REQUEST FOR APPLICATIONS
Veterinary Medicine Loan Repayment Program

MODIFICATION: This RFA is an updated version of the FY 2021-FY 2022 solicitation. It includes only the references to the FY 2022 review cycle; FY 2021 references have been eliminated.

FUNDING YEAR: Fiscal Year 2022
APPLICATION DEADLINE: April 15, 2022
ANTICIPATED FUNDING: $7,600,000
ASSISTANCE LISTING NUMBER: 10.313
LETTER OF INTENT DEADLINE: Not Required
INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture
United States Department of Agriculture

Assistance Listing. The Veterinary Medicine Loan Repayment Program (VMLRP) is listed in the Assistance Listings under number 10.313.

Table 1: Key Dates and Deadlines

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application:</td>
<td>Fiscal Year 2022: 5:00 P.M. Eastern Time, April 15, 2022</td>
</tr>
<tr>
<td>Letter of Intent:</td>
<td>Not Required</td>
</tr>
<tr>
<td>Applicants Comments:</td>
<td>Within six months from the issuance of this notice</td>
</tr>
</tbody>
</table>

(NIFA may not consider comments received after the sixth month)

Advancing Diversity, Equity, Inclusion, and Accessibility. NIFA recognizes research, education, and extension efforts will have the greatest impacts when equity is grounded in the programs. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

Stakeholder Input. The National Institute of Food and Agriculture (NIFA) seeks comments on all requests for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments to the extent possible when developing RFAs, and uses comments to help meet the requirements of Section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the VMLRP RFA.
EXECUTIVE SUMMARY

The National Institute of Food and Agriculture requests applications for the Veterinary Medicine Loan Repayment Program (VMLRP) for FY 2022 to repay qualified educational loans for eligible veterinarians in exchange for veterinary services in designated shortage situations in the United States and U.S. Insular Areas. Applicants considering applying the second year should review the VMLRP News and Timeline for updated deadlines and announcements. The anticipated amount available for support of this program in FY 2022 is approximately $7.6 million.

This notice identifies the objectives for VMLRP projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.
# TABLE OF CONTENTS

INITIAL ANNOUNCEMENT .................................................................................................. 2

EXECUTIVE SUMMARY .................................................................................................. 3

PART I. FUNDING OPPORTUNITY DESCRIPTION ........................................................ 6
   A. Legislative Authority ............................................................................................... 6
   B. Purpose and Priorities ............................................................................................ 6
   C. Program Area Description .................................................................................... 7

PART II. AWARD INFORMATION ...................................................................................... 9
   A. Available Funding ................................................................................................... 9
   B. Application Restrictions ......................................................................................... 9
   C. Types of Designated Veterinary Shortages ........................................................... 9

PART III. ELIGIBILITY INFORMATION ......................................................................... 10
   A. Eligibility Requirements ....................................................................................... 10
   B. Cost Sharing or Matching .................................................................................... 11

PART IV. APPLICATION AND SUBMISSION ................................................................. 12
   A. Method of Application ......................................................................................... 12
   B. Content and Form of the Application .................................................................. 12
   C. Funding Restrictions ............................................................................................ 20
   D. Submission Requirements .................................................................................... 21

PART V. APPLICATION REVIEW REQUIREMENTS ................................................... 24
   A. NIFA’s Evaluation Process .................................................................................... 24
   B. Evaluation Criteria ................................................................................................ 25
   C. Organizational Management Information ............................................................ 26
   D. Application Disposition ....................................................................................... 26

PART VI. AWARD ADMINISTRATION ............................................................................ 27
   A. General ................................................................................................................ 27
   B. Administrative and National Policy Requirements ................................................ 27
   C. Expected Program Outputs and Reporting Requirements ..................................... 28

PART VII. OTHER INFORMATION .................................................................................. 29
   A. Use of Funds and Changes in Budget ................................................................... 29
   B. Access to Review Information .............................................................................. 29
   C. Confidential Aspects of Applications and Awards ................................................ 29
   D. Regulatory Information ....................................................................................... 29
   E. Definitions ............................................................................................................ 29
   F. Materials Available on the Internet ....................................................................... 30

APPENDIX I: AGENCY CONTACTS ................................................................................. 31

APPENDIX II: GLOSSARY OF TERMS ........................................................................... 32

APPENDIX III: DEFINITIONS ........................................................................................ 33
TABLE OF TABLES

Table 1: Key Dates and Deadlines.................................................................................................. 2
Table 2: VMLRP Key Information................................................................................................. 7
Table 3: Steps to Obtain Application Materials............................................................................ 12
Table 4: VMLRP Application Instructions................................................................................... 13
PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority
In December 2003, the National Veterinary Medical Service Act (NVMSA) passed into law adding section 1415A to the National Agricultural Research, Extension, and Teaching Policy Act of 1997 (NARETPA). This law established a new Veterinary Medicine Loan Repayment Program (7 U.S.C. 3151a) authorizing the Secretary of Agriculture to carry out a competitive program of entering into agreements with veterinarians under which they agree to provide veterinary services in veterinarian shortage situations.

Section 7105 of the Food, Conservation, and Energy Act of 2008 amended section 1415A to revise the determination of veterinarian shortage situations to consider (1) geographical areas that the Secretary determines have a shortage of veterinarians; and (2) areas of veterinary practice that the Secretary determines have a shortage of veterinarians, such as food animal medicine, public health, epidemiology, and food safety. This section also added that priority be given to agreements with veterinarians for the practice of food animal medicine in veterinarian shortage situations.

The regulations at 7 CFR 3431 outline the process and procedures for designating veterinarian shortage situations as well as the administrative provisions for VMLRP.

B. Purpose and Priorities
The goal of the Veterinary Medicine Loan Repayment Program (VMLRP) is to encourage veterinarians, through competitively awarded financial incentives, to fill the most serious veterinary shortage situations in the United States. A further objective of the program is to determine the best possible match between specific shortage situations and the knowledge, skills, abilities, and experiences of program applicants to enhance the chances that awardees will achieve sufficient professional success and satisfaction during their term of service that they will continue in their service to the area.

Each year, State Animal Health Officials (SAHOs) identify approximately 200 veterinary shortage situations across the United States and Insular Areas and more than 150 veterinarians compete to receive one of the approximately 60 to 70 loan repayment awards the program can fund annually. Although states can choose to nominate fewer veterinary shortage situations than they are allocated, most states continue to nominate the maximum number of veterinary shortage situations allocated to their state. This indicates that demand for the program remains strong throughout the country, particularly in animal agriculture-intensive states where shortages are most acute and widespread.

