

**APPLICATION**

**LOANS FOR DISADVANTAGED STUDENTS (LDS) PROGRAM**

**ACADEMIC YEAR \_\_\_\_\_**

**IF THIS APPLICATION IS TO BE PREPARED BY SOMEONE IN AN OFFICE OTHER THAN THE ADDRESSEE, PLEASE BE SURE THIS PACKET IS KEPT INTACT FOR THAT INDIVIDUAL'S INFORMATION AND USE.**

**PUBLIC REPORTING BURDEN STATEMENT**

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources; gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing burden to: PHS Reports Clearance Officer, Attention: PRA, Hubert H. Humphrey Building, Room 721 -B, 200 Independence Avenue, S.W., Washington, D.C. 20201, and to the Office of Management and Budget; Paperwork Reduction Project (0915- XXXX); Washington, D.C. 20503.

## **INSTRUCTIONS FOR PREPARING AN LDS APPLICATION**

### **GENERAL INFORMATION**

This application must be completed and returned to the Division of Health Careers and Financial Support (DCHFS) by February 15<sup>th</sup> in order to participate in the LDS Program.

The request for funds represents the agreement between the applicant school and the Secretary of the Department of Health and Human Services for the establishment and maintenance of the LDS Program and is binding on all parties and personnel participating in the program supported.

#### Agency Contacts

Additional information related to the overall program issues and technical assistance regarding this application may be obtained by contacting:

Devoneline Horne  
Public Health Analyst  
Health Careers Loans & Scholarships  
Division of Health Careers and Financial Support  
Bureau of Health Workforce  
Attn: Loans for Disadvantaged Students  
Parklawn Building, 15N58A  
5600 Fishers Lane, Rockville, MD 20857  
Telephone: (301) 443-1173  
Email: dhorne@hrsa.gov

### **ASSURANCES AND PUBLIC POLICY REQUIREMENTS**

#### **Administrative and National Policy Requirements**

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 [Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations](#) or 45 CFR Part 92 [Uniform Administrative Requirements For Grants And Cooperative Agreements to State, Local, and Tribal Governments](#), as appropriate.

## **Non- Discrimination**

Participating health professions institutions must adhere to statutes and regulations addressing non-discrimination. These include:

- Section 794 of the Public Health Service Act and its implementing regulations 45 CFR Part 83, which prohibit discrimination in the admissions process on the basis of sex;
- Title VI of the Civil Rights Act of 1964 and its implementing regulations 45 CFR Part 80, which prohibit discrimination in federally assisted programs on the basis of race, color or national origin;
- Title IX of the Education Amendments of 1972 and its implementing regulations 45 CFR Part 86, which prohibit discrimination in federally assisted education programs on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 and its implementing regulation, 45CFR Part 84, which prohibit discrimination in federally assisted programs on the basis of handicap;

## **Non-Delinquency on Federal Debt**

Participating health professions institutions must comply with non-delinquency on Federal debt requirements. Examples of Federal debt or possible sources include delinquent taxes, audit disallowances, FHA loans, and other unpaid administrative debts. Specific examples include:

- a scheduled payment on a direct loan that is more than 31 days past due;
- the unpaid disallowed amount in a "Notice of Grants Cost Disallowance" unless otherwise unresolved; and
- unpaid Social Security tax payment or other administrative payment owed to the Federal Government.

## **Drug-Free Workplace**

Participating schools must comply with the requirements in 45 CFR, Part 76, Subpart F. This section of the regulations stipulates that institutions must certify that they will provide and maintain a drug-free workplace.

## **Drug-Free Schools and Campuses**

The Drug-Free Schools and Communities Act Amendments of 1989 and its implementing regulations 34 CFR Part 86 apply to any public or private institution of higher education

(including independent hospitals conducting training programs for health care personnel), State educational agency, or local educational agency. As a condition of funding from Federal financial assistance programs, the statute requires these entities to certify to the Secretary of Education that they have adopted and implemented a drug prevention program. These provisions also apply to sub-grantees of Federal funds whether or not the primary grantee is an institution of higher education, a State educational agency, or a local educational agency.

### **Certification Regarding Lobbying and Disclosure of Lobbying Activities**

Institutions must adhere to restrictions on lobbying and provide a disclosure statement about lobbying activities for each Federal award to the institution in excess of \$100,000. Government wide guidance for new restrictions on lobbying was published by the Office of Management and Budget in the *Federal Register* of December 20, 1989.

