

**NATIONAL WORKFORCE DIVERSITY
PIPELINE PROGRAM
FUNDING OPPORTUNITY
ANNOUNCEMENT (FOA)
MP-CPI-15-002
TECHNICAL ASSISTANCE WEBINAR
APRIL 9, 2015**

Office of Minority Health

NATIONAL WORKFORCE DIVERSITY PIPELINE PROGRAM

FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) TECHNICAL ASSISTANCE WEBINAR

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Office of Minority Health

NATIONAL WORKFORCE DIVERSITY PIPELINE PROGRAM

Office of Minority Health

Mission Statement

The mission of the office is to improve the health of racial and ethnic minority populations through the development of policies and programs that will help eliminate health disparities.

NATIONAL WORKFORCE DIVERSITY PIPELINE PROGRAM

Funding Opportunity Description

The National Workforce Diversity Pipeline Program seeks to address health disparities among racial and ethnic minorities by supporting networks of institutions focused on, and with demonstrated commitment and capacity to establish pipeline programs to increase minority and disadvantaged students' awareness of and pursuit in the areas of health care and behavioral health and increase the availability of science, technology, engineering, and mathematics (STEM) education programs.

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PURPOSE - see FOA page 7

The National Workforce Diversity Pipeline Program will help to fill this gap in the educational pipeline by focusing on:

1. The early stage of the workforce pipeline (i.e., beginning at high school level which is a pivotal stage in developing math and science self-efficacy) and continuing through undergraduate education;
2. The broader area of the health care workforce; and
3. Increasing the diversity of those who will be successful at upper levels of education and entering a professional career.

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PURPOSE (continued) - see FOA pages 7

The purpose of the National Workforce Diversity Pipeline program is to:

1. Develop a program with specific curriculum to **foster high school and undergraduate students'** interest and success in the health professions;
2. Increase positive attitudes and improve perception of their ability to enter a career in health care;

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PURPOSE (continued) – see FOA pages 7

3. Encourage and support academic progression through high school graduation and undergraduate completion; and
4. Identify strategies and promising models to foster growth, development, and competency in careers that require strong underpinning in math and science.

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PURPOSE (continued) – see FOA pages 7 - 8

This solicitation will support projects to:

- A. Develop and establish pipeline programs to increase minority and disadvantaged high school and undergraduate students' awareness, knowledge and career pursuit in the areas of the health care and behavioral health professions.
- B. Pipeline programs are required to recruit and retain high school and undergraduate students to participate in college preparation programs, innovative bridge programs, and STEM programs.

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Program Description - see FOA page 8

Applicants must propose to implement a project that will:

1. Establish and implement a structured program with a specific curriculum to foster students' interest in health care and/or behavioral health;
2. Develop criteria for competitive selection of prospective students for school year program;
3. Increase positive attitudes and improve perception of students' ability to participate in the STEM;

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Program Description (continued) – see FOA page 8

4. Encourage and support students' academic progression through high school graduation and undergraduate completion;
5. Provide necessary educational and supportive service networks to recruit and retain students for the entire project period; and
6. Identify the successful strategies and promising models to engage youth in STEM education programs that lead to careers in health care.

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Office of Minority Health Expectations – see FOA pages 9 - 10

The Office of Minority Health expects the proposed National Workforce Diversity Pipeline program will:

- A. Expand diversity of the health professions pipeline.
- B. Increase the number of minority and disadvantaged students pursuing health care and behavioral health careers.
- C. Improve recruitment, retention and completion rates for high school and undergraduate minority and disadvantaged students' and improve rates of minority students' acceptance to graduate and health professions schools.

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OMH Expectations (continued) – see FOA pages 9 - 10

- D. Increase minority and disadvantaged students' awareness, knowledge, and pursuit of the areas of health care and behavioral health careers and increase the availability of STEM education programs.
- E. Increase the capacity of minority and disadvantaged students' participation and completion rates in STEM education programs and careers.
- F. Increase the number of culturally and socially competent minority and disadvantaged minority-serving health professionals.

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Organization Capabilities – see FOA page 9

Applicant **must** provide evidence that its organization has the capability to establish and implement pipeline programs to increase minority and disadvantaged high school and undergraduate students' awareness, knowledge and career pursuit in the areas of health care and behavioral health.

