



REQUEST FOR APPLICATIONS

ADVANCED PRACTICE CLINICIAN TRAINING GRANT - 2021

ISSUED BY:

**STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
OFFICE OF POLICY INITIATIVES AND BUDGET**

**APPLICATIONS ARE DUE
NO LATER THAN 12:00 NOON CT
ON MAY 7, 2021**

FOR QUESTIONS, CONTACT:
DONNA WONG AT DONNA.WONG@WISCONSIN.GOV

LATE APPLICATIONS WILL NOT BE ACCEPTED

**ADVANCED PRACTICE CLINICIAN TRAINING GRANT
WISCONSIN DEPARTMENT OF HEALTH SERVICES**

REQUEST FOR APPLICATIONS

TIME LINE

MARCH 1, 2021	COMPETITIVE APPLICATION RELEASED VIA DHS WEB SITE
MARCH 12, 2021	QUESTIONS DUE BY 12:00 NOON CT
MARCH 19, 2021	QUESTIONS & RESPONSES POSTED TO DHS WEB SITE
MAY 7, 2021	APPLICATIONS DUE BY 12:00 NOON CT
JUNE 4, 2021	NOTIFICATION OF AWARDS
JULY 1, 2021	CONTRACT START DATE

REQUEST FOR APPLICATIONS (RFA)
WISCONSIN DEPARTMENT OF HEALTH SERVICES
ADVANCED PRACTICE CLINICIAN (APC) TRAINING GRANT

1. Introduction

The 2017 Wisconsin biennial budget authorized the APC program to create and support new clinical training opportunities for Physician Assistants (PAs) and Advanced Practice Registered Nurses (APRNs) in rural Wisconsin. APRNs include nurse practitioners, certified nurse-midwives, clinical nurse specialists or certified registered nurse anesthetists. The goal of the grant is to expand the use of PAs and APRNs to increase access to health care in rural areas.

2. Funding and Grant Period

- Grant amount: Up to \$50,000 per year per hospital or clinic.
- Grantee match: 100% match, cash or in-kind.
- Grant period: one state fiscal year, July 1 through June 30.
- Grant payments: quarterly reimbursements.

3. Requirements

- Applicant must be a hospital or clinic or include a hospital or clinic as a training site.
- Priority will be given to hospitals or clinics in a city, town or village with a population less than 20,000 people, or to clinical training programs that include rural hospitals and clinics as training locations.
- Priority will be given to hospitals or clinics developing new clinical training opportunities for advanced practice clinicians.
- Funds may be used for planning if the organization has not previously received an APC grant. If planning, the goal is to have a fully developed program implemented by July 1, 2022.
- If the applicant previously received an APC grant, the grant cannot be used for planning.
- Funds may be used for implementation.
- Funds may be used to expand existing clinical programs.
- Recipients must match the amount received through the grant (100% match) either in cash or through in-kind funding.
- PAs and APRNs must be U.S. citizens, non-citizen nationals or foreign nationals who possess visas permitting permanent residence in the U.S.
- If the grant will be used to reimburse tuition, the PAs and APRNs receiving the tuition support must currently be enrolled in an accredited academic program.

4. Application Components and Rating Criteria

Summary (350 words maximum) – 10 points

- Briefly describe the proposed activities to be supported by the grant.
- Identify who will be trained (PAs or APRNs).
- List the total amount requested, and give assurance that the match will be met.
- Demonstrate that the proposal meets the long-term goal of increasing access to health care in rural communities.

Application Narrative – 40 Points

- Describe the proposal in detail. Who will be trained, by what faculty, in what specialties, with what support.
- Describe all clinical training for PAs and/or APRNs, or both, currently in place. Identify current partners.
- Briefly describe any barriers that have prevented the establishment of such training, how the grant may help address the barriers and the reason for the current interest.
- Include a targeted begin date for placements in the new clinical training program. This date is also included as a measurable benchmark.

Benchmarks – 10 Points

- List benchmarks or measurable outcomes.
- Include targeted completion dates and a description of how the benchmarks will be tracked.

Budget – 20 points

- Develop a line-item budget for all allowable costs.
- Use a separate line item for all staff and personnel costs. Identify staff by position (not name). List consultants separately.

