



American Recovery and Reinvestment Act

Equipment to Enhance Training for Health Professions Training Program (EETHP)

Frequently Asked Questions

April 23, 2010

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NOTE: Additional questions added March 12, 2010 and March 18, 2010 are denoted with the words “New – March 12 (or March 18), 2010”.

NOTE: Important additions and revisions made April 23 are highlighted in yellow.

Purpose

What is the purpose of the EETHP equipment funding opportunity?

The Equipment to Enhance Training for Health Professions Training Program (EETHP) is a funding opportunity under the American Recovery and Reinvestment Act (Recovery Act or ARRA) which provides Federal funding for the purchase of health professions training equipment.

What are the goals of the EETHP program?

The goals include:

- increasing the number of highly skilled health workforce professionals in the United States or its territories through the availability and use of training equipment;
- strengthening the National capacity for health professions education through the purchase of health professions training equipment; and
- investing in the educational and/or service infrastructure, through the purchase of equipment, to enhance the quality of health professions education.

Why are there multiple funding opportunities under the EETHP initiative?

Twenty-one health professions training programs authorized under Titles III, VII and VIII of the Public Health Service Act to allow equipment purchases comprise the EETHP initiative. While the overall goals of the EETHP initiative are the same for all programs, the eligibility, priorities and preferences within the individual programs differ, pursuant to the PHS Act. Because of these differences we have developed multiple funding opportunities.

What is the definition of equipment?

Equipment is defined as tangible items with a unit cost of \$5,000 or more and a useful life of one or more years.

Eligibility

Who is eligible to apply for equipment under the EETHP initiative?

In order to be eligible for funding under the EETHP initiative, an applicant must be able to provide documentation indicating that it is both (1) eligible to apply under the specific health professions program, and (2) has the ability to carry out the requirements of that program, as if it were funded to do so. Applicants do not need to currently receive a grant. More specific information can be found in the program-specific EETHP funding opportunity announcement.

What are the eligible programs under the EETHP initiative?

The 21 eligible programs are:

- (1) Comprehensive Geriatric Education Program (HRSA-10-173),
- (2) Dental Public Health Residency Training Program (HRSA-10-176),
- (3) Centers of Excellence (HRSA-10-174),
- (4) State Oral Health Workforce Grant (HRSA-10-183),
- (5) Preventive Medicine Residency Training Program (HRSA-10-180),
- (6) Health Careers Opportunity Program (HRSA-10-182),
- (7) Public Health Training Centers (HRSA-10-181),
- (8) Basic Area Health Education Centers (was HRSA-10-194; to be reissued),
- (9) Model Area Health Education Centers (was HRSA-10-194; to be reissued),
- (10) Geriatric Education Centers (HRSA-10-178),
- (11) Geriatric Training Regarding Physicians, Dentists and Behavioral and Mental Health Professionals (HRSA-10-179),
- (12) Graduate Psychology Education (HRSA-10-175),
- (13) Physician Faculty Development (was HRSA-10-186; will be reissued as 10-241),
- (14) Predoctoral Training (was HRSA-10-187; will be reissued as 10-239),
- (15) Academic Administrative Units (was HRSA-10-185; will be reissued as 10-238),
- (16) Physician Assistants Training in Primary Care (was HRSA-10-189; will be reissued as 10-237),
- (17) Residency Training in Primary Care (was HRSA-10-190; will be reissued as 10-240),
- (18) Residency Training in General and Pediatric Dentistry (was HRSA-10-191; to be reissued),
- (19) Advanced Education Nursing (HRSA-10-171),
- (20) Nursing Workforce Diversity (HRSA-10-167), and
- (21) Nurse Education Practice and Retention (HRSA-10-172).

Why do I have to demonstrate capability if I am not receiving funds for program operations?

The law requires that funds be awarded within the existing authorities. In addition, we want to invest in projects with the greatest likelihood of success. For that reason, an applicant must be able to demonstrate that they would be capable of fulfilling the legislative requirements of the particular program, were they funded to do so.

How does an applicant demonstrate eligibility and capability?

An eligible entity must select one or more programs in which to apply for under the EETHP initiative. The applicant must submit a Declaration of Eligibility acknowledging that it is eligible based on the legislative language of each program, as well as a brief narrative which further explains its capacity to fulfill the legislative requirements. Refer to the appropriate funding opportunity announcement for specific legislative requirements.

Must eligible entities be accredited?

That depends on the funding opportunity; please refer to the appropriate funding opportunity announcement. Under Statute, in some cases the applicant school must be accredited or in the process of obtaining accreditation; in other cases, although the grantee is not required to be accredited, the training program they administer must be accredited.

Are entities other than those located in the 50 States eligible to apply?

That depends on the funding opportunity; please refer to the appropriate funding opportunity announcement. Under Statute, in some cases the definition of State may include the District of Columbia and/or U.S. Territories; in other cases it does not. Similarly, in some but not all cases Tribes and/or tribal organizations may be eligible.

Are foreign institutions eligible to apply?

As specified on the Recovery.gov website, the purpose of the Recovery Act is to create and save U.S. jobs, jumpstart our economy, and build the foundation for long-term U.S. economic growth. All grantees must meet the eligibility criteria specified in the appropriate funding opportunity announcement; in all cases the primary grantee must meet those criteria. Should a foreign institution choose to collaborate or partner with an eligible U.S. applicant, then that U.S. applicant must apply as the grantee. A foreign school would not meet the definition of an eligible school.

New – March 12, 2010 - When acknowledging our capacity to fulfill the requirements of the appropriate section of the Public Health Service Act, do we need to just have the capability to carry out the activities of the selected professional training program, or do we need to be actually performing those activities? We are not a current grantee, but are eligible.

An applicant must demonstrate eligibility and capability. An applicant does not have to be a current grantee, but must document how they are capable of carrying out the program for which equipment is requested, in accordance with statutory authority.

New – March 18, 2010 - Are proprietary and/or for-profit organizations eligible to apply?

That depends on the funding opportunity; please refer to each individual funding opportunity announcement. Note, however, that no increment above cost, e.g., in the form of profit or fee, may be paid under any HRSA grant to any type of recipient for this initiative.