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Application Content – see FOA pages 18 - 25

Project Narrative (should contain)

- Executive Summary
- Problem Statement
- Goal(s) and Objective(s)
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes
- Project Management
- Evaluation
- Dissemination
- Organizational Capability

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Application Content (continued) – see FOA pages 18 – 25

- **Executive Summary**

- This section should include a brief description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed.

- **Problem Statement**

- This section should describe both quantitative and qualitative terms, the nature and scope of the specific and particular problem or issue, and the proposed intervention it is designed to address.
- It should detail how the project will potentially affect the target population, specific sub-groups with those populations, and other interested stakeholders as identified.

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Application Content (continued) see FOA page 18 - 25

- **Goals and Objectives**

- This section should consist of a description of the project’s goal(s) and major objectives.
- Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

- **Proposed Intervention**

- The section should provide a clear and concise description of the intervention you are proposing to use to address the need identified in the program announcement and the problem described in the “Problem Statement.”
- Applicants are expected to explain the rationale for using a particular intervention and to present a clear connection between identified system gaps and needs and the proposed activities.

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Application Content (continued) – see FOA pages 18 - 25

- **Special Target Populations and Organizations**
 - Describe how the proposed intervention will target minority and disadvantaged populations, including limited English speaking populations, and which population(s) the proposed intervention will target.
 - Outline who the applicant considers vested stakeholders in the successful operations and how they were or will be identified, and how they will be meaningfully incorporated into the project.

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Application Content (continued) – see FOA pages 18 – 25

- **Outcomes**
 - Clearly identify the measurable outcome(s) that will result from the project.
 - The Department of Health and Human Services/Office of the Assistant Secretary for Health will not fund any project that does not include measurable outcomes.
 - Applicants must describe how they envision their project will benefit the field at large.

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Application Content (continued) – see FOA pages 18 - 25

- **Project Management**

- Clearly delineate the roles and responsibilities of project staff and subrecipients and how they will contribute to achieving the project's objectives and outcomes.
- Specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress; preparation of reports; and communications with the partners and the Department of Health and Human Services/Office of Assistant Secretary for Health.

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Application Content (continued) – see FOA pages 18 - 25

- **Evaluation**

- Describe the methods that you will use to evaluate whether the proposed intervention achieves its measurable outcome(s) and assess and evaluate the impact of the program activities.
- Describe quantitative and qualitative tools and techniques you will use to measure outcome(s).
- Provide a detailed description on how students will be tracked over the five year period.

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Application Content (continued) – see FOA pages 18 - 25

- **Dissemination**
 - Describe the method that will be used to disseminate the project’s results and findings in a timely manner and in easily understandable formats to the target audience, the general public, and other parties who might be interested in using the results of the project.

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Application Content (continued) – see FOA pages 18 - 25

- **Organizational Capability**

- Include an organizational capability statement and resume for key personnel.
- Describe how the applicant organization is organized, the nature and scope of its work, and the capabilities it possesses.
- Include an organization chart showing the relationship of the project to the current organization.
- Provide evidence of organizational competencies in the Appendices.

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Application Review Criteria - see FOA pages 29 – 33

Criteria

| | |
|--|------------|
| • Experience and Organizational Capabilities | 20 points |
| • Problem Statement | 15 points |
| • Goals and Objectives | 15 points |
| • Program Plan | 25 points |
| • Evaluation Plan | 20 points |
| • Budget | 5 points |
| • Appendices | |
| Total | 100 points |

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Eligible Applicants – see FOA pages 11 - 12

- State and local governments or their Bona Fide Agents
- Nonprofit organization with or without 501(c)(3) IRS status
- For-profit organizations
- Small, minority, and women-owned business
- Universities
- Colleges
- Research Institutions
- Hospitals

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Eligible Applicants (continued) – see FOA pages 11 - 12

- Community-based organizations
- Faith-based organizations
- Federally recognized or state-recognized American Indian/Alaska Native tribal governments
- American Indian/Alaska Native tribally designated organizations
- Alaska Native health organizations
- Tribal epidemiology centers
- Political subdivisions of states

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Eligible Applicants: To qualify for funding – see FOA page 26

Must submit Letters of Commitment and Memoranda of Understanding from Sub-recipient Organizations and Agencies

- Letters of Commitment are required for all organizations and entities that have been specifically named as a sub-recipient to carry out any aspect of the project.
- The Letter of Commitment must detail the specific role and resources that will be undertaken, in support of the applicant.
- The Letter of Commitment must also describe the organization's expertise, and access to the targeted population(s).
- Letters of Commitment are not the same as letters of support.