### **Debarment and Suspension of Campuses**

According to regulations in 45 CFR Part 76, an institution must certify that neither it nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal dependent or agency. Sub-awardees (e.g., other corporations, partnerships, or other legal entities) also must provide the same certification to the institution concerning their covered transactions.

### **Cultural and Linguistic Competence**

HRSA programs serve culturally and linguistically diverse communities and multiple cultures. Although race and ethnicity are often thought to be dominant elements of culture, HRSA funded programs embrace a broader definition to include language, gender, socio-economic status, sexual orientation and gender identity, physical and mental capacity, age, religion, housing status, and regional differences. Organizational behaviors, practices, attitudes, and policies across all HRSA-supported entities respect and respond to the cultural diversity of communities, clients and students served. HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) published by HHS and available online at <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>. Additional cultural competency and health literacy tools, resources and definitions are available online at <http://www.hrsa.gov/culturalcompetence> and <http://www.hrsa.gov/healthliteracy>.

## **Diversity**

The Health Resources and Services Administration (HRSA), Bureau of Healthcare Workforce (BHW) is committed to increasing diversity in health professions programs and the health workforce across the Nation. This commitment extends to ensuring that the U.S. has the right clinicians, with the right skills, working where they are needed. In FY 2011, BHW adopted Diversity Guiding Principles for all its workforce programs that focus on increasing the diversity of the health professions workforce.

### **All health professions programs should aspire to --**

- recruit, train, and retain a workforce that is reflective of the diversity of the nation;
- address all levels of the health workforce from pre-professional to professional;
- recognize that learning is life-long and should be supported by a continuum of educational opportunities;
- help health care providers develop the competencies and skills needed for intercultural understanding, and expand cultural fluency especially in the areas of health literacy and linguistic competency; and
- recognize that bringing people of diverse backgrounds and experiences together facilitates innovative strategic practices that enhance the health of all people.

To the extent possible, program grant activities should strive to support the guiding principles identified by BHW to increase diversity in the health professions workforce.

## **Healthy People 2020**

Healthy People 2020 is a national initiative led by HHS that sets priorities for all HRSA programs. The initiative has four overarching goals: (1) attain high-quality, longer lives free of preventable disease, disability, injury, and premature death; (2) achieve health equity, eliminate disparities, and improve the health of all groups; (3) create social and physical environments that promote good health for all; and (4) promote quality of life, healthy development, and healthy behaviors across all life stages. The program consists of over 40 topic areas, containing measurable objectives. HRSA has actively participated in the work groups of all the topic areas and is committed to the achievement of the Healthy People 2020 goals. More information about Healthy People 2020 may be found online at <http://www.healthypeople.gov/>.

## **National HIV/AIDS Strategy (NHAS)**

The National HIV/AIDS Strategy (NHAS) has three primary goals: 1) reducing the number of people who become infected with HIV, 2) increasing access to care and optimizing health outcomes for people living with HIV, and 3) reducing HIV-related health disparities. The NHAS states that more must be done to ensure that new prevention methods are identified and that prevention resources are more strategically deployed. Further, the NHAS recognizes the importance of early entrance into care for people living with HIV to protect their health and

reduce their potential of transmitting the virus to others. HIV disproportionately affects people who have less access to prevention, care and treatment services and, as a result, often have poorer health outcomes. Therefore, the NHAS advocates adopting community-level approaches to identify people who are HIV-positive but do not know their serostatus and reduce stigma and discrimination against people living with HIV.

To the extent possible, program activities should strive to support the three primary goals of the NHAS. As encouraged by the NHAS, programs should seek opportunities to increase collaboration, efficiency, and innovation in the development of program activities to ensure success of the NHAS. Programs providing direct services should comply with Federally approved guidelines for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines). More information can also be found at <http://www.whitehouse.gov/administration/eop/onap/nhas>

### **Health IT**

Health information technology (Health IT) provides the basis for improving the overall quality, safety and efficiency of the health delivery system. HRSA endorses the widespread and consistent use of health IT, which is the most promising tool for making health care services more accessible, efficient and cost effective for all Americans.