We are eligible for multiple programs under EETHP. Does one program have more priority for funding over another?

No; no one program has priority over another. The competition is both across and between all programs. Applicants are reminded to disclose all the equipment requests that have been submitted in each application.

New – March 18, 2010 – Must we meet a preference or priority in order to be eligible to apply?

No. You are eligible to apply if you meet the eligibility requirements specific to a particular announcement. Not everyone will meet a particular funding preference or priority. All applicants will be given full and equitable consideration during the review process.

New – March 18, 2010 – In showing my capability, how do I strike a balance in my work plan between programmatic implementation and the equipment purchase?

You will need to provide enough information to show you are capable, and describe the actual use of the equipment for training. You will need to provide enough information to adequately show the relevance of the equipment to your program.

New – March 18, 2010 – Do we have to include proof of nonprofit status?

That depends on the funding opportunity. If an entity must be a nonprofit in order to be eligible, then proof of nonprofit status would need to be included in the application. Part D of the checklist indicates what documents are acceptable as proof. When including proof of nonprofit status in an application, include it as Attachment 9. This document will be excluded from the page count.

Summary of Funding

How much funding is available? How many awards do you anticipate making?

Across the entire initiative, approximately \$50,000,000 is available to fund approximately 200 grant awards. Competitions will occur both within each individual program/guidance as well as between each of the twenty-one programs/guidances that make up the EETHP initiative.

How much can an applicant request?

A ceiling of \$300,000 has been established for each EETHP funding opportunity. Eligible applicants can only submit one (1) application per funding opportunity; however, they may submit applications for multiple funding opportunities. If they do so, the application must include a full disclosure of other ARRA EETHP or HRSA opportunities and equipment applied for.

Why was \$300,000 established as the ceiling for each request?

Equipment needs vary widely by program and institution. As this is a capacity-building grant opportunity, the upper limit needed to be high enough to allow institutions the opportunity to purchase expensive equipment, such as a simulation lab. At the same time, this is an opportunity to use the appropriated funds to benefit a broad array of educational programs. There are many equipment needs, and HRSA wants to award funds to a broad group of applicants. This limit accomplishes this.

Can an applicant apply for the same piece of equipment under multiple funding opportunities?

Yes, if eligible and capable, applicants can submit applications for the same equipment under multiple announcements. However, in each application they must include a full disclosure of other ARRA EETHP and HRSA opportunities and equipment applied for. Note that HRSA will only fund a maximum of one request for the same equipment per applicant.

Can an applicant receive an equipment award under more than one funding opportunity?

If eligible and capable, applicants may submit no more than one application for each of the available funding opportunities. We will only fund a maximum of one request for the same equipment per applicant. However, if applicants request different equipment under each of several funding opportunities, it is possible that an applicant could receive more than one award.

Is there a cost sharing or match requirement?

Specific funding opportunity guidances will describe any statutory matching requirements.

When will the grant be awarded?

We anticipate that EETHP funds will be awarded in the September 2010.

Can EETHP funding be used to cover costs incurred prior to the award date?

EETHP funds cannot be used to support any costs incurred prior to February 17, 2009 (the date the Recovery Act was enacted). Although pre-award costs incurred after February 17, 2009 and no more than ninety days prior to award may be reimbursed if they are allowable costs, any costs incurred before receipt of the Notice of Grant Award are at the applicant's risk. Further, since these funds may not be used to supplant other funds used or planned for the same purpose, equipment purchased prior to award will not be reimbursed.

Is there any formal notification of an EETHP award from the Health Resources and Services Administration (HRSA)?

Yes. HRSA will electronically transmit a formal notification in the form of a Notice of Grant Award (NGA) that will be provided to the applicant organization/institution prior to the start date. The NGA sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, 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 granted. Once

signed by the Grants Management Officer, it is sent to the applicant agency's Authorized Representative and reflects the only authorizing document.

What is the timeline for the use of EETHP funds?

Recipients of EETHP funds should obligate (commit) the grant funds and complete the proposed equipment purchase(s) by the end of the one-year project/budget period. HRSA strongly encourages recipients to expend (spend) all funds during the one-year project/budget period to respond to urgent, immediate community needs.

Will recipients be allowed to extend the original EETHP project period beyond the first year?

Consistent with the intent of the Recovery Act—to create jobs and respond to urgent, immediate community needs—award recipients are expected to obligate all EETHP grant funds within the one-year project/budget period. If there is a need to extend the project period beyond the original year, HRSA will work with the recipients, on a case-by-case basis, to adjust the project period. Extensions must be justified and receive previous approval from HRSA.

If an applicant is proposing to utilize other sources of funding to supplement an EETHP project, do those other sources need to be in-hand or committed?

An applicant must demonstrate how it will be able to complete the EETHP purchase(s) within the one-year project period. It is in the applicant's best interest to ensure that completion requirements will be met by having any other sources of funding for the purchase secured by the time of application. The applicant assumes all risk associated with unsecured funds.

Will applications be funded for less than the requested amount if they are less competitive or if there are substantially more eligible requests than available funds? Will EETHP awards be all or nothing?

HRSA expects to receive a large number of competitive applications under the EETHP initiative. In order to provide funding to a greater number of qualified applicants it is possible that applications could be funded for less than the requested amount.

How will the review criteria be used to assess applications?

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of success. The application must request a specific amount. Applications will be reviewed and scored in their entirety (i.e., based on all equipment purchases proposed in the application). Applications including more than one (1) piece of equipment should make sure every single request meets or exceeds the review criteria established for these funding opportunities. Applications that do not meet the review criteria may receive lower scores and therefore may not be funded in whole or in part.

If an application proposes more than one (1) piece of equipment, is it possible for only one piece of equipment to be awarded?

Yes. Individual pieces of equipment will be funded in their entirety. However, in cases where multiple pieces of equipment are requested, we may decide to fund less than the total number of pieces of equipment requested.

If an applicant does not receive EETHP funds in 2010, will they have an additional opportunity to compete for EETHP funding in 2011?

No, additional EETHP funds will not be available and are one-time funding only.

