

OHIO BOARD OF NURSING

NURSE EDUCATION GRANT PROGRAM (NEGP)



REQUEST FOR PROPOSALS (RFP) **(9/1/2017 – 8/31/2019 GRANT CYCLE)**

COMPETITIVE GRANT APPLICATION INFORMATION

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NURSE EDUCATION GRANT PROGRAM (NEGP) REQUEST FOR PROPOSALS

I. PROGRAM OVERVIEW

The Nurse Education Grant Program (NEGP) was initially established by House Bill 95 (125th GA) and extended by House Bill 303 (129th GA) through December 31, 2023. Section 4723.063, Ohio Revised Code (ORC), authorizes the Board to create and administer the grant program. The NEGP is funded by \$10 from each nurse license renewal fee that is transferred to the NEGP Fund account for the purpose of awarding the grants and administering the program.

Purpose: The purpose of the NEGP is to award funding to nurse education programs that partner with other education programs, health care facilities, community health agencies or patient centered medical homes to increase their nursing student enrollment capacity. Grants may be used for funding clinical faculty, instructional personnel, purchasing educational equipment and other approved activities.

Qualified Applicants: For the purpose of this grant, educational programs are defined as any pre-licensure nurse education program as approved by the Board under section 4723.06 of the Ohio Revised Code; or any post-licensure nurse education program as approved by the Ohio Department of Higher Education (formerly the Ohio Board of Regents) under section 3333.04 of the Ohio Revised Code.

Applicant Partners: For the purpose of this grant, health care facilities are defined as hospitals registered with the Ohio Department of Health (DOH); nursing homes licensed by the DOH or political subdivision certified by the DOH to license nursing homes; a county home or county nursing home certified by the Medicare program; a freestanding dialysis center; a freestanding inpatient rehabilitation facility; an ambulatory surgical facility; a freestanding cardiac catheterization facility; a freestanding birthing center; a freestanding or mobile diagnostic imaging center; or a freestanding radiation therapy center. Other recognized applicant partners are community health agencies, patient centered medical homes, and other education programs.

Awarded Funding: Each grant cycle will be for two years, beginning September 1st of an odd year and ending August 31st of the next odd year. The maximum grant awarded to a nursing education program is \$200,000 per grant, per cycle. There is no guarantee that a nursing education program awarded a grant in one cycle will be awarded a grant in subsequent cycles. The total awards to a nurse education program from each of the three grant categories of Post Licensure RN, Pre-Licensure RN, and Pre-Licensure PN, shall not exceed \$1 million dollars between January 2, 2014, and December 31, 2023.

Due Date for Submission of the Application: Complete application packets including all supporting documentation and the correct number of copies (including a packet containing original signatures) must be received at the Board office by **5:00 p.m.**, on **Thursday, June 15, 2017**. Mailed or shipped material that arrives after this date and time will not be accepted.

Assistance: Questions about proposal requirements should be submitted by email to either NEGP@nursing.ohio.gov or lemrich@nursing.ohio.gov.

Related Ohio Administrative Code Citations: 4723-25-01; 4723-25-02; 4723-25-03; 4723-25-04; 4723-25-05; 4723-25-06; 4723-25-07; 4723-25-08; 4723-25-09; 4723-25-10; 4723-25-11; 4723-25-12; 4723-25-13; 4723-25-14; 4723-25-15; 4723-25-16; 4723-25-17; and 4723-25-18.

II. APPLICATION GUIDANCE

The purpose of this grant is to encourage and provide financial assistance to nurse education programs that have developed mutually beneficial partnerships with health care facilities, community health agencies, patient centered medical homes, or other education programs. The purpose of the NEGP awards is to **increase the enrollment capacity** of Ohio nurse education programs. All narratives and supporting documentation should provide a **clear description of the proposed partnerships and the manner in which they will increase the program's enrollment capacity.**

A. Grant Program Definitions:

"Nurse education program" means a (RN/LPN) pre-licensure nurse education program approved by the Board of Nursing under section 4723.06 of the Revised Code, or a post-licensure (BSN completion or graduate) nurse education program approved by the Ohio Department of Higher Education (formerly the Board of Regents) under section 3333.04 of the Revised Code.

