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Behavioral Health Workforce

Transition to Graduate Programs

Request for Proposal

2022

1. **Funding Opportunity Description**

**Purpose**

In March 2022, Governor Jim Justice allotted CARES Act funds for emergency management services in West Virginia. As part of this initiative, funding was allocated to the Behavioral Health Workforce Education Initiative at the West Virginia Higher Education Policy Commission to increase the number of behavioral health professionals in rural communities. West Virginia’s emergency management system is impacted by crisis-level shortage of behavioral health workers. With community and hospital behavioral health and emergency service systems integrally dependent on each other, shortages in behavioral health providers in communities contribute to higher utilization of emergency services. This initiative seeks to decrease this utilization through increasing and promoting greater access to and utilization of community-based behavioral health care services, thus cutting down on emergency transport to hospitals. Programs funded by this opportunity must work toward increasing the number of behavioral health professionals practicing in rural communities in West Virginia. Performance outcomes must be clearly delineated and will be monitored throughout the project period. Of note, all funds under this initiative **MUST BE EXPENDED (reflected by paid purchase orders and/or deposited into student accounts) BY NO LATER THAN SEPTEMBER 30, 2022**.

**Program and Opportunity Goals**

Applications submitted under this opportunity must meet the following goals:

* Increase the enrollment in graduate degree programs preparing students for careers in behavioral health professions.
* Increase availability of pipeline programming to support students at the undergraduate level to apply for graduate programs leading to careers in behavioral health professions.
* Provide support to undergraduate students to increase GRE test scores for students applying to graduate programs leading to careers in behavioral health professions.

All projects must include a clear plan for sustainability beyond the initial period.

**Deadline for submission**

All materials must be received in full **by no later than 5pm on May 4, 2022;** however, they may be submitted earlier. Materials will be accepted by email only and should be submitted to [behavioralhealth@wvhepc.edu](mailto:behavioralhealth@wvhepc.edu). No applications will be accepted after the deadline. No incomplete applications will be reviewed.

**Eligible Activities**

West Virginia colleges produce hundreds of graduates with bachelor’s degrees in human services and health sciences fields, but too few go on to complete the master’s degrees required for licensure in behavioral health professions. Funding under this program can be used to pilot new or expand existing pipeline programs to support students in the transition from undergraduate to graduate programs that prepare graduates for licensure in behavioral health professions (specifically counseling, social work and psychology). West Virginia public and private 4-year institutions are eligible to apply. Funding may be used for personnel costs, classroom and clinical simulation space, supplies, textbooks, technology, computer equipment, software, recruitment materials, travel, short-term lodging and meals, and additional student learning resources. **All funds must be expended by the deadline.**

1. **Award Information**

**Summary of Funding**

Funding will be provided upon execution of an agreement for funds. A total of $125,000 dollars is currently available for this program. Applicants can request up to $25,000. The Commission will work with the awardee to match awards to the funding available and revise budgets as needed. The Commission will notify awardees within 4weeks of submission. The award period will be detailed in the agreement for funds. **ALL FUNDS MUST BE EXPENDED BY NO LATER THAN SEPTEMBER 30, 2022.**

**Requirements**

Awardees will be required to adhere to the following:

1. Awardees must complete and execute an agreement for funds prior to release of any funds.
2. Awardees must complete a final report. Final reports will require a narrative and budget update on program activities.
3. Awardees must return any unused funds from this award at the end of the specified performance period. Awardees will be required to notify the Commission no later than September 1, 2022 if they will have unused funds from this award.
4. Indirect costs are not a chargeable expense.
5. **Submission Information**

**Materials to be submitted**

Materials must consist of the following documents in the following order:

1. Cover Page with Basic Applicant Information

* Applicant name
* Address
* Contact information (names, titles, phone, email, mailing address). Applicants must specify the Project Director on this page.

1. Exhibit A- Activity Overview/Statement of Work
2. Exhibit B- Project Budget & Budget Justification

Template forms and guidelines for completing Exhibits A and B are included in this document. Please do not submit any additional documents.

**Submission**

Materials must be submitted via email to [behavioralhealth@wvhepc.edu](mailto:behavioralhealth@wvhepc.edu). Please provide original files (Excel, Word, etc.) and not PDF files.

1. **Application Review Information**

**Review Process**

Applications will be reviewed by Commission awards management staff (business and financial review) and program staff (technical review and analysis of proposal).

