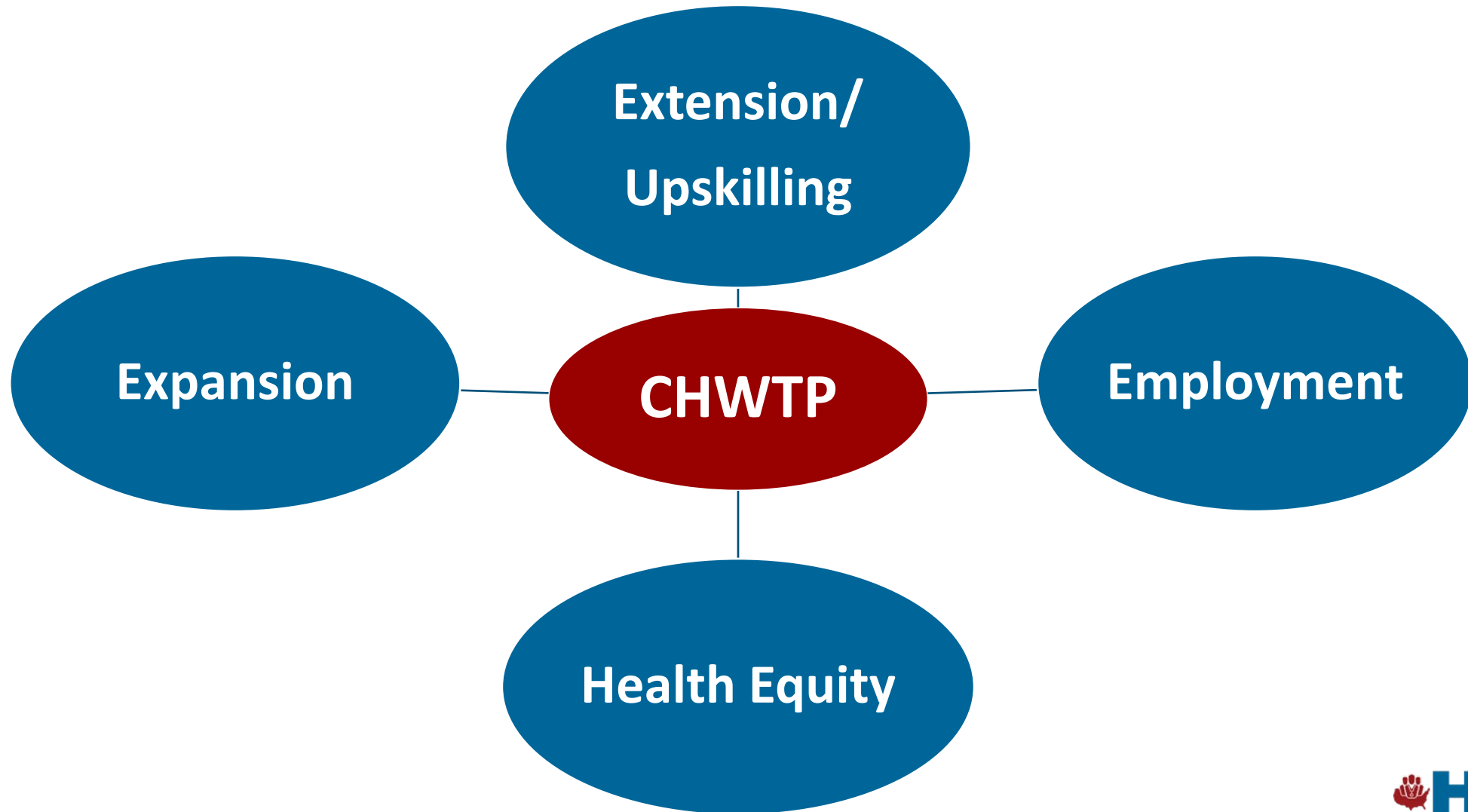


Program Goals Cont'd.

3. Increase CHW and health support worker employment readiness through field placements and apprenticeships developed in collaboration with a network of partnerships that will enable trainees to respond to and support essential public health services and provide them with employment opportunities.
4. Advance health equity and support for underserved communities by increasing the number of CHWs and health support workers that are employed as integral members of integrated care teams that use their expanded skills to reduce health disparities.