### **Related Health IT Resources:**

- [Health Information Technology \(HHS\)](#)
- [What is Health Care Quality and Who Decides? \(AHRQ\)](#)

### **Reporting**

The successful applicant under this funding opportunity must comply with the following reporting and review activities:

### **Audit Requirements**

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

## **Payment Management Requirements**

Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System. The report identifies cash expenditures against the authorized funds for the grant or cooperative agreement. The FFR Cash Transaction Reports must be filed within 30 days of the end of each calendar quarter. Failure to submit the report may result in the inability to access award funds. Go to [www.dpm.psc.gov](http://www.dpm.psc.gov) for additional information.

## **Status Reports**

1) **Federal Financial Report (SF-425)**. A financial report is required within 90 days of the end of the budget period. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through EHB. More specific information will be included in the Notice of Award.

- 2) Annual Operating **Report(s)**. The awardee must submit a Annual Operating Report to HRSA on an annual basis. This report demonstrates how schools allocate and distribute loan funds to students during a particular academic year. Provides accountability to the Department of Health and Human Services (HHS) for schools managing HHS student loan programs. The AOR covers the period from July 1<sup>st</sup> through June 30<sup>th</sup> and must be submitted annually by August 15<sup>th</sup>. Annual Operating Reports are submitted via EHBs
- EHBs website: <http://www.hrsa.gov/grants/default.htm>
- EHBs system help:
- Phone - 877-Go4-HRSA (877-464-4772)
- *This number is available 9:00 a.m. - 5:30 p.m. ET (M-F)*
- Email - [CallCenter@hrsa.gov](mailto:CallCenter@hrsa.gov)

## **LDS Program Application Instructions**

Institutions must submit applications as required by the Secretary of Health and Human Services. The application establishes or maintains the institution's participation in the LDS program and its use of Federal Capital Contributions (FCC). Applications and instructions for the LDS program are available at <https://bhw.hrsa.gov/funding/schools-apply-loan-program> .

An institution must complete and return applications to the Division by the date specified on the first page of the instruction package. Please keep a copy of the completed application for your records.

The Division reviews the eligibility of the school and determines the reasonableness of the amount of Federal support an institution will receive. The Division may also require the applicant to submit additional data for these purposes.

### **Section I. Designation of Institutional Contact Persons**

The program's Project Director is the individual who will be responsible for distributing DHCFS program mailings to the appropriate offices and individuals within the institution and will be responsible for ensuring the return of material. The Project Director may designate the Financial Aid or Fiscal Officer to receive all mail (electronic or paper) from DCHFS. The designated person must be also familiar with the institution's Annual Operating Report (AOR). Only the Project Director can make changes to the Contact Person information.

#### **NOTE: For NEW Schools Only:**

Grant Number: Leave blank. This number will be assigned by the Department.

OPSID number: Leave blank. This number will be assigned by the Department.

EIN Number: Please indicate your Entity Identification Number (EIN). The EIN is comprised of the nine (9) employer identification number (used for tax reports), a one (1) digit prefix, and a two (2) digit suffix. All recipients must have a unique EIN recorded in the Department's on-line Central Registry Subsystem (CRS).

Include Name, title and contact information for the Project director, Secondary contact and Authorizing Official.

### **Section II. Award to Institutions**

#### **A . Determination of Amounts**

The amount of LDS funds a school may receive be the lesser of the amount requested or the amount determined through a projection of needed funds or the amount determined by a statutory formula for allocating FCC for the LDS program that is based upon the ratio of:

- the number of full-time disadvantaged students estimated to be enrolled in each health professions school for the academic year for which funds will be awarded; and



- the total number of full-time disadvantaged students enrolled during the period in schools that have submitted approved applications.

If sufficient funds are available, each school will receive the amount it requests. If the total amount requested by schools exceeds the amount of Federal funds available, the Department will determine each school's allotment of loan funds using the statutory formula described above. In no case will a school receive an award greater than the amount it has requested. In addition to these basic procedures, the Department of Health and Human Services may use funding preferences to make institutional awards. The annual application announcements for the LDS program specify the preferences. Any funding preference defines the order in which institutions would be considered for FCC.

### **B. Racial/Ethnic Background of Full-Time Students**

The Department of Health and Human Services may use funding preferences to make institutional awards. The annual application announcements for the LDS program specify the preferences. Any funding preference defines the order in which institutions would be considered for FCC. Students who are considered racial and ethnic minorities for the purpose of calculating underrepresented populations at an institution include American Indians or Native Alaskans, Blacks and Hispanics. Definitions of these populations appear below:

- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- **Black:** A person having origins in any of the black racial groups of Africa.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin without regard to race.

