



American Recovery and Reinvestment Act

Health Professions Programs

PREVENTIVE MEDICINE RESIDENCY PROGRAM (PMRP)

Frequently Asked Questions

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Purpose

What is The American Recovery and Reinvestment Act of 2009?

The American Recovery and Reinvestment Act of 2009 (ARRA or Recovery Act), was signed into law February 17, 2009.

The Recovery Act was enacted to:

- preserve and create jobs;
- promote economic recovery;
- help people most impacted by the recession;
- increase economic efficiency by investing in technological advances in science and health;
- promote long-term economic benefits by investing in transportation, environmental protection and other infrastructure; and
- preserve essential services of State and local governments.

Why is the Preventive Medicine Residency Program (PRMP) funded under the ARRA?

The American Recovery and Reinvestment Act of 2009 provides \$500 million to address health professions workforce shortages. HRSA is making funds available to increase the Nation's ability to address the shortages of primary health care practitioners and other health care professionals such as Preventive Medicine physicians.

The objective of the Health Professions Programs as supported through ARRA is to address workforce shortages in the health professions. Programs funded promote training in primary care, nursing and public health, help educational institutions, and increase the diversity of the health professions workforce. These programs will also help disadvantaged individuals who might otherwise have to delay their entry into, or drop out of, training programs or teaching.

Several types of activities will be funded with ARRA dollars, including direct student support, loan repayment, training program infrastructure, and equipment purchases for health professionals training programs. The grant programs funded under ARRA will help increase the diversity of students entering health professions programs, support the training of disadvantaged students, provide training in health care disciplines, and improve training programs by providing better access to equipment.

PREVENTIVE MEDICINE RESIDENCY PROGRAM

The primary purpose of the Preventive Medicine Residency Program (PMRP) is to maintain an adequate supply of physicians trained for preventive medicine careers. Under ARRA, the Preventive Medicine Residency Program programs in preventive medicine/public health, occupational health, and aerospace medicine are eligible to apply.

Program funding is utilized to: 1) plan and develop new training programs, 2) maintain or improve existing residency programs, and 3) provide financial support to residency trainees in these programs.

Preventive medicine is a unique medical specialty that combines knowledge and skills in clinical medicine with those in population health. The Institute of Medicine reports that public health physicians are needed to address health promotion and disease prevention issues, chronic and infectious disease management, safe food and water supplies, sanitation, and environmental exposures. It is estimated that about 20,000 public health physicians are needed to meet the needs of the country. In addition, 1,350 public health physicians are needed to replace those leaving the profession for reasons such as retirement.

The PMRP is receiving \$6.685 million in ARRA funding in Fiscal Year 2010.

Where can I learn more about the ARRA?

Additional information on the Recovery Act can be found at <http://www.recovery.gov>. Information on activities related to the Recovery Act at the U.S. Department of Health and Human Services (HHS) can be accessed at <http://www.hhs.gov/recovery>.

What is the purpose of the ARRA-PMRP funding opportunity?

The purpose of the American Recovery and Reinvestment Act (Recovery Act or ARRA) Preventive Medicine Residency Program (PMRP) is to: provide funding to academic institutions to plan and develop new residency programs, maintain or improve existing residency training programs, and provide financial support to residency trainees. Grant support is intended to assist academic institutions in meeting the cost of preventive medicine residency programs which cannot be met from other sources.

Summary of Funding

How do schools apply for ARRA-PMRP funds?

Applicants will apply through Grants.gov for the HRSA Fiscal Year 2010 ARRA funding opportunity designated as HRSA-10-127, which opened on December 21, 2009 and closes in Grants.gov on February 19, 2010. Supplemental information will then be due in HRSA's Electronic Handbooks on March 5, 2010 for those applicants that met the first deadline.

If an applicant misses the February 19 deadline in Grants.gov, will they still be able to submit an application in HRSA's EHBs prior to the March 5 deadline?

No. Only applicants who have successfully submitted a grant application through Grants.gov by the specified February 19 deadline will be eligible to submit the required supplemental information in HRSA's EHBs by March 5. We recommend that applicants submit their applications in Grants.gov as soon as possible, to ensure they have maximum time for providing the supplemental information in HRSA's EHBs.