New – March 12, 2010 - Please clarify what the \$300,000 ceiling means. If we submit an application through one of the EETHP funding opportunities for \$200,000, does that limit the amount we can ask for in an application for another EETHP funding opportunity?

No. Each application has a ceiling of \$300,000.

New – March 12, 2010 - We have an application pending for another (non-equipment) HRSA competitive funding opportunity, which included funds for equipment. Since funding decisions on the other competition will not have been made, what should we do?

An applicant should submit the request for equipment based on whatever equipment the applicant can justify. The applicant is required to disclose other requests for funding for equipment that have been submitted to HRSA. The review panel will consider the equipment proposal in its entirety and exclusive of other requests. Staff will have knowledge of all funding decisions that will have been made at the time, and will assure that there is no duplication of funding for the same equipment for the same purpose.

New – March 12, 2010 - The Program Guidance states that "Applicants may apply for more than one funding opportunity under this initiative, but may submit only one application under this announcement." I'm not sure that I understand what you mean by this statement.

There are 20 different announcement numbers under which an applicant may apply (refer to the list in the Eligibility section of this document.) An applicant may apply only once under each announcement number. The Training in Primary Care Medicine and Dentistry guidance contains six announcement numbers, and an eligible applicant could submit a proposal for each of the six different announcement numbers.

New – March 18, 2010 - My organization has a different definition of equipment. Can we use that definition in applying under this initiative?

No. In order to ensure a fair competition across all programs and funding opportunities, all applicants are required to use our definition of equipment – tangible items with a unit cost of \$5,000 or more and a useful life of one or more years.

Eligible Use of Funds

What types of projects are appropriate for the EETHP funding opportunity?

The EETHP initiative solely funds equipment to enhance health professions training. With appropriate justification, types of equipment might include, but are certainly not limited to the following: medical simulation training equipment, event triggered camera systems, patient simulators, medication simulators, distance learning/telemedicine training equipment, laptop ultrasound systems, mobile dental vans, and digital x-ray systems.

What are the funding limitations for the EETHP opportunity—is there anything in particular that cannot be supported?

The following uses of grant funds are examples of costs that are **not allowable** under EETHP grants:

- a. Costs incurred prior to the date of award, unless prior written approval is granted. In no case are costs incurred prior to February 17, 2009 allowable.
- b. Costs to fund the same equipment under multiple EETHP funding opportunities or any other HRSA program. Where requests are duplicated, full disclosure must be provided in each application.
- c. Costs to purchase or acquire health professions training, including training on the use of the equipment and other training expenses, unless included as part of an equipment purchase package.
- d. Cost to support or maintain the equipment, unless included as part of an equipment purchase package.
- e. Costs to replace current funding already received and/or allocated for the same purpose.
- f. Costs for the purchase, construction, or improvement of facilities or real property. Costs for alterations to existing facilities are not allowable costs under the EETHP program. However, minor work to install equipment which is included as part of an equipment purchase package, may be allowable.
- g. Trainee expenses are not allowable.
- h. Student support, including but not limited to, tuition, stipends, scholarships, bonuses, or subsidies is not allowable.
- i. Indirect costs are not allowable.

What is the definition of “minor work to install equipment?”

Minor work to install equipment would include such minor activities as routing wires or affixing monitors. Installation involving alteration and renovation, such as demolition of walls or reconfiguring rooms, is not considered to be minor work, and is not allowable under this initiative.

What is an equipment purchase package?

When negotiating with a vendor, for example, a bid might include one package cost which encompasses both the actual equipment cost plus staff training on the use of that equipment. If the one-price package includes both, then the full cost would be allowable. If, however, the budget included separate costs and/or vendors for equipment and for staff training, or for equipment and installation, then only the actual equipment cost would be allowable.

Are indirect costs allowable under the EETHP initiative?

No, only direct equipment costs are allowable.

Can multiple organizations collaborate on and apply for one EETHP grant? If organizations from the same area all apply, will that make them less competitive?

While HRSA encourages collaboration, particularly in rural areas, each EETHP application can only be submitted by one applicant. That applicant must be an eligible entity under the specific funding opportunity, and will be responsible for any grant that is awarded. All applications are scored against the review criteria only, and not against other applications. Similar geographic location of applicants will not impact the reviewers' scores.

Are mobile vans an allowable cost under EETHP?

The intent of the EETHP initiative is to address training equipment needs. Applicants may propose a mobile van, which is considered equipment, **only** in conjunction with an actual training project. The applicant must clearly describe why the mobile van supports the overall project, while considering the review criteria. For example, whereas a mobile van for dental training activities would be allowable, a mobile van to be used to provide student transportation or to transport supplies and/or equipment would not be allowable.

Can an applicant purchase modular units or trailers with EETHP funds?

A “trailer” is a portable vehicle built on a chassis designed to be hauled from one site to another by a separate means of propulsion (such as a car or truck). A trailer is considered equipment, but can only be proposed in conjunction with an actual training equipment need. A “modular unit” is a prefabricated portable unit designed to be moved to a site and assembled on a foundation. . Modular units assembled on fixed foundations constitute real property, and are therefore not allowable.

Do projects need to be “shovel-ready?”

Applications should demonstrate that the applicant can purchase, receive and utilize the proposed equipment within the one-year project period.

Can I purchase an EHR with EETHP funding?

Electronic health record (EHR) systems are not an allowable cost under this initiative.

Must the equipment be utilized 100% of the time for training, or can it also be used for service provision?

The primary use of the equipment must be for training.

During times when the equipment is standing idle, can groups other than the grantee use it for training and/or service provision activities?

45 CFR Part 74.34 specifies that equipment used less than full time in the project for which it was acquired shall be made available for use on other projects or programs, provided that such use does not interfere with the needs of the grantee. In addition, preference for any other allowable use must first be given to other HRSA grantees, and second to other HHS grantees.

Will there be any location restrictions placed on equipment? Can approved equipment be moved to satellite or other locations?

The equipment must remain under the control of the grantee, and must remain in the United States, the District of Columbia, or the U.S. Territories.