"Health care facility" means: (1) A hospital registered under section 3701.07 of the Revised Code; (2) A nursing home licensed under section 3721.02 of the Revised Code, or by a political subdivision certified under section 3721.09 of the Revised Code; (3) A county home or a county nursing home as defined in section 5155.31 of the Revised Code that is certified under Title XVIII of the "Social Security Act," 49 Stat. 620 (1935), 42 U.S.C. 301, amended; (4) A freestanding dialysis center; (5) A freestanding inpatient rehabilitation facility; (6) An ambulatory surgical facility; (7) A freestanding cardiac catheterization facility; (8) A freestanding birthing center; (9) A freestanding or mobile diagnostic imaging center; (10) A freestanding radiation therapy center.

"Partnership" means a formal written contractual agreement between one or more nurse education programs and one or more patient centered medical homes, health care facilities, community health agencies, or other education programs, signed by the legal signatory for each party and that expressly sets forth the manner in which the partnership will increase the enrollment capacity of the nurse education program or programs.

"Community health agency" means any program or agency that provides or contracts to provide health care services and is not a health care facility as defined in the law.

"Board" means the Ohio Board of Nursing.

"Nurse education grant program" means the program established in division (B) of section 4723.063 of the Ohio Revised Code.

“Faculty and instructional personnel” means: (1) For pre-licensure nursing education programs, persons who satisfy the standards for faculty and instructional personnel as set forth in rules 4723-5-10 and 4723-5-11 of the Administrative Code; or (2) For post-licensure nursing education programs, persons who satisfy standards established by the credentialing organization that accredits the program as defined in the law.

“Education program” means a program approved or accredited by any of the following: (1) The Ohio Board of Nursing under section 4723.06 of the Revised Code; (2) The Ohio Department of Higher Education (formerly the Ohio Board of Regents) under section 3333.04 of the Revised Code; (3) The Ohio Department of Education under section 3313.90 of the Revised Code; (4) The State Board of Career Colleges and Schools under section 3332.05 of the Revised Code; (5) The Higher Learning Commission of the North Central Association of Colleges and Schools; (6) The Accrediting Council for Independent Colleges and Schools; or (7) Any other nationally or regionally recognized higher education accreditation entity recognized by the Board.

“Grantee” means a nurse education program to which the Board has awarded a grant from the nurse education grant program.

“Administrator of the program” has the same meaning as set forth in paragraph (B) of rule 4723-5-01 of the Administrative Code.

“Patient Centered Medical Home” means an advanced model of primary care in which care teams attend to the multifaceted needs of patients, providing whole person comprehensive and coordinated patient centered care.

“Preceptor” has the same meaning as set forth in paragraph (Z) of rule 4723-5-01 of the Administrative Code.

B. Eligible Applicants:

To be considered for this grant, applicants must clearly demonstrate that they satisfy each of the following criteria:

1. The applicant is a nurse education program is approved by the Board under section 4723.06 of the Ohio Revised Code; or is a post-licensure nurse education program as approved by the Ohio Department of Higher Education (formerly the Board of Regents) under section 3333.04 of the Ohio Revised Code.
2. The applicant must have entered into a partnership with one or more health care facilities, community health agencies, patient centered medical homes, or other education programs. This partnership must clearly demonstrate a potential to increase enrollment capacity in the

applicant's nurse education program(s). **A copy of the executed contractual agreement between the educational program and the partnering entity(s) must be included in the proposal application.**

3. The applicant has submitted to the Board by the proposal deadline, a complete proposal form as designated by the Board and all accompanying information and attachments as the Board deems necessary to fully evaluate the ability of the applicant to increase its enrollment capacity if the grant proposal is approved for funding.

C. Distribution of Available Funding:

Each grant cycle will be for two years, beginning September 1st of an odd year and ending August 31st of the next odd year. The maximum grant award is \$200,000 per grant, per cycle. There is no guarantee of grant renewal for future award cycles. No nurse education program may be awarded grant funds that exceed \$1 million dollars during the period of January 2, 2014 through December 31, 2023. Due to the limited funding available and the diverse nurse education programs and levels of licensure, the total available funding for the cycle will be distributed based on educational program type as follows:

1. Approximately fifteen per cent of the available funds shall be awarded in grants to pre-licensure education programs for licensed practical nurses if the program allows students, following licensure as a licensed practical nurse, to transition into a registered nursing program approved by the Board during the student's second year (a one plus one program).
2. Approximately thirty-five per cent of the available funds shall be awarded in grants to pre-licensure education programs for registered nurses.
3. Approximately fifty per cent of the available funds shall be awarded in grants to post-licensure (BSN completion or graduate) nurse education programs, for the purpose of preparing nursing faculty or instructional personnel.