Handling of baseline data and data collection will be addressed in the Data Management Plan in accordance with the Part IV(B) of this RFA.

The VMLRP is aligned with the following strategy of the USDA Strategic Plan (FY 2018-2022):
  Goal 2: Maximize the Ability of American Agricultural Producers to Prosper by Feeding and Clothing the World
Table 2: VMLRP Key Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Code:</td>
<td>VMLRP</td>
</tr>
<tr>
<td>CFDA Number</td>
<td>10.313</td>
</tr>
<tr>
<td>Project Type:</td>
<td>Loan Repayment</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>FY 2022: April 15, 2022</td>
</tr>
<tr>
<td>Award Duration:</td>
<td>New Applicant: 3 Years</td>
</tr>
<tr>
<td></td>
<td>Renewal Applicant*:</td>
</tr>
<tr>
<td></td>
<td>1 Year: $15,000-$25,000</td>
</tr>
<tr>
<td></td>
<td>2 Years: $25,001-$50,000</td>
</tr>
<tr>
<td></td>
<td>3 Years: $50,001+</td>
</tr>
<tr>
<td>Anticipated # of Awards:</td>
<td>Approximately 60-70 per FY</td>
</tr>
<tr>
<td>Maximum Award Amount:</td>
<td>Maximum Loan Award: $75,000</td>
</tr>
<tr>
<td></td>
<td>Maximum Tax Liability: $29,250</td>
</tr>
<tr>
<td></td>
<td>Maximum Total Award (Loan + Tax Liability): $104,250</td>
</tr>
</tbody>
</table>

*Terms of the fully executed contract with a renewal varies based on the applicant’s eligible Doctor of Veterinary Medicine (DVM) debt. The minimum eligible DVM debt is $15,000.

Additional requirements on expected performance goals, indicators and targets may be required as a condition of award.

C. Program Area Description

This loan repayment program contains two general categories of participation:

1. Mitigation of private practice veterinary shortage situations in food animal medicine; and
2. Mitigation of public veterinary practice and specialty veterinary discipline shortage situations.

The VMLRP facilitates professional workforce development in critical agricultural sectors related to animal health and well-being. Specifically, this program incentivizes veterinarians to consider practicing, or serving in other professional capacities, in geographic or specialty veterinary discipline shortage areas important to the security of local, state, and federal food safety infrastructures, and more broadly to the protection of animal and public health. The mitigation of shortage situations in food animal veterinary practice is emphasized in areas of veterinary specialization such as, but not limited to, epidemiology, food safety, and public health.

In this respect, the VMLRP achieves important outreach objectives because the veterinarian is among the most highly trained and respected agricultural professionals, especially in rural areas and communities where a significant proportion of food animal production occurs. By virtue of their broad education in the biomedical and animal sciences, their intimate connection to the local farming communities they serve, and their skills in clinical, diagnostic, surgical, therapeutic and population medicine, veterinarians represent an essential component of NIFA’s extension and outreach capacity, and of the nation’s agrosecurity, food security, and public health infrastructures. Furthermore, veterinarians serving in specialized settings such as state veterinarians, epidemiologists, food safety inspectors, animal disease laboratory directors and
university faculty, that are also experiencing workforce shortages, provide an important communication link among state and federal government agencies, animal owners/producers, and the general public.
PART II. AWARD INFORMATION

A. Available Funding
The anticipated amount available for the VMLRP in FY 2022 is approximately $7.6 million. USDA is not committed to fund any particular application or to make a specific number of awards.

NIFA anticipates that approximately 90 percent of available funds will be awarded to veterinarians for Type I and Type II private practice of food animal medicine in geographic areas determined to have shortage(s) of veterinarians. Approximately 10 percent of the available funds will be awarded to veterinarians serving in Type III public practice, specialty practices, or discipline areas determined to have a shortage of veterinarians such as, but not limited to, food animal medicine, public health, epidemiology, and food safety.

B. Application Restrictions
NIFA will evaluate applications using the criteria described in Part V of this RFA. There are two types of VMLRP applications for FY 2022:

1. New application: A new applicant is an individual who is not a current or previous VMLRP awardee. New applicants will apply to serve a veterinary shortage situation area for the same fiscal year they wish to apply. New applications will be evaluated competitively using the selection process and evaluation criteria described in Part V of this RFA and are subject to the due dates herein. (see Appendix III for definition).

2. Renewal application: A renewal applicant is an individual who is either in their last year of a VMLRP contract or who is in the first year after their VMLRP contract has ended. Applicants submitting a renewal application will apply using the assigned veterinary shortage situation identification code from the original award. An applicant who has previously received an award and is interested in applying to serve in a shortage situation area that is different than their current or previous contract will need to submit a new application. Renewal applications will be evaluated competitively, among all applications, using the selection process and evaluation criteria described in Part V of this RFA, subject to the due dates herein. To verify if you qualify for a renewal or need assistance verifying your veterinary shortage situation identification code, please contact vmlrp.applications@usda.gov for assistance. (see Appendix III for definition).

C. Types of Designated Veterinary Shortages
There are three types of veterinary shortage situations, all based on a 40-hour work week:

1. Type I – at least 80 percent time (32 hours per week) commitment in private practice food supply veterinary medicine;
2. Type II – at least 30 percent (12 hours per week) time commitment in private practice food supply veterinary medicine in a rural area;
3. Type III – at least 49 percent (19.6 hours per week) commitment in public practice.

Further descriptions of each shortage situation type can be found on the VMLRP shortage situation nomination form resource page under “Type of Shortage.”
PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements
Applicants for the Veterinary Medicine Loan Repayment Program (VMLRP) must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline will result in exclusion from consideration or preclude NIFA from making an award.

Applicants are eligible for the VMLRP if they meet all the following requirements:

1. Meet all of the requirements outlined in 7 CFR 3431.10;
2. Have a degree of Doctor of Veterinary Medicine (DVM), or the equivalent, by July 1, 2022, from a college of veterinary medicine accredited by the American Veterinary Medical Association Council on Education;
3. Have a minimum qualifying educational loan (see 7 CFR part 3431.3) debt of $15,000 from a lender capable of accepting incoming Automated Clearing House (ACH) payments. If you are unable to verify this with your lender, please contact vmlrp@usda.gov (Subject: lender payment acceptance assistance) for assistance.
4. Secure an offer of employment or establish and/or maintain a practice in a NIFA-designated veterinary shortage situation within the time period specified in the VMLRP contract offer;
5. Provide certifications and verifications as defined in 7 CFR part 3431.16, Veterinary Medicine Loan Repayment Program;
6. Not owe an obligation for veterinary service to the Federal government, State, or other entity under an agreement with such Federal, State, or other entity unless such obligation will be completely satisfied prior to beginning service under the VMLRP. Please contact the VMLRP staff for further clarification of a specific situation via email at vmlrp@usda.gov;
7. Not have a federal judgement lien against their property arising from Federal debt.