Program Objectives



Expansion Sub-Objective

- Establish educational training curriculums and recruit, train and enable new CHWs and health support workers candidates to acquire core competencies for CHWs and Public Health certifications that follow state, local, or entity guidelines and support essential public health services.
- Reduce barriers to CHW and health support worker program enrollment and retention by providing eligible trainees with participant support (e.g., tuition/fees, stipends, health insurance, child care).



Extension/Upskilling Sub-Objective

- Provide additional training for current CHWs and health support workers to include the core competencies for Public Health and Essential Public Health Services.
- Develop or enhance trainee curriculum around evidence-based core competencies for public health, including but not limited to emergency response education, prevention, treatment, and vaccine hesitancy research.



Employment Sub-Objective

- Implement hands-on CHW and health support worker integrated training through community-based partnerships that provide field placements in underserved communities.
- Provide job placement services and on-the-job experiential training to new CHWs and health support workers through Department of Labor or state/local registered apprenticeship programs.



Health Equity Sub-Objective

- Address critical gaps in public health and community needs that can be filled by CHWs health support workers in communities that are disproportionately burdened by COVID-19, health inequities, limited access to technology, and the Social Determinants of Health (SDOH).
- Increase the distribution and diversity of the CHW and health support workers workforce by recruiting, training, or employing, as applicable, individuals who will serve in underserved communities as integral members of integrated care teams.



Expansion Requirements

1. Recruit and train new CHWs and health support workers with the use of core competencies for CHWs and Public Health focusing on health equity and SDOH;
2. Ensure that at least 75 percent of trainees are in the new CHW and other health support workers training program, and receive employment opportunity training through field placements. Of these, a minimum of 25 percent of the new trainees must be trained through a registered apprenticeship program;
3. Implement training curriculum that include core competencies for CHWs and Public Health and follow state, local, or entity guidelines, support essential public health services and provides a certificate or certification CE documentation to confirm completion of training and;



Expansion Requirements Contd.

4. Provide trainee financial support consistent with grant guidelines depending on the level of training;
5. Increase the diversity and distribution of the public health workforce by recruiting individuals from the underserved communities they will serve;
6. Develop or enhance trainee curriculum around evidence-based core competences for public health, including emergency response education, prevention, treatment, and vaccine hesitancy research;
7. Establish a network of partnerships with community colleges, public health departments, health care provider sites, and community-based organizations to accomplish program activities; and
8. Provide training technology usage education to increase digital literacy.



Extension/Upskilling Requirements

1. Ensure that no more than 25% of trainees are in the extension/upskilling CHW and other health support workers training program.
2. Develop and/or enhance trainee curriculum around evidence-based core competencies for public health to include, including emergency response education, prevention, treatment, and vaccine hesitancy research to upskill current CHWs and health support workers;
3. Provide certificate or continuing education documentation to confirm completion of training and upskilling of current CHWs and other health support worker trainees and;
4. Establish a network of partnerships with entities such as: community colleges, public health departments, health care provider sites, and community based organizations to accomplish program activities.



Employment Requirements

1. Implement an apprenticeship program that must be registered by the U.S. Department of Labor or a state/local organization;
2. Establish a training curriculum that must include CHW core competencies, and follow state, local, or entity guidelines.
3. The apprenticeship program will provide didactic training related to health equity and SDOH among patients impacted by COVID-19 and other public health emergencies, and located in underserved communities; topic areas include community education, care coordination, and linkages to care and resources;



Employment Requirements Cont'd.

4. Implement career development and employment readiness training that will prepare trainees to learn skills and expertise from collaborating partner programs.
5. Provide wraparound support to help trainees overcome barriers to success, such as mentoring and financial support in the form of stipends;
6. Provide job placement services to assist trainees not enrolled in apprenticeship programs in obtaining employment; and
7. Implement strategies to support work environment practices (e.g. policies and procedures) that ensure the resiliency, safety, and well-being of trainees, practicing CHWs, and health support workers.



