

Nurse Preceptor Incentive Grants Program

Program Guidance

Issued by the Vermont Agency of Human Services (V1)



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This document provides program guidance to applicants to the Nurse Preceptor Incentive Grants Program.

If you still have questions after reviewing this document, you may submit those questions via email to ahs.nurseworkforcegrants@vermont.gov.

Program Guidance

1. Program Description

The Agency of Human Services (AHS) is issuing this grant opportunity for Vermont’s Critical Access Hospitals per Act 183 of 2022 and other health care employers per Act 3 of 2023. The Nurse Preceptor Incentive Grants Program (hereafter called “Program”) provides funding to increase compensation for nurses who provide student preceptor supervision in Vermont’s Critical Access Hospitals and other health care settings. The Program allows Eligible Employers to apply to receive funds to distribute Incentive Pay to Eligible Employees who provide preceptor supervision for student nurses enrolled in Vermont nursing school programs completing clinical training at their organization. Grants will be awarded through an application process and funds will be distributed following the close of the application period.

2. Grant Award Period

AHS may issue grants for twelve (12) months or for a longer time period up to September 30, 2026 depending on the number of requests received and the availability of funds. Grant awards are expected to start in July 2023.

3. Eligible Employers

Eligible Employers are limited to Vermont Critical Access Hospitals and other health care employers in Vermont. Health care employers include but are not limited to community hospitals, Long-Term Care facilities, Designated or Specialized Service Agencies, Federally Qualified Health Centers, and Home Health Agencies.

Only Eligible Employers may apply for a grant under the Program.

If an Eligible Employer has more than one work site location or branch office and has one Tax Identification Number (TIN), it may only submit one Program application using that TIN and should include all sites or branches.

4. Eligible Employees

Eligible Employers that receive grant awards may only disburse funding to Eligible Employees.

Eligible Employees must:

- a. Be employed by the Eligible Employer;
- b. Be registered nurses (RNs) licensed in the State of Vermont who meet the definition of “Preceptor” put forth in the [Vermont Board of Nursing Administrative Rules](#): an RN who

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facilitates and supervises student learning experiences in a practice setting and is not a member of the nursing education program's faculty; and

- c. Have expertise in the clinical area(s) for which they provide supervision.

5. Relationship with Vermont Nursing Program

The Eligible Employer or each Eligible Employee preceptor must have a signed written agreement with a Vermont nursing program that:

- a. Defines the preceptor's role and relationships with students and clinical faculty;
- b. Specifies that preceptors provide student performance evaluations.

6. Incentive Pay

Incentive Pay is defined as an amount of up to \$5 per preceptor hour, in addition to the wage or remuneration the Eligible Employee otherwise receives, for all preceptor supervision for student nurses provided by the Eligible Employee during the grant period. Although the Incentive Pay using Program grant funds may not exceed the rate of \$5 per preceptor hour, Eligible Employers have the option to a) use matching funds to supplement Program funds to increase the hourly Incentive Pay rate for preceptor supervision above \$5 per preceptor hour, or b) decrease the hourly Incentive Pay rate for preceptor supervision below \$5 per preceptor hour.

Eligible Employers that receive grant awards have discretion with respect to the way in which Incentive Pay is awarded to Eligible Employees (e.g., biweekly, monthly, quarterly, lump sum).

Lastly, if Eligible Employees receiving Incentive Pay are subject to a collective bargaining agreement, the use of the grant funds provided to the Eligible Employer for Incentive Pay are subject to impact bargaining between the Eligible Employer and the collective bargaining representative of Eligible Employees to the extent required by the collective bargaining agreement.

7. Eligible Expenditures

Grant awards must be used by Eligible Employers to provide Incentive Pay to Eligible Employees as defined in Section 4 during the grant period and after preceptor supervision has been completed.

Eligible Employers that receive a grant award will be paid on a reimbursement basis. Requests for reimbursement may be submitted quarterly. At minimum, such requests must include:

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- a. Names of nurse preceptors or unique identifiers for nurse preceptors who received Incentive Pay. (Note: If more than one employee has the same name, additional unique identifiers, such as employee number or birthdate, should be included);
- b. Date(s) Incentive Pay was disbursed to each nurse preceptor;
- c. How much each nurse preceptor was paid on each date (i.e., total amount of Incentive Pay disbursed to each nurse preceptor);
- d. Subtotal of how much was paid to each nurse preceptor;
- e. Subtotal of how much was paid on each disbursement date; and
- f. Grand total of how much Incentive Pay was disbursed;

8. Available Program Amount

\$2,380,000 is available for this program. A total of \$380,000 is available to Critical Access Hospitals for the Nurse Preceptor Incentive Grants Program through Act 183 of 2022, Sec. 21. If these funds are not obligated through this grant opportunity, grant funding may be provided to other health care employers. An additional \$2 million is available to all health care employers for the Nurse Preceptor Incentive Grants Program through Act 3 of 2023, Sec 73.