How will I know when to submit the supplemental information into the EHBs?

Applicants can only begin Phase 2 in HRSA's EHBs after Phase 1 in Grants.gov has been completed by the required due date, and HRSA has assigned the application a tracking number. Applicants will be notified by email when the application is ready within HRSA's EHBs for Phase 2. This email notification will be sent within 5-7 business days of the Phase 1 submission. Applicants who do not receive this notification within 7 business days should contact the HRSA call center at (877) Go4-HRSA or (877) 464-4772.

What information is submitted in Phase 1 to Grants.gov?

Applicants must complete and submit the following by the February 19 Grants.gov deadline:

- SF-424 R&R Face Page;
- Project Summary/Abstract; and
- PHS-5161 Checklist.

What supplemental information is submitted in Phase 2 to HRSA's EHBs?

Applicants must complete and submit the following by the March 5 HRSA EHB deadline:

- SF-424 R&R – Budget Information (Non-Construction Programs);
- Program Narrative;
- Budget Justification
- Assurances – Non-Construction Programs;
- SF-424 LLL Disclosure of Lobbying Activities (as applicable);
- Any Program specific forms; and
- All Attachments.

If schools do not receive ARRA funds in this competition, will they have an opportunity to compete for ARRA-PMRP funding in 2011?

No. There will not be an additional ARRA Fiscal Year 2011 funding competition.

Will competitive non-ARRA PMRP funds be available in Fiscal Year 2010?

Both ARRA and non-ARRA funds will be awarded through this funding competition. Approximately \$6,685,000 is available to fund approximately 8 ARRA grant awards, with approximately an additional \$2,365,000 in Fiscal Year 2010 appropriated funds to fund an estimated 9 Fiscal Year 2010 awards. There will be no additional competition in Fiscal Year 2010; all interested applicants must apply through HRSA-10-127.

Can I select either ARRA or non-ARRA funding?

No. Applying for funding under this funding opportunity requires that an applicant accept either ARRA or non-ARRA funding.

When will the grant be awarded? What is the date of the project period?

It is anticipated that grants will be awarded on or before the start date of July 1, 2010. The grants will have a 3-year project and budget period, from July 1, 2010 through June 30, 2013. Note that non-ARRA grants will also have a 3-year project period, with 1-year budget periods.

Must applications be for a 3-year project period?

Although that is generally our expectation, applicants can certainly request a 1- or 2-year project period should that more appropriately reflect their program plans.

Can ARRA-PMRP funding be used to cover costs incurred prior to the award date?

In general, these grants are intended to support costs incurred after the ARRA-PRMP project start date. ARRA-PRMP funds cannot be used to support any costs incurred prior to February 17, 2009 (the date the Recovery Act was signed). Any costs incurred before receipt of the Notice of Grant Award (NGA) are at the recipient's risk.

Is there any formal notification of an ARRA-PMRP award from the Health Resources and Services Administration (HRSA)?

Yes. HRSA will electronically transmit a formal notification in the form of a Notice of Grant Award (NGA) that will be provided to the applicant organization/institution.

What is the timeline for grantees to use the ARRA-PMRP funds?

Recipients of ARRA-PMRP funds should obligate (commit) the grant funds and complete the proposed projects by the end of the 3-year project/budget period.

Are schools permitted to carryover unused ARRA-PMRP funds?

This is a one-time funding opportunity. ARRA-PMRP funds must be used within the specified project period. There is no expectation of ongoing support of grant activities after the end of the project period; we do not expect schools to have unused funds. Any unexpended funds may be offset at the conclusion of the project period.

Do institutions that have both a preventive medicine/public health residency training program and an occupational medicine residency training program have to prepare and submit two separate applications or can one application be used to support residents in both programs?

That depends on whether or not they are two discrete projects. Training grants are comprised of one discrete project supported by a single discrete budget. We don't support multiple, independent training projects with a single grant. This does not mean that a single training program with a single leadership and staff could not have a program that encompasses two or more disciplines. Again, as long as it reflects a discrete program with a single leadership and a single cohesive budget and a common set of students, that is OK. To a certain extent, the applicant has to decide what their training program looks like.