In the event that funds remain in a category after the grant awards have been determined, those remaining funds may be reallocated to other educational program categories. This and all other reallocations shall be made at the discretion of the Board.

D. Multiple Applications from a Single Institution:

Individual grant proposals may be submitted for each of the educational program categories (i.e. pre-licensure RN program, pre-licensure LPN program, and post-licensure nurse education program) that exist within an

institution for a given grant cycle. Only one application may be submitted by one nurse education program in each of the grant proposal categories.

E. Allowable Use of Grant Funds:

Grant funds shall be used solely for purposes of increasing enrollment capacity in nurse education programs.

1. Grant funds may be used to hire or contract with:
 - a. Pre-licensure nurse education program faculty and instructional personnel whose role will be the active supervision of one or more nursing students in a clinical setting.
 - b. Faculty or instructional personnel engaged in training and preparing graduate level nurses to serve as nurse educators in Ohio nurse education programs.
2. Grant funds may be used for the lease or purchase of equipment only when it can be demonstrated that acquisition of the equipment is directly related to an increase in enrollment capacity at a nurse education program. This equipment must be leased or owned solely by the education program.
3. Grant funds may be used as matching funds for other funding sources provided that both of the following are satisfied.
 - a. Use of funds from the other funding source(s) is consistent with the goal of the nurse education grant program which is increasing the enrollment capacity in the nurse education program.
 - b. All NEGP grant requirements continue to be met.

F. Prohibited Use of Grant Funds:

Under no circumstances shall grant funds be used for any of the following:

1. Administrative costs associated with the nurse education program, health care facility, community health agency, other education program, or partnership.
2. The purchase of disposable items or disposable equipment.
3. The purchase of personal items or equipment for students participating in a nurse education program.
4. Costs associated with travel and lodging.

5. Costs associated with meals and entertainment.
6. Lease or purchase of vehicles.
7. The construction or renovation of buildings.
8. Liquidation of bad debts.
9. Fines, penalties, interest, or other similar types of payments.
10. The compensation of nurses who will be used as preceptors for pre-licensure nursing education program students except for the actual time spent by such staff nurses in the direct supervision of no more than two nursing students engaged in a clinical experience at the direction of the faculty or instructional personnel of the nurse education program in accordance with rule 4723-5-20 of the Ohio Administrative Code.
11. The compensation of nurses who will be used as preceptors for post-licensure nursing education program students except for the actual time spent by such nurses in the direct supervision of nursing students engaged in a clinical experience at the direction of faculty or instructional personnel of the nurse education program.
12. Student tuition assistance.

G. Disbursement of Funding:

Unless the Board deems otherwise, the disbursement of grant funds shall occur no more frequently than quarterly. The Board shall make the final decision on the award distribution and frequency based on the budget narrative provided and the Board's fiscal year appropriation. **Applicants must have the capacity to accept an electronic funds transfer (EFT) from the Treasurer, State of Ohio. All funds awarded will be issued through EFT.**

Grant recipients shall return to the Board within 30 days, any unexpended grant funds that remain at the end of the grant period.

H. Termination of Funding:

The Board may at any time suspend or revoke the remainder of the grant funding and/or require repayment if any of the following occur:

1. The grantee has failed to expend the grant funds in accordance with the grant proposal approved by the Board;

2. The grantee has failed to comply with any provision included in the acknowledgment of terms as required by Rule 4723-25-14, Ohio Administrative Code;
3. The grantee no longer maintains its status as a nurse education program approved by the Board under section 4723.06 of the Revised Code, or by the Ohio Department of Higher Education (formerly the Board of Regents) under section 3333.04 of the Revised Code;
4. The grantee fails to provide accurate and timely information and reports;
5. The grantee fails to demonstrate responsible accounting practices.

I. Formal Award Agreement:

After receiving notification of approval of a grant proposal, the Board and the nurse education program submitting the proposal shall execute a formal, legal document that sets forth the general terms and conditions of the grant.