Key Personnel

- **Key Personnel Definition:** Includes the Project Director/Principal Investigator (PD/PI) and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measurable way, whether or not they receive salaries or compensation under the award.
- **Project Director:** For the purposes of this grant the PD is preferably an individual with experience working as a CHW or health support worker, or an individual who has had direct experience in managing a CHW or public health support worker program. NOTE: There may be only one Project Director for the CHWTP project, who is recognized by and accountable to HRSA.
- **Data Collection Coordinator:** This individual will work with the Project Director to support and coordinate data collection efforts for the project. They will serve as a liaison between the recipient and any grant sub-contract partners to ensure that the HRSA performance measures and other data collection efforts are captured accurately and in a timely manner for reporting purposes.



Review & Submission



Application Submission

- HRSA requires applicants to apply through Grants.gov using the SF-424-RR (Research and Related) workspace application package.
- The total size of all uploaded files may not exceed the equivalent of 70 pages, when printed by HRSA.
- The due date for applications under this NOFO is June 14, 2022 at 11:59 p.m. ET.



Review and Selection Process

The Division of Independent Review (DIR) is responsible for managing objective reviews within HRSA

- Applicants will receive an objective and independent review performed by a committee of experts qualified by training and experience
- Each application will receive a summary of strengths and weaknesses
- The highest ranked applications receive consideration for award within available funding ranges
- See Section 5.3 of HRSA's SF-424 R&R Application Guide for more details



Award Notification

Notice of Award (NoA)

- HRSA will release the Notice of Award (NOA) on our around the start date of September 15, 2022.
- The NOA will be sent to the applicant's Authorizing Official.
- See Section 5.4 of HRSA's SF-424 R&R Application Guide for additional information.