### **C. Recruitment and Retention of Full Time Students from Disadvantaged Backgrounds**

1. Complete the table as indicated showing full-time student enrollment from disadvantaged backgrounds. Use the Definition of "Disadvantaged" as Described in the Student Financial Aid Guidelines for LDS Program.  
<https://bhw.hrsa.gov/funding/schools-manage-loan-programs> Indicate those students who are new recruits in the current year, continuing students (excluding those graduating in the previous year). If a school has no students from disadvantaged backgrounds, or provides no data in this table, the school is not eligible for the LDS program. A school that is able to provide partial data in the table will be eligible for the current

award cycle. However, failure to provide complete data may make a school ineligible for special consideration and may jeopardize future program participation.

2. Include a narrative describing your program for recruiting (1 paragraph) and retaining (1 paragraph) students from disadvantaged backgrounds, including racial and ethnic minorities. Discuss specific efforts to retain students, e.g, summer programs, academic support systems, personal counseling.

#### **D. Recruitment and Retention of Minority Faculty**

1. Complete the table as indicated to show the number of full-time minority faculty in the basic sciences and in the clinical sciences by racial/ethnic background. If a school has no full-time minority faculty, or provides no data in the table, the school is not eligible to participate in the program. A school that is able to provide partial data in the table will be eligible for participation in the current award cycle.
2. Include a narrative describing your program for recruiting (1 paragraph) and retaining (1 paragraph) minority faculty. Schools should describe past recruitment efforts of minority faculty such as identification of Ph.D. candidates or residents interested in academic careers, training proposed to prepare them as academic or clinical faculty; and retention protocol (e.g., career pathway, salary progression, research opportunities).

#### **E. Special Requirements**

To be eligible for funding in the current Academic Year a school must agree that, not later than 1 year after the date on which the 1st Federal capital contribution is made to the school under the LDS program, the school will be in compliance with the additional program requirements described below. Schools will be required, as part of the current Academic Year application, to document such compliance in the manner described below:

##### **1. Adequate instruction regarding minority health issues:**

Each school will be required to provide a short narrative (1 paragraph) which gives an overview of its curricula pertaining to minority health issues, identifying required coursework and electives. This should not include normal coursework that by definition includes minority health issues (e.g., sickle cell anemia in a pathology class), but should focus on attention to minority health issues over and above the longstanding, traditional coursework, reflecting an institutional awareness of the special health needs of minority populations.

**2. Linkages with clinics serving individuals from disadvantaged backgrounds:**

Each school will be required to provide a short narrative (1 paragraph) which describes its method for addressing minority health issues during the student's clinical education. Each school will also be required to list at least 1 clinic providing services to a significant number of individuals from disadvantaged backgrounds at which all students are required to do a rotation, including the number of weeks of the required rotation.

**3. Linkages with feeder schools:**

Each school will be required to list at least one secondary educational institution(s), and/or undergraduate institution(s) with which it has a written arrangement for carrying out programs regarding the educational preparation of disadvantaged students to enter the health professions and regarding the recruitment of such individuals into the health professions.

**4. Mentor program:**

Each school will be required to provide a short narrative (1 paragraph) which describes its mentor program for assisting disadvantaged students to complete the requirements for graduation. This may include the involvement of students, community health professionals, faculty, alumni, past recipients of Health Career Opportunity Program (HCOP) funds, faculty/staff from feeder schools, etc., in institutionally organized activities. Examples may include tutoring, counseling, summer/bridge programs, etc.

**Section III. Terms and Conditions of Agreement**

The terms and conditions set forth represent the agreement between the institution and the Secretary of the Department of Health and Human Services for the establishment and maintenance of a LDS program, and are binding on all parties and personnel participating in the programs supported.

The application must be signed by the "Project Director" named in Section I of the application.

**A. Eligibility Criteria**

The health professions school must be located in the United States, the District of Columbia, the commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, Guam, American Samoa or the Trust Territory of the Pacific.

Any public or other nonprofit institution that offers degrees in doctor of allopathic medicine and/or doctor of osteopathic medicine to full-time students may apply to participate in the PCL program. A health professions school that is

interested in participating in the PCL program must be accredited by an appropriate accrediting body that is recognized by the Secretary of Education. If a new school has not been operating for a sufficient time to be accredited, the Department of Health and Human Services will consider the school accredited if the Secretary of Education finds, after consultation with the appropriate accrediting bodies, that there is reasonable assurance that the school will meet the specified accreditation standards prior to the beginning of the academic year following the normal graduation date of the first entering class in such school or program.

