

## **Supporting Statement A**

### **Nurse Faculty Loan Program (NFLP) Forms OMB Control No. 0915-0314 - Revision**

**Terms of Clearance:** None

#### **A. JUSTIFICATION**

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

The Health Resources and Services Administration's (HRSA) Bureau of Health Workforce (BHW) is requesting the Office of Management and Budget's (OMB) approval of the Nurse Faculty Loan Program Forms. For greater clarity and consistency, the title of this ICR will be change to the "Nurse Faculty Loan Program – Program Specific Data Form, Annual Performance Report Financial Data Form, and NFLP Due Diligence Form" to the "Nurse Faculty Loan Program Forms." In addition, the ICR will update the "Program Specific Data Form" to reflect that the National League for Nursing Commission for Nursing Education Accreditation is now an accrediting body for graduate nursing program

This clearance request is for approval of the Nurse Faculty Loan Program (NFLP) Program Specific Data Form, the Annual Performance Report (APR) Financial Data Form and the Due Diligence Form. These forms are currently approved under OMB Control No. 0915-0314 with the expiration date of August 31, 2026.

Clearance is being requested for the maximum allowable time of 3 years. The deadline for submission of the NFLP-APR Financial Data is expected by August 15 of each year. The information will be used for determination of future awards to grantees and for analysis of program activity.

#### ***Legislative Purpose***

The NFLP is a nursing grant program administered by HRSA and managed by the Division of Nursing and Public Health (DNPH) within the Bureau of Health Workforce. This program is authorized by 42 U.S.C. § 297n-1 (Public Health Service Act Section 846A) of the Public Health Service Act provides the Secretary of the U.S. Department of Health and Human Services (HHS) with the authority to enter into an agreement with schools of nursing for the establishment and operation of a student loan fund to increase the number of qualified nurse faculty. Under the agreement, HRSA makes awards to accredited schools of nursing to establish and operate a student loan program including maintaining a fund, providing loans to students enrolled in advanced education nursing degree programs, and monitoring compliance with program requirements. In exchange for completion of up to four years of post-graduation full-time nurse faculty employment in an accredited school of nursing, graduates receive cancellation of up to 85 percent of the original student loan amount (plus interest thereon) as authorized by the program.

Under the NFLP, HHS makes an award to the eligible institution in the form of a Federal Capital Contribution (FCC). The institution uses the FCC to establish and operate a distinct, interest-bearing NFLP loan fund ("the Fund") used only for making NFLP loans to eligible students and for the costs

associated with collection of these loans. The institution is required to deposit an Institutional Capital Contribution (ICC) that is no less than one-ninth of the awarded FCC into this fund. The school will deposit into the Fund: (1) the FCC, (2) an ICC equal to not less than one-ninth of the FCC, (3) collections of principal and interest on NFLP loans made from the Fund, and (4) all other earnings of the Fund.

## 2. Purpose and Use of Information Collection

The NFLP- APR Financial Data Form is used to monitor and evaluate institutional performance. The data form is an official reporting tool and is required by active NFLP grantee schools that operate the NFLP loan fund. The grantee must complete and submit the online data form annually in the HRSA Electronic Handbooks (EHBs) Performance Report module. The NFLP-APR Financial Data Form collects outcome and financial data to capture the NFLP loan fund account activity related to financial receivables, disbursements, and borrower account data related to employment status, loan cancellation, loan repayment, and collections. NFLP grant recipient schools will provide HHS with current and cumulative information on: (1) NFLP loan funds received, (2) number and amount of NFLP loans made, (3) number and amount of loans cancelled, (4) number and amount of loans in repayment, (5) loan default rate percent, (6) number of NFLP graduates employed as nurse faculty, and (7) other related loan fund costs and activities. NFLP grant recipient schools must keep records of all NFLP loan fund transactions. The NFLP–APR Financial Data Form is used to monitor grantee performance by collecting information related to the NFLP loan fund operations and financial activities for a specified reporting period (July 1 through June 30 of the academic year).

The NFLP-APR Financial Data Form is also used to report the borrower account status under multiple categories (enrollment, graduation, employment, cancellation, repayment, default, forbearance, etc.). Schools are expected to review the cash balance in the NFLP fund on an annual basis to determine whether the unused accumulation (loan fund balance), compared with projected levels of expenditures and collections, exceeds its needs.

The unused accumulation of funds is reported each year on the NFLP-APR Financial Data Form to assist with the fiscal year award determination. The NFLP-APR Financial Data Form is limited to financial data and will not include nursing degree program data and student enrollee data. The APR Financial Data Form data form will be used to collect NFLP loan fund activity data from grantee schools receiving Federal funding to administer the NFLP.