Can smaller items be bundled into an equipment proposal? For example, can multiple items, such as stethoscopes that have a unit cost of less than \$5,000, be bundled together in order to reach the \$5,000 threshold?

No. The definition of equipment requires that each individual item must have a unit cost of at least \$5,000.

Can furniture be ordered to store/place the equipment item on?

Such costs would only be allowable if included as part of an equipment purchase package, as defined elsewhere in this document.

Are software training programs allowable?

The definition of equipment requires that each individual item must have a unit cost of at least \$5,000. If a software training program fits the definition of equipment, and meets one of the goals of the EETHP program, then it would be an allowable purchase.

If a hospital partners with a school of nursing or medicine to provide training for students, can that hospital submit an application for training equipment for the hospital's learning lab?

In order to be eligible to receive funding under the EETHP initiative, the hospital must be able to provide documentation indicating that it is both (1) eligible to apply under the specific health professions program, and (2) has the ability to carry out the requirements of that program, if it were funded to do so. More specific information can be found in the program-specific EETHP funding opportunity announcements.

If a school applies for funding, can the equipment be purchased by the school but located in a hospital?

Yes, but the equipment must remain under the control of the grantee, and must first be made available for the school's use. The equipment can only be made available for use on other projects or programs, provided that such use does not interfere with the needs of the grantee. In addition, preference for any other allowable use must first be given to other HRSA grantees, and second to other HHS grantees.

Are training costs allowable for faculty to learn how to operate the equipment?

Such costs would only be allowable if included as part of an equipment purchase package, as defined elsewhere in this document.

Are warranties and upgrades allowable?

Such costs would only be allowable if included as part of an equipment purchase package, as defined elsewhere in this document.

New – March 12, 2010 - What counts as part of a 'unit' for eligible equipment purchases? For example, the purchase of a student response 'clicker' type system, which includes multiple individual clickers and an instructor's laptop to record and analyze responses. Is this entire system considered one unit?

The contents of a unit are *in large part* determined by the manufacturer's or seller's product/marketing. If a manufacturer sells a clicker system product that includes a number of clickers and an instructor's module as one unit, for one fixed price, it is a unit. The unit cost must be at least \$5,000.

New – March 12, 2010 - If software is required to operate a piece of equipment, but costs less than \$5,000, can the software be considered part of the unit of equipment? For example, purchase of a simulation mannequin and the software which operates the mannequin, or the software needed to operate the clicker system described above.

The contents of a unit are determined *in large part* by the manufacturer's or seller's product/marketing. If a manufacturer sells a simulation mannequin or a clicker system that includes operational software as one unit, for one fixed price, it is a unit. The unit cost must be at least \$5,000.

New – March 12, 2010 - If training or installation are required to operate the equipment, can that be considered part of the unit price?

The contents of a unit are determined *in large part* by the manufacturer's or seller's product/marketing. If a manufacturer sells a piece of equipment, and the package includes training or installation, for one fixed price, it is a unit. The unit cost must be at least \$5,000.

New – March 12, 2010 - Can a request include several small pieces of equipment combined with one large piece of equipment as a package within the proposal?

The contents of a unit are determined *in large part* by the manufacturer's or seller's product/marketing. The unit cost must be at least \$5,000. If not part of the unit, each small piece of equipment must also reach that threshold.

New – March 12, 2010 - I see that electronic health record systems are not allowed. Is an electronic health record *simulator* an allowed expense?

If the EHR simulator meets the other definitions of and purposes for equipment for training health professionals, and is requested under an eligible program by an eligible entity, a proposal for such could be considered.

New – March 12, 2010 - We understand that we must have a designated space for the equipment we request. Can one institution submit as the primary if that designated space will not be located at that institution, but will instead be at a partnering institution (hospital)? Or would the hospital be required to submit the proposal requesting the equipment?

An applicant may submit a proposal for equipment that is housed in another facility. The applicant remains responsible for the equipment.

New – March 12, 2010 - Can we apply for funding to rent the equipment? As with all technology, some of the items we want will be obsolete after a certain amount of time, and then we would have to replace them.

No. These funding opportunities are only for the purchase of equipment.

New – March 12, 2010 - Can we request to purchase a van if it is used to transport dental equipment from place to place to several field sites? The equipment/supplies being transported would be used for training at all of the sites.

The equipment being purchased has to be used to train health professionals. If the van is only for transportation, and is not part of the equipment package, it does not meet the definition. This is different than a mobile dental clinic, in which case the vehicle is specially outfitted to be part of the unit.

New – March 12, 2010 - If the equipment request is for electronic health record capability and technology equipment, can grant monies be used toward a technology coordinator stipend for the 12 month period?

No. These funding opportunities are only for the purchase of equipment.

New – March 12, 2010 - Our institution has a distance learning laboratory which the nursing faculty can utilize. The institution would like to have the capability to provide course instruction and training via live streaming video to one of our partnering hospitals; however, that hospital currently does not have the capability to receive the streaming video. Can our institution request the necessary equipment to expand distance learning capabilities?

Yes, as long as it meets the definition of equipment.

New – March 18, 2010 - Can we request funds to purchase or upgrade a server with data base software to use in administering our programs? To purchase a digital copier for administrative activities? To install a hi-speed computer line?

No. These funds are to specifically purchase equipment for the training of health professionals, not for administrative or tangential activities.

New – March 18, 2010 - Can funds be used to pay for grants administration activities and/or staff, such as for progress report completion or expenditure reporting?

No. These funds can be used solely for the purchase of equipment.

New – March 18, 2010 - Can we use these funds to outfit a room for laptops? To renovate/hardwire a room for equipment?

No. These funds can be used solely for the purchase of equipment.

New – March 18, 2010 - If we want to purchase a piece of equipment that exceeds \$300,000, can we still apply?

Yes. But the applicant must verify that the additional costs will be picked up by the applicant or another organization. This institutional commitment for the additional costs should be included in Attachment 6.

New – March 18, 2010 - Can we apply to purchase beds for a simulation lab?

The applicant would need to make a case that the bed could be considered as equipment to train health professionals, and it must meet the definition of equipment.