Renewal applicants must meet the following below:

8. Further, to be eligible to submit a renewal application, participants must meet items (1) through (7) above.
9. A renewal application is an application from a veterinarian who previously accepted and completed a VMLRP Contract. VMLRP award recipients may apply for a renewal award during their last year of their current award or within the first year after their VMLRP contract is terminated. Previous VMLRP awardees beyond the first year of contract termination will need to apply as a new applicant.
   a. For FY 2022 RFA, renewal applicants must have a VMLRP Contract start date of January 1, 2019 (FY 2018) or January 1, 2020 (FY 2019). If a renewal applicant is uncertain if their VMLRP Contract start date is applicable that is prior to what is indicated above, the applicant should contact the VMLRP program staff to obtain this information via email at vmlrp.applications@usda.gov.
   b. Renewal applicants will use their original veterinary shortage nomination identification code. If a renewal applicant is uncertain as to the correct five-digit veterinary shortage identification code, the applicant should contact the VMLRP program staff to obtain this information via email at vmlrp.applications@usda.gov.
c. There is no limit to the number of times you can extend your VMLRP award. If you continue to meet the eligibility criteria and have eligible remaining DVM repayable debt, you may apply for a renewal award.

*Veterinary Shortage Situations* — VMLRP applicants apply to serve a specific veterinary shortage situation. To determine which veterinary shortage situations are designated for the year you wish to apply, go to the [Veterinary Services Shortage Situations map](#) and, in the middle of the page under the dropdown menu for “Fiscal Year”, select the applicable fiscal year and it will automatically populate those veterinary shortage situations. Shortages for FY 2022 will be posted at, or prior to, February 2022.

*Federal Employees* – There are no prohibitions against the participation of federal employees if they meet all eligibility requirements for participation in the VMLRP. Full-time federal government employees (i.e., USDA/APHIS or FSIS, etc.) who wish to apply for a Veterinary Shortage Situation outside of their current federal employment must meet the following:

1. Items (1) through (7) as detailed in the eligibility requirements section above.
2. Certain employees may be required to report outside employment, as well as the VMLRP award, and get clearance from the USDA Office of Ethics (see [Outside Employment/Activities](#)).

*Duplicate or Multiple Submissions* – duplicate or multiple submissions are not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions.

**B. Cost Sharing or Matching**

*No Match Required* - The VMLRP has *NO* matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.
PART IV. APPLICATION AND SUBMISSION

A. Method of Application

There are two options for submitting applications. First, applications may be submitted via email to vmlrp.applications@usda.gov. Second, applications may be faxed to NIFA at 1-833-208-8205. No other method or response will be accepted. For details on the two submission options please refer to Section D. Submission requirements, #2 Delivery Method of Application.

We urge you to submit early. VMLRP applications are complex and require completion of multiple forms, if you wait until the last days before the due date to submit your application you risk missing the deadline. We encourage inexperienced applicants to submit their applications at least one week or more before the deadline.

Application materials can be accessed two ways:

1) Application materials can be downloaded from the NIFA website (VMLRP application forms); the list of VMLRP forms is available by scrolling down the webpage.

2) If you do not have access to the web page or have trouble downloading the materials, you may contact the VMLRP program staff via email at vmlrp.applications@usda.gov. When emailing the VMLRP program staff, please include your name, mailing address, e-mail address, and phone number in the body of the email. State that you want a copy of the RFA and the associated application forms for the VMLRP. You must download and install a version of Adobe Reader that is compatible to access and complete application materials. Table 3 provides instructions on how to obtain an electronic application.

Table 3: Steps to Obtain Application Materials

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step One: Download Adobe Software</td>
<td>Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements)</td>
</tr>
<tr>
<td>Step Two: Locate and Download Application</td>
<td>To download NIFA VMLRP application forms go to VMLRP Application forms.</td>
</tr>
</tbody>
</table>

B. Content and Form of the Application

Applications must conform to the application preparation and submission instructions. All attachments to an application must comply with NIFA font, spacing and margin requirements and MUST be in .pdf (portable document format) (see Table 4 for further instructions). NIFA will only accept applications submitted as a pdf. Applications will not be accepted for review if they do not follow the specific guidelines.

The VMLRP application must be typed. Electronic and wet (ink) signatures are acceptable. Handwritten responses on any part of your application or recommendations will not be accepted.
and your application will not qualify for further consideration. Lastly, applications submitted by mail will not be accepted and your application will not qualify for further consideration.

Proper preparation of application materials will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion. Financial documents should be unmarked in their original format and notes included in your financial documents will not be reviewed. Identified below are the elements of a new application followed by the elements of a renewal application.

The VMLRP Application Guide is part of the corresponding application package for this RFA. The RFA overrides the VMLRP Application Guide if there is a discrepancy between the two documents. NIFA will accept subsequent submissions, that are identified as revisions, to an application until the application deadline. The final submission prior to an application deadline will be the submitted application for review. However, applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA’s review. Table 4 outlines other VMLRP instructions for applicants.

<table>
<thead>
<tr>
<th>Instruction</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Eligibility of Veterinary Services Shortage Nomination Form from the State Animal Health Official (SAHO) and Select the Shortage Area to apply to.</td>
<td>VMLRP Veterinary Services Shortage Situations Map</td>
</tr>
<tr>
<td>Attachments must be in a portable document format (PDF) format.</td>
<td>Creating PDFs with Adobe Guide</td>
</tr>
<tr>
<td>Attachments must be merged into two separate PDF documents. Instructions are indicated below on which forms must be combined for the two PDF documents. Applications will be rejected if the application materials do not follow this format.</td>
<td>Merging PDFs with Adobe Guide</td>
</tr>
<tr>
<td>Attachments must be an electronic copy of the PDF.</td>
<td>Print PDF to Electronic Copy with Adobe Guide</td>
</tr>
<tr>
<td>Reduce the file size of the application before submission.</td>
<td>Optimizing PDF to Reduce File Size with Adobe Guide</td>
</tr>
<tr>
<td>Sign the PDF documents.</td>
<td>Sign PDFs with Adobe Guide</td>
</tr>
<tr>
<td>Follow the submission instructions.</td>
<td>N/A</td>
</tr>
<tr>
<td>Conduct an administrative review of the application before submission. Check for completion using the application checklist, missing information, grammatical or spelling errors.</td>
<td>N/A</td>
</tr>
<tr>
<td>Contact the VMLRP program staff for technical support and keep a record of the correspondence.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Contact the VMLRP program staff if applicant does not receive correspondence from NIFA regarding an application being received within 15 days of submission. N/A

