

Scholarships for Disadvantaged Students Application  
Program Specific Form and Scholarships for Disadvantaged Students Performance  
Report (SDSPR)

Supporting Statement

A. Justification

1. Circumstances of Information Collection

This is a request for OMB reinstatement with change of the information collection requirements for the Scholarships for Disadvantaged Students (SDS) program (OMB No. 0915- 0149).

The SDS program is authorized by sections 725(f)(2) and 737(h)(2) of the Public Health Service (PHS) Act, as amended by the Disadvantaged Minority Health Improvement Act of 1990 (Public Law 101-527), as amended and renumbered by the Health Professions Education Extension Amendments of 1992 (Public Law 102-408), and amended by the Health Professions Education Partnerships Act of 1998 (**see Tab A**, Public Law 105-392, 42 U.S.C. 293a). The purpose of the SDS program is to promote diversity among health profession students and practitioners by providing funds to eligible schools for the purpose of providing scholarships to full-time financially needy students from disadvantaged backgrounds enrolled in health profession and nursing programs.

To qualify for participation in the SDS program, a school must be carrying out a program for recruiting and retaining students from disadvantaged backgrounds, including students who are members of racial and ethnic minority groups (section 737(d)(1)(B) of the PHS Act) (Tab A). A school must meet the eligibility criteria to demonstrate that the program has achieved success based on the number and/or percentage of disadvantaged students who graduate from the school. In awarding SDS funds to eligible schools, funding points must be given to schools based on the proportion of graduate students practicing in primary care, the proportion of full-time underrepresented minority students, and the proportion of graduate working in medically underserved communities (section 737(c) of the PHS Act).

Schools that are eligible for the SDS program are schools of medicine, dentistry, osteopathic medicine, pharmacy, optometry, podiatric medicine, and veterinary medicine, schools of nursing, public health, allied health, chiropractic, and graduate programs in clinical psychology, clinical social work, professional counseling, marriage and family therapy, and physician assistants training.

2. Purpose and Use of Information

SDS Application

Information collected for the SDS application (**Tab B**) is needed by the Department to determine whether applicant schools meet the requirements of enabling legislation, to determine eligibility for program participation, and to establish priority points for funding. Applicant schools are requested to complete an application for each discipline or program. Data are provided on numbers of full-time student enrollment and its' racial/ethnicity data, disadvantaged full-time enrollment by class year, full-time students graduated, full-time

disadvantaged students graduated, and full-time graduates serving in Medically Underserved Communities. Numbers of full-time graduates serving primary care must be provided only for schools of medicine, osteopathic medicine, dentistry, nursing (graduate degree program), physician assistants, dental hygiene, and mental and behavioral health.

Each school will determine the eligibility of students based on financial need and whether a student is from a disadvantaged background.

#### SDS PROGRAM SPECIFIC FORM (Tab B) AND INSTRUCTIONS FOR COMPLETEING THE PROGRAM SPECIFIC FORM (Tab C)

The SDS application is for electronic preparation and submission through the Electronic Hand Book (EHB). The SDS Program Guidance is available through the EHBs with Program Specific Form Instructions. Applicants use the SF 424 R & R as the Application Face Page. In order to submit the application electronically, all applicants must register in grants.gov.

#### **Program Specific Form:**

- A. Full-time Students enrolled in the Program for the Academic Year 20XX-20XX and Their Racial/Ethnicity Backgrounds. The schools are to identify their students under the following categories:

##### **Ethnicity:**

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Non-Hispanic or Latino: A person not having origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

##### **Race:**

American Indian or Alaska Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Black or African American: A person having origins in any of the Black racial groups of Africa.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples

of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, North America, the Middle East or North Africa.

More than One Race: A person having origins from more than one race.

Race Not Reported: Race unknown

- B. Total Full-time Enrollment and Full-Time disadvantaged Enrollment by Class Year for Students in the Program for Academic Year 20XX-20XX.
- C. Total Number of Full-time Students Graduated, Total Number of Full-time Students Graduated that Received SDS Funds, and of the Number of Full-time Disadvantaged graduates, How many are economically disadvantaged from the Program for Academic Year 20XX-20XX.
- D. Graduates from your program serving in Primary Care and/or Medically Underserved Communities
- E. Cost of Full-Time Tuition for this Program
- F. Length of Program
- G. Accreditation
- H. Point of Contact
- I. Requested Award Amount
- J. Students Supported
- K. Public or Non-Profit Institution
- L. Certification and Eligibility Questions

***Below are the PPR new questions that have been added to the Program Specific Form since the last OMB clearance for the application:***

- M. Community College Question
- N. Recruitment and Retention Eligibility
- O. Recruitment Activities
- P. Retention and/or Mentoring Activities

### SDS Performance Report

Information collected for the SDS Performance Report form (TAB D) is needed by the Department to allow HRSA to ensure compliance for grant and statutory requirements and report budget justification measures to Congress. Performance data are critical in demonstrating the program's success.