New – March 18, 2010 - We are planning on constructing a building, and would use these funds to purchase training equipment for use in the new facility. The building will not be completed by the end of the project period. Can we purchase and store the equipment until we are ready to use it?

No. The intent of these funds is to purchase equipment that will see immediate use during the project period. Applications should demonstrate that the applicant can purchase, receive and utilize the proposed equipment within the one-year project period.

New – March 18, 2010 – Is a database for research purposes for their students to learn on considered equipment?

No. These are training, not research-related grants. In addition, a database does not meet the definition of equipment, because it is not tangible.

Application Specifics

How are applications submitted?

The application process is divided into two phases. Under Phase 1, applicants will submit the Standard Form (SF) 424 R&R to Grants.gov by the required application due date. Under Phase 2, supplemental information will then be submitted via the HRSA Electronic HandBooks (EHBs) by a subsequent due date. All applicants who submit the SF-424 R&R through Grants.gov (Phase 1) by the application due date will be notified via e-mail regarding the availability of the EHBs for online submission of the required supplemental information. Only applicants who have successfully submitted a grant application through Grants.gov (Phase 1) by the specified due date may submit the required supplemental information in HRSA EHBs (Phase 2).

For applications due after April 26: The application process is still divided into two phases. However, applicants do not need to wait to submit into the EHBs; rather, upon submission into Grants.gov they can immediately enter the EHBs and continue application submission. They will not be notified via e-mail regarding the availability of the EHBs; rather, the EHBs are immediately available for application completion.

If an applicant misses the March 26, 2010 deadline in Grants.gov, will they still be able to submit an application in HRSA's EHBs prior to the April 26, 2010 deadline?

No. Only applicants who have successfully submitted a grant application through Grants.gov by the specified March 26, 2010 deadline will be eligible to submit the required supplemental information in HRSA's EHBs by April 26, 2010. We recommend that applicants submit their applications in Grants.gov as soon as possible, to ensure they have maximum time for providing the supplemental information in HRSA's EHBs.

For applications due after April 26: This question is no longer applicable. Both phases of the application have the same deadline. Applications must be successfully submitted in both Grants.gov and the EHBs by the deadline date specified on the announcement.

How will I know when to submit the supplemental information into the EHBs?

Applicants can only begin Phase 2 in HRSA's EHBs after Phase 1 in Grants.gov has been completed by the required due date, and HRSA has assigned the application a tracking number. Applicants will be notified by email when the application is ready within HRSA's EHBs for Phase 2. This email notification will be sent within 5-7 business days of the Phase 1 submission. Applicants who do not receive this notification within 7 business days should contact the HRSA call center at (877) Go4-HRSA or (877) 464-4772.

For applications due after April 26: This question is no longer applicable. Both phases of the application have the same deadline. Applicants will not receive email notification, and should not wait to submit into the EHBs.

What information is submitted in Phase 1 to Grants.gov?

Applicants must complete and submit the following by the appropriate Grants.gov deadline:

- SF-424 R&R Face Page;
- Assurances – Non-Construction Programs; and
- PHS-5161 Checklist.

What supplemental information is submitted in Phase 2 to HRSA's EHBs?

Applicants must complete and submit the following by the appropriate HRSA EHB deadline:

- Project Summary/Abstract;
- SF-424 R&R – Budget Information (Non-Construction Programs);
- Program Narrative;
- Budget Justification
- SF-424 LLL Disclosure of Lobbying Activities (as applicable);

- Any Program specific forms; and
- All Attachments.

Are there page limits for the applications?

The page limit for each application is 15 pages, regardless of the number of equipment items proposed. This limit does not include standard forms, the Assurances form and the Environmental Information and Documentation (EID) checklist form.

Please keep in mind that all information presented in the submission is publishable, and may be used to provide information to the public and Congress.

Does the requested budget have to be specifically for 12 months?

EETHP funding is awarded for a one-year project/budget period. The submitted budget should account for how the EETHP funds will be utilized during the one-year period.

How should attachments be formatted?

All attachments must be provided to HRSA in a computer-readable format (i.e., do not upload text as images). HRSA recommends PDF files but will accept Microsoft Word or Excel files as well. Please do not use spaces or special characters when naming files.

Should applicants upload additional attachments?

The page limit for the entire application is 15 pages. This limit does not include standard forms, the Assurances form and the Environmental Information and Documentation (EID) Checklist. If an applicant has not reached this limit with the other required attachments, it is free to submit attachments that it feels will respond to the review criteria and increase the competitiveness of the application. Applicants must ensure, however, that they do not exceed the total page limit.

Is there a specific order required for the assembly of the application?

Yes. All applications should follow the order described in the appropriate funding opportunity announcement.

How will I know if my application has been received?

All applicants who submit the Phase 1 application by the due date will be notified via e-mail regarding the availability of the EHBs for online submission of the required supplemental information. Upon submission in the EHBs there will be an acknowledgment of receipt of applications from the EHB. The submitting authorized official (AO) receives the EHB acknowledgments via an email transmittal.

It is important that applicants pay attention to emails received from Grants.gov. Notification of a "rejected" application from Grants.gov is not verification of receipt; rather, it means you must correct the error and resubmit prior to deadline.

For applications due after April 26: The application process is still divided into two phases. However, applicants do not need to wait to submit into the EHBs; rather, upon submission into Grants.gov they can immediately enter the EHBs and continue application submission. They will not be notified via e-mail regarding the availability of the EHBs; rather, the EHBs are immediately available for application completion.

What is the initial deadline for this opportunity?

For this competitive funding opportunity, an initial deadline has been established for application submission. All EETHP applications MUST be submitted in Grants.gov by March 26, 2010 at 8:00 p.m. ET.

For applications due after April 26: Check the appropriate funding opportunity announcement for the deadline. Applications must be submitted both in Grants.gov and the EHBs by the specified deadline.

Is a letter of intent required?

No. Letters of intent are neither required nor requested for these funding opportunities.

Will there be any opportunities for technical assistance prior to the application deadline?