Therefore, if an applicant has two discrete projects, then they should submit two applications. If, on the other hand, they have one project that encompasses two or more disciplines, then they should only submit one application.

Trainee Support

Are schools permitted to provide ARRA-PMRP financial support and PMRP financial support to the same residency trainee?

No. ARRA-PMRP funds must be used to support residency trainees other than those that receive support through PMRP under CFDA: 93.117, the non-ARRA program. The Notice of Grant Award will specify whether you have been awarded ARRA or non-ARRA funds.

Where can I find information on the current stipend levels?

The most current Stipend levels are provided in the funding opportunity announcement.

Are schools permitted to provide ARRA-PMRP financial support to trainees for more than one year?

Yes. Trainee support charged to the ARRA-PMRP grant funds must be for training within the three-year budget and project periods indicated on the Notice of Grant Award (NGA). Trainees may receive support for more than one year.

Are schools permitted to provide ARRA-PMRP financial support to continuing and new PMRP students?

Yes. However, continuing students may not receive support from both ARRA and non-ARRA funds.

Eligible Use of Funds

Are there certain eligibility requirements for use of these funds?

The ARRA-PMRP funding opportunity allows for an expanded eligibility of both current and new grantees. Preventive Medicine is defined as a medical specialty encompassing three areas of specialization: general preventive medicine and public health, aerospace medicine and occupational medicine.

Eligible applicants include United States accredited schools of allopathic medicine, osteopathic medicine, and public health. An applicant must demonstrate that it has or will have available full-time faculty members trained in preventive medicine and support from other faculty members trained in public health and relevant specialties and disciplines. ARRA-PMRP funds cannot be used to support residency trainees who are already receiving non-ARRA-PMRP funds.

More specific information on program requirements can be found in the funding opportunity announcement.

How can I track and separate ARRA versus non-ARRA-PMRP funds?

To facilitate monitoring and tracking of ARRA-PMRP funds from any other funds, ARRA-PMRP grants will be provided under a unique grant number and Payment Management System (PMS) sub-account.

How will ARRA-PMRP funding be delivered to grantees?

Grantees will receive ARRA-PMRP funds much in the same way grantees receive regular funding via the PMS; an NGA will be issued under a different grant number. For information regarding the drawdown of your awarded funds, contact your account representative at 1-877-614-5533 or <http://www.dpm.psc.gov/>. Grantees should draw down funds based on the needs of the ARRA-PMRP project.

How are applications submitted?

Competitive guidance HRSA-10-127 has been posted, and can be accessed through the Grants.gov, HRSA.gov, and Recovery.gov websites. All applicants are required to apply electronically through Grants.gov by the established deadline, which is February 19.

Application Specifics

How are applications submitted?

The application process is divided into two phases. Under Phase 1, applicants will submit the Standard Form (SF) 424/5161 and relevant attachments to Grants.gov by the required application due date. Under Phase 2, supplemental information will then be submitted via the HRSA Electronic HandBooks (EHBs) by a subsequent due date. All applicants who submit the SF-424/5161 and attachments through Grants.gov (Phase 1) by the application due date will be notified via e-mail regarding the availability of the EHBs for online submission of the required supplemental information. Only applicants who have successfully submitted a grant application through Grants.gov (Phase 1) by the specified due date may submit the required supplemental information in HRSA EHBs (Phase 2).

Are there page limits for the applications?

The page limit for each application is 35 pages. This limit does not include standard forms, the Assurances form and the Environmental Information and Documentation (EID) checklist form.

Please keep in mind that all information presented in the submission is publishable, and may be used to provide information to the public and Congress.

How should attachments be formatted?

All attachments must be provided to HRSA in a computer-readable format (i.e., do not upload text as images). HRSA recommends PDF files but will accept Microsoft Word or Excel files as well. Please do not use spaces or special characters when naming files.

Should applicants upload additional attachments?

