Request for Applications (RFA)

Mountain State Health Career Discovery – Campus Connections

Health Sciences Division

Funding Opportunity Snapshot

Name of Funding Program:	Mountain State Health Career Discovery – Campus Connections
Division:	Health Sciences Division
RFA Release Date:	11/19/2026
Application Due Date and Time:	12/23/2026 at Midnight
Anticipated Award Notification Date:	1/15/2027
Estimated Project Start Date:	1/30/2027
Submission Method:	WVHEPC Grants Portal
Total Amount of Funding Available for the Funding Program:	$400,000.00
Primary Contact for Questions:	Jordyn Reed Jordyn.reed@wvhepc.edu 304.558.0838

Purpose of the Funding Program

Broadly speaking, this funding is aimed at expanding the workforce supply and ultimately improving access to care in rural communities. By exposing high school students to healthcare early in their lives, there will be an increased uptake in the professions. Healthcare providers will be better positioned to deliver care where it is needed across West Virginia, aligned with the state's goals.

Mountain State Care Health Career Discovery – Campus Connections will expand healthcare career exploration opportunities by providing transportation funding to high schools to visit in-state colleges, universities, simulation centers, and healthcare training programs. This program builds on a previously successful Commission initiative targeting schools with low college-going rates, which resulted in participating schools increasing college-going rates by at least 10% the following year. This program established that intentional exposure to post-secondary opportunities can significantly influence how students view their future educational and career possibilities and builds on this by specifically focusing efforts on healthcare programs and careers.

Program Goals

1. Create and/or expand pipeline programs available to high school students in West Virginia.
2. Provide hands-on activities that allow students to explore healthcare careers.
3. Educate and instruct on what programs and training are available in the state for students interested in careers.

Funding Priorities / Preferred Project Types

Funding Priorities

Priority will be given to projects that are serving rural communities, economically distressed regions, counties with high HPSA scores, high schools with low college going rates, and underserved student populations.

Priority will be given to projects that target healthcare careers identified to be in demand by the West Virginia Hospital Association's Workforce Report (see link here: https://online.fliphtml5.com/qard/WVHA-Hospital-Workforce-Report_2025_v1/#p=1)

Preferred Project Types

All proposed projects must include hands-on experiences for students. Examples of potential programs include:

- Structured gross anatomy lab visits
- Hands-on clinical and lab experiences
- Team based mentoring
- Hands on exposure to healthcare careers through practice simulations, medication safety, patient counseling role plays, and other activities.
- Tours of health science program facilities to show students what is needed to get into health science programs.

Definitions

Term	Definition
Pipeline Program	A program that is focused on high school students to generate interest in healthcare careers through focused activities.
High School	Grades 9-12 with at least 50 enrolled students.

Eligibility Requirements and Exclusions

Eligible Applicants

To be eligible to receive state funds, applicants must:

- Eligible applicants must be not-for-profit entities and maybe West Virginia public or private high schools, higher education institutions, healthcare employers, and other healthcare and education focused organizations.
- Eligible applicants must have the capacity to provide all monthly required reporting as required of Ineligible Applicants (Exclusions)

The following are not eligible:

- Those who are on the suspended or debarred vendor's list with the West Virginia Purchasing Division (see list here: https://www.state.wv.us/admin/purchase/debar.html).
- Those out of compliance with the requirements of the West Virginia Grants Transparency and Accountability Act (see act here: https://code.wvlegislature.gov/12-4-14/).
- Those who have received past grants with the West Virginia Higher Education Policy Commission's Health Sciences Division and are past due with submitting required reports.

- For profit entities.

Ineligible Projects / Uses of Funds

Funding may not be used for:

- Construction unless given explicit permission from programmatic staff to include construction costs into the project.
- Alcohol
- Indirect costs
- Gift cards
- Excessive merchandise with branding connected to the grantee's organization.
- Pre-award costs
- Meeting matching requirements of other federal dollars via this funding opportunity.
- Using funds to supplant existing state, local, or private funding.
- Construction or building costs; minor renovations
- Administrative costs
- Meals unless the subjects are under study, where approved for the project or program activity, or part of a per diem or subsistence allowance with allowable travel.
- Lobbying efforts
- Diversity, Equity, and Inclusion initiatives pursuant to Exec. Order No 14173, 90 C.F.R. 8633 (2025).
- Scholarship or loan repayment awards

Award Information

Type of Award

Type of award: Subaward from Rural Health Transformation Program – Mountain State Care Force – Early Outreach and Exposure to Healthcare Careers

Anticipated number of awards: 20-40

Grant Term (Period of Performance)

Anticipated start date: 1/30/2027

Anticipated end date: 9/30/2027

Extensions (if any): Extensions cannot be permitted because call federal funds must be expended by September 30th, 2027.

Amount of Funding

Total funding available: $400,000

Minimum request (if any): N/A

Maximum request (if any): $20,000

Match requirement: A 10% match via in-kind or other sources is required. Matching funds must be detailed thoroughly within the subaward budget.

