



**Behavioral Health
Workforce:
Master's and Doctoral
Student Paid Internships
Request for Applications
2024**

I. Funding Opportunity Description

Purpose

The West Virginia Higher Education Policy Commission was awarded a Department of Labor grant to grow West Virginia's Behavioral Health Workforce Education Initiative. The purpose of this opportunity is to distribute federal subaward funding to universities to administer master's level psychology, social work, and counseling and doctoral level clinical psychology internship stipends to incentivize advanced careers in behavioral health. Institutions may request up to \$60,000. Multiple applications will not be accepted from institutions, but institutions may include all eligible programs within one proposed budget. **FUNDS UNDER THIS INITIATIVE MUST BE EXPENDED BY NO LATER THAN SEPTEMBER 30, 2025.**

Program and Opportunity Goals

Applications submitted under this opportunity must meet the following goals:

- Incentivize master level social work, counseling, and/or psychology, and/or doctoral level psychology student internship commitment in rural or underserved communities.
- Support students for successful completion of the program.
- Increase availability of paid internship/internship stipend opportunities in programs leading to careers in behavioral health therapy.

Deadline for submission

Application must be submitted **by no later than 5:00pm on April 5, 2024**. No applications will be accepted after the deadline.

Eligible Activities

West Virginia's rural and underserved areas lack the numbers of clinical social workers, counselors, and psychologists needed to meet needs for mental health and substance use disorder services. Funding under this program must be used to provide internship stipends for master's level students in clinical psychology, social work or counseling programs, or clinical psychology students at the doctoral level. Stipends may supplement other funding provided to students and can be awarded in varying amounts to incentivize recruitment to rural and underserved clinical sites. As possible, programs should include post-graduation, in-state service obligations connected to the awards or give preference to applicants with a commitment to practicing in West Virginia post-graduation. Download and complete the required application components on the Statement of Work template, Exhibit A-SoW, located under the Grants Portal Forms- Small Grants Program Heading at this link: <https://www.wvhepc.edu/inside-the-commission/offices-and-affiliates/health-sciences/>

Eligibility

West Virginia public four-year institutions of higher education with graduate programs in clinical psychology, social work, or counseling are eligible to apply. If you have a question about whether your institution is eligible or need assistance in identifying potential partners, please contact behavioralhealth@wvhepc.edu.

II. Award Information

Summary of Funding

Funding will be provided upon execution of an agreement for funds. A total of \$240,000 is available for this program. Applicants can request up to \$60,000. 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 4 weeks of submission. The award period will be detailed in the agreement for funds.

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. No entity may receive their subaward until the entity has provided its UEI to the grantor.
2. Awardees must complete an interim and 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.

III. Submission Information

Materials to be submitted

Materials must consist of the following documents:

- A. Exhibit A- Activity Overview/Statement of Work
- B. Exhibit B- Project Budget & Budget Justification
 - a. Include indirect cost rate for federal subaward

Template forms and guidelines for completing Exhibits A and B are available on the Health Sciences website: <https://www.wvhepc.edu/inside-the-commission/offices-and-affiliates/health-sciences/>

Submission

Application materials must be submitted via the Health Sciences Grant Portal: <https://hsgrants.force.com/>

IV. 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.

V. Additional Information

Questions related to this opportunity should be directed to behavioralhealth@wvhepc.edu.

Questions related to the Health Sciences Grant Portal should be directed to Deloris.Vance@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

****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.