The amount of a grant awarded to an Eligible Employer for the initial 12-month period (July 2023 – June 2024) may be equal to or less than the amount requested by that employer depending on the number and quality of applications received. Additional funding past the initial 12-month period (July 2023 – June 2024) may also be awarded to some or all Eligible Employers if the available Program funding exceeds the total amount requested by all Eligible Employers for the initial 12-month period (June 2023 – June 2024) and Eligible Employers indicate in their application that they would like to receive such funding.

Eligible Employers are encouraged to commit matching funds as part of their grant request. Matching funds may be used for any or all of the following purposes:

- a. Increase the per preceptor hour rate of Incentive Pay paid to nurse preceptors;
- b. Expand the number of nurse preceptors receiving Incentive Pay; and
- c. Extend the duration of Incentive Pay beyond the Program time frame.

Commitment of matching funds is not a requirement of application submission but may be a factor in award decisions.

Application Information

9. Application Period

Applications must be submitted during the application period: May 9, 2023 through May 31, 2023.

10. Application Content and Audit Requirements

All applicants must fully complete and submit applications via email to ahs.nurseworkforcegrants@vermont.gov by the submission date. A complete application includes:

- Grant Application and Coversheet (use required template),
- Application Budget Form: Nurse Preceptor Hours (use required template), and
- Form W-9.
 - Form W-9 and detailed instructions are [available from the IRS](#)
 - A physical signature and date are required
 - The form must be signed and dated within the last six months

AHS may request an applicant to submit detailed back up, including but not limited to their written agreement with nursing program(s) as required by the Vermont Board of Nursing Administrative Rules or written confirmation from nursing program(s) to enter into such agreement within the next three months.

11. Additional Information about the Application Templates

Eligible Employers must use the Budget Form: Nurse Preceptor Hours to detail their organization's request for up to 12 months of funding for Nurse Preceptor Incentive Pay to be awarded during the initial 12-month grant period (July 2023 to June 2024). Eligible Employers must also indicate within the Grant Application and Coversheet if they would like to receive additional funding to provide Nurse Preceptor Incentive Pay past the initial 12-month period (July 2023 to June 2024), pending Program funding availability beyond the initial 12-month funding period (July 2023 to June 2024).

The Grant Application and Coversheet is a word document that includes:

- Information about the Eligible Employer;
 - Note: Please include your Unique Entity Identifier from SAM.gov. You must ensure your SAM.org account is set to public.
- Total funds requested and matching funds provided by the Eligible Employer, if any;

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- Application questions; and
- Additional questions that will enable the Agency of Human Services to more quickly complete pre-award activities and process grants.

The Budget Form: Nurse Preceptor Hours (Budget Form) is an Excel workbook that includes data fields and calculations for each Eligible Employee for the 1) number of nurse preceptor hours per week, 2) number of weeks for which preceptor supervision will be provided; 3) Incentive Pay rate per preceptor hour funded by the Program, and 4) Incentive Pay rate per preceptor hour funded by the Eligible Employer (Employer Match Funds), if any. Employer Match Funds are optional. The time period covered by the Budget Form is July 1, 2023 to June 30, 2024, an estimated 52 weeks. Eligible Employers may elect to complete the Budget Form for a period of less than 52 weeks if they do not plan to offer Incentive Pay for preceptor supervision through June 2024.

12. Method of Application Submission

Eligible Employers must submit all application materials to ahs.nurseworkforcegrants@vermont.gov by May 31, 2023 11:59 PM.

13. Review and Selection Criteria

All complete and accurate applications submitted during the Application Period will be reviewed by a committee of AHS staff members and subject matter experts.

Award decisions will prioritize applications that propose to provide matching funds, as follows:

Funding Period	Available Program Funds Exceed All Funding Requests	Funding Requests Exceed Available Program Funds
July 2023 – June 2024	Requests from all Eligible Employers are fully funded; award decisions move to next funding period.	Applications that propose to provide matching funds are prioritized for full funding.
July 2024 – September 2026	Requests from all Eligible Employers that indicate they would like additional funding are fully funded at the amount requested for the initial 12-month funding period.	Applications that indicate they would like additional funding and propose to provide matching funds are prioritized for funding.

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14. Grant Program Reporting

Eligible Employers that receive grant awards will be required to submit semi-annual reports that provide updates on the number of nurses providing preceptor supervision, including the number of nurses who make a new commitment to providing preceptor supervision and any significant changes in the total number of nurse preceptor hours completed in the previous month.

15. Conflict-of-Interest Policy

Eligible Employers that receive a grant award must maintain a conflict-of-interest policy consistent with 2 CFR 200.318 (c) that is applicable to all activities funded with the Nurse Preceptor Incentives Grant Program.

16. Contact Information

Please submit questions or inquiries via email to ahs.nurseworkforcegrants@vermont.gov.