Funding Disbursement Method

Disbursement method: disbursements of award amounts are made on a reimbursement basis at two points:

1. Milestone 1: Sub awardee has completed 50% of planned activities as outlined within Statement of Work.
2. Milestone 2: Sub awardee has completed 100% of planned activities as outlined within Statement of Work.

Invoice schedule: Payments will be made on a reimbursement schedule as they meet milestones. Payments will be disbursed to awardees utilizing the method the organization has set up with the State of WV. Methods available include intergovernmental transfers for state organization, electronic fund transfers, and paper checks transmitted in the mail.

Required support for payment: To obtain reimbursement, sub awardees must provide receipts and utilize the budget management excel spreadsheet. Reimbursement requests will be submitted within the WVHEPC Grants Portal.

Compliance Requirements

General Compliance Obligations

Awardees must comply with:

- The executed sub-award agreement and all attachments/exhibits.
- All applicable federal/state/local laws and regulations
- Conflict of interest requirements

- Records retention and audit/monitoring requirements connected to receiving federal funds.

Financial Management and Documentation

Awardees must be able to:

- Track expenditures by approved budget categories
- Maintain source documentation for all costs
- Support invoices with required documentation
- Maintain contractor/consultant agreements and deliverables documentation
- Submit reporting requirements, invoices, and change orders within the WVHEPC Grants Portal.

Reporting Requirements

Financial Reporting: All sub-awardees must submit quarterly financial reporting demonstrating the use of the grant and matching funds for the project. Specific dates and forms will be transmitted to grantees after award. Additionally, an annual audit will require participation from sub-awardees.

Programmatic Reporting: Monthly programmatic reports are due by the 10th of the month following award and every 10th of the month thereafter utilizing a form that will be provided to sub-awardees following award. Quarterly programmatic reports will also be required on the form provided. Programmatic reporting will require recipients to report on the number of new and existing students participating in outreach programs related to healthcare careers and the total private sector matches for the funding program.

Application Requirements

Required Components

Applicants must provide:

- Statement of Work – outlining program plans in detail in compliance with the purpose of funding and program goals. A template for the statement of work can be found here.
    - Statement of work must include the following sections:
        - Organizational Capacity, Experience and Readiness – describe your organization's ability to implement the project and readiness to

comply with sub award requirements. Detail your organization's past handling of any federal grants and a brief overview of the results of those projects. List out key personnel who will be involved within the project along with their resumes in an attachment to your narrative.

- Project Overview – a detailed description of your project and how it aligns with the program goals outlined within this RFA. If applicants are applying in specific priority areas, those priority areas should be clearly identified within this section. Your project overview should include which high school and/or higher education institutions are involved with the project, how many students and at what grade levels will be participating, which health care careers students will learn about, and approximate dates for activities.
- SMART Goals – A helpful guide to crafting your SMART Goals can be found here: https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How+to+write+SMART+Goals+v2.pdf.
- Long-term Sustainability – Describe how the project will become self-sustaining. This section should include at least 10% match of funding from partners, how the project can be integrated into the broader healthcare and education sectors within West Virginia, and how your project will help recruitment and retention of healthcare workers in the state.

- Budget – detailing how spending will occur within grant in alignment with sub award activities. Budgets must include a basic breakdown within budget categories and details on planned expenditures within expense categories. The template can be found here.
    - Budgeted expenses must align with prescribed budget categories within the template.
    - Budgets must be specific about expenses and cannot roughly outline proposed expenses. For example – if you are planning to purchase scrubs for students to wear, you must provide the number of scrubs and cost per set and may not just provide a single total expenditure estimate.
    - Budget must include a detailed accounting of matching and in-kind contributions to the project within in the matching funds section.

Application Submission Guidance

Submission method: WVHEPC Grants Portal

Submission deadline: 12/23/2026 at Midnight

Deadline policy: This RFA deadline may be extended in the direction of the Senior Director of Health Sciences of the West Virginia Higher Education Policy Commission on a case-by-case basis. If an RFA deadline is extended, it will be updated in the WVHEPC Grants Portal to allow additional submissions to be made.

Technical Assistance Resources:

- User Guide for WVHEPC Grants Portal
- Tutorial Video: Signing Up For A WVHEPC Grants Portal Account
- Tutorial Video: Submitting a Funding Request
- Tutorial Video: Submitting an Invoice
- Tutorial Video: Submitting a Report
- Tutorial Video: Submitting a Change Order Request

Review and Selection Process

Evaluation and Scoring

Reviewers: Submissions will be evaluated and reviewed internally by WVHEPC staff and leadership. When necessary, WVHEPC staff will consult with West Virginia Department of Health Rural Health Transformation Program staff and leadership.