**New Applications** – New applications must contain the following elements. The application must be assembled in the following order into one email containing **two PDF documents** as follows:

Program Document:
1. (NIFA-01-10) Application Information Form
   a. Resumé
   b. Unofficial Transcript(s)
2. (NIFA-02-10) Personal Statement
   a. Types I & II must include a map of the selected shortage situation area
3. (NIFA-03-10) List of Recommenders
4. (NIFA-08-10) Three Recommendation Forms (if submitted as part of application)

Loan Document:
1. (NIFA-04-10) Loan Information Form
   a. Additionally, you must provide:
      i. Master Promissory note(s)/Consolidated Promissory Note/Disclosure Statement for each lending institution
      ii. Account Statement for each lending institution
      iii. A Student Aid Loan Summary and Student Aid Individual Loan Detail Report from Federal Student Aid (FSA) website.
2. (NIFA-06-10) Certifications for Application
3. (NIFA-07-10) Intent of Employment

**Renewal Applications** – Renewal applications must contain the following elements. It must be assembled in the following order into one email containing **two PDF documents** as followed:

Program Document:
1. (NIFA-01-10) Application Information Form
   a. Resumé
   b. Unofficial transcript(s)
2. (NIFA-02-10) Personal Statement
   a. Types I & II must include a map of the selected shortage situation area
3. (NIFA-03-10) List of Recommenders
4. (NIFA-08-10) Three Recommendation Forms (if submitted as part of application)

Loan Document:
1. (NIFA-04-10) Loan Information Form (Optional, See Part IV, B, 22 for further information)
2. Additionally, you must provide:
   a. Updated Account Statement
3. (NIFA-06-10) Certifications for Application
4. (NIFA-07-10) Intent of Employment (Optional, See Part IV, B, 25 for further information)

Content and form of the application guidelines must be followed. An application that does not meet the guidelines indicated will be disqualified without review. Except for recommendations and transcripts, multiple submissions with separate attachments will not be considered without prior arrangements. For questions regarding the submission of applications, please email: vmlrp.applications@usda.gov.

Contained within the “Applicants” section of the VMLRP web site is an Application Checklist and a VMLRP Application Guide to assist in preparing and submitting a new or renewal application to the VMLRP. General instructions of the forms that must be included in the application are provided below.

General Instructions for Application Forms

1. Veterinary Services Shortage Situations Map
   The map of designated veterinary shortage situations contains all shortage situations eligible for application for a given fiscal year (FY) application cycle. The location of service, species to be served for Types I or II, discipline designations for Type III, and activities that are to be served are identified on the veterinary shortage situation form. VMLRP applicants will use this information to select shortage situations they are willing and qualified to fill, and to guide the preparation of their applications. If offered a VMLRP award, NIFA will use this information to assess contractual compliance of awardees. Therefore, it is important for the applicant to read carefully the requirements stated on the veterinary shortage situation form.

   All states shaded in blue have at least one designated veterinary shortage area. Shortage situations appear in the table below the map. Additional details for a shortage situation can be found by clicking on the PDF or the ID code of the area of interest. Previous years' designations can be found by selecting the year of interest in the fiscal year filter (data is not currently available for all program years). Please note that using the Microsoft Edge browser is not supported and may not allow you to view PDFs in full.

2. Applicant Information Form (NIFA-01-10)
   Applicants may only apply to fill one of the designated veterinary shortage situations for each application period. Applicants must indicate the shortage situation they propose to fill by entering the five-digit shortage identification code in Section 1 of this form. To determine the designated veterinary shortage situations which are open for application and the applicable five-digit shortage identification code, go to the VMLRP Veterinary Services Shortage Situations map and, in the middle of the page under the dropdown menu for “FY” select the applicable FY 2022. Shortages for FY 2022 will be posted at, or prior to, February 2022.

   If your Veterinary License and/or USDA APHIS Accreditation have not been posted or received, mark “Pending” onto the license information on page 4. If awarded, you
will be required to demonstrate proof of licensing prior to the contract start date on January 1.

A renewal applicant should enter the five-digit shortage identification code of the original shortage situation they are currently serving or served through a VMLRP award. If a renewal applicant is uncertain as to the correct five-digit shortage identification code, the applicant should contact the VMLRP program staff to obtain this information via email at vmlrp.applications@usda.gov.

3. **Resumé**
   This document should describe in summary the applicant’s education, work history, credentials, trainings/seminars, certifications, and other accomplishments and skills. The information provided should demonstrate the applicant’s abilities to serve in the designated shortage area. The body of the resumé is limited to two pages. An additional page (optional) may be included to list publications, patents, etc.

   Renewal applicants must provide an updated resumé to add any academic degrees, work experience, professional awards and honors, or other special achievements that took place since their last VMLRP application.

   DO NOT include demographic information, financial information, or a Social Security Number.

4. **Unofficial Transcript(s)**
   Unofficial transcript(s) from the applicant’s professional veterinary degree program are required. If the applicant attended more than one school during their DVM studies, unofficial transcripts from all schools must be provided. If your degree has not posted to your transcripts prior to the application deadline, provide an unofficial transcript to date. If you are selected for a VMLRP award, you will be required to provide official transcripts from all schools attended during your DVM studies in order to receive the official award package.

   Renewal applicants must submit unofficial transcript(s), including coursework taken since the original VMLRP award. If you are selected for a renewal VMLRP award, you must provide official transcripts if you have taken new coursework since the original award in order to receive the official award package.

5. **Personal Statement (NIFA-02-10)**
   New and renewal applicants are required to create a document with their personal statement that must conform to the following guidelines: Page size must be letter (i.e., 8.5 inches × 11 inches); have one-inch margins, have 12-point font; and be double spaced. Use an easily readable font (e.g., Geneva, Helvetica, or Times New Roman). This document must not exceed five double-spaced, typed pages. Include your name, the date, and the page number in the header on each page. This limit has been established to ensure fair and equitable competition. *We highly recommend you
proofread the personal statement for grammar and spelling errors. The panel will consider grammar and spelling errors in their review and ranking of applicants.

The personal statement must include a description of existing ties to the community or a plan to become involved in the community; a description of the applicant’s short-term and long-term career objectives in veterinary medicine; a plan to achieve these objectives, relevant knowledge, skills, abilities and experience and how the VMLRP funding will directly support these objectives; practice plans and logistics to address the specific needs of the veterinary shortage situation to which the applicant is applying.