Yes. Because of the unique nature of the EETHP initiative, all applicants are encouraged to participate in a technical assistance call for these funding opportunities. There will be three (3) conference calls scheduled, as follows:

- Conference Call #1 – March 12, 2010 at 2:00 P.M. ET
Toll free number: 888-942-9566, Pass code: 8511769
Replay Info: 800-282-5731; Pass code 8788
- Conference Call #2 – March 15, 2010 at 3:00 P.M. ET
Toll free number: 888-942-9566, Pass code: 8511769
Replay Info: 800-283-4773; Pass code 8830
- Conference Call #3 – March 17, 2010 at 10:00 A.M. ET
Toll free number: 888-942-9566, Pass code: 8511769
Replay Info: 800-280-4691; Pass code 8854

An additional conference call was added, as follows:

- Conference Call #4 – April 23, 2010 at 2:00 P.M. ET
Toll free number: 888-989-9720, Pass code: 1330217
Replay Info: 866-470-7045; Pass code 3656

If I am unable to participate in any of the conference calls, will I have other chances to obtain that information?

Yes. Taped replays of each conference call will be available approximately one hour after each call ends, and will be available until the closing date of the funding opportunity. Specific information can be found in each funding opportunity announcement, and is also found above.

In addition, prior to the question and answer session each conference call will begin with an identical presentation. Should you be unable to participate in a specific call, you may participate in one of the other calls.

Do I need to participate in all three calls in order to obtain all the information I need in order to apply?

No. Each conference call will begin with an identical presentation. New questions that are asked and answered either during the course of each call or through any subsequent e-mail requests will be added to this document on a regular basis.

New – March 12, 2010 - When we submit the materials for Phase 1, do we need to fill in #15 on the SF 424 R&R Face Page? I anticipate that we will still be working on our budget on 3/26, and may not know the actual amount of our request.

Question 15 on the Face Page in Phase 1 asks for an estimate of the expected amount of funding requested. This question must be completed. It is understood that the actual budget which is submitted in Phase 2 may not match the estimate, and that is fine. Reviewers will use the budget submitted in Phase 2 for their reviews.

New – March 12, 2010 - Is white space in the application removed to achieve the 15 page limit? Or is each page (including white space) included as 1 page in the final 15 page limit?

Regardless of the amount of text on a page and the amount of white space, each page will be counted as a separate page. This means that a page, whether it contains one line or a full page of text, will be counted as a page.

New – March 12, 2010 - Is this grant required to have state review by the intergovernmental review procedures (Single Point of Contact)?

This varies depending on the specific EETHP funding opportunity; refer to section IV.4 (Intergovernmental Review) within each guidance. If applicable to the specific EETHP funding opportunity, refer to the list of Intergovernmental Review Single Point of Contacts (SPOCs) at www.whitehouse.gov/omb/grants/spoc.html to determine state participation.

New – March 12, 2010 - I see there is a 15 page limit, but I cannot find anything about single or double spacing, or font size. Most grant guidances contain specific information about this.

Each EETHP announcement points the applicant to Section 5 of HRSA's Electronic Submission User Guide, which can be found at <http://www.hrsa.gov/grants/userguide.htm>, for detailed application and submission instructions. In summary, applicants are required to use an easily readable typeface, such as Times Roman, Arial, Courier, or CG Times. The text and table portions of the application must be submitted in not less than 12- point and 1.0 line spacing. Charts, graphs, footnotes, and budget tables may use a different pitch or size font, not less than 10 pitch or size font. When printed, the application must fit on 8 ½" x 11" paper, with margins of at least one (1) inch at the top, bottom, left and right of the paper.

New – March 12, 2010 - What are the CLAS standards?

They are the National Standards on Culturally and Linguistically Appropriate Services in Health Care published by HHS, and available online at <http://www.omhrc.gov/CLAS>. The CLAS standards are primarily directed at health care organizations; however, individual providers are also encouraged to use the standards to make their practices more culturally and linguistically accessible. CLAS standards 4, 5, 6, and 7 are current Federal requirements for all recipients of Federal funds.

New – March 12, 2010 - What if I submit my application under Phase 1 prior to the deadline, but it is rejected by Grants.gov and I am unable to resubmit before the deadline? Will I still be able to submit an application in HRSA's EHBs prior to the April 26, 2010 deadline?

No. Only applicants who have successfully submitted a grant application through Grants.gov by March 26 will be eligible to submit the required supplemental information in HRSA's EHBs by April 26, 2010. We recommend that applicants submit their applications in Grants.gov as soon as possible. If an application is rejected in Grants.gov and the applicant is unable to successfully resubmit an application in Grants.gov prior to the March 26 deadline, they will be unable to compete for the funding opportunity.

For applications due after April 26: This question is no longer applicable. Both phases of the application have the same deadline. Applicants will not receive email notification, and should not wait to submit into the EHBs. Applications must be successfully submitted in the EHBs prior to the deadline.

New – March 12, 2010 - Since the application is in two phases, should Question #1 on the SF-424 R&R face page in Grants.gov be answered "Pre-application?"

No. In all cases this should be answered "Application." HRSA does not have pre-applications.

New – March 12, 2010 - Why does the organizational chart count in the page limit? It can be quite an extensive document.

This guidance does not require an organizational chart; rather, Attachment 7 requires an Organization Equipment Utilization Chart. This chart should identify the location and potential users of the equipment in relation to the applicant organization, whether or not they are part of your organizational division. It can be a one-page document, and should not include a breakdown of your entire institution.

New – March 12, 2010 - Can you further explain the Maintenance of Effort Requirement?

Grant funds cannot be used to supplant current funding for proposed activities described in this application. That means if the applicant already purchased the equipment, or allocated other funds to purchase the equipment, those funds cannot be supplanted by EETHP funds. The grantee must agree to maintain expenditures of non-Federal amounts at a level that is not less than the level of expenditures incurred in the preceding fiscal year. If the proposed equipment purchase is new or not currently funded by the institution or another source, enter \$0 in the first blank on the chart. Otherwise enter the amount already committed to the purchase. Enter the amount requested in the application in the second blank.

New – March 18, 2010 - Since I already have a grant with BHP, how should Question #8 on the SF-424 R&R face page be answered?

Regardless of whether or not your institution has another grant with us, Question #8 for all applicants should be answered “NEW.”