**B. Federal Capital Contribution (FCC)**

1. Any school receiving LDS funds will be required to maintain separate accountability for these funds. This will be necessary to assure that, when funds are repaid, they will be reloaned only to students who meet the LDS eligibility criterion. Money paid to the institution, pursuant to this application in the form of Federal Capital Contributions shall be maintained by the institution in a separate account, hereafter referred to as the "FCC Fund." In addition to Federal Capital Contributions, the institution shall maintain in the FCC Fund:
  - a. an amount equal to but not less than one-ninth of such Federal Capital Contribution, contributed by such institution;
  - b. collections of principal and interest on loans made to students from the FCC Fund;
  - c. collections of charges pursuant to Section 741(j) of the Public Health Service Act; and
  - d. any other earnings of the FCC Fund.
2. The FCC Fund shall be used by the institution only for:
  - a. loans to eligible health professions students pursuing a full-time course of study;
  - b. capital distributions as provided under Section 743 of the Public Health Service Act, or as agreed to by the institution and the Secretary of Health and Human Services;
  - c. costs of litigation arising in connection with the collection of any obligations to the FCC Fund, and interest thereon; and

- d. other collection costs that are in excess of the usual expenses incurred in the collection of student loans to the extent specifically approved by the Secretary.
3. The FCC Fund must be maintained by the school in one or more insured, interest bearing accounts at all times, and all earnings must become a part of the FCC Fund. If the account(s) is (are) not Federally insured, the school will be liable for any loss that may occur.
4. The school shall advise, in writing, each applicant for a loan from the student loan fund of the provisions of Section 741 under which outstanding loans from the student loan fund may be paid (in whole or in part) by the Secretary, subject to the availability of funds.

## **B. Certification Regarding Non-Discrimination**

The institution accepts, as to any Federal funds allocated and paid under this program, the obligation to comply with the applicable provisions of the Public Health Service Act as amended, the program regulations and with the Public Health Service policies in effect at the time of such allocation and payment and with the terms of agreement set forth below.

The institution also certifies that it has no commitments or obligations inconsistent with compliance with the Act, Regulations, Policies, and Terms of Agreement.

The institution further agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the implementing Regulations (45 CFR Part 80), and states that the Assurance of Compliance with such Regulation (Form HHS-441) which has previously been filed by the applicant institution, or is attached, applies to funds allocated and paid pursuant hereto.

The institution also agrees that, in accordance with Section 704 of the Public Health Service Act, prohibiting discrimination on the basis of sex in the admission of individuals to training programs, this application will not be considered complete and no funds may be awarded under it until such time as it is completed by the undersigned's filing an assurance satisfactory to the Secretary that the school will not discriminate on the basis of sex in the admission of individuals to its training programs.

The institution further accepts the requirements of Title IX of the Education Amendments of 1972 and in particular Section 901 of such Act which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The institution also accepts the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The institution also accepts the requirements of the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) and its implementing regulations which prohibit discrimination on the basis of age in programs or activities receiving Federal financial assistance.

Attention is called to Section 710 of the Public Health Service Act which provides that no contract, grant, cooperative agreement, loan guarantee, or interest subsidy payment may be awarded under Titles VII and VIII to, or for the benefit of, any school program or training center if the tuition level or educational fees at the school, program or training center are higher for certain students solely on the basis that such students are the recipients of traineeships, loans, loan guarantees, service scholarships, or interest subsidies from the Federal Government.

Attention is called to the requirements of Section 401 of the Health Programs Extension Act of 1975 as amended, which provide that no entity which receives any grant, contract, loan, loan guarantee, or interest subsidy under the Public Health Service Act may deny admission or otherwise discriminate against any applicant (including applicants for internships and residencies) for training or study because of the applicant's reluctance or willingness to counsel, suggest, recommend, assist or in any way participate in the performance of abortions or sterilizations contrary to or consistent with the applicant's religious beliefs or moral convictions.