In addition to the above, renewal applicants must include how the applicant is effectively addressing the specific shortage situation and an explanation of the applicant’s ability to continue mitigating this shortage situation with long-term objectives.

DO NOT include your demographic information, financial information, or a Social Security Number in the personal statement.

a. **Shortage Situation Map for Types I & II**
   i. For those applying to a Type I or Type II shortage situation, a map (limited to 1 page) must be provided to identify the location of the proposed shortage situation in relation to the location of the veterinary practice from which the applicant will be working. For mobile practices, identify beginning and end locations for a typical workday. Any spatial features may be added to the map (e.g., circles, arrows, or points) to highlight these areas. Any spatial features added to the map is the only portion of the application that may be handwritten. Please make sure the map is clear and legible to read.

6. **List of Recommenders (NIFA-03-10)**
   The List of Recommenders form identifies three individuals who will support your capability to fulfill the program obligations. You must include the name, email address, and phone number of each individual. VMLRP does not have requirements for who a recommender may be; it is the applicant’s decision to choose who they think will be the best recommenders for their application. We do encourage applicants to choose their recommenders based on the case they made in their personal statement and represent their ability to serve the specific requirements that are listed in the shortage nomination form. The recommenders should be able to speak to your ability to serve that shortage area. We encourage applicants to reach out as early as possible to their recommenders, to ensure that recommendation letters get submitted by the deadline. Three separate recommendations are required for each application.

7. **Loan Information Form (NIFA-04-10)**
This form requests information on qualified loans you want considered for the VMLRP. Only outstanding educational loans from a legally enforceable institutional, State, or Government entity made for the purpose of meeting the costs of attending an accredited college or university of veterinary medicine will be considered. Applicants must complete sections one through three of the NIFA-04-10 form. DO NOT complete section four as part of the application. If an applicant is recommended for an award, NIFA will ask a representative at the applicable lending institution to complete section four.

A loan information form is to be completed for each loan servicer or provider. For example, there are 10 different loans from Nelnet. One NIFA-04-10 form is filled out with the estimated total loan amount, estimated payoff balance, initial date of first loan disbursement, date payoff is valid through, and average of the current interest rate of all the loan(s). An additional NIFA-04-10 form would be filled out if there was a different service provider, such as Great Lakes, etc.

Individuals who consolidated their veterinary school loans with other educational loans (e.g., undergraduate) will be allowed to apply for the VMLRP; however, only the eligible portion of the consolidation (veterinary school loans) of the consolidation will be repaid by the VMLRP. Furthermore, applicants with consolidated loans must provide a complete history of their student loans from the Federal Student Aid website. Individuals who consolidated their DVM loans with non-educational loans or loans belonging to an individual other than the applicant, such as a spouse or child, are ineligible for VMLRP consideration. Please visit VMLRP Loan Consolidation webpage for more information.

In addition, for new applicants a promissory note, account statement, and student aid summary reports must be included with the NIFA-04-10 form.

For renewal applicants, a NIFA-04-10 form must be submitted if there is an alternative method of payment to a lending institution. If there are no changes in the method of payment from the previous VMLRP contract, then NIFA-04-10 is not required. An updated account statement must be provided with all renewal applications.

a. **Promissory Note/Disclosure Statement/Disbursement Report**
   i. The promissory note must include the name of the borrower, loan type (Stafford, Perkins, etc.), date of note, original loan amount, signature, and date. Please do not include the terms and conditions of the promissory note. It can take several weeks to obtain a promissory note from your lender, so you are strongly urged to contact your lender as soon as possible. If you are unable to obtain the promissory note by the application deadline, please contact the VMLRP office via email at vmlrp.applications@usda.gov.

b. **Account Statement**
i. All applicants must submit an account statement that is dated within 90 days of the application deadline. A statement printed from the lender’s website will be accepted. This document typically provides the current loan balance, interest rate, and other information, including the account number and payment address.

c. Student Aid Loan Summary and Student Aid Loan Detail Report
   i. A Student Aid Loan Summary (loan breakdown) is a printout that shows a list of all educational loans that have been disbursed or paid off.

   ii. A Student Aid Loan Detail Summary is a printout of each individual educational loan within the Student Aid Loan Summary. The Student Aid Loan Detail Summary must include the loan type, amount disbursed, and the date of the loan disbursed. This information is retrieved from the Federal Student Aid website.

8. VMLRP Contract (NIFA-05-10)
   DO NOT submit this form with your application. It is important for applicants to read the sample contract thoroughly so that you fully understand the terms and conditions that are required in the VMLRP. If you are selected for an award, you will receive an official copy of the contract to sign and return.

   The VMLRP Contract is a legal agreement that binds the selected applicant and the Secretary of USDA and/or NIFA Director to the terms and conditions for participation in the VMLRP, including obligations of both parties. The contract must be signed by the applicant and the Secretary before the agreement can become effective and is fully executed.

9. Certifications for Application (NIFA-06-10)
   Your signature on the Certifications for Application form validates the accuracy of information you provided in the application, and request for confidential recommendations. This form is required for both new and renewal applications.

10. Intent of Employment (NIFA-07-10)
    This form designates where you intend to work upon receipt of a VMLRP award in order to fill the designated shortage situation. You may apply for only one shortage situation. If you are unable to secure employment by the application deadline, check the box indicating “I work or intend to work in a public position, or a private practice owned by someone else.” Then in the contact information of the prospective employer indicate “Pending”. Successful applicants will be given until January 1st of the year their contract starts to secure employment or establish a practice in the designated veterinary shortage situation. Failure to secure employment or establish a practice of veterinary medicine in accordance with the award offer may result in the offer being null and void.
Renewal applicants, if the employer/hiring official changes at the start of the new VMLRP contract, then a new Intent of Employment form must be submitted. If the employer/hiring official does not change from the previous VMLRP contract, then do not submit an Intent of Employment form.

11. Recommendation Form (NIFA-08-10)
Each individual identified on the Recommenders List Form (NIFA-03-10) must complete a Recommendation Form (NIFA-08-10). The form includes ratings and short answers designed to allow reviewers to assess your capabilities to provide veterinary services in the specific shortage situation. Recommenders are encouraged to review and consider the information describing the relevant shortage situation on the VMLRP Service Shortage Situations map located on the website.

Three separate individual recommendations are required. If fewer than three recommendations are received by the application deadline, your application will not be accepted and will not be considered for further consideration.