Budget Narrative – 20 points

- Provide a brief explanation for each item in the budget. Explain how each amount was calculated.
- Incentives or honoraria for rural faculty participating in developing the training program or providing the actual training are allowable costs. If included, describe how the amount was determined and what is covered (number of hours, planning meetings attended, costs or incentives per hour, etc.).
- Student expenses may be estimated. Explain the basis for the projected costs.
- Clearly explain the amount and source of the matching funds. If capital expenditures are considered as match, the amount cannot exceed 25% of the total required match.

5. Questions

Submit questions regarding this RFA via email on or before 12:00 noon CT, March 12, 2021 to: Donna.Wong@wisconsin.gov

Answers to questions received by the deadline will be posted on the DHS website by March 19. Questions must be emailed and receipt will be acknowledged. Questions cannot be answered individually.

6. Submission of Application

- Email the application to Donna.Wong@wisconsin.gov
- Due by 12:00 noon central time May 7, 2021.
- Applications submitted after this date and time will not be reviewed.
- Please do not exceed 15 pages.
- Review the checklist in the appendix to ensure that all required documents have been completed and are included.
- Please allow sufficient time for delivery by email, since it can sometimes take several hours for electronic mail to reach its destination. Receipt of the application will be acknowledged by email.
- Each applicant whose proposal is reviewed and scored by the rating panel will receive written notice of the determination of approval or non-funding of the proposal before July 1, 2021.

7. Allowable and Unallowable Costs

Examples of allowable costs

1. Student books and materials.
2. Tuition and fees.
3. Stipends for reasonable living expenses, including housing and travel.
4. Preceptor/faculty costs, including preceptor compensation attributable to training, certification requirements, travel, and advanced practice clinician training.
5. Hospital Placement Coordinator.
6. Training and skills workshops.

Examples of unallowable costs

1. Capital improvements, including, but not limited to, architectural consultation and renderings, remodeling and new construction.
2. Research.
3. Supplanting or replacing existing funds supporting the proposed training program from other sources (including local, state, or federal funds).

8. Required Match

- A 100% match is required either in cash or in-kind.
- Matching funds may include, but are not limited to:
 1. Hospital/staff costs for those directly engaged in program planning or operations.
 2. Faculty time can be estimated and included as match.
 3. Capital improvements required to facilitate the training (space renovation and equipment), are limited to no more than 25% of the total required match.
 4. Funds provided by partner organizations, if any, including an educational organization, health system or community foundation, to support development and implementation of new clinical training.

9. Reports

- The grantee will submit quarterly invoices for covered services within 30 days from the end of the quarter (October 30, 2021, January 30, 2022, April 30, 2022 and July 30, 2022). The invoice must be signed by the authorized official named in the grant agreement. Payment will be made to the designated fiscal agent per the terms of the agreement. A template for the invoice will be provided by DHS.
- Quarterly Status Reports will be submitted with each invoice, highlighting activities completed during the preceding three months, barriers encountered and how they were addressed, and other information which the grantee believes that DHS should be aware of. A template for the Status Report will be provided by DHS.

10. News Releases

News releases pertaining to this award or any part of the proposal may not be made without the prior written approval of DHS. Copies of any news release regarding this award during the contract year will be submitted to DHS within 30 days of publication.

11. Notice of Intent to Award a Contract

Each applicant whose proposal is reviewed and scored by the rating panel will receive written notice of the determination of approval, or non-funding, of the proposal.

CHECKLIST

The completed application must include the following, organized accordingly.

- A. Application Cover Sheet
- B. Summary
- C. Application Narrative
- D. Benchmarks
- E. Budget
- F. Budget Narrative

Application Cover Sheet – APC Grant

Section A - APPLICANT INFORMATION

Hospital or Clinic Name:

Primary Contact:

Address:

City and Zip:

Email:

Telephone:

Estimated number of participants to be trained:

SECTION B - BUDGET SUMMARY

10. Enter the total proposed budget. **Note:** The maximum amount is \$50,000.

Total funds requested: \$ _____

11. NAME, TITLE AND PHONE NUMBER OF OFFICIAL AUTHORIZED TO COMMIT THE APPLICANT ORGANIZATION TO THE GRANT.

Typed Name of Official: _____ Title: _____ Phone: _____

Signature: _____

Date: _____

Appendix A – Narrative Considerations

Factors to consider when planning or implementing a program (Responses to each question are not required)

The list below is designed to help applicants consider the numerous decisions that will need to be made.