### **C. Certification Regarding Drug-Free Workplace Requirement**

The institution accepts the requirements of the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F, which provides that grantees will maintain a drug-free workplace and certifies that it will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  - 1) The dangers of drug abuse in the workplace;
  - 2) The grantee's policy of maintaining a drug-free workplace;
  - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and,

- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of a grant be given a copy of the statement required by paragraph 2a;
- d. Notifying the employee in the statement required by paragraph 2a that, as a condition of employment under the grant, the employee will;
  - 1) Abide by the terms of the statement; and,
  - 2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- e. Notifying the Agency within ten days after receiving notice under 2a from an employee or otherwise receiving actual notice of such conviction;
- f. Taking one of the following actions, within 30 days of receiving notice under d(2), with respect to any employee who is so convicted:
  - 1) Taking appropriate personnel action against such an employee, up to and including termination or
  - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. b, c, d, e, and f.

#### **D. Statement of Drug-Free Schools and Campuses**

The Drug-Free Schools and Communities Act Amendments of 1989 and its implementing regulations 34 CFR Part 86 apply to any public or private institution of higher education (including independent hospitals conducting training programs for health care personnel), State educational agency, or local educational agency. As a condition of funding from Federal financial assistance programs, the statute requires these entities to certify to the Secretary of Education that they have adopted and implemented a drug prevention program. These provisions also apply to sub-grantees of Federal funds whether or not the primary grantee is an institution of higher education, a State educational agency, or a local educational agency.

#### **E. Statement of Non-Delinquency on Federal Debt**

The institution must certify that it is not delinquent on any Federal debt. Examples of Federal Debt include delinquent taxes, audit disallowances, guaranteed or direct student loans, FHA loans, and other miscellaneous administrative debts. The following definitions apply:

- For direct loans, a debt more than 31 days past due on a scheduled payment.
- For grants, recipients of a "Notice of Grants Cost Disallowance" who have not repaid the disallowed amount or who have not resolved the disallowance.
- For guaranteed and insured loans, recipients of a loan guaranteed by the Federal Government that the Federal Government has repurchased from a lender because the borrower breached the loan agreement and is in default.

#### **F. Statement of Non- Debarment and Suspension**

According to regulations in 45 CFR Part 76, an institution must certify that neither it nor any of its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal dependent or agency. Sub-awardees (e.g., other corporations, partnerships, or other legal entities) also must provide the same certification to the institution.

#### **G. Certification Regarding Lobbying and Disclosure of Lobbying Activities**

Participating schools must adhere to restrictions on lobbying and provide a disclosure statement about lobbying activities for each Federal award to the institution in excess of \$100,000. The Office of Management and Budget published guidance for restrictions on lobbying in the *Federal Register*.

#### **H. Signature**

The application must be signed by the Project Director indicated on the Indicative Data (Section I) of the application.



**U. S. DEPARTMENT OF HEALTH & HUMAN SERVICES PUBLIC  
HEALTH SERVICE  
HEALTH RESOURCES & SERVICES ADMINISTRATION  
BUREAU OF HEALTH PROFESSIONS**

**APPLICATION TO PARTICIPATE IN THE  
LOANS FOR DISADVANTAGED STUDENTS (LDS) PROGRAM  
ACADEMIC YEAR**

Date: \_\_\_/\_\_\_/\_\_\_ EIN Number: \_\_\_\_\_ UEI: \_\_\_\_\_

OPSID Number: \_\_\_\_\_ Grant Number: \_\_\_\_\_

Institution: \_\_\_\_\_

Program: \_\_\_\_\_

**Section I: Designation of Institutional Contact Persons**

**Project Director:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Second Point of Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Financial Aid Official:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Authorizing Official:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Accreditation Information:**

a. Name of Accrediting Association: \_\_\_\_\_

b. Status of Accreditation (check the appropriate line)

\_\_\_\_\_ Full Accreditation

\_\_\_\_\_ Provisional or Conditional Accreditation

c. Date (Month and Year) when current accreditation will expire \_\_\_\_\_.

**Section II: Award to Institution**

**A. Determination of Amount:**

Total Projected Need for the period \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_

(NOTE: requested amount may not be the full amount received.)

Enrollment:

Number of full-time disadvantaged student estimated to be enrolled in each health professions school for the academic year for which funds will be award and total number of full-time

disadvantaged students enrolled during the period in school that have submitted approved applications.