The short answers should be prepared on only one side of a standard size (8½” x 11”) white paper with one-inch margins, typed or word-processed using type no smaller than 12-point font, and double spaced. Use an easily readable font face (e.g., Geneva, Helvetica, or Times New Roman). All sections of this form must be typed. Handwritten responses on any part of this form will not be accepted and your application will not be considered for further consideration.

It is always the applicant’s responsibility to contact and follow up with recommenders to ensure all required recommendations are completed and submitted in accordance with the applicable instructions. Recommenders will be receiving an email verification of receipt of the recommendation from NIFA.

C. Funding Restrictions
VMLRP loan repayment awards are capped at $25,000 for each year of service rendered (tax payments are additional). Loan repayments will be made directly to the participant’s lending institution on behalf of the participating individual. Lending institutions must be capable of accepting incoming Automated Clearing House (ACH) payments. If you are unable to verify this with your lender, please contact vmlrp@usda.gov (Subject: lender payment acceptance question) for assistance.

The repayments will be applied to the principal, interest, and related expenses on government and commercial educational loans received by the participating individual for attendance at an American Veterinary Medical Association Council on Education accredited college of veterinary medicine resulting in a degree of Doctor of Veterinary Medicine or the equivalent. If an institution received full accreditation status during the participating individual’s attendance, only the portion of veterinary school loans disbursed subsequent to the accreditation are eligible for repayment under the VMLRP. This includes any scenario involving an individual transferring from a non-accredited institution to an accredited institution. Applicants with a degree from an institution that was not accredited at the time the degree was earned are ineligible for an award.
NIFA will allow individuals who consolidated their eligible veterinary school debt with other educational loans (e.g., undergraduate) to apply for the VMLRP; however, only the eligible portion of the consolidation will be repaid by the VMLRP. Furthermore, applicants with consolidated loans must provide a complete history of their student loans from the Federal Student Aid (FSA) which is a central database for student aid operated by the U.S. Department of Education. The FSA website can be found at https://studentaid.gov/ to download your Student Aid Summary. Individuals who consolidated their DVM loans with non-educational loans or loans belonging to an individual other than the applicant, such as a spouse or child, are ineligible for participation in the VMLRP.

Tax payments equal to 39 percent of the loan repayment amount will be paid directly to the participant. The participant is required to pay this amount to the Internal Revenue Service (IRS). These tax payments are not tax-exempt and will be reported to the IRS along with loan payments. The participant will receive a Form 1099-G (Certain Government Payments) no later than January 31 of each calendar year.

In accordance with 31 CFR part 208, all federal payments are required to be made through electronic funds transfers (EFTs). Each award recipient will be provided guidance regarding the appropriate form(s) which must be submitted in order to process the EFT payment(s). Please visit the VMLRP Taxes and 1099G documents webpage for further information.

D. Submission Requirements

1. Application Submission Dates and Times

   For the FY 2022 RFA, applications and recommendations must be received by 5:00 p.m. Eastern Time on Friday, April 15, 2022. Applications received after this deadline will not be considered for funding.

2. Delivery Method of Application Materials

   See below for specific instructions for each delivery method. Applications received by mail will not be accepted and your application will not qualify for further consideration. Do not submit an additional copy of the VMLRP application by mail. Regular mail may only be used for official transcript(s). For questions regarding the submission of applications, please email: vmlrp.applications@usda.gov.

   a. Application Materials (see Section B. Content and Form of Application for form requirements of submission)

      i. Email submission of application materials: Applications must be emailed, as two single PDF documents (Program document and Loan Document), with the forms in the order listed in Part IV (Application and Submission), Section B (Content and Form of the Application) of this RFA to: vmlrp.applications@usda.gov. Subject of the email should read “VMLRP Application, Last Name, First Name-Shortage Identification Code”. Except for the recommendations, multiple emails with separate attachments will not be considered without prior arrangements.
ii. Fax submission of application materials: Application materials may be faxed as two separate fax submissions, one with Program forms and one with Loan forms submitted in the order listed in Part IV (Application and Submission), Section B (Content and Form of the Application) under New Application or Renewal Application of this RFA to: 1-833-208-8205. Subject of the fax should read “VMLRP Application, Last Name, First Name-Shortage Identification Code”.

iii. Correspondence of Receipt of Application Materials
   1. If the applicant has not received correspondence from NIFA regarding receipt of a submitted application within 15 days of submission, the applicant must contact the VMLRP program staff by email at vmlrp.applications@usda.gov to request confirmation of receipt of their application. Failure to alert NIFA that confirmation of receipt has not been received could result in the application not being reviewed by the peer review panel.

b. Official Transcript(s)
   i. Email submission of official transcript(s): Official transcripts will be accepted electronically separate from the application materials. Electronic copies are encouraged for tracking purposes to vmlrp.applications@usda.gov. Official electronic transcript(s) must be received directly from the school. Official electronic transcript(s) cannot be received directly from the applicant.

   ii. Mail submission of official transcript(s): Official transcripts will be accepted by mail separate from the application materials, or by U.S. mail directly from the school, as there are several schools that do not send official electronic transcripts. Official transcript(s) must be received directly from the school or from the applicant in an original unopened envelope. Official transcript(s) that are mailed must be received by the published deadline. Official transcript(s) that are mailed that are received after the published deadline will not be considered, even if the postmark is prior to the deadline.

Please use the following mailing address for official transcript(s) ONLY:

VMLRP Applications
Division of Animal Systems (Attn: Marline Azevedo)
National Institute of Food and Agriculture
U.S. Department of Agriculture
2312 East Bannister Road
Mail Stop 10,000 (ten thousand)
Kansas City, MO 64131

c. Recommendations
i. Email or Fax submission of Recommendation Letters: Recommendations must be emailed (preferred) to vmlrp.applications@usda.gov or faxed to 1-833-208-8205. Subject of the email should read “VMLRP Recommendation, Applicant Last Name, First Name”. Do not submit recommendations by mail. Recommendations received by mail will not be accepted and your application will not qualify for further consideration.

ii. It is always the applicant’s responsibility to contact and follow up with recommenders to ensure all required recommendations are completed and submitted in accordance with the applicable instructions. Recommenders will be receiving an email verification of receipt of the recommendation from NIFA.
PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA’s Evaluation Process
NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this RFA. All administrative requirements must be met in order for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see NIFA Peer Review Process).

