**Supporting Statement**

**Standardized Work Plan (SWP) Form for Use with Applications to the Bureau of Health Workforce (BHW) Research and Training Grants and Cooperative Agreements**

**OMB No. 0906-xxxx – New**

**Terms of Clearance:** None

**A. Justification**

1. **Circumstances Making the Collection of Information Necessary**

HRSA is submitting this new information collection request to OMB for review/ approval of the Standardized Work Plan (SWP) Form for Use with Applications to all of the Bureau of Health Workforce’s (BHW) Research and Training Grants and Cooperative Agreements that require a work plan as part of the Notice of Funding Opportunity (NOFO). These programs have a maximum 5 year project period.

This information collection is necessary to evaluate applications for financial assistance and determine the relative merits of the projects for which such assistance is requested, as set forth in Sections 796 and 802 of the Public Health Service Act (42 U.S.C. §§ 295n-1, 296a). The SWP succinctly captures all required work plan information in an objective manner allowing reviewers to analyze critical project elements.

The SWP form is designed to be implemented on a variety of BHW’s programs that require a work plan as part of the NOFO. BHW programs have varying scopes entailing different requirements and assessment needs and the SWP form is tailed to BHW programs requesting a work plan. Each applicant will use the SWP form according to the instructions in the NOFO. Information on the grant applications is collected through the project narrative section of SF-424 (R&R) and OMB Control Number 4040-0001. As with other federal agencies, other required application information is collected in a narrative format as well as eligibility documentation in which all applicants must submit in order to be eligible for the competition and competitively reviewed. BHW currently collects this information as part of the application process through a work plan requirement; however, the current work plans are submitted in a non-machine readable format. SWP will replace the applicant-generated work plan format and collect the same information; however, now through itemized fields in a machine readable format in order to extract and synthesize the information.

Currently, applicants to BHW programs must individually format and develop a work plan to describe activities or steps that they will use to achieve each objective proposed during the entire period of performance. Most programs are also required to submit a detailed timeline. This current requirement requests work plans to include information regarding the specific activities, deliverables, and which staff in the organization are responsible. BHW will collect this information through a new common form (SWP form) that will assist BHW in making informed decisions about funding the best qualified candidates as well as assist in monitoring awardee progress in an objective manner.

1. **Purpose and Use of Information Collection**

The information to be collected in the SWP will be used by BHW to determine if an applicant has a feasible implementation plan from which to carry out a proposed project. Requiring applicants to complete the SWP as part of their funding application process will assist federal officers and objective review staff to make better informed decisions on whether an application proposal is thoroughly conceptualized, and to fund awards accordingly. The SWP will serve as a planning and implementation tool which requires applicants to map out their goals, objectives, activities, resources, and time frames for their projects. The SWP will be used on the front end during the objective review process, and by BHW project officers and staff throughout the grant period to compare projected objectives and activities against concrete accomplishments in order to assess grantees' progress.

1. **Use of Improved Information Technology and Burden Reduction**

Every effort was taken to design the tool to collect the least amount of data needed to construct a work plan that fulfills the requirements for BHW programs. The SWP was developed through extensive application reviews and identification of discordances and variance among work plan submissions. Use of the SWP will ensure each applicant has the same work plan format from which a more objective review can take place. This will reduce the burden on applicants who currently construct their own work plan formats while ensuring all necessary work plan elements are submitted for a competitive review before an award is made. All applicants will be required to submit this standardized SWP form one time electronically through [www.grants.gov](http://www.grants.gov).

1. **Efforts to Identify Duplication and Use of Similar Information**

BHW has reviewed existing information collection instruments and has determined that there are no existing forms that can be used to meet BHW’s data collection needs. The SWP form will replace the equivalent requirement of submitting a work plan in the applicant’s own format as part of the application process. The same information will be collected; however, now through an electronic, standardized form.

1. **Impact on Small Businesses or Other Small Entities**

No small businesses will be involved.

1. **Consequences of Collecting the Information Less Frequently**

The SWP will be required one-time only (at time of application) and assists with assessing the grant or cooperative agreement applications for feasibility and merit pre-award; and if awarded, assists with project assessments throughout the award grant period.

1. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

All guidelines relating to 5 CFR 1320.5 are met. The request fully complies with the regulation. There are no special circumstances requiring these collections to be conducted in any manner.

1. **Comments in Response to the Federal Register Notice/Outside Consultation**

A 60-day Federal Register Notice was published in the *Federal Register* on June 19, 2019, Vol. 84, No. 118, pp.28560-28561 (see attachment). There was one public comment. See attached.