The SDS Performance Report (TAB E) and the SDS Performance Report instructions (TAB E) are included.

Below is the SDSPR form.

#### **SDSPR 1: Funding Information**

- Item 1.A: Total Federal Funds Authorized for this Funding Period: This amount is automatically inputted based on the Notice of Award.
- Item 1.B: Total Amount of item 1A Disbursed: Enter the total amount of money drawn down from PMS and disbursed to students for this funding period.
- Item 1.C: Unused Balance of Federal Funds: item 1.A. minus item 1.B. This amount is automatically calculated by the system.
- Item 1.D: Check to indicate zero disbursements: Please select the check box if none of the amount indicated in item 1.B. was disbursed.

#### **SDSPR 2: Graduate Information**

- Item 2.A: Enter the total number of full-time graduates at your discipline/program during the current reporting period.
- Item 2.B: Enter the total number of full-time underrepresented minorities (URM) graduates at your discipline/program during the current reporting period.
- Item 2.C: Enter the total number of full-time graduates discipline/program from rural backgrounds during the current reporting period.
- Item 2.D: Enter the total number of full-time students that received SDS funds who graduated during XX/XX/20XX – XX/XX/20XX (**allopathic medicine and osteopathic medicine only**)

or

Item 2.D: Enter the total number of full-time students that received SDS funds who graduated during XX/XX/20XX – XX/XX/20XX **(other than allopathic medicine and osteopathic medicine)**

### 3. Medically Underserved Communities (MUC) Details

Item 3.A: Enter the number of SDS recipients during this reporting period that indicate an intention to serve in a medically underserved community.

Item 3.B: Of the graduates in item 2.D, enter the total number of full-time students that received SDS funds and served in a medically underserved community during the current reporting period.

### 4. Primary Care (PC) Details

Item 4.A: Enter the number of SDS recipients during this reporting period that indicate an intention to practice in a primary care.

Item 4.B: Of the graduates in item 2.D, enter the total number of full-time students that received SDS funds and practiced in primary care during the current reporting period.

### 5. Graduates That Entered Field of Study

Enter the of SDS recipients who graduated during XX/XX/20XX– XX/XX/20XX that subsequently entered the field for which they received their degree **(allopathic medicine and osteopathic medicine only)**

or

Enter the SDS recipients who graduated during XX/XX/20XX – XX/XX/20XX that subsequently entered the field for which they received their degree **(other than allopathic medicine and osteopathic medicine only).**

## **SDSPR 3: Trainee Information**

### 6. Enrollment and Attrition

Item 6.A: Enter the total full-time enrollment at your school during the current reporting period.

Item 6.B: Of those students in item 6.A, enter the number of students that dropped out during the current reporting period.

Item 6.C: Of those students in item 6.B, enter the number of how many received SDS funds.

7. SDS Recipients Receiving Pipeline Training from Other HRSA Diversity Pipeline Programs

Are there SDS recipients during this reporting period received or are receiving pipeline training from other HRSA diversity/pipeline programs? Answer Yes or No.

Enter the number of SDS recipients during the current reporting period received or are receiving pipeline training from other HRSA diversity/pipeline programs.

- A. Area Health Education Center (AHEC)
- B. Center of Excellence (COE)
- C. Health Careers Opportunity Program
- D. Nursing Workforce Diversity
- E. Other (specify)

8. Community College Question

Check if your school is a community college.

9. Scholarship Usage

Check box(s) that reflect(s) how the SDS scholarships were used:

Tuition

Fees and other reasonable educational expenses

Reasonable living expenses

**SDSPR 4: Recruitment Activities**

Check all that apply.

**SDSPR 5: Retention Activities**

Check all that apply.

B. Provide a detailed description of your current recruitment and retention activities for students of disadvantaged backgrounds, including minority student who enter into the health professions. Also, if your school has plans to improve the performance of those recruitment and retention programs, please describe the plans.