Full-time discipline student enrollment as of \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_  
 (No. of Students)

**B. Racial/Ethnic Background of Full-Time Students for Academic Year \_\_\_\_\_ - \_\_\_\_\_**

**Ethnicity – Hispanic**

<b>Race</b>	<b>Number of Students</b>	<b>Ethnicity Unknown</b>
American Indian/Alaskan Native		
Asian or Pacific Islander		
Black		
White		
Race Unknown		
Total Full-Time Enrollment		

**Ethnicity – Non -Hispanic**

<b>Race</b>	<b>Number of Students</b>	<b>Ethnicity Unknown</b>
American Indian/Alaskan Native		
Asian or Pacific Islander		
Black		
White		
Race Unknown		
Total Full-Time Enrollment		

**C. Recruitment and Retention of Full-Time Students from Disadvantaged Backgrounds**

**Ethnicity – Hispanic**

Race	Newly Enrolled	Continuing Graduates	(yr) Graduates
American Indian/Alaskan Native			
Filipinos, Koreans, Pacific Islanders and Southeast Asians			
Black			
white			
Total Full-time Enrollment			

**Ethnicity – Non -Hispanic**

Race	Newly Enrolled	Continuing Graduates	(yr) Graduates
American Indian/Alaskan Native			
Filipinos, Koreans, Pacific Islanders and Southeast Asians			
Black			
white			
Total Full-time Enrollment			

**D. Recruitment and Retention of Minority Faculty**

1. Table of Minority Faculty for Academic Year \_\_\_\_\_ - \_\_\_\_\_

**Ethnicity – Hispanic**

Full-Time Minority Faculty

<b>Race</b>	<b>Basic Science</b>	<b>Clinical Science</b>
American Indian/Alaskan Native		
Filipinos, Koreans, Pacific Islanders and Southeast Asians		
Black		
White		
Total Full-time Enrollment		

**Ethnicity – Non-Hispanic**

Full-Time Minority Faculty

<b>Race</b>	<b>Basic Science</b>	<b>Clinical Science</b>
American Indian/Alaskan Native		
Filipinos, Koreans, Pacific Islanders and Southeast Asians		
Black		
White		
Total Full-time Enrollment		

Date: \_\_\_/\_\_\_/\_\_\_ EIN Number: \_\_\_\_\_ Duns: \_\_\_\_\_

OPSID Number: \_\_\_\_\_ Grant Number: \_\_\_\_\_

Institution: \_\_\_\_\_

Program: \_\_\_\_\_

Use the space indicated to describe your program for recruiting (1 paragraph) and retaining (1 paragraph) students from disadvantaged backgrounds.

**E. Special Requirements**

The applicant institution agrees to comply with the additional program requirements as described in the instructions.

**Section III. Terms and Conditions of Agreement**

A. Federal Capital Contribution (FCC)

Yes \_\_\_ No \_\_\_

The institution agrees to comply with requirements as outlined in the instructions for Section III.

B. Certification Regarding Non-Discrimination

1. Non- Discrimination

Yes \_\_\_ No \_\_\_

The institution agrees to comply with the requirements of non-discrimination as outlined in the LDS application under Section III.

C. Certification Regarding Drug-Free Workplace Requirement

Yes \_\_\_ No \_\_\_

The institution agrees to comply with Federal the requirements as outlined in Section III of this application.

D. Certification of Drug-Free Schools and Campuses

Yes \_\_\_ No \_\_\_

The institution certifies that it has adopted and implemented a drug prevention program as described in regulations as 34 CFR, Part 86, (55 FR 33580), August 16, 1990.

E. Statement of Non-Delinquency on Federal Debt

Yes \_\_\_ No \_\_\_

The institution certifies that it is not delinquent on the repayment of any Federal debt(s) as described in Section III, of the instructions. If yes is checked, please provide an explanation.



F. Certification of Non-Debarment and Suspension

Yes \_\_\_\_ No \_\_\_\_

The institution certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

G. Certification Regarding Lobbying and Disclosure of Lobbying Activities

Yes \_\_\_\_ No \_\_\_\_

A certification regarding lobbying is required for each grant award action in excess of \$100,000 before such action can be taken. Disclosure of lobbying activities supported with non-appropriated funds is also required, if applicable.

H. Signature:

CERTIFICATION AND ACCEPTANCE: The undersigned official of the applicant institution accepts, as to any Federal funds allocated and paid as a result of this application, the obligation to comply with the applicable provisions of the PHS Act as amended, regulations, and with the PHS policies in effect at the time of such allocation and payment.
Signature of Project Director :
Name (print):
Title
E-mail address:
Telephone Number:

**ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT OR MISREPRESENTATION IN OBTAINING THESE FUNDS IS SUBJECT TO PENALTIES WHICH MAY INCLUDE FINES AND IMPRISONMENT UNDER FEDERAL STATUTE.**