Behavioral Health Workforce:

Telehealth Grant

Request for Proposal

2024

I. Funding Opportunity Description

Purpose

The purpose of this grant award is to provide funding to academic programs to develop curriculum, materials, and program structure for increased teaching and learning of tele behavioral health techniques for undergraduate and graduate students. Doing so can better prepare students and West Virginia's behavioral health workforce in having more knowledge, training, and certifications for telehealth services.

The purpose is also to provide funding to community behavioral health organizations and programs, higher education counseling centers, and enrichment programs to provide increased training and certification opportunities for tele behavioral health services. Doing so will ensure members of West Virginia's behavioral health workforce are up to date with telehealth best practices, ethical standards, and strategies for optimum delivery of behavioral health services virtually.

Numerous research studies show there has been an increase in telehealth services provided and utilized in behavioral healthcare. The Covid-19 pandemic sparked the need and increase of telehealth services in healthcare and behavioral health. It is important to ensure behavioral health students are being trained and educated on the use of telehealth services, and behavioral health providers are trained and/or certified.

Funding under this program can be used to develop/expand existing curriculum to include and/or increase learning and training of telehealth services for undergraduate and graduate students. Funding can also be utilized to fund telehealth training and certification for behavioral health professionals and interns. Funding may be used for personnel costs, training costs, certification costs, travel, short-term lodging and meals, and additional student learning resources. **All funds must be expended by the deadline of September 30, 2025.**

Program and Opportunity Goals

Applications submitted under this opportunity must meet the following goals:

- Creation/Expansion of curriculum to increase skills in tele-behavioral health delivery.

- Contribute to growth of the behavioral health workforce.

- Supportive career development services for students.

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

Deadline for submission

Application must be submitted by **no later than 5:00 pm on June 14, 2024**. No applications will be accepted after the deadline.

Eligible Activities

- Provide funding for creation or expansion of curriculum, materials, and program structure to increase student and/or professional skills in telehealth delivery of behavioral health services.

- Create/expand telehealth curriculum for students and/or professionals.

- Expand telehealth training and certification of behavioral health professionals in West Virginia.

Eligibility

This funding is designed to provide funding for academic behavioral health programs across the state of West Virginia in higher education institutions, funding for training for student interns, funding for telehealth training and/or certification for existing behavioral health professionals in all behavioral health disciplines. Community behavioral health programs, campus counseling centers, and non-profit organizations are also eligible to apply for funding.

If you have a question about whether your program, organization or 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 $40,000 dollars is currently available for this program. Applicants can request grant funds in the amounts of $5,000-$15,000. Funding amounts depend on the number of applicants and amount requested. 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 3 weeks of submission. The award period will be detailed in the agreement for funds.

AWARDS MUST BE EXPENDED (reflected by paid purchase orders and/or deposited into student accounts) BY NO LATER THAN SEPTEMBER 30, 2025.

Requirements

Awardees will be required to adhere to the following:

1. Awardees must complete and execute an agreement for funds prior to the release of any funds.

2. Awardees must complete an interim report and 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.

III.   Submission Information

Materials to be submitted:

<u>Materials must consist of the following documents:</u>

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

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

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

VI.   Resources for writing the grant application.

- Educator Resources- Mid-Atlantic Telehealth Resource Center
  https://www.matrc.org/resources/educator-resources/

- National Telehealth Resource Center: www.telehealthresourcecenter.org/covid-19-resources and the Telebehavioral Health Center of Excellence developed by the Mid-Atlantic TRC: www.tbhcoe.matrc.org

- Telebehavioral Health Institute: www.telehealth.org/blog/telehealth-resources, ASWB approved TeleMental Health Training Certificate program

- Substance Abuse and Mental Health Services Administration offers a series of six trainings to guide practitioners in implementing a TBH program: www.integration.samhsa.gov/operations-administration/telebehavioral-health

- NETRC Telehealth Resource Library: www.netrc.org/resources.php

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.