C. Please share any success stories for SDS recipients.

**Following are the new questions added to the report since the last OMB clearance:**

SDSPR2:

3. Medically Underserved Communities (MUC) Details
4. Primary Care (PC) Details
5. Graduates That Entered Field of Study
6. Enrollment and Attrition
7. SDS Recipients Receiving Pipeline Training from Other HRSA Diversity Pipeline Programs
8. Community College Question
9. Scholarship Usage

SDSPR4:

Check all that apply. Recruitment Activities and Retention Activities

SDSPR5:

C. Success stories for SDS recipients

3. Use of Improved Information Technology

The entire application is completed in the Electronic Handbook (EHBs).

4. Efforts to Identify Duplication and Use of Similar Information

Information requested in the application is specific to the applicant and are unique to this program.

5. Impact on Small Business or Other Small Entities

This data collection will not have a significant impact on a substantial number of small entities. Only the minimum information necessary to make awards is requested.

6. Consequences if Information Collected Less Frequently

The information requested in the application is collected every four years since the SDS program is a competitive four year project grant. In the absence of collection of these data, the review, selection, and approval of qualified applicants could not be carried out.

The SDS performance report is collected semi-annually. In absence of the collection of these data will not allow HRSA to ensure compliance for grant and statutory requirements and report budget justification measures to Congress. The Performance data are critical in demonstrating the program's success.

7. Special Circumstances Relating to the Guidelines in 5 CFR 1320.5(d)(2)

The information collected is consistent with the Guidelines in 5 CFR 1320.5(d)(2)

8. (a) A 60-day Federal Register Notice was published on July 10, 2013, volume 78, page 41405. There were no public comments.

8. (b) Comments in Response to the Federal Register Notice/Outside Consultation

The following SDS schools were contacted during May/September 2013 by program staff regarding the format, content of data to be collected, and time to complete the application and report. Based upon program experience in the past and recent comments from the schools, an average of 13 hours is required to complete the application and 24 hours to complete the performance report.

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9. Explanation of any Payment/Gift to Respondents

There will be no payment/gift to respondents.

## 10. Assurance of Confidentiality Provided to Respondents

The HRSA Privacy Act Coordinator has determined that a system of records notice is not required because the student records associated with these programs are maintained by participating institutions. Identifiable information is submitted through the Electronic Handbook (EHBs) and the Bureau of Health Professions's Performance Measures Handbook (BPMH) system. Data will be kept private to the extent allowed by law.

## 11. Justification for Sensitive Questions

We collect enrollment information on race/ethnicity to calculate the "Under-represented minority students" priority type. To be eligible for this priority, applicants must have a certain percentage of racial and ethnic minorities in their student population.

## 12. Estimate of Annualized Hour and Cost of Burden

The following is an estimate of the total reporting burden:

Form	Number of Respondents	Responses per Respondents	Total Annual Response	Hours per Response	Total Burden Hours	Dollar Wage Rate	Total Hour Cost
SDS App	400	1	400	13	5,200	\$30.00	\$156,000
SDSPR	99	2	198	24	4,752	\$30.00	\$ 142,560
Total	499	3	598	16.642	9,952	30.00	\$298,5600

### Basis for Estimates for the Application and Performance Report:

Application: In FY 2012, the SDS program was changed from a one year project period to a four year project period. The next anticipated SDS competition cycle will be in FY 2016. The number of SDS applicants is estimated to be approximately 400. Each applicant must complete one application. The application consists of general information, instructions, and a data form. Some information should be readily available and some tracking of graduates will be necessary in order to comply with the mandated statutory requirements. Based on conversations with schools that are familiar with the program, they estimate that will take approximately 13 hours to review the instructions, collect data, and complete the form (**400 applicants X 13 hours/response = 5,200 hours of response burden**).

We estimate that the costs to the public will be **\$ 156,000 (13 hours X \$30.00/hour = \$ 390 x 400 applicants = \$ 156,000)**. An average wage rate for an employee to process the form for the SDS program application is \$ 30.00 per hour.

Performance Report: In FY 2012, the SDS program was changed from a one year project period to a four year project period. In FY 2012, we funded 99 applicants. Each grantee must complete one performance report, semi-annually. The report consists of general information, instructions, and a data form. Some information should be readily available and some tracking of graduates will be necessary in order to comply with the mandated statutory requirements. Based on conversations with schools that are familiar with the program, they estimate that will take approximately 24 hours to review the instructions, collect data, and complete the form (**99 grantees X 24 hours/response = 2,376 hours of response burden**).