In addition to the *Federal Register* notice, HRSA conducted extensive internal review and requirements gathering with federal staff to determine appropriate collection items that mirrored current BHW program requirements. Participants conducted review and requirements gathering from September 1, 2016 through June 19, 2019. The federal staff that participated in internal requirements gathering and review were:

Daniel Vieira and National Center for Health Workforce Analysis Staff

Bureau of Health Workforce

Health Resources and Services Administration

5600 Fishers Lane

Rockville, MD 20852

(301) 945-3991

Gail Lipton and Division of Policy and Shortage Designation Staff

Bureau of Health Workforce

Health Resources and Services Administration

5600 Fishers Lane

Rockville, MD 20852

(301) 443-6509

Lina Dalal and Division of Business Operations Staff

Bureau of Health Workforce

Health Resources and Services Administration

5600 Fishers Lane

Rockville, MD 20852

(301) 443-1052

Tracy Gray and Division of Nursing and Public Health Staff

Bureau of Health Workforce

Health Resources and Services Administration

5600 Fishers Lane

Rockville, MD 20852

(301) 443-3346

Shane Rogers and Division of Medicine and Dentistry Staff

Bureau of Health Workforce

Health Resources and Services Administration

5600 Fishers Lane

Rockville, MD 20852

(301) 443-5260

Corey Palmer and Division of Health Careers and Financial Support Staff

Bureau of Health Workforce

Health Resources and Services Administration

5600 Fishers Lane

Rockville, MD 20852

(301) 945-4559

1. **Explanation of any Payment/Gift to Respondents**

Respondents will not receive any payments or gifts.

1. **Assurance of Confidentiality Provided to Respondents**

The information collected will be kept secure and protected. Information containing personal identifiers will not be requested.

1. **Justification for Sensitive Questions**

This is not applicable. No information of a sensitive nature is requested in the SWP.

1. **Estimates of Annualized Hour and Cost Burden**

12A. The following is the hour burden estimate for this information collection request. As part of the program’s NOFO, most programs require that applicants describe the activities, timeframes, deliverables, and key partners that will be required during the grant period of performance to address the needs described in the NOFO Purpose and Need section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Form Name | Number of Respondents | Number of Responses per Respondent | Total Responses | Average Burden per Response (in hours) | Total Burden Hours |
| Standardized Work Plan (SWP) | 1000 | 1 | 1000 | 1 | 1000 |
|  | 1000 |  | 1000 |  | 1000 |

The number of respondents was estimated using the average number of applications per year from 2016-2019 for the programs that will complete the SWP. The table below outlines the program name, activity code, year of completion, and number of applications. The average number of applications per year from 2016-2019 for these programs was 931.75. This average was the basis for the estimated 1,000 respondents.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Name** | **Activity Code** | **Year of Competition** | **Number of Applications** |
| AENT | A10 | FY2016 | 31 |
| Nurse Anesthetist Traineeships | A22 | FY2016 | 84 |
| Advanced Nursing Education | D09 | FY2016 | 59 |
| Nursing Workforce Diversity | D19 | FY2016 | 114 |
| Graduate Psychology Education | D40 | FY2016 | 74 |
| Nurse Faculty Loan Program | E01 | FY2016 | 91 |
| Behavioral Health Workforce Education and Training | G02 | FY2016 | 52 |
| Academic Units for Primary Care Training and Enhancement | UH1 | FY2016 | 31 |
| Primary Care Training and Enhancement  | T0B | FY2016 | 139 |
| Scholarships for Disadvantaged Students | T08 | FY2016 | 250 |
| State Oral Health Workforce Activities | T12 | FY2016 | 18 |
| National Research Service Award in Primary Care | T32 | FY2016 | 7 |
| Dental Faculty Development and Loan Repayment Program | T93 | FY2016 | 14 |
| Interprofessional Collaborative Practice | UD7 | FY2016 | 51 |
| Nurse, Education, Practice, Quality and Retention-BSN | UD7 | FY2016 | 51 |
| Nursing Workforce Diversity | D19 | FY2017 | 183 |
| Centers of Excellence  | D34 | FY2017 | 55 |
| Nurse Faculty Loan Program | E01 | FY2017 | 88 |
| Behavioral Health Workforce Education and Training | M01 | FY2017 | 240 |
| Dental Faculty Loan Repayment | D87 | FY2017 | 15 |
| Pre-Doctoral Training in General, Pediatric, and Public Health Dentistry and Dental Hygiene  | D85 | FY2017 | 19 |
| Leadership in Public  Health Social Work Education | G05 | FY2017 | 9 |
| Clinician Educator Career Development Award | K02 | FY2017 | 41 |
| Mental and Behavioral Health Education and Training | M01 | FY2017 | 231 |
| Advanced Nursing Education Workforce | T94 | FY2017 | 126 |
| Area Health Education Centers | U77 | FY2017 | 49 |
| Health Workforce Research Centers | U81 | FY2017 | 11 |
| Nurse Anesthetist Traineeships | A22 | FY2018 | 74 |
| Health Careers Opportunity Program | D18 | FY2018 | 108 |
| Preventive Medicine Residencies | D33 | FY2018 | 32 |
| Centers of Excellence  | D34 | FY2018 | 4 |
| Dental Faculty Loan Repayment | D87 | FY2018 | 15 |
| Nurse Faculty Loan Program | E01 | FY2018 | 82 |
| State Loan Repayment Program | H56 | FY2018 | 43 |
| State Oral Health Workforce Activities | T12 | FY2018 | 46 |
| Primary Care Medicine and Dentistry  - Training Primary Care Champions | T13 | FY2018 | 43 |
| Sexual Assault Nurse Examiners | T96 | FY2018 | 34 |
| Health Workforce Research Centers | U81 | FY2018 | 11 |
| Public Health Training Centers | UB6 | FY2018 | 13 |
| Registered Nurses in Primary Care | UK1 | FY2018 | 111 |
| Nurse Anesthetist Traineeships | A22 | FY2019 | 80 |
| Graduate Psychology Education | D40 | FY2019 | 49 |
| Physician Assistant Training in Primary Care | D57 | FY2019 | 39 |
| Nurse Faculty Loan Program | E01 | FY2019 | 94 |
| Geriatric Academic Career Awards | K01 | FY2019 | 68 |
| Primary Care Training and Enhancement: Integrating Behavioral Health & Primary Care | T0B | FY2019 | 89 |
| ANE – Nurse Practitioner Residency | T14 | FY2019 | 93 |
| Advanced Nursing Education Workforce | T94 | FY2019 | 157 |
| Opioid Workforce Expansion Program-Paraprofessionals | T97 | FY2019 | 23 |
| Opioid Workforce Expansion Program--Professionals | T98 | FY2019 | 75 |
| Medical Student Education Program | T99 | FY2019 | 11 |
| Geriatrics Workforce Enhancement Program | U1Q | FY2019 | 105 |
| NEPQR-Veteran Nurses in Primary Care | U2V | FY2019 | 39 |
| State Primary Care Offices | U68 | FY2019 | 56 |
| Teaching Health Centers Graduate Medical Education | T91 | FY2020 | 85 |
| Native Hawaiian | U1M | FY2020 | 1 |
|  |   |   |   |
|  |  | **FY** | **TOTALS** |
|  |  | FY2020 | pending |
|  |  | FY2019 | 978 |
|  |  | FY2018 | 616 |
|  |  | FY2017 | 1067 |
|  |  | FY2016 | 1066 |
|  |  | *Average # applications per year (2016-2019)* | *931.75* |