Scientific Peer Review Process:
NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

1. the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities.
2. the need to include experts from various areas of specialization within relevant scientific, education, or extension fields.
3. the need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs.
4. the need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, and private profit and non-profit organizations) and geographic locations.
5. the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
6. the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

After the review process has been completed, NIFA sends copies of reviews, not including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see NIFA Peer Review Process for Competitive Grant Applications).
B. **Evaluation Criteria**

The primary evaluation criteria are listed below in ascending order of consideration. The evaluation criteria are used by the panel reviewers to evaluate each application submitted that passes the administrative review in response to this RFA. The panel reviewers use the following evaluation criteria for this RFA:

1. **Expertise and Experience**
   a. This criterion relates to the demonstration of the applicant’s knowledge, skills, abilities, and experience of the needs indicated within the veterinary shortage situation as it relates to the application by:
      i. Formal pre-professional educational training (e.g., undergraduate, or graduate degree programs and credentials);
      ii. Formal training during pursuit of the DVM (or equivalent) degree (e.g., electives, curricular emphases);
      iii. Formal, post-DVM (or equivalent) training and specialization (e.g., graduate degree programs, internships, residency programs, and board certifications);
      iv. Professional employment experience in private or public veterinary practice, or other relevant work experiences before, during, or after earning the DVM (or equivalent) degree;
      v. Specialty short-course certifications, accreditations, or licensures (e.g., APHIS accreditation, agrosecurity training series, food animal production management courses, certified proficiency-training in foreign animal disease diagnostics);
      vi. Awards, honors, or special achievements;
      vii. Community Involvement Activities;
      viii. Recommendations; and
      ix. Clarity and quality of content in personal statement.

2. **Achievability**
   a. This criterion relates to the sustainability of the success of the shortage situation to the quality of the match between the shortage situation with the applicant’s professional training and experience as indicated through their application. The applicant must address the proposed shortage situation circumstances and needs by indicating the mitigation of the shortage situation, goals, or business plans during period of VMLRP agreement, long-term range goals beyond the VMLRP agreement, and opportunities for establishing roots within the community. The application must indicate the most effective mitigation plan of the specific veterinary shortage situation for opportunities of success. The applicant must address how receiving the VMLRP award would provide professional success through the duration of the agreement.

3. **Shortage Situation**
   a. This criterion relates to the prioritization of the veterinary shortage situation overall priority as either moderate, high, or critical that is determined by the State Animal Health Official on the shortage nomination form. This criterion is used in the final selection process among applicants.
The criteria listed above will help NIFA determine the likelihood that the applicant will meet the terms and conditions of the VMLRP agreement and continue to serve in a veterinary shortage situation or pursue a career in some other facet of food supply veterinary medicine, agricultural animal health, or public health, in private or public veterinary sectors. Additionally, the criteria will help NIFA determine the relative severity of the veterinary shortage situation; and the practicality and logistical feasibility of applicant’s plan to address the specific shortage(s).

C. Organizational Management Information
Applicants must submit specific management information relating to an applicant prior to an award and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual, or a determination that an applicant is not responsible). All submitted applications shall be reviewed to ensure administrative compliance and completeness prior to an evaluation by the VMLRP application review panel. A complete review of each applicant’s loan documents by NIFA will also take place prior to the announcement of awards.

D. Application Disposition
Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications. An electronic copy of each application not selected for funding, including those that are withdrawn, will be retained by VMLRP for three years.
PART VI. AWARD ADMINISTRATION

A. General
Within the limit of Veterinary Medicine Loan Repayment Program (VMLRP) funds available, the NIFA awarding official shall make an award and contract offers to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the award shall be no later than September 30 of the Federal fiscal year in which the application is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the contract need not be initiated on the award effective date, but as soon thereafter as practical so that contract goals may be attained within the service period. See VMLRP Contract, NIFA-05-10, for an example of the VMLRP Contract. All funds awarded by NIFA under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application, the VMLRP authorizing statute at 7 U.S.C. § 3151(a), the VMLRP regulations at 7 CFR part 3431, and the terms and conditions of the award.

Award Notice. The award document will provide pertinent instructions and information as described in 2 CFR 200.211 (see NIFA’s Terms and Conditions).

All VMLRP applicants will be informed by email of the final funding decisions related to the FY2022 RFA by Friday, September 30, 2022.

The award package will provide pertinent instructions and information including, at a minimum:

1. Legal name and address of applicant to whom the NIFA Director has issued an award under the terms of this request for applications;
2. Designated veterinary shortage situation code, including the state;
3. Service period, specifying the amount of time the Department intends to support the service agreement without requiring re-competition for funds;
4. Total amount of Departmental financial assistance approved by the NIFA Director during the service period;
5. Legal authority, or authorities, under which the award is issued;
6. Applicable award terms and conditions for the VMLRP;
7. Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

The Secretary through the NIFA Director may terminate this Contract no later than 30 days after the execution of this contract if the individual:

1. Submits a written request for such termination to vmlrp@usda.gov; and
2. Repays all amounts paid on behalf of the individual under Paragraphs 1 and 2 of Section A – Obligations of the Secretary or NIFA Director of this contract.

B. Administrative and National Policy Requirements
Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: Federal Regulations). Unless specifically noted by statute or award-specific requirements, NIFA Policy Guide applies to all NIFA awards.
C. Expected Program Outputs and Reporting Requirements

**Program Outputs:**
The principal program output for FY2022 will be verifiable mitigation of well-defined, high priority veterinary shortage situations in an estimated 40 to 50 locations across the country, for a period of three years.

**Reporting Requirements:**
1. **Quarterly Reporting:**
   a. **Service Verification**
      i. VMLRP recipients will be required to verify that the terms of the VMLRP contract are being met on a quarterly (every three months) basis. Subsequent quarterly loan repayments will not be disbursed until this verification is provided. This Service Verification report (NIFA Form 09-10) will be due 15 business days after the end of each quarter during the VMLRP contract.
   b. **Service Log**
      i. VMLRP recipients will be required to document the services provided on a service log. The following information will be required within the service log:
         1. A listing of states, counties, zip code and/or insular areas served;
         2. A description of veterinary services and activities provided in the shortage situation; and
         3. Amount of time (based on a 40-hour week basis) spent providing service to mitigate the veterinary shortage situation identified in the agreement.

2. **Shortage Situation Service Changes:**
   a. Program participants are responsible for notifying NIFA of any changes in the service(s) being provided in the specified shortage situation during the three-year period. It is strongly recommended that program participants advise NIFA of proposed changes at least two months in advance to allow sufficient review and approval time. Failure to receive pre-approval for changes impacting the veterinary services provided may result in termination of the VMLRP contract, and the program participant may be subject to penalties as outlined in Section C, Paragraph 1 (b) of the contract.