Approval of the NFLP-Program Specific Data Form will facilitate an automated data collection capability for the NFLP. The electronic data collection capability will streamline the application submission process, enable an efficient award determination process, and serve as a data repository to facilitate reporting on the use of funds and analysis of program outcomes. Additionally, the data will be used to ensure programmatic compliance with the legislative authority and program guidance and to formulate and justify the appropriation to OMB and Congress.

The NFLP-Program Specific Data Form will capture program-related information provided by the applicant. NFLP applicants will complete and submit the NFLP-Program Specific Data Form as an electronic attachment with the required application materials. The form will provide the Federal Government with specific data from the applicant which include: (1) the amount of the Federal funds requested by the applicant, (2) the expected contribution from the applicant, (3) the student enrollment

and graduation data based on current and prospective NFLP loan recipients, (4) the graduate nursing education programs supported under NFLP, (5) the program accreditation status, (6) the current tuition and fee information for graduate nursing education programs, and (7) the projected NFLP loan fund balance that may be considered as part of the award determination. The data provided in the NFLP-Program Specific Data Form are essential for the formula-based criteria used to determine the award amount to the applicant schools.

The NFLP-Program Specific Data Form will be used to collect the data required to make award determinations for eligible applicants. The data provided in the form, such as the school's default rate, the applicant's loan fund balance, etc., are essential for the formula-based criteria used to determine the award amount to the applicant schools. Continued approval of the revised NFLP – Program Specific Data Form will allow HRSA to efficiently capture data to generate the formula-based award.

The data collected on the NFLP Due Diligence form will include the student borrower's unique ID number, reason for cancelation, the amount of principal loaned, the total amount of principal loan funds and corresponding interest canceled, and the outstanding amount of principal/interest being canceled or written-off. The NFLP Due Diligence Form is essential for monitoring performance measure outcomes and to verify and validate accuracy of information submitted on the NFLP Annual Performance Reports.

The NFLP Due Diligence Form is a required form to be completed and submitted electronically by NFLP grant recipient schools. This form indicates that due diligence has been exercised in the cancellation of any remaining loan funds for NFLP borrowers due to permanent/total disability, death, and uncollectible/bad debt write offs.

### 3. Use of Improved Information Technology and Burden Reduction

The electronic (online) NFLP-APR Financial Data Form and the NFLP- Program Specific Data Form were fully developed and implemented as part of the existing HRSA EHBs system in fiscal year 2009. NFLP grantees are required to access the online performance report through the EHBs to submit annually. The data forms are accessible to registered EHBs users via the internet. The NFLP Due Diligence Form is accessible via the internet.

### 4. Efforts to Identify Duplication and Use of Similar Information

The information requested in the NFLP-APR Financial Data Form, the NFLP-Program Specific Data Form, and the NFLP-Due Diligence Form are specific to the grantee institution and are unique to this program. The information requested is not available from any other source.

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

The data collection does not involve small businesses or other small entities.

### 6. Consequences of Collecting the Information Less Frequently

The process for submitting the NFLP-APR Financial Data Form occurs annually, following completion of the grantee's one year project period (July 1 through June 30 of the academic year). In the absence of

collecting this data, the determination for future funding and analysis of the grantee's performance cannot be carried out.

The process for submitting the NFLP- Program Specific Data Form occurs annually, prior to the academic school year. In the absence of collecting these data, the review, selection and approval of funding for qualified applicants cannot be carried out.

The process for submitting the NFLP Due Diligence Form is required to show NFLP recipient schools have exercised due diligence in the cancellation of any remaining loan fund for NFLP borrowers due to permanent/total disability, death, and uncollectible/bad debt write offs.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This information collection is consistent with 5 CFR 1320.5(d)(2), except for 5 CFR 1320.5(d)(2) (v) through (viii); there are no special circumstances with respect to: 1) use of statistical data classifications, 2) pledge of confidentiality not supported by statute or regulation or required proprietary, and 3) trade secret, or other confidential information not protected by agency procedures.

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

**Section 8A:**

A 60-day Notice published in the *Federal Register* on September 12, 2025, vol. 90, No. 175 ; pp. 44199-44200. There were no public comments. A 30-day Notice published in the *Federal Register* on January 29, 2026, vol. 91, No. 19 ; pp. 3894-3896.