The page limit for the entire application is 35 pages. This limit does not include standard forms, the Assurances form and the Environmental Information and Documentation (EID) Checklist. If an applicant has not reached this limit with the other required attachments, it is free to submit attachments that it feels will respond to the review criteria and increase the competitiveness of the application. Applicants must ensure, however, that they do not exceed the total page limit.

Is there a specific order required for the assembly of the application?

Yes. All applications should follow the order described in the funding guidance.

How will I know if my application has been received?

All applicants who submit the Phase 1 application by the due date will be notified via e-mail regarding the availability of the EHBs for online submission of the required supplemental information. Upon submission in the EHBs there will be an acknowledgment of receipt of applications from the EHB. The submitting authorized official (AO) receives the EHB acknowledgments via an email transmittal.

It is important that applicants pay attention to emails received from Grants.gov. Notification of a "rejected" application from Grants.gov is not verification of receipt; rather, it means you must correct the error and resubmit prior to deadline.

What is the deadline for this opportunity?

For this competitive funding opportunity, a deadline has been established for application submission. All applications MUST be submitted in Grants.gov by February 19, 2010 at 8:00 p.m. ET.

Will there be any opportunities for technical assistance prior to the application deadline?

Yes. Because of the unique nature of ARRA, all applicants are encouraged to participate in a technical assistance call for these funding opportunities. There will be two conference calls scheduled, as follows:

- Conference Call #1 – January 7, 2010 at 2:00 pm ET
Toll free number: 1-800-369-1179, Pass code: 6247510
- Conference Call #2 – January 19, 2010 at 2:00 pm ET
Toll free number: 1-888-989-7690, Pass code: 3137205

If I am unable to participate in any of the conference calls, will I have other chances to obtain that information?

Yes. Taped replays of each conference call will be available approximately one hour after each call ends, and will be available until the closing date of the funding opportunity. Specific information can be found in the funding guidance.

Do I need to participate in both calls in order to obtain all the information I need in order to apply?

No. Each conference call will begin with an identical presentation. New questions that are asked and answered either during the course of each call or through any subsequent e-mail requests will be added to this document on a regular basis.

Environmental Information and Review

What is NEPA and how does it relate to the other laws?

The National Environmental Policy Act (NEPA) requires that HRSA includes an environmental prospective in project planning by evaluating the potential environmental impacts of the proposed project and ensuring an appropriate level of public involvement takes place. The NEPA review process is the means HRSA uses for identifying and considering the requirements of the other environmental laws that apply to the project. A fundamental requirement of NEPA is that the review must be completed prior to starting the project. Funding may be jeopardized if this does not happen.

Can my project be exempt from NEPA?

Many actions, such as routine equipment purchases, may be exempt from the NEPA review and documentation process. Even so, you must be aware that the other environmental laws may still apply and must be addressed.

Who needs to complete the Environmental Information and Documentation Checklist?

A completed Environmental Information and Documentation (EID) Checklist must be submitted with any application that proposes the purchase and/or installation of equipment, to indicate whether any potential extraordinary circumstances exist. In cases where there is a "Yes" response, a draft Environmental Assessment (EA) will be required; if needed, HRSA will work with applicants on this requirement.

How will I know if the other laws apply to my project?

A "Yes" response to any questions in the Environmental Information and Documentation Checklist is an indication that requirements of one or more of these laws might be triggered.

Application Review

Who will review the PMR applications?

Applications will be subject to both an internal and external HRSA review. The internal review assesses completeness, eligibility, and environmental impact. These applications will also be reviewed by an Objective Review Committee. HRSA has established the method to assess the technical merit of applications to provide for an objective review of applications. The review criteria outlined in the guidance will be used to review and rank applications. The review criteria are designed to enable the review panel to assess the quality of an application and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

What are the relevant qualifications of the reviewers? Will the reviewers have significant experience as it relates to specific program areas?

HRSA maintains a large database of reviewers who are selected based on the type of grant that is being reviewed. Each reviewer will be screened to avoid conflicts of interest. Review committee members are responsible for providing an objective, unbiased evaluation based on the criteria that have been established for this funding opportunity.