This acknowledgment of terms shall be signed by the administrator of the grantee nurse education program and by the Board or a designee of the Board, and may include but is not limited to the following terms and conditions:

1. Method for advising the Board regarding a change of circumstances that may significantly impact the grantee's ability to comply with the terms of the grant;
2. Method and schedule for disbursement of funds;
3. Special reporting requirements specific to an individual grant proposal;
4. Applicability of all relevant laws, regulations, and rulings; and
5. Grantee indemnification requirements.

J. Reporting:

Each grantee shall submit to the Board quarterly reports and an annual report for each year of the grant funding cycle. All reports shall comply with all of the following:

1. Be signed by the administrator of the program;
2. Be submitted in a format prescribed by the Board;

3. Be submitted in accordance with a schedule determined by the Board;
4. Identify the manner in which the grant funds were used including how the funds increased the enrollment capacity of the grantee;
5. The administrator of the funded program shall submit progress reports or periodic supplemental reports, completed questionnaires and other documents during each year of the grant funding cycle as requested by the Board.

At any time during the grant funding cycle the Board may require that the grantee undergo an independent audit of the grant funds and the manner in which they are being administered by the nurse education program or its partner health care facility, community health agency, or other education program. The nurse education program shall pay for any independent audit requested by the Board. Grant funds shall not be used to pay the expenses of an independent audit requested by the Board. All grant funds shall be administered and accounted for using generally accepted accounting principles.

K. Credits and Acknowledgements:

Any programs, products, or publications developed by the grantee with grant funds shall require prior notification and approval of the Board. Additionally, these materials shall be required to indicate that such program, product, or publication was funded in whole, or in part, by a grant from the Ohio Board of Nursing.

L. Public Disclosure of Grantee Programs:

The Board shall make available on an annual basis, in print or by electronic means, a current list of nurse education grant program grantees together with the following information:

1. The amount of the grant received by each grantee;
2. The health care facility, community health facility, or other education program with which the grantee nurse education program has partnered;
3. The amount by which the enrollment capacity of the grantee nurse education program was projected to increase;
4. The proposed use of the grant funds;

5. The extent to which funding of the grant proposal has resulted in an increase in the enrollment capacity of the grantee nurse education program; and
6. Such other information the Board deems appropriate.

III. APPLICATION REQUIREMENTS AND FORMAT

Application for the Nurse Education Grant Program (NEGP) consists of a number of required sections. All the sections of an application must be completed and submitted together as a single packet, by the application due date and time. **Any required section that is not submitted on time will result in the entire application not being considered for review.**

Proposals should be type written in 12 point Arial or Times New Roman font, well organized and succinct. Pagination begins on the first page of Section 1: Executive Summary, and continues throughout all Sections. **The deadline for proposal submission is 5:00 p.m. Thursday June 15, 2017.** A signed spiral bound original, one spiral bound copy, and one CD-rom or flash/USB drive containing the entire proposal must be received at the Board office by **close of business (5:00 pm), Thursday June 15, 2017.** Materials received after this date and time will not be reviewed despite the presence of a postmark reflecting an earlier mailing date.

A. Mailing/Delivery Information:

**Ohio Board of Nursing
17 S. High Street, Suite 400
Columbus, Ohio 43215-3413
Attention: Nurse Education Grant Program**

B. Grant Application Format, Sections & Required Information:

All proposals submitted should be ordered into sections as defined below.

- *Cover Sheet Form* – This form is Appendix A and must be filled out completely. A signed original copy must be provided at the time of application. **This is the first page of the proposal.** The administrator of the nurse education program, whose signature is required, will be principally responsible for the grant.
- *Table of Contents* – The table of contents must reflect the organization of the proposal and follow the established format and order as stated within this section.
- *Section 1: Executive Summary* – Clearly and concisely summarize the proposal to increase the nurse education program's enrollment capacity. ***Pre-license nurse education programs also describe how the***

proposal is consistent with the standards set forth in Chapter 4723-5, OAC; and

***Post-licensure** programs also describe how it will increase the number of faculty and instructional personnel to serve as educators in nurse education programs.*