3. **Termination Report:**
   a. At the end of the term of the contract, the recipient and their supervisor will each submit a Termination Report NIFA. The report will address the following:
      i. services provided,
      ii. impact on the veterinary shortage situation,
      iii. future plans,
      iv. an assessment of the current state of veterinary services in the recipient’s service area, adjacent service areas, or specialty area, and
      v. any other information participants wish to share.

**SPECIAL NOTE:** A Termination Report is required from all awardees. This report is subject to review for completeness and must be approved by the VMLRP program staff prior to disbursement of the final payment.
PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

Delegation of fiscal responsibility. Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

Changes in the VMLRP Contract

1. The permissible changes by the awardee in the approved contract shall be limited to minor changes that do not substantially impact or alter the spirit and intent of the agreement to mitigate a specific veterinary service shortage in a specific geographic and/or occupational situation. To ensure that all applications are reviewed in an equitable and consistent manner, a change in the shortage area the applicant proposes to serve will not be considered once an application has been reviewed by the peer review panel. If the awardee is uncertain as to whether a change complies with this provision, the question must be referred to the VMLRP program staff for a final determination.

2. Changes in Loan Repayment Schedule: Unless stated otherwise in the terms and conditions of award, changes in an approved loan repayment schedule must be requested by the awardee and approved in writing by the VMLRP program staff prior to instituting such changes.

B. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant upon request 60-90 days after the review process has been completed.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

D. Regulatory Information

This program is not subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with state and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the collection of information requirements contained in this notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to 7 CFR Part 3431, Veterinary Medicine Loan Repayment Program, for applicable definitions for this program.
F. **Materials Available on the Internet**

Numerous tools and reference materials are available via the VMLRP web. The following listing represents a few selections available under the “**Applicant**”:

1. Detailed Instructions Before You Start Your Application
2. Preparing and Submitting Your Application
3. Application Guide
4. Application Checklist
5. Choosing Your Veterinary Shortage Situation
## APPENDIX I: AGENCY CONTACTS

### Program Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Smith</td>
<td><a href="mailto:vmlrp.applications@usda.gov">vmlrp.applications@usda.gov</a></td>
<td>202-445-3468</td>
<td>833-208-8205</td>
</tr>
<tr>
<td>National Program Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathe Bjork</td>
<td><a href="mailto:vmlrp.applications@usda.gov">vmlrp.applications@usda.gov</a></td>
<td>816-591-7415</td>
<td>833-208-8205</td>
</tr>
<tr>
<td>National Program Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michelle Colby</td>
<td><a href="mailto:vmlrp.applications@usda.gov">vmlrp.applications@usda.gov</a></td>
<td>202-577-8815</td>
<td>833-208-8205</td>
</tr>
<tr>
<td>National Program Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marline Azevedo</td>
<td><a href="mailto:vmlrp.applications@usda.gov">vmlrp.applications@usda.gov</a></td>
<td>816-401-7790</td>
<td>833-208-8205</td>
</tr>
<tr>
<td>VMLRP Program Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danielle Farley</td>
<td><a href="mailto:vmlrp.applications@usda.gov">vmlrp.applications@usda.gov</a></td>
<td>816-491-7293</td>
<td>833-208-8205</td>
</tr>
<tr>
<td>Program Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Loan & Administrative Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Cambron</td>
<td><a href="mailto:vmlrp@usda.gov">vmlrp@usda.gov</a></td>
<td>816-820-4039</td>
<td>844-332-8008</td>
</tr>
</tbody>
</table>

**U.S. Postal Mailing Address:**
National Institute of Food and Agriculture
U.S. Department of Agriculture
P.O. Box 419205, MS 10000
Kansas City, MO 64141-6205

**Courier/Package Delivery Address:**
National Institute of Food and Agriculture
United States Department of Agriculture
2312 East Bannister Road, MS 10000
Kansas City, MO 64141-3061
## APPENDIX II: GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Name</th>
<th>Acronyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal and Plant Health Inspection Service</td>
<td>APHIS</td>
</tr>
<tr>
<td>Authorized Representative</td>
<td>AR</td>
</tr>
<tr>
<td>Automated Clearing House</td>
<td>ACH</td>
</tr>
<tr>
<td>Code of Federal Regulations</td>
<td>CFR</td>
</tr>
<tr>
<td>Doctor of Veterinary Medicine</td>
<td>DVM</td>
</tr>
<tr>
<td>Electronic Fund Transfer</td>
<td>EFT</td>
</tr>
<tr>
<td>Federal Student Aid</td>
<td>FSA</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>FY</td>
</tr>
<tr>
<td>Food Safety and Inspection Service</td>
<td>FSIS</td>
</tr>
<tr>
<td>Internal Revenue Service</td>
<td>IRS</td>
</tr>
<tr>
<td>National Agricultural Research, Extension, and Teaching Policy Act of 1997</td>
<td>NARETPA</td>
</tr>
<tr>
<td>National Institute of Food and Agriculture</td>
<td>NIFA</td>
</tr>
<tr>
<td>National Veterinary Medical Service Act</td>
<td>NVMSA</td>
</tr>
<tr>
<td>Portable Document Format</td>
<td>PDF</td>
</tr>
<tr>
<td>Project Director/Principal Investigator</td>
<td>PD/PI</td>
</tr>
<tr>
<td>Request for Application</td>
<td>RFA</td>
</tr>
<tr>
<td>State Animal Health Official</td>
<td>SAHO</td>
</tr>
<tr>
<td>United States Department of Agriculture</td>
<td>USDA</td>
</tr>
<tr>
<td>Veterinary Medicine Loan Repayment Program</td>
<td>VMLRP</td>
</tr>
</tbody>
</table>
APPENDIX III: DEFINITIONS

Refer to 7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions.

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract/Service Agreement</td>
<td>Contract/Service agreement means the agreement, which is signed by an applicant and the Secretary for the VMLRP wherein the applicant agrees to accept repayment of qualifying educational loans and to serve in accordance with the provisions of NVMSA for a prescribed period of obligated service.</td>
</tr>
<tr>
<td>Fully Executed contract</td>
<td>The Secretary/Director or his/her authorized representative and the applicant sign the service agreement/contract</td>
</tr>
<tr>
<td>Lending Institution</td>
<td>A lending institution is an establishment that focuses on dealing with financial transactions. Organizations such as a bank, credit union, or finance company that makes loans.</td>
</tr>
<tr>
<td>New Application</td>
<td>This is an applicant, who was not previously awarded, that will provide veterinary service in a shortage situation</td>
</tr>
<tr>
<td>Renewal Application</td>
<td>This is an applicant that has provided veterinary service in a shortage situation and that completed a signed VMLRP contract.</td>
</tr>
</tbody>
</table>