In addition to the external review that will be conducted by the Objective Review Committee, all applications will be subject to an internal HRSA review. The internal review assesses completeness, eligibility, and environmental impact. HRSA has the appropriate resources in place to perform these reviews, and has made every attempt to ensure that individuals have the requisite skills, knowledge, and expertise needed to review these applications.

Can program directors who apply for funding also apply to serve as peer reviewers?

At this time the HRSA Division of Independent Review does not accept peer reviewers who are program directors applying for funding under that competition, nor any other individuals who have a financial interest in the application.

Reporting

What are the reporting requirements for Recovery Act funding?

Grantees must continue to comply with the usual and customary reporting requirements of the PMRP Program, in addition to specific Recovery Act reporting. Recipients of Recovery Act funding will be required to provide periodic reports to ensure that funds are used for authorized purposes and instances of fraud, waste, error, and abuse are mitigated. Recovery Act funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act. Additional information is available at http://www.whitehouse.gov/omb/recovery_default/.

Generally, as required by the Recovery Act, recipients are required to report the following information:

1. The total amount of Recovery Act funds.
2. The amount of Recovery Act funds received that were obligated and expended to projects or activities. This reporting will also include unobligated allotment balances to facilitate reconciliations.
3. A detailed list of all projects or activities for which Recovery Act funds were obligated and expended, including
 - a. The name of the project or activity;
 - b. A description of the project or activity;
 - c. An evaluation of the completion status of the project or activity;
 - d. An estimate of the number of jobs created and the number of jobs retained by the project or activity. . Note that there has been a significant change to the methodology for counting jobs. The policy is to no longer calculate jobs on a cumulative basis; jobs are now to be calculated on a quarterly basis.
4. Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

Where can I find out more information about the ARRA reporting requirements?

The current Office of Management and Budget (OMB) guidance regarding ARRA reporting is available at http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf. Please note that future updates to recipient reporting guidance from OMB are likely, and recipients will be expected to follow the most current OMB guidance.

The OMB Section 1512 guidance for recipient reporting can be found at:

<http://www.recovery.gov/?q=node/579>

In addition, the Office of Management and Budget (OMB) prepared a series of webinars to train Federal Agencies and recipients of ARRA funding on how to comply with their reporting responsibilities. Links to the recorded webinars can be found at:

<http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/>

Are schools required to submit both the BHPPr BPMS Performance Report and the ARRA-PMRP quarterly reports?

Yes. The PMRP-Performance Report is a standard annual reporting requirement for the regularly funded program. Similarly, the ARRA-PMRP program has the requirement for an ARRA PMRP-Performance Report in addition to the required ARRA specific reporting as described on the Recovery.gov web site. However, it is important to note that the Performance Report is an ANNUAL report while the additional ARRA reporting requirements are quarterly reporting.

Why is the ARRA-PMRP required reporting scheduled quarterly rather than annually?

Quarterly reporting is stipulated for timely measure and transparency in reporting the use and impact of ARRA-PMRP funds.

Will the ARRA-PMRP quarterly report be completed and submitted through the HRSA EHB's?

No. ARRA-PMRP reports will be completed and submitted via a centralized system on www.FederalReporting.gov by no later than 10 days from the end of each quarter. This information will then be migrated for public access to the Recovery.gov website upon data quality review by the funding agency.

Are Preventive Medicine Training Programs expected to create new jobs as a result of receiving ARRA-PMRP funds?

No. While it is true that ARRA funds are intended to enhance the PMRP funding level to increase the number of physicians training in and graduating from a preventive medicine specialty, this activity does not meet the definition of creation or retention of jobs with ARRA funding. To meet the ARRA definition, a person's salary would need to be paid directly with ARRA funds. If that is the case, the FTE for that position would be calculated and reported following the most recent OMB guidelines.

Can accredited residency programs in State health departments apply for this funding opportunity?

Yes. State health departments wishing to apply for this competition should partner with an accredited school of medicine, osteopathic medicine, or public health. The school of medicine, osteopathic medicine or public health will be considered the primary grant recipient. Consult the grants management specialist and program specialist assigned to the Preventive Medicine Residency Program for additional information.