- *Section 2: Current Program Description* – Provide a detailed description of the existing nurse education program and its **current obstacles to increasing its enrollment capacity** resulting in the need to apply for this grant. This section should not exceed seven pages.
- *Section 3: Proposed Project, Goals and Outcomes* – This narrative should clearly present the planned use of the grant funds that will increase the program's enrollment. **A projection in stated numbers quantifying the nurse education program proposed enrollment capacity increase must be included.** A description of outcome goals for the grant and the metrics that will be used to demonstrate the increase in enrollment capacity and successful grant implementation must also be included.
- *Section 4: Partnership Narrative* – This detailed narrative is to outline the proposed Partnership and the Partnership's role in increasing the nursing education program's enrollment capacity.
- *Section 5: Proof of Partnership* – A copy of the formal 'Partnership Agreement' or a 'Memorandum of Understanding' existing between the nurse education program and the partnering entity must be included. Individuals of both parties who have legal signatory or contractual authority for their program, institution or entity must sign this agreement. Please include only those partnership agreements/documents that are directly related to the utilization of grant funds as stated in the proposal.
- *Section 6: Timetable* – A brief narrative and outline of the implementation timeline of the project if grant funds are awarded.
- *Section 7: Budget* – A detailed narrative of the requested budget must be included in conjunction with the Budget Request Form found in Appendix B. Supplemental charts and tables may also be included in this section. The narrative must include a description of how the plans established in the proposal will be continued if funds are awarded this grant period, but future funding is not received.
- *Section 8: Accounting Mechanisms* – A description of existing accounting procedures and internal controls to be used to manage the funding shall be included. These should include the methods through which grant funds will be maintained and expenditures tracked separately from other funding sources.

- *Section 9: Personnel Summary* – This section must include administrative and educational staff qualifications for personnel being funded all or in part by the grant. (Resumes or curriculum vitae should be attached at the end of the proposal as appendices). This Section must explain how the personnel will directly contribute to increasing the enrollment capacity of the nurse education program. If the proposal does not include requested funding for personnel, insert a page stating this in Section 9.
- *Section 10: Equipment Summary* – This section must include the type and uses of any equipment requested to be leased or purchased with funds from the grant and how it will directly contribute to increasing the enrollment capacity of the nurse education program. If the proposal does not include requested funding for equipment, insert a page stating this in Section 10.

C. Review and Award Process:

Review Criteria: All proposals will be evaluated on the quality, clarity and completeness of the application. The proposals will be evaluated based on the general categories listed below. A weighting system will be applied to the evaluation criteria.

1. Overall Quality of Application: Evaluation of the organization and adherence to the format set forth in this RFP. All narratives and the executive summary should be consistent, clear and concise in explaining how the proposed use of NEGP funds will increase the nurse education program's student enrollment capacity.
2. Proposed Partnership and Agreement: The partnership narrative and signed agreement should clearly define the roles and expectations of both the education program and partner. Preference will be given to those partnerships that involve a hospital, nursing home, county home or county nursing home, but the Board may also award grants to fund partnerships between nurse education programs and other health care facilities, patient centered medical homes and other education programs.
3. Program Enrollment Increase: The narrative must clearly explain how the partnership and grant funds will be used to increase program enrollment capacity. The proposed **quantified** increase over the current level of enrollment capacity will be evaluated. In addition, the amount of grant funds requested will be compared to the projected quantified increase for cost effectiveness.
4. Pre-Licensure Programs Only: Applicant program's historical NCLEX pass rates for the last 5 years will be used as part of the evaluation criteria. Program current Board approval status will also be considered.

5. Post-Licensure Programs Only: Consideration will be given to the Program's planned increase in the number of nurse education program faculty and instructional personnel to serve as nurse educators in nurse education programs.
6. Strength of Proposal: Overall soundness, innovation and realistic timelines for implementation of the proposed project.
7. Budget Request: The budget narrative and required forms should fully justify the manner in which the grant funds will be expended. The narrative should address how the funding will be maintained separately from other funding sources and how the accounting (financial management) and internal controls will be maintained.
8. Continuation of Funding: The section will describe how the increased enrollment can/will be maintained after the two-year grant cycle if continued funding is not approved.

Awards Process: Once the proposals have been reviewed and scored, they will be ranked for Board review. At the July 2017 Board meeting, the Board will make final decisions on the grant awards.

Applicants will receive notification of the Board's decision in early August. Successful applicants will also receive an 'Acknowledgement of Terms' with their notification which must be signed by the nurse education program and returned prior to the initial transfer of funds. The 'Acknowledgement of Terms' will contain contractual language, and may also contain reporting or account requirements specific to the grant proposal.

The initial disbursement of funding will occur on or about September, 1, 2017, once the 'Acknowledgement of Terms' has been executed.