The following criteria will be considered in the review process:

* The appropriateness of the project objectives and time frames for initiation through completion

of the project.

* The reasonableness and justification for the itemized costs noted in the budget.
* The ability to expend all funds by the end of the project period.
* The adequacy and completeness of the description of scope of services and activities to be

provided with the award funding.

* The degree to which the funding priorities and preferences are addressed.
* The rigor of the plan for evaluation of the project objectives.
* The potential for scalability and sustainability.

See the **Program and Opportunity Goals** section of this document for more information on review criteria.

**Proposal Revisions**

The Commission reserves the right to request revisions to the submitted proposal if, upon review, it is determined the proposed work plan does not meet the goals and requirements of this funding opportunity.

1. **Additional Information**

All questions related to this opportunity should be directed to [behavioralhealth@wvhepc.edu](mailto:behavioralhealth@wvhepc.edu).

**EXHIBIT A**

**STATEMENT OF WORK**



1. *Provide a one to two sentence synopsis of the project that can be used to describe the project in social media, web announcements and press releases.*
2. *Include the following information:*

* *Background of the project and relationship to the behavioral health workforce education initiative goals.*
* *A brief description of the program(s) to be developed or expanded, including (as applicable) timeline to completion, pipeline and recruitment activities, personnel needs, cohort follow-up activities, and the plan to expend funds prior to the deadline.*
* *Project SMART goals\*\* (must include process and outcome goals) See below for the template for goals/activities/outcomes and time to complete table.*
* *Briefly describe project personnel and how they are qualified to guide the proposed project*
* *Evaluation methods*
* *Sustainability plans once initial funding is exhausted*
* *Complete the table to describe the project goals, activities, and outcomes:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project SMART Goals** | **Activities to meet goals** | **Anticipated outcome** | **Time for completion of goal** |
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\*\*See <https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf> for a helpful review of SMART goals. **EXHIBIT B**

**Budget Detail**

*Please enter the project budget amounts in the table below. A detailed description of the expense categories will be required on subsequent pages.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Categories** | **Initial**  **Budget** | **Change**  **(+/-)** | **Final Budget** |
| Salaries and Benefits |  |  |  |
| Contractual |  |  |  |
| Hospitality |  |  |  |
| Supplies |  |  |  |
| Rent |  |  |  |
| Travel |  |  |  |
| Stipends |  |  |  |
| Miscellaneous |  |  |  |
| Total Budget |  |  |  |

Awardee must request prior approval and a change order when:  
1) transferring more than 10 percent of the total approved budget between either functional categories or expense categories;  
2) a material change in the scope of the project has occurred; or  
3) a purchase of equipment with a cost of $1,000 or more not included in the original budget.

**Budget Justification**

*Provide a written description of each line item entered in the budget detail (table on previous page). The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the proposal’s goals and objectives. If any category is not included in this project, please mark as N/A.*

**Salaries and Benefits: $X,XXX**

*Salaries and benefits should be established within the personnel system of the applicant institution and follow personnel rules. Break out by individual positions and include each individual’s salary and benefit amount and the percentage of the person’s time paid under the award within the project period. Include a brief description of the person’s duties under the award. Awarded funds can be used to “buy” a percentage of time for specific award-related activities which should be delineated in the justification. Stipend support during non-contract time (for instance, summer) can be supported.* ***All funds must be expended prior to the deadline.***

**Contractual: $X,XXX**

*List all contractors to which payments are made from this funding source, describe the purpose of the contract, the anticipated number of hours to be contributed, and the amount paid to each.*

**Hospitality: $X,XXX**

*Breakdown costs such as food, nonalcoholic beverages, facility rental, entertainment and other expenses relating to hosting events intended to benefit the program (such as hiring events). In addition to costs, provide the purpose of the hospitality and the number of individuals receiving hospitality. In general, hospitality charges are discouraged.*

**Supplies: $X,XXX**

*Include materials needed to execute the project.*

**Travel: $X,XXX**

*Travel costs should be paid according to reimbursement guidelines used by the institution.*

**Stipends: $X,XXX**

*List the amount of any stipends paid to students as part of their participation in award activities. Include a brief description of the duties for which the student(s) received the stipend.*

**Miscellaneous: $X,XXX**

*Include any costs that do not meet the descriptions of other expense categories.*