1. What strategies will be used to identify and recruit potential students for the new training program.
2. What potential strategies will be used to recruit, engage and support rural faculty.
3. How will decisions about preceptor incentives be made.
4. What options exist for managing clinical training placements and supervision.
5. What new approaches might be incorporated into the training.
6. What criteria will be used to make decisions about coverage of participant expenses (books and materials, fees, stipends for living expenses and/or housing).
7. What clinician requirements, if any, will be considered.
8. How will approval from leadership be obtained.
9. What potential funding will be available for operating the new program.
10. How will the new training program be sustained over the long-term.
11. The number of new students and whether they are PAs or APRNs.
12. Will new training equipment and/or software be needed.
13. What additional support and development for faculty (current and new) is needed.
14. What preceptor incentives (stipends, faculty appointments, more administrative time, etc.) are needed.
15. What student supports (books and materials, tuition and fees, stipends for living expenses such as housing and travel) are needed.

Appendix B – Budget Examples

Budget Example for Planning Grant

Category	Budget Item	DHS	Match	Totals
Personnel	Education training coordinator			
	Hospital placement coordinator			
Training Infrastructure <i>Items only allowed for planning</i>	Project manager			
	Consultant fees			
	Curriculum modifications			
	Faculty recruitment, engagement, and training			
	New training tools , e.g., equipment, technology, software for simulation/virtual patients			
	Student recruitment			
	Meeting expenses, e.g., travel, meals			
Non-Grant Funded Expenses/Match only	Space renovation and other capital investments (<i>match only up to 25%</i>)			
Totals				

Appendix B – Budget Examples

Budget Example for Implementation or Expansion Grant

Category	Budget Item	DHS	Match	Totals
Personnel	Hospital Placement Coordinator			
Student Training Costs	Books and materials			
	Tuition and Fees			
	Stipends			
Preceptor Cost per preceptor	Honoraria or compensation for time spent in teaching			
	Faculty training			
	Certification fees			
Totals				

Appendix C – Budget Narrative Example

The following is an example of a portion of a budget narrative. The example is hypothetical and may not reflect actual costs.

Personnel

The Placement Coordinator will spend 50% of their time coordinating rotations and training placements with the academic partner. The Coordinator will also be responsible for organizing hospital interviews and orientation, and ensuring that all established requirements are met. The hospital’s fringe benefit rate is 46%. Two part-time preceptors – a 4th year general surgery resident and an established family physician – will provide clinical guidance and supervision to 4 PAs and 2 NPs during rotations for family medicine and surgery. The salaries and fringe benefits are calculated as indicated below. The hospital has made a decision to count the time that preceptors spend teaching as an in-kind match. As compensation, the hospital will add four hours per week of administrative time.

Position	FTE*	Months	Annual Salary & Fringe	DHS Grant	Match	Non-Match	Total
Program Coordinator	.5	12	\$ 61,320	\$ 30,660			\$ 30,660
Preceptor	.5	6	204,400		\$ 51,100		51,100
Preceptor	.5	6	131,400		32,850		32,850
Total Cost				\$ 30,660	\$ 83,950		\$114,610

*FTE = Full Time Equivalent employee

Faculty Development

Faculty Development Conference

Neither preceptor has had prior experience serving as faculty. The Rural Wisconsin Health Cooperative (RWHC) offers a 2-day faculty development session especially designed for new rural faculty. The fee includes training by national experts, materials, and meals.

2 preceptors x \$2,500 tuition \$ 5,000

Travel and Lodging

In-state travel for preceptors to attend faculty development training is estimated; the per mile reimbursement is the state rate. Lodging for faculty training is based on actual costs.

600 miles @ \$.51/mile \$ 306
 2 people x 2 nights x \$75.00 per night \$ 300