



WEST VIRGINIA

**Higher Education
Policy Commission**

Campus Impact Grant: Professional Development Stipend Application 2024

I. Funding Opportunity Description

Purpose

The West Virginia Higher Education Policy Commission was awarded Congressionally Directed Spending Funds administered through a Department of Labor Employment and Training Administration grant to grow West Virginia's Behavioral Health Workforce Education Initiative. The state of West Virginia awarded the Commission matching funds for this grant to support the growth of the West Virginia workforce through supporting student mental health at West Virginia's public 2-year and 4-year colleges and universities. This opportunity is made available through those matching funds.

This grant award is to fund campus counseling centers for professional development for counseling center staff. Grant funds will assist higher education behavioral health professionals at public institutions across the state to provide funding for professional development for increased learning, knowledge and skill-building for campus higher education professionals. Doing so can better prepare counseling center directors, higher education mental health professionals and West Virginia's behavioral health workforce in having more knowledge, training, licensure, and certifications for mental health services on West Virginia's higher education campuses. Funding under this program can be used to develop/expand existing professional development, certifications, licensure, and attendance at conferences and continuing education opportunities. Travel, and short-term lodging and meals associated with conference/professional development attendance can also be included.

All funds must be expended by the deadline of October 31, 2025.

Program and Opportunity Goals

Applications submitted under this opportunity must meet one or more of the following goals:

- Professional development and conference attendance to increase skills and networking in higher education mental health.
- Support certification, supervision, and licensure for higher education mental health professionals.
- Contribute to growth and skills of the behavioral health workforce on higher education campuses.
- Supportive career development opportunities for higher education mental health professionals, with a preference given to campus counseling and campus behavioral health centers.

Deadline for submission

Applications must be submitted through the Health Sciences Grants Portal by 5:00 pm on Monday, September 30, 2024. No applications will be accepted after the deadline.

Eligible Activities

Applications must indicate whether professional development written in the application will be used for all behavioral health staff at the counseling/behavioral health center or for specific behavioral health staff working on higher education campuses. The application must indicate the specific names and position titles of the behavioral health staff completing the professional development. Campus counseling, campus behavioral health centers, or campus wellness centers must apply for funds for the campus counseling center and/or on behalf of specific behavioral health staff working on college campuses. Centers are eligible to apply for up to \$15,000.

- Provide funding for in-person or virtual conferences, training, and continuing education attendance. Funding will also cover materials needed for training and continuing education.
- Provide funding for speaker/trainer fees for on-campus and/or community training opportunities for higher education behavioral health staff.
- Attendance at one of the following state or national conferences:
 1. 2025 Association for University and College Counseling Center Directors Conference and membership fee- The conference is held annually in October.
 2. West Virginia Association of Student Personnel Administrations- The conference is held annually in October.
 3. West Virginia Counseling Association Conference- The conference is held annually in November.
 4. American College Health Association Conference- The conference is May 27-31, 2025, in New Orleans, LA.
 5. West Virginia National Association of Social Workers Conference- Conference is April 23-25, 2025, in Charleston, WV.
 6. The Higher Education Case Management Association Conference is June 9-12, 2025, in Pittsburgh, PA.
 7. Other conferences may be considered for approval. Agenda and conference overview must be submitted along with a statement of applicability to the campus mental health workforce.
- Support a West Virginia certification or West Virginia counseling, psychology, or social work licensure testing and/or licensure supervision. The mental health professional will be reimbursed for funds paid for West Virginia certification and licensure testing, and supervision

towards clinical licensure in West Virginia. Certifications through the West Virginia Certification Board of Addictions and Prevention Professionals (AADC, etc) are also eligible.

- Funds can be utilized for a clinical certification course covering materials, the training course, travel and any associated certification fees.

II. Eligibility

- Campus counseling, campus behavioral health centers, or campus wellness centers must apply for funds for the campus counseling center and/or on behalf of specific behavioral health staff working on college campuses. Centers are eligible to apply for up to \$15,000.

Funds can be utilized for the following staff:

- Behavioral health professionals working in campus mental health (All levels of education- Bachelors, Masters, Doctorate)
- Counseling Center Directors and Staff
- Campus-based Behavioral Health Clinics and Staff (must serve primarily student population)
- Higher Education counselors working in student wellness or campus health.

If you have a question about whether you are eligible to apply or need assistance, please contact behavioralhealth@wvhepc.edu.

II. Award Information

Summary of Funding

Funding will be provided upon execution of an agreement for funds. The maximum amount of funding for this program is \$200,000. Applicants can request funds of up to \$15,000. The Commission will work with the awardees to match awards to the funding available and revise budgets as needed. The Commission will notify awardees within one month of submission. The award period will be detailed in the agreement for funds.

AWARDS MUST BE EXPENDED BY NO LATER THAN OCTOBER 31, 2025.

Requirements

Awardees will be required to adhere to the following:

1. Awardees must complete and execute an agreement for funds before the release of any funds.
2. Awardees must complete a final report. Final reports will require a narrative and budget update on professional development program activities.
3. Awardees must return any unused funds from this award at the end of the specified performance period.
4. Behavioral health staff utilizing the professional development stipend funds must complete a summary report of their professional development experience and short survey. This will be required at the end of the grant cycle with the final report.

III. Submission Information

Materials to be submitted:

Materials must consist of the following documents:

- 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 professional development project objectives and time frames for project completion.

- 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 the professional development scope of services and activities with the award funding.
- The rigor of the plan for evaluation of the project objectives.

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.

- **WVCIA**- WV Collegiate Initiative to Advance Healthy Campus Communities (WVCIA)- www.wvcia.com
- **WVASPA**- West Virginia Association of Student Personnel Administrators- www.wvaspa.org
WVASPA holds an annual conference in the fall and monthly lunch and learns on different student affairs topics.
- **AUCCCD**- Association for University and College Counseling Center Directors- www.aucccd.org – AUCCCD holds an annual conference each fall.
- **WVCA**- West Virginia Counseling Association- www.wvcounseling.org The WVCA is a branch of the American Counseling Association, and this group holds a fall and spring conference.
- **PESI**- www.pesi.com PESI offers many mental health, training, certification, and continuing education opportunities and certification opportunities are offered through Evergreen Certifications.
- **HECMA**- Higher Education Case Management Association-www.hecma.org - HECMA has an annual conference and training opportunities.

- **ACA-** American Counseling Association- www.counseling.org/events-education/continuing-education The American Counseling Association offers free training and continuing education opportunities, as well as opportunities that cost.
- **SAMHSA-** [The Learning Center | SAMHSA](#) - SAMHSA offers many free training and continuing education opportunities.

EXHIBIT A

STATEMENT OF WORK

1. *Provide a one- to two-sentence synopsis of the professional development requested to describe the project in social media, web announcements and press releases.*
2. *Include the following information:*
 - *A thorough summary of the professional development and relationship and contribution to higher education mental health and the behavioral health workforce.*
 - *Discussion of the type of professional development/training, if it is validated, how long it has been in use, and any research that shows this professional development opportunity is beneficial for higher education mental health professionals and students.*
 - *A brief description of each conference, training, or certification or licensure requested, including (as applicable) timeline to completion, all necessary travel expenses and needs and the plan to expend funds prior to the deadline.*
 - *Project SMART goals for professional development, training, certification, or licensure** (must include process and outcome goals) See below for the template for goals/activities/outcomes and time to complete table.*
 - *Briefly describe why funds are needed for this professional development project.*
 - *Evaluation methods for learning and professional development.*
 - *Sustainability plans once initial funding is exhausted to continue the training, certification, licensure.*
 - *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.