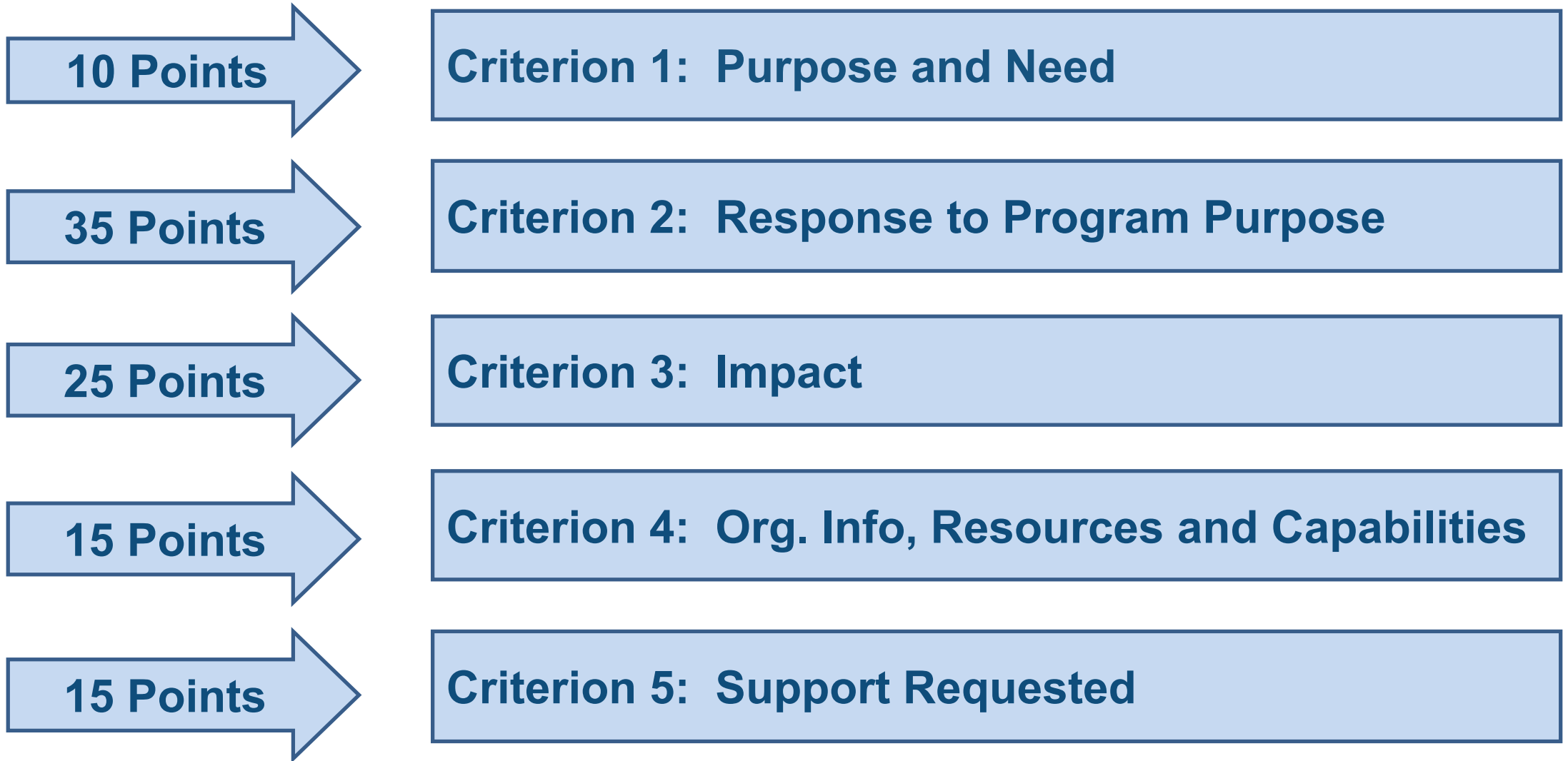


Narrative Guidance

Narrative Section	Review Criteria
Purpose and Need	(1) Purpose and Need
Response to Program Purpose: <ul style="list-style-type: none"> a) Work Plan b) Methodology/Approach c) Resolution of Challenges 	(2) Response to Program Purpose: <ul style="list-style-type: none"> a) Work Plan b) Methodology/Approach c) Resolution of Challenges
Impact <ul style="list-style-type: none"> a) Evaluation and Technical Support Capacity b) Project Sustainability 	(3) Impact <ul style="list-style-type: none"> a) Evaluation and Technical Support Capacity b) Project Sustainability
Organizational Information, Resources, and Capabilities	(4) Organizational Information, Resources, and Capabilities
Budget and Budget Justification Narrative	(5) Support Requested



Review Criteria



Review Criterion 1: Purpose and Need (10 points)

- Gaps and needs in the current local CHW and health support worker public health workforce and services provided to address those needs and gaps
- Trainee characteristics, demographics and needs including but not limited to geographic background, race/ethnicity and data supporting the information cited
- Curriculum and experiential training modifications needed to achieve project goals and objectives
- Local populations at highest risk for health disparities and low health literacy in the Disparity Impact Statement based on the CDC/SVI (*Social Vulnerability Index*)
- Potential benefits to the targeted underserved community(s) by addressing the socio-economic and cultural determinants of health, health disparities, and technological barriers to accessing care
- Partners needed to develop and implement on-the-job training, field placements, registered apprenticeships, job opportunities and recruit individuals to serve in underserved communities



Review Criterion 2: Response to Program Purpose (35 points)

- Criterion 2 (a): Work Plan (15 points)
- Criterion 2 (b): Methodology/Approach (15 points)
- Criterion 2 (c): Resolution Of Challenges (5 points)



Review Criterion 2: Response to Program Purpose (35 points)

Criterion 2 (a): Work Plan (15 points)

- Comprehensive plan
- Activities
- Identify the target population and community
- Address SDOH and health equity
- Partnerships
- Logic model



Standardized Work Plan Form

OMB Number: 0906-0049
 Expiration Date: 02/28/2023

Standardized Work Plan (SWP)

Organization Name:

Project Title:

Budget Period: 1

Goal # 1:

Goal # 1, Objective # 1:

Goal # 1, Objective # 1, Sub-Objective # 1:

Organizational Priorities: A. Telehealth/Telemedicine B. Childhood Obesity C. Behavioral Health D. Opioids / Substance Use Disorder
 E. Intimate Partner Violence F. Rural Health G. Health Insurance Reform
 H. Drug Pricing I. Value-Based Care J. N/A
 K. Other ("Other" options will be listed in Notice of Funding Opportunity Instructions)

Other Priority Linkage:

X	Milestone Activity A				
	Description				
	Outcomes/Deliverable(s)				
	Staff Responsible				
	Target Quarter/Frequency	Q1 <input type="checkbox"/>	Q2 <input type="checkbox"/>	Q3 <input type="checkbox"/>	Q4 <input type="checkbox"/>



Review Criterion 2: Response to Program Purpose (35 points)

Criterion 2 (b): Methodology/Approach (15 points)

Responsive to the CHWTP intent, requirements, goals, objectives

Details strategies for:

- Trainee recruitment, retention, support services, financial support
- Training new/current CHW and HSWs including curriculum modifications
- Underserved community engagement, collaboration, communication
- Using the *Disparities Impact Statement* as a framework for goals attainment
- Addressing target community system gaps, needs, health equity
- Using technology (telehealth, web-based resources, etc.) to address SDOH and promote digital literacy
- Identifying existing or creating new apprenticeships with preceptors/mentors/liaisons for trainees
- Selecting/transitioning at least 75 percent of the trainees to on-the-job training opportunities via field placements and enrolling a minimum of 25 percent into registered apprenticeship programs
- Coordinating integrated training in community-based experiential training sites, including non-traditional community partners/organizations that serve underserved communities
- Emergency preparedness plan to ensure continuation of programmatic and training activities



Review Criterion 2: Response to Program Purpose (35 points)

Criterion 2 (c): Resolution of Challenges (5 points)

Discusses challenges and resolutions related to:

- Meeting program requirements, project work plan implementation, achievement of proposed goals, objectives and performance measure requirements;
- Collaboration and partnerships with individuals, organizations and groups;
- Ensuring trainings integrate health equity, SDOH, cultural-competency, new or enhanced CHW and public health core competencies;
- Trainee recruitment, support, field placements, employment and on-the-job training in underserved communities
- Ensuring trainees and employers receive adequate guidance; and
- Resources available to resolve and overcome these challenges and obstacles.



Criterion 3: Impact (30 points)

- Criterion 3(a): Evaluation and Technical Support Capacity (15 points)
- Criterion 3 (b): Project Sustainability (10 points)

Criterion 3: Impact (25 points)

Criterion 3(a): Evaluation And Technical Support Capacity (15 Points)

- Overall quality of the impact evaluation plan
- Activities are defined by proposed objectives to achieve measurable outcomes
- Expertise, and technical capacity to incorporate data into program continuous quality improvement
- Quality of the methods/approach for using results, and performance measures
- Plan to utilize both quantitative and qualitative data and address potential obstacles
- Obtain participant employment data one year after program completion
- Impact evaluation; how performance outcomes will inform program development and service delivery
- Plans for dissemination of project results which may be national in scope, and are replicable



Criterion 3: Impact (25 points)

Criterion 3(b): Project Sustainability (10 points)

- Obtaining future funding, resources and timetable for becoming self-sufficient
- Sustaining ongoing didactic and experiential training curriculums, apprenticeships
- Maintaining effective CHW training methods, strategies, technologies, best practices
- Leveraging ongoing collaborations/services/interventions that improved population outcomes
- Demonstration of commitment to support recruitment of CHW/HSW trainees, improve care access in underserved communities, strengthen program development, curricula, partnerships
- Strategies to expand, diversify, and sustain CHW public health workforce quality and numbers with the help of mentors, preceptors, financial and other support
- Actions to maintain relationships with organizations, community-based and non-traditional community organizations, experiential training sites, registered apprenticeships, and other collaborative and interprofessional partners



Criterion 4: Organizational Information, Resources, and Capabilities (15 points)

- Qualifications/capabilities of personnel to fulfill programmatic, fiscal, and administrative needs and requirements of the proposed project
- Quality of the evidence of support from institution, collaborating partners and practice sites and ability to implement an emergency preparedness plan
- Organizational commitment to health equity, reducing disparities and serving the target community
- Existing resources and/or programs available and how they will work together to perform operational oversight necessary to implement integrated services, field placements and curriculum enhancements



Budget Overview



Criterion 5: Support Requested (15 points)

- Costs are reasonable given the scope of work
- Costs are allowable and do not include funding restrictions
- Project Director and key personnel time devotion to the project
- Participant/Trainee support follow NOFO-specific budget guidelines
- Budget justification for ***each*** project year
- Submitted one SF424-RR Budget form due to forward funding



Funding

Funding may be requested for a period of performance of up to 3 years:

- The ceiling amount is up to \$1,000,000 (inclusive of direct and indirect costs) per year.
- If the proposal contains a budget that exceeds the stated ceiling amount, the entire application will be considered non-responsive and will not be considered for funding under this notice.



