

# 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 tailored 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.

## **2. 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.

## **3. 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).

## **4. 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.

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

No small businesses will be involved.

**6. 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.

**7. 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.

**8. 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:

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

Respondents will not receive any payments or gifts.

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

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

**11. Justification for Sensitive Questions**

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

**12. 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.

<b>Program Name</b>	<b>Activity Code</b>	<b>Year of Competition</b>	<b>Number of Applications</b>
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
		<b>FY</b>	<b>TOTALS</b>
		FY2020	pending
		FY2019	978
		FY2018	616
		FY2017	1067
		FY2016	1066
		<i>Average # applications per year (2016-2019)</i>	931.75

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

<b>Activity Code</b>	<b># of Applications Expected</b>
T32	30
E01	100
T96	45
G02	250
K02	5
D87	15
D19	175
<b>TOTAL EXPECTED</b>	<b>620</b>

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

:

<b>Activity Code</b>	<b># of Applications Expected</b>	<b># of Applications Received</b>
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
<b>TOTAL EXPECTED</b>	<b>991</b>	

**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.

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

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

**14. 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.

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

This is a new information collection form.

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

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

**17. 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.

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

There are no exceptions to the certification.