New – March 18, 2010 - How should we complete Checklist Part B, Questions #5-#7 since the budget information is included in Phase 2, and not in Grants.gov?

As noted in the program guidance, mark “yes” to indicate that those documents will subsequently be submitted in the EHBs. However, if you already submitted in Grants.gov and marked “N/A” or left it blank, that is acceptable as well, and will have no affect on your overall application.

New – March 18, 2010 – Cost sharing is not required, so I don’t understand why I am required to include documentation showing an institutional commitment in Attachment 6.

Overall, we need to be assured that the equipment will be used by the institution for its intended health professionals training purpose. In addition, if an item of equipment costs in excess of \$300,000, a commitment that the institution or another organization will bear the additional costs must be included. Similarly, costs tangential to the equipment purchase, yet necessary for the ongoing operation of the equipment (such as hard-wiring a room, minor renovations, long-term maintenance) would need to be covered by the institution, and should also be documented as part of the institutional commitment. Equipment requests must show that all the necessary costs have been covered, either as part of the application or from another source.

New – March 18, 2010 – Why can’t I find the appropriate forms on the forms page?

Applicants to this initiative must go to Grants.gov in order to obtain the correct application package. Once you know the funding opportunity number and go into the Apply For Grants section in Grants.gov, you will have the opportunity to download both the application instructions (the program guidance) and the application package (the correct forms).

New – March 18, 2010 – Question 18 on the SF-424 R&R seems to require the SFLLL, a lobbying form. Do we leave this blank (no attachment) and wait to submit in EHB?

Yes, that is correct. Lobbying information will be requested in the EHBs (refer to Phase 2 summary chart in the announcement).

Has the deadline for HRSA-10-180 been changed for all applicants?

No. The Patient Protection and Affordable Care Act, Public Law 111-148, expanded the list of entities eligible to apply for this funding opportunity. As a result of this change, HRSA-10-180 was reissued for this limited number of applicants under the same announcement number. This reissuance has NO effect on previously eligible applicants; for all other applicants the April 26 deadline remains in effect. Previously eligible applicants who do not complete their submissions by April 26 will be considered late, and will not be considered in the competition.

Environmental Information and Review

What is NEPA and how does it relate to the other laws?

The National Environmental Policy Act (NEPA) requires that HRSA includes an environmental perspective in project planning by evaluating the potential environmental impacts of the proposed project and ensuring an appropriate level of public involvement takes place. The NEPA review process is the means HRSA uses for identifying and considering the requirements of the other environmental laws that apply to the project. A fundamental requirement of NEPA is that the review must be completed prior to starting the project. Funding may be jeopardized if this does not happen.

Can my project be exempt from NEPA?

Many actions, such as routine equipment purchases, may be exempt from the NEPA review and documentation process. Even so, you must be aware that the other environmental laws may still apply and must be addressed. For example, medical or dental equipment containing or using mercury, radioactive sources, or other hazardous materials require specific environmental review because of the potential to cause an environmental effect. Equipment falling within this category should be listed separately on the checklist.

Who needs to complete the Environmental Information and Documentation Checklist?

A completed Environmental Information and Documentation (EID) Checklist must be submitted with each EETHP application to indicate whether any potential extraordinary circumstances exist. In cases where there is a "Yes" response, a draft Environmental Assessment (EA) will be required; if needed, HRSA will work with applicants on this requirement.

How will I know if the other laws apply to my project?

A "Yes" response to any questions in the Environmental Information and Documentation Checklist is an indication that requirements of one or more of these laws might be triggered.

Application Review

Who will review EETHP applications?

EETHP applications will be subject to both an internal and external HRSA review. The internal review assesses completeness, eligibility, and environmental impact. These applications will also be reviewed by an Objective Review Committee. HRSA has established the method to assess the technical merit of applications to provide for an objective review of applications. The review criteria outlined in the appropriate EETHP guidance will be used to review and rank applications. The review criteria are designed to enable the review panel to assess the quality of an application 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.

What are the relevant qualifications of the reviewers? Will the reviewers have significant experience in training equipment as it relates to specific program areas?

HRSA maintains a large database of reviewers who are selected based on the type of grant that is being reviewed. Each reviewer will be screened to avoid conflicts of interest. Review committee members are responsible for providing an objective, unbiased evaluation based on the criteria that have been established for this funding opportunity.

In addition to the external review that will be conducted by the Objective Review Committee, EETHP applications will be subject to an internal HRSA review. The internal review assesses completeness, eligibility, and environmental impact. HRSA has the appropriate resources in place to perform these reviews, and has made every attempt to ensure that individuals have the requisite skills, knowledge, and expertise needed to review these applications.

Will we receive the results of the peer review?

Each applicant will receive written notification. This notice will include the results of the peer review process and whether or not the application was selected for funding.

New – March 12, 2010 - Will the projected number of students trained with the equipment be used as review criteria during the grant review?

Reviewers will make assessments and recommendations based on the merits of each individual proposal, as specified in the guidance review criteria. One application proposing to reach 25 students will not be compared in value to another application proposing to reach 150 students. However, each proposal will be evaluated in terms of the value of the proposal itself and the return on investment of that particular proposal.

Administrative Requirements

How does the “Buy American” provision of the Recovery Act affect EETHP applications? Do all equipment and materials purchased with ARRA funds need to be produced in the United States?

According to the Buy American provisions, no ARRA funds may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States, with a few exceptions. However, since this funding opportunity is solely for equipment, and not for construction, alterations, maintenance, or repair, Buy American would not apply.

What data reporting requirements are specific to the EETHP program?

All grantees will be required to report on the following items: (1) type of equipment to be purchased, (2) projected date for equipment to be purchased/actual purchase date, and (3) number of students expected to be trained using the equipment during the project period/actual number of students trained using the equipment.

What procurement rules and requirements are recipients expected to comply with?

As recipients of Federal grant funds, all grantees are expected to comply with procurement regulations that apply to Federal grantees, as described in 45 CFR 74.40 through 74.48 or in 45 CFR 92.36, as applicable. It is the applicant's responsibility to make every effort to award any contract(s) under a process where maximum competition is achieved in order to obtain the most reasonable price. In addition, equipment must be maintained, tracked, and disposed of in accordance with 45 CFR Parts 74.34 and 92.32.