Funding Restrictions

Grant funds may not be used for the following items:

- Subsidies or paid release time for project faculty
- Payment of temporary personnel replacement costs for the time faculty/ preceptors/participants are away from usual worksite during involvement in project activities
- Laboratories
- Foreign travel
- Accreditation, credentialing, licensing, certification exam/licensing fees, and franchise fees and expenses
- Pre-admission costs, including college entrance exam costs
- Major construction and alterations



Funding Requirements

- Applicants are ***required to have the necessary policies, procedures, and financial controls in place*** to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding, including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.
- Funding restrictions for HRSA recipients and sub-recipients regarding prohibition on certain telecommunications and video surveillance services or equipment are located at 2 CFR § 200.216. For details, see the HRSA Grants Policy Bulletin Number 2021-01E.
- All ***program income*** generated as a result of awarded funds must be used for approved project-related activities. The program income alternative(s) applied to the award(s) under the program will be the addition/additive alternative. You can find post-award requirements for program income at 45 CFR § 75.307.



Budget Preparation

SF-424 R&R Section Introductory Fields

ORGANIZATIONAL DUNS: Enter name of Organization:

Budget Type: Project Subaward/Consortium

Budget Period: 1 Start Date: End Date:



Budget Preparation

SF-424 R&R Section A-B: Senior Personnel / Other Personnel*

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
						Cal.	Aoad.	Sum.				
X												
Project Role: <input type="text" value="PD/PI"/>												
<input type="button" value="Add Additional Key Person"/>												
Additional Senior Key Persons: <input type="text"/>						<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>	Total Funds requested for all Senior Key Persons in the attached file			<input type="text"/>
										Total Senior/Key Person		<input type="text"/>

B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)		
		Cal.	Aoad.	Sum.					
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="button" value="Add Additional Other Personnel"/>									
<input type="text"/> Total Number Other Personnel							Total Other Personnel		<input type="text"/>
							Total Salary, Wages and Fringe Benefits (A+B)		<input type="text"/>

* Supports 8 structured profiles (PD + 7 additional)



Budget Preparation

SF-424 R&R Section C: Equipment / D: Travel

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
<input checked="" type="checkbox"/> <input type="text"/>	<input type="text"/>

Add Additional Equipment

Additional Equipment:

Add Attachment

Delete Attachment

View Attachment

Total funds requested for all equipment listed in the attached file

Total Equipment

D. Travel

1. Domestic Travel Costs

2. Foreign Travel Costs

Total Travel Cost



Budget Preparation

SF424 R&R Section E: Participant / Trainee Support Costs

E. Participant/Trainee Support Costs

Funds Requested (\$)

1. Tuition/Fees/Health Insurance

2. Stipends

3. Travel

4. Subsistence

5. Other

Number of Participants/Trainees

Total Participant/Trainee Support Costs



Budget Preparation

SF424 R&R Section F: Other Direct Costs

F. Other Direct Costs		Funds Requested (\$)
1. Materials and Supplies		
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8.		
9.		
10.		
Total Other Direct Costs		
G. Direct Costs		Funds Requested (\$)
Total Direct Costs (A thru F)		



Budget Preparation

SF-424 R&R Section G: Direct Costs / H: Indirect Costs

G. Direct Costs			Funds Requested (\$)
Total Direct Costs (A thru F)			<input type="text"/>
H. Indirect Costs			
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
<input checked="" type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Additional Indirect Cost"/>			
Total Indirect Costs			<input type="text"/>
Cognizant Federal Agency			
<small>(Agency Name, POC Name, and POC Phone Number)</small>			
<input type="text"/>			
I. Total Direct and Indirect Costs			Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)			<input type="text"/>





Budget Justification / Narrative

- Provide a clear detailed description of how / why the requested cost is necessary for the purpose of project objectives and activities. All requested costs must be reasonable, allocable and necessary to carry out the project.
- The budget justification must align/coincide with the SF424 R&R budget forms for all requested costs.
- All Direct and Indirect costs requested in the SF424 R&R must be accounted for in budget justification / narrative.