Given the timing for FY2020, BHW expects the following FY2021 competitions to use the form:

|  |  |
| --- | --- |
| **Activity Code** | **# of Applications Expected** |
| T32 | 30 |
| E01 | 100 |
| T96 | 45 |
| G02 | 250 |
| K02 | 5 |
| D87 | 15 |
| D19 | 175 |
| **TOTAL EXPECTED** | **620** |

For comparison purposes, below is a summary table for all FY2020 competitions and expected # of applications

:

|  |  |  |
| --- | --- | --- |
| **Activity Code** | **# of Applications Expected** | **# of Applications Received** |
| E01 | 50 | Closes in February |
| D88 | 50 | Closes in February |
| T08 | 300 | Closes in March |
| A22 | 90 | Closes in March |
| D58 | 120 | Closes in late January |
| U1M | 1 | 1 |
| UD7 | 100 | Closes in February |
| AMF | 50 | Closes in February |
| T97 | 60 | Closes in April |
| T91 | 70 | 85 |
| D19 | 50 | Not yet released |
| UD7 | 50 | Not yet released |
| **TOTAL EXPECTED** | **991** |  |

**12B. Estimated Total Annual Burden Hours: 1000**

**Estimated Annualized Burden Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of****Respondent** | **Total Burden****Hours** | **Hourly****Wage Rate** | **Total Respondent Costs** | **X2 for employer overhead and fringe benefits** |
| Administrative Representative | 1000 | $19.58/hour  | $19,580 | $39,160 |
| Total | 1000 | $19.58/hour | $19,580 | $39,160 |

The annualized burden costs for recipients reflects current Bureau of Labor Statistics data (May 2018) and are doubled to account for employer overhead and fringe benefits.

1. **Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs**

Other than their time, there is no cost to respondents.

1. **Annualized Cost to Federal Government**

An estimated 0.1 FTE at the GS 11 Step 9 level is needed to serve as the coordinator for data evaluation and to provide technical assistance to grantees regarding the data collection process and subsequent evaluation at an estimated cost of $8,178.84 annually.

1. **Explanation for Program Changes or Adjustments**

This is a new information collection form.

1. **Plans for Tabulation, Publication, and Project Time Schedule**

The SWP form will be made available on Grants.gov and BHW Grants webpages.

1. **Reason(s) Display of OMB Expiration Date is Inappropriate**

The OMB number and Expiration date will be displayed on every page of every form/instrument.

1. **Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions to the certification.