NATIONAL WORKFORCE DIVERSITY PIPELINE PROGRAM

Program Staff

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OFFICE OF GRANTS MANAGEMENT

Presenter Eric West, Senior Grants Management
Specialist

Questions DeWayne Wynn, Grants Management
Specialist

OFFICE OF GRANTS MANAGEMENT

NWDP Webinar Topics

- Award Information
- Budget Information
- Eligibility
- Screening Criteria and Responsiveness
- Submission Process

NWDP FOA is available at www.grants.gov

- Search by FOA number (MH-CPI-15-002) or CFDA # 93.137

AWARD INFORMATION

See FOA page 10

- ▶ An estimated \$2,500,000 is available.
- ▶ Anticipated Number of Awards: 5-8.
- ▶ Budget Period Length: 12 months.
- ▶ Award range \$350,000 to \$500,000 per year.
- ▶ Period of Performance: 5 years.
- ▶ Anticipated Award Start Date: 08/01/2015.

BUDGET INFORMATION

See FOA pages 15 and 25

- ▶ Budget Period: 1 year
- ▶ Project Period: 5 years
- ▶ Funding for all approved budget periods beyond the first year is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of Federal funds.
- ▶ Submit a combined multi-year detailed Budget Narrative for each year of the potential grant.

BUDGET INFORMATION (continued)

See FOA pages 15 and 25

- ▶ Develop detailed multi-year budgets based on level funding for each budget period.
- ▶ A level-funded budget is equal to the exact dollar figure of the year one budget.
- ▶ The proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, the budget justification should describe the *cost estimated per proposed project, activity, or product*.

ELIGIBLE APPLICANTS

See FOA pages 11-12

- A wide range of entities are eligible to apply to the National Workforce Diversity Pipeline Program.
- All eligible applicants are delineated on pages 11-12 of the funding opportunity announcement.

APPLICATION SCREENING CRITERIA

See FOA pages 12-13

1. Submit application via www.grants.gov by 5pm on May 18, 2015.
2. Adhere to requirements on spacing, margins and font size.
3. Project Narrative (incl. Summary) must not exceed 40 pages.
4. Total application (incl. Appendix) must not exceed 60 pages.
5. Proposed budget does not exceed \$500,000.
6. The application has met the **Application Responsiveness Criteria listed on page 12.**

SUBMISSION PROCESS

See FOA pages 17 -18

Carefully follow submission instructions on www.grants.gov

– DUNS Requirement:

- A Dun and Bradstreet, Data Universal Numbering System (DUNS) number is required when applying to this FOA.

– SAM Requirement:

- A valid and active System for Account Management (SAM) registration is mandatory in order to submit an application – allow a minimum of 10 days for processing.
- Must renew SAM registration each year. (5 days)

Submission trouble – contact grants.gov helpdesk 1-800-518-4726 or support@grants.gov.

SUBMISSION DATE AND TIME

See FOA pages 1-2

Application Due Date for NWDP is May 18, 2015 at 5:00 pm Eastern Time.

- ▶ Applications must be submitted electronically via www.grants.gov by the due date.
- ▶ Applications that fail to meet the application due date will be returned and will receive no further consideration.
- ▶ Applicants must receive a written exemption from the Director, OASH Office of Grants Management to submit any way other than electronically through www.grants.gov.

SUBMISSION EXEMPTION

Exemption Request:

Specific information is on page 1-2 of the NWDP FOA

- ▶ Submit request at least 4 business days prior to application deadline.
- ▶ Submit request via email to OGM Director.
- ▶ Provide details why technologically unable to submit electronically via www.grants.gov.
- ▶ Must obtain written exemption from Director, HHS/OASH Office of Grants Management 2 business days in advance of deadline to submit application outside of grants.gov

CONCLUDES OGM PRESENTATION

For questions and information related to administrative and budgetary requirements contact:

HHS/OASH Office of Grants Management

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