Organizing the Budget Justification

Sample format for materials and supplies:

	<p>Materials are budgeted at \$2,359 in Year 1, \$1,923 in year 2, and \$2,084 in Year 3.</p> <p><u>Note (budget justification does not coincide with the budget form): SF-424 R&R shows \$2,000 for Year 3.</u></p>
	<p>We request \$500 per year for office supplies (paper \$180, binders \$100, printer cartridges \$120, presentation board \$100) for Years 1- 3. One laptop computer (\$1,000) in Year 1. We request \$250 in Year 1 for educational supplies including brochures, and training workshop handouts, and recruitment materials. Total: Yr1 - \$1,750, Yr2 and Yr3 - \$500 each.</p>

Organizing the Budget Justification

Sample format for travel:

Describe the purpose of both local and long distance travel, destination(s), and list number of individuals for whom funds are requested.



- For long distance: Provide a breakdown of travel expenses (e.g., airfare, lodging, parking, per diem, mileage rate, etc.) for each person and trip.
- For local travel: Provide distance traveled and number of trips

Confirm total of all items above coincides with the amount entered on the SF424 R&R for Travel (i.e. Domestic Travel – D, 1.) for each budget period.



Organizing the Budget Justification

Example for participant/trainee support costs (E - nos. 1 – 5):

	10 trainees will be supported in each grant year. Total requested (all years): \$320,000
	Trainee Stipends: \$5,000 per year X 10 full-time student trainees = \$50,000. Same amount is requested for each year. Total \$50,000 x 4 years = \$200,000 Trainee Tuition & Fees: \$3,000 X 10 full-time trainees = \$30,000. Same amount is requested for each year. Total \$30,000 x 4 years = \$120,000 for 4 years.

Organizing the Budget Justification

The budget justification needs to include the itemized breakdown of items:

- Identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.
- Itemize materials and supplies and total estimated costs.
- Provide a detailed description of the activities the sub-recipient or services the services the contractor will provide.
- Include separate line-item budgets for each sub-award or contract and budget justifications for each sub-award or contract.



Suspension and Debarment

- The S&D process protects the federal government from fraud, waste and abuse by using a number of tools to avoid doing business with non-responsible contractors.
- Suspensions, Proposals for Debarment, and Debarments are the most widely known tools as these actions are visible to the public via SAM.
- Actions serve to protect the government's interests and ensure the federal government does business only with presently responsible entities and individuals.

(See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).



Maintenance of Effort

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

NON-FEDERAL EXPENDITURES	
FY 20 (Actual)	FY 21 (Estimated)
Actual FY 20 non-federal funds, including in-kind, expended for activities proposed in this application.	Estimated FY 21 non-federal funds, including in-kind, designated for activities proposed in this application.
Amount: \$ _____	Amount: \$ _____

Key Contacts Form

Key Personnel: The Principal Investigator/Project Director (PI/PD) and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measurable way, whether or not they receive salaries or compensation under the award.

MUST BE COMPLETED

Key Contacts Form	
* Applicant Organization Name:	[Redacted]
Enter the individual's role on the project (e.g., project manager, fiscal contact).	
* Contact 1 Project Role:	[Redacted]
Prefix:	[Redacted]
* First Name:	[Redacted]
Middle Name:	[Redacted]
* Last Name:	[Redacted]
Suffix:	[Redacted]
Title:	[Redacted]
Organizational Affiliation:	[Redacted]
* Street1:	[Redacted]
Street2:	[Redacted]
* City:	[Redacted]
County:	[Redacted]
* State:	[Redacted]
Province:	[Redacted]
* Country:	USA: UNITED STATES
* Zip / Postal Code:	[Redacted]
* Telephone Number:	[Redacted]
Fax:	[Redacted]
* Email:	[Redacted]