We estimate that the costs to the public will be **\$ 142,560 (24 hours X \$30.00/hour = \$ 720 x 99 grantees = \$ 71,280 x 2 =142,560)** an average wage rate for an employee to process the form for the SDS report is \$ 30.00 per hour.

We estimate that the total cost to the public for both the Application and Performance Report will \$298,560 (\$142,560 +156,000)

### 13. Estimates of other Total Annual Cost Burden to Respondents or Record keeper/Capital Costs

Schools will have no capital and start-up costs and no operational and maintenance costs.

### 14. Annualized Cost to Federal Government

The staff cost for application format, updates to program guidance, application acceptance, reviews and analysis of an estimated 400 applicants per year is expected to be \$17,400 for the year.

Application & program guidance development, Data input, review, analysis and approval	\$ 17,400
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One GS-13 develops the application format, updates the program guidance, reviews, analyzes and approves the applications.

Electronic Hand Book Application development and maintaining database is provided by the contractors, REI systems, Inc, estimated to be \$9,000 per year. A total annual amount of 26,400 cost to the Federal Government (includes staff and REI contract) for the SDS Application.

The staff cost for report format, updates to report instructions, report acceptance, reviews and analysis of an estimated 99 reports per semi-annual is expected to be \$ 69,600 for the year..

Application & program guidance development, Data input, review, analysis and approval	\$ 69,600
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One GS-13 develops the application format, updates the program guidance, reviews, analyzes and approves the applications.

Bureau of Health Professions' Performance Measures (BPMS) Application development and maintaining database is provided by the contractors, REI systems, Inc, estimated to be \$35,000 per year. A total annual amount of \$104,600 cost to the Federal Government (includes staff and REI contract) for the SDS Performance Report.

#### 15. Explanation for Program Changes or Adjustments

In FY 2012, the SDS program changed from a 1 year formula grant to a 4 year project competitive grant which lowers the number of eligible grantees. In the last clearance package we estimated 500 applications and 500 reports to be submitted. The old SDS formula program allowed all eligible applicants to receive funds and all eligible applicants were required to submit an annual performance report. The numbers decreased from 500 applications to 400 applications since there were 400 applicants in FY 2012, but only 99 applicants were funded. Therefore, only 99 awardees will be required to submit a SDS performance report. In addition, the SDS performance report will be required twice a year instead of annually.

#### 16. Plans for Tabulation, Publication, and Project Time Schedule

Tabulation and analysis is currently performed on the information collected to improve program management, evaluate the program outcomes, and report as needed to the Congress and the Department. We are requesting a 3 year clearance for the SDS application and SDS performance report.

Application: The project period is four (4) years. The first year of the project period was September 15, 2012 – June 30, 2013. The second year of the project period will be July 1, 2013 – June 30, 2014. All subsequent years will run from July 1 of one year to June 30 of the next year. Funding beyond the first year is dependent on the availability of appropriated funds for the SDS program in subsequent fiscal years, grantee satisfactory performance, and a decision that continued funding is in the best interest of the Federal Government. The next application cycle is anticipated to be FY 2016. In FY 2016 we will need to publish a Funding Opportunity Announcement (FOA) for the program.

Data are provided on numbers of full-time student enrollment and its' racial/ethnicity data, disadvantaged full-time enrollment by class year, full-time students graduated, full-time disadvantaged students graduated, and full-time graduates serving in Medically Underserved Communities. Numbers of full-time graduates serving primary care must be provided only for schools of medicine, osteopathic medicine, dentistry, nursing (graduate degree program), physician assistants, dental hygiene, and mental and behavioral health.

SDS performance report: The budget period is a one year budget period. The first year of the budget period was Academic Year 2012-2013 (July 1, 2012 through June 30, 2013). Beginning Academic Year 2013-2014 the performance report will be submitted twice a year. Information collected for the SDS Performance Report form is needed by the Department to allow HRSA to ensure compliance for grant and statutory requirements, to provide a comprehensive response during data analysis and report budget justification measures to Congress. Performance data are critical in demonstrating the program's success.

17. Reason(s) Display Expiration Date is Inappropriate

The expiration date will be displayed.

18. Exceptions to Certification for Paperwork Reduction Act Submission

This fully complies with the guidelines set forth in 5 CFR 1320.9. The certifications are included in the package.