**Section 8B:**

In October 2025, eight NFLP applicants and reviewers reviewed the NFLP Forms to determine the burden estimate and for the clarity of the form and instructions. The feedback resulted in minimal modifications, namely the inclusion of the NLN CNEA as an Accreditation option.

The total burden hours remain the same as the previous information collection request of 1,982 burden hours.

9. Explanation of any Payment/Gift to Respondents

Respondents will not receive any payments or gifts.

10. Assurance of Confidentiality Provided to Respondents

Data collected by this information collection is not stored in a way where information is retrieved by a personal identifier. Data will be private to the extent allowed by the law.

11. Justification for Sensitive Questions

The data collection does not request sensitive information from the grantee school.

12. Estimates of Annualized Hour and Cost Burden

12A. Estimates of Annualized Burden Hours

Form Name	Number of Respondents	Number of Respondents per Respondent	Total Responses	Average Burden per Response (in hours)	Total Burden Hours
Nurse Faculty Loan Program-Program Specific Data Form	90	1	90	8	720
Nurse Faculty Loan Program - Annual Performance Report Financial Data Form	207	1	207	6	1,242
Nurse Faculty Loan Program – Due Diligence Form	20	1	20	1	20
Total Burden	317	--	317	--	1,982

The average burden per response was estimated using historical data from prior years of program administration. Program also surveys active grantees regarding the amount of time it takes them to complete the requested form(s). The reported completion times are reviewed and incorporated to ensure the estimates burden reflect the time spent reviewing instructions, compiling data, and completing submissions. Based on historical data and surveys, the average burden per response is estimated at 8 hours for the Nurse Faculty Loan Program (NFLP) Program-Specific Data Form, 6 hours for the NFLP Annual Performance Report Financial Data Form, and 1 hour for the NFLP Due Diligence Form.

12B. Estimated Annualized Burden Cost

The report is generally completed by accountant staff at the grantee school. The median hourly salary for an Accountant is \$46.34 per hour. This salary amount is based on the occupational employment for institutions under the Business and Financial Operations category from the Bureau of Labor Statistics site at <https://data.bls.gov/oes/#/industry/621300>.

Form Name	Title of Respondent	Estimated Time (Burden in hours)	Average Hourly Rate <sup>1</sup> (in dollars)	Total Cost Burden (in dollars)

<sup>1</sup> Average Hours Rate was doubled to account for overhead and benefits.

NFLP – Annual Performance Report Financial Data Form	Accountant	1,242	\$92.68	\$115,109
NFLP – Program Specific Data Form	Accountant	720	\$92.68	\$66,730
NFLP-Due Diligence Form	Accountant	20	\$92.68	\$1,854
Total		1,982		\$183,693

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

There are no annualized costs to respondents or record-keepers. Award recipients must maintain all borrowers' records at the institution's level (such as leave of absence, repayments, payments, cancellations, etc.).

**14. Annualized Cost to Federal Government**

The report is reviewed and approved by the designated Federal Public Health Analyst (or Project Officer) that monitors the program. The average hourly salary for the position of Nurse Consultant at the GS-13-Step 2 grade level is \$59.70 per hour (or \$89.55 with overhead and benefits). The Federal hourly salary information is available on the OPM web site at

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DCB.pdf> and

[https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DCB\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DCB_h.pdf).

Form Name	Total Responses	Estimated Review Time (in hours)	Estimated Hourly Federal Salary (in dollars)	Total Cost Burden (in dollars)
NFLP – Annual Performance Report Financial Data Form	207	0.50	\$89.55	\$9,268.40
NFLP – Program Specific Data Form	90	0.75	\$89.55	\$6,044.60
NFLP-Due Diligence Form	20	0.50	\$89.55	\$895.50
Total	317			\$16,208.50

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

There are no anticipated changes to the burden as the current burden inventory for the 0915-0314 information collection request is 1,982 hours, which is the same burden expected for this information collection request. The National League for Nursing Commission for Nursing Education Accreditation

is now an accrediting body for graduate nursing programs, which was added as an Accreditation option to the NFLP Program Specific Data Form.

16. Plans for Tabulation, Publication and Project Time Schedule

There are no plans for tabulation, statistical analysis, or publication of data requested. None of the information collected in these instruments is used in a published report by HHS/HRSA. The data collected are used for administrative purposes, specifically grant management in the post-award period and in the pre-award application period to determine grantee award amounts using the program formula.

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

The expiration date will be displayed.

18. Exception to Certification for Paperwork Reduction Act Submissions

This information fully complies with the guidelines set forth in 5 CFR 1320.9. The required certifications are included in the package. No exception is required.