Funding Factors

- **NO DUPLICATION OF FUNDING AND EFFORTS:** HRSA has several funding opportunities that support the Public Health Workforce, e.g., HRSA-22-117-Rural Public Health Workforce Training Network Program through the Federal Office of Rural Health Policy (FORHP), HRSA-22-122 –Public Health Scholarship Program. To ensure no duplication of funding and efforts, HRSA may choose to support one or more proposal from a single entity only if the activities proposed are demonstrably different and distinct from one another. If not demonstrated, HRSA may choose to not fund the application and need to fund out of rank order.
- This program provides a funding preference for some applicants as authorized by Title VII Section 765(c) of the PHS Act (42 U.S.C. § 295a(c)) which states “The Secretary may grant preference to entities that serve individuals who are from disadvantaged backgrounds (including underrepresented racial and ethnic minorities), and graduate large proportions of individuals who serve in underserved communities”.
- Applicants receiving the preference will be placed in a more competitive position among applications that can be funded if they provide appropriate documentation demonstrating that they meet both of the following qualifications.



Funding Preference Instructions

Qualification 1 of 2 : Entities that serve individuals who are from disadvantaged backgrounds (including underrepresented racial and ethnic minorities)

Applicants must provide documentation in Attachment 7 demonstrating that 50 percent or more of their graduates/program completers over the past two years (2019-2020 and 2020-2021) came from disadvantaged backgrounds (e.g. environmental, economical, or educational), including underrepresented racial and ethnic minorities. To calculate this proportion:

of program completers in 2019-2020 from disadvantaged backgrounds including URMs

Plus

of program completers in 2020-2021 from disadvantaged backgrounds including URMs

Total # of program completers in 2019-2020

High Rate =

Plus

X 100

Total # of program completers in 2020-2021



Funding Preference Instructions Contd.

Qualification 2 of 2 : Entities that train large proportions of individuals who serve in medically underserved communities.

- Applicants must provide documentation in Attachment 7 demonstrating that 50 percent or more of their graduates/program completers over the past two years (2019-2020 and 2020-2021) practiced in medically underserved communities. <https://data.hrsa.gov/tools/shortage-area>.
- You must provide a copy of the output from the Shortage Designation Advisor that indicates which type of federal designation (e.g., MUC, MUA, HPSA, MUP) matches the address or addresses you provide.
- **Instructions to calculate this percentage:** List the total number of graduates/program completers employed in medically underserved communities during 2019-2021(including the addresses) divided by the total number of graduates/program completers in 2019-2021, multiplied by 100.

Total # of program completers employed in MUCs 2019-2021	Total Number of <u>all</u> program completers 2019-2021	Employment Setting Address(s)	Federal Designation Type(s)
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Attachment Details

Attachment 1 -Logic Model	Required
Attachment 2 -Staffing Plan & Job Descriptions of Key Personnel	Required
Attachment 3 -Letters of Agreement, Memoranda of Understanding, and/or Descriptions of Proposed/Existing Contracts (Project-Specific)	Required
Attachment 4 -Project Organizational Chart	Required
Attachment 5 -Tables, Charts, etc.	As applicable
Attachment 6 -Maintenance of Effort	Required
Attachment 7 - Request for Funding Preference	As applicable
Attachment 8 -Accreditation/Approval Documentation	Required
Attachment 9 -Letters of Support and Intent	Required
Attachment 10 -Include HRSA-22-117 and/or HRSA-22-122 Abstract	If applicable
Attachment 11 - Other Relevant Documents	As applicable



Resources

- ▶ **Logic Models:** Additional information on developing logic models.
https://www.cdc.gov/eval/tools/logic_models/index.html
- ▶ **DOL Apprenticeship Toolkit:** https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf
- ▶ **DOL Apprenticeship.gov:** <https://www.apprenticeship.gov/> one-stop for job seekers, employers and apprenticeship education partners.
- ▶ **DOL Boot Camp 101:** <https://ase.workforcegps.org/resources/2019/11/05/17/14/Registered-Apprenticeship-101-Bootcamp> Overview of structure and resources for State and DOL Registered Apprenticeship programs, and webcasts.
- ▶ **Essential Public Health Services:**
<https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html>
- ▶ Tips for writing a strong application can be found in Section 4.7 of HRSA's SF-424 R&R Application Guide and at <http://www.hrsa.gov/grants/apply/write-strong/index.html>.



Questions



Contact Information

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