Are there Federal references we can use to be sure we are in compliance with the competitive bids clause?

The procurement references can be found as follows:

- 45 CFR Part 92 -- Procurement Requirements for State, Local and Tribal Governments, http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title45/45cfr92_main_02.tpl
- 45 CFR Part 74 -- Procurement Requirements for Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations, http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfr74_07.html
- OMB Circular A-110 -- Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, <http://www.whitehouse.gov/omb/circulars/a110/a110.html#43>
- OMB Circular A-102 -- Grants and Cooperative Agreements with State and Local Governments, http://www.whitehouse.gov/omb/circulars_a102/

The government requires that procurement transactions provide competition to ensure the cost of the project is reasonable. If we are part of a joint purchase consortium do we still need to go outside our joint purchase vendors for additional quotes if there is only one or two vendors in our system offering a piece of equipment? The reason the vendors are in our system is because it has already been negotiated that we would get the best price from them.

In order to utilize existing purchase arrangements, the applicant should be able to show that any procurement agreement already in place meets the requirements for having ensured competition and therefore reasonable costs. All applicants should review the procurement regulations and requirements for Federal grant recipients mentioned above.

New – March 12, 2010 - Is a Public Health System Impact Statement (PHSIS) required for this grant?

No. This is not applicable to the equipment program. The PHSIS specifically relates to health care delivery programs. These awards are solely for the purchase of equipment; there is no service delivery component of these awards.

New – March 18, 2010 – If we are requesting more than one piece of equipment, can there be more than one PI (Principal Investigator) on the application?

No. There can only be one PI on the grant.

Post-Award Requirements

How can I track and separate ARRA versus non-ARRA funds?

To facilitate monitoring and tracking of EETHP funds from any other funds, EETHP grants will be provided under a unique grant number and Payment Management System (PMS) sub-account. The activity code for EETHP grants is D76. EETHP funds must be tracked separately and not commingled or pooled with other Federal, State, or local funds. Recipients must maintain financial records that identify the source and use of funds for each federally-sponsored activity.

How will EETHP funding be delivered to applicants?

Recipients will receive EETHP funds much in the same way grantees get any other funding via the Payment Management System (PMS); an NGA will be issued under a different grant number. For information regarding the drawdown of your awarded funds, contact your account representative at 1-877-614-5533 or <http://www.dpm.psc.gov/>. Recipients should draw down funds based on the needs of the EETHP project.

What are the reporting requirements for Recovery Act funding?

Grantees must continue to comply with the usual and customary reporting requirements required by HRSA, in addition to specific Recovery Act reporting. Recipients of Recovery Act funding will be required to provide periodic reports to ensure that funds are used for authorized purposes and instances of fraud, waste, error, and abuse are mitigated. Recovery Act funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act. Additional information is available at http://www.whitehouse.gov/omb/recovery_default/.

Generally, as required by the Recovery Act, recipients are required to report the following information:

1. The total amount of Recovery Act funds.
2. The amount of Recovery Act funds received that were obligated and expended to projects or activities. This reporting will also include unobligated allotment balances to facilitate reconciliations.
3. A detailed list of all projects or activities for which Recovery Act funds were obligated and expended, including
 - a. The name of the project or activity;
 - b. A description of the project or activity;
 - c. An evaluation of the completion status of the project or activity;
 - d. An estimate of the number of jobs created and the number of jobs retained by the project or activity. . Note that there has been a significant change to the methodology for counting jobs. The policy is to no longer calculate jobs on a cumulative basis; jobs are now to be calculated on a quarterly basis.
4. Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

Where can I find out more information about the ARRA reporting requirements?

The current Office of Management and Budget (OMB) guidance regarding ARRA reporting is available at http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf. Please note that future updates to recipient reporting guidance from OMB are likely, and recipients will be expected to follow the most current OMB guidance.

The OMB Section 1512 guidance for recipient reporting can be found at: <http://www.recovery.gov/?q=node/579>

In addition, the Office of Management and Budget (OMB) prepared a series of webinars to train Federal Agencies and recipients of ARRA funding on how to comply with their reporting responsibilities. Links to the recorded webinars can be found at:

<http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/>

What if a grantee has not been able to disburse funds by the due date of the first quarterly report? Would it still have to submit a quarterly report?

Yes; this is a government-wide requirement. Grantees are required to submit quarterly reports regardless of whether or not they have disbursed any funds. If no funds were disbursed prior to the first report, they would report zeroes.

Why is the ARRA-EETHP required reporting scheduled quarterly rather than annually?

Quarterly reporting is stipulated for timely measure and transparency of the use and impact of ARRA-EETHP funds.

Will the ARRA-EETHP quarterly report be completed and submitted through the HRSA EHBs?

The main ARRA-EETHP reports will be completed and submitted via a centralized system on www.FederalReporting.gov by no later than 10 days from the end of each quarter. This information will then be migrated for public access to the Recovery.gov website upon data quality review by the funding agency. However, grantees will also be expected to update their PPR-2 performance statistics in the EHBs on a quarterly basis.

What documents must be submitted when projects are completed?

HRSA requires the following documentation and certification once EETHP projects have been completed: (1) Financial Status Report (SF-269A), (2) itemized equipment list, and (3) a letter stating that the project was completed in accordance with the approved application and in accordance with all applicable Federal statutes and regulations.

This grant is solely to purchase equipment. How does that relate to jobs created or retained?

While it is true that ARRA funds are intended to improve the nation's access to well-trained health professionals, this activity does not meet the definition of creation or retention of jobs with ARRA funding. To meet the ARRA definition, a person's salary would need to be paid directly with ARRA funds.

New – March 18, 2010 - Where does the title for the equipment rest?

Title to equipment purchased with grant funds rests with the grantee organization. Such title is sometimes referred to as "clouded" because HRSA retains a limited interest that can be fulfilled by the grantee's continuing to use the equipment for approved purposes, keeping appropriate records, and in some circumstances reimbursing the Government upon disposition of the equipment.