Evaluation criteria: All applications will be evaluated equally in the following categories:

- Organizational capacity, experience, and readiness (3 points possible)
- Impact of project (3 points possible)
- Feasibility and implementation plan (3 points possible)
- Long term sustainability (3 points possible)
- Budget (3 points possible)

Additional points are possible if projects meet one or all the following priorities:

- Projects that are serving rural communities, economically distressed regions, counties with high HPSA scores, high schools with low college going rates, and underserved student populations.
- Projects who demonstrate they have successfully received and managed federal grants in the past.
- Projects that target healthcare careers identified to be in demand by the West Virginia Hospital Association's Workforce Report (see link here: X)

Selection and Award Approval

Decision authority: The Senior Director of Health Sciences and the West Virginia Higher Education Policy Commission have decision authority over funding decisions. All funding decisions are made in compliance with applicable state and/or federal requirements.

Award conditions: All awards made are subject to the availability of funding, successful execution of grant or subaward agreements, and compliance with subaward agreement terms and conditions.

Notification timeline: We anticipate award notifications will be sent out by 1/15/2027.

Proposal Revisions

Revisions Policy: The Commission reserves the right to request revisions to the submitted proposal if, upon review, it is determined the application does not meet the goals and requirements of this funding opportunity or needs additional details before an award can be made. Revisions may include adjustments to the scope, deliverables, timeline, or budget as a condition of funding consideration or award.

Award Administration (Post-Award Expectations)

Grant agreement execution process and timing

Following your approval notification, the Business and Grants Coordinator will transmit a subaward package that must be signed by the authorized signatory within a few days in SignNow.

Kickoff/orientation

Programmatic staff will schedule a call with programmatic contacts following award notification to ensure the successful launch of the project and help ensure program success.

Invoice submission and disbursement

Grantees are expected to follow invoice instructions outlined within the RFA and sub-award agreement and submit invoices in compliance with the schedule outlined. All invoices must be submitted to the WVHEPC grants portal. Instructions are as follows:

To submit an invoice, follow the instructions below:

1. Go to the "Grant Agreements" tab.

2. Click on your grant agreement number that corresponds with the grant you are submitting an invoice for. DO NOT CLICK FR NUMBER.
3. Click, "Submit Invoice" button in the upper right-hand corner of the screen. Follow the prompts and upload the invoice attachment.

All invoices must include the following information:

- Organization name (must match NGA and wvOASIS records)
- Vendor number
- Invoice number and date
- Organization address and phone number
- Lead contact email
- “To” section addressed to the West Virginia Higher Education Policy Commission
- Grant/award number
- Invoice amount
- Dates of service
- Brief description of the award
- IET funding code (if applicable)
- Signature and printed name

You are welcome to use your own template if it contains the information found above. You can also utilize a template we created here.

Budget modifications/prior approval requirements

Changes to grant activities in the following areas require official change order requests:

- Changes of scope
- Budget transfers between budget categories of more than 10% of total budget amounts
- New equipment purchase of $1,000 or more
- Changes in the total award amount
- Early termination of the grant award.

To request a change order, please follow the instructions below:

1. Access and complete the official Change Order Request Form using this link: **https://arsl.at/l91Xd64l**.
2. Once completed, the form will be emailed to you via AltaFlow
3. Go to the "*Grant Agreements*" tab on your home page.

4. Click on your grant agreement number.
5. Click the "*Request Change Order*" button in the upper-right corner of the screen.
6. Enter a brief description explaining the reason for the change and note that the form has been uploaded.
7. Click '*Submit*"
8. Click "*Related*" tab and upload the attachment that was emailed to you from AltaFlow in the "*Files*" section.

Your authorized signatory will receive a request via SignNow to review and sign the change order if it is approved. The change order will not take effect until it is fully signed and approved.

Be advised that all change orders must be submitted more than 30 days from the end of the grant period. It is very important that you closely monitor progress with your grant in advance of your grant closing to avoid issues completing the work associated with your grant.

Grant Monitoring

Programmatic staff will schedule monthly meetings during the award period where grantees will be expected to provide some or all the following information:

- Progress on achieving program goals
- Information on if key milestones are being met; if not why and how we can help
- Budget spending (overspending, underspending, need for change orders)
- Oversight and segregation of duties over purchasing
- Staffing
- Compliance with grant terms and conditions
- Partnerships with other organizations
- Performance measurements and metrics
- Risk management and issue resolution
- Accessibility of grant activities by intended audiences
- Sustainability of grant after award ends
- Reporting requirements and timelines

Reporting Requirements

Grantees are expected to submit reports in compliance with requirements as outlined within the reporting requirements section of this RFA and in compliance with grant agreement or subaward conditions.

To submit a report, follow the instructions below:

1. Prepare your report documents
2. Navigate to the "*Grant Agreements*" tab on your home page.
3. Click on your grant agreement number that corresponds with the grant you are submitting a requirement for.
4. In the upper-right corner of the grant agreement screen, click "*Submit Report*." Follow the prompts on the screen.
5. Upload report files as directed by prompts. If only a narrative report is required, upload it again in the expense report section.
6. Click "*Save*" once all documents are uploaded

Your program contact will reach out to you if revisions or additional information is needed.

Staff Contact Information

Primary contact: Jordyn Reed

Email: Jordyn.reed@wvhepc.edu

Phone: 304.558.0838

Office hours/typical response time: 7:30 am to 4:00 pm