



Announcement of Funding Availability

Transformation Transfer Initiative (TTI) Equity and Inclusion Mini-Grants

Proposal Guidance and Instructions

Announcement of Funding Availability (AFA):

**Transformation Transfer Initiative (TTI)
Equity and Inclusion Mini-Grants**

Regions of Focus: Statewide

AFA Number: AFA 03-2024

**West Virginia Department of Human Services (DoHS)
Bureau for Behavioral Health (BBH)**

**For technical assistance, please include AFA 03-2024 in the
subject line and forward all inquiries in writing to:**

DHHRBBHAnnouncements@wv.gov

Find more information about BBH funding opportunities at:

dhhr.wv.gov/BBH/funding/Pages/default.aspx

Key Dates and Other Information

Release Date	March 7, 2024
Application Deadline	April 30, 2024, at 5 p.m.
Total Funding Available	\$231,400 (\$115,700 per year)
Number of Awards	Up to four (\$57,850 total per two-year award)
Geographic Areas	Statewide
Eligible Applicants	Nonprofit and public organizations licensed to operate as businesses in West Virginia
Technical Assistance	Submit written requests to DHHRBBHAnnouncements@wv.gov A frequently asked questions (FAQ) document will be posted at dhhr.wv.gov/BBH/funding/Pages/default.aspx
Funding Announcement(s)	To be posted on BBH website

Background on the Transfer Transformation Initiative (TTI)

The West Virginia Department of Human Services (DoHS), Bureau for Behavioral Health (BBH) has received one-time, flexible Transformation Transfer Initiative ([TTI](#)) awards from the National Association for State Mental Health Program Directors ([NASMHPD](#)) to strengthen the state’s behavioral health crisis system, including improving access to and cultural responsiveness of services for youth and young adults experiencing serious mental health needs and their families.

The TTI funding propels this AFA for mini grants to organizations with experience working with youth and young adults in underserved communities around the state. These organizations will help BBH develop ongoing communication with the populations of focus to enhance behavioral health crisis services and outreach to meet diverse needs.

Eligible Applicants

Eligible applicants are nonprofit and public organizations licensed to operate as businesses in West Virginia. Preference will be given to organizations demonstrating expertise working with youth and young adults in underserved communities experiencing behavioral health disparities, including, but not limited to, those described in Section Three.

Section One: **INTRODUCTION TO BBH**

BBH is the federally designated state agency for mental health, substance use, and intellectual developmental disabilities. The principles that guide BBH are aligned with the Substance Abuse and Mental Health Services Administration ([SAMHSA](#)) in understanding that the evidence for behavioral health services continues to evolve to improve outcomes and reduce disparities for youth and young adults at risk of or experiencing serious emotional disorder, serious mental illness, substance misuse, or substance use disorder (SUD). Through the SAMHSA block grants and a combination of discretionary federal grants and state funding, BBH supports comprehensive behavioral health prevention, promotion, early intervention, treatment, and recovery programs statewide. Read more about BBH at dhr.wv.gov/bbh.

Section Two: **BEHAVIORAL HEALTH DISPARITIES**

“Underserved communities” are defined under Section 2 of [Executive Order 13985](#) as “populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life”. For this AFA, underserved communities include, but are not limited to, the following:

- **Rural Appalachians.** West Virginia (WV) is an entirely Appalachian state¹ with the highest share of individuals (80.7%) living in rugged terrain.² WV has the highest overdose mortality rate, and other rural Appalachian challenges include lower educational attainment, household income, and broadband/internet access, with more unemployment and poverty, according to the [Appalachian Regional Commission](#). More than half of WV’s 55 counties are considered economically distressed or at risk of being distressed,³ and many have behavioral health workforce shortages.⁴
- **Youth living in poverty.** Approximately 25% of WV youth live in poverty, making WV’s childhood poverty rate the second highest in the nation.⁵ One in four WV adults also reported living in households below the Federal Poverty Level in the 2020 Mountain State Assessment of Trends in Community Health ([MATCH](#)) Survey.
- **Youth at risk of or with juvenile justice or child welfare involvement.** High rates of out-of-home placement for children and youth with serious emotional disturbance (SED) or serious mental illness (SMI) led to WV entering into an agreement with the U.S. Department of Justice (DOJ) in 2019 to improve its mental health system to ensure that children can receive appropriate mental health and social services in their homes, schools, and communities.⁶ A June 2022 West

¹ Appalachian Rural Commission, [About the Appalachian Region](#)

² [Economic Research Service](#), U.S. Department of Agriculture

³ [County Economic Status and Number of Distressed Areas in West Virginia, Fiscal Year 2022](#)

⁴ HRSA Health Workforce Shortage Areas <https://data.hrsa.gov/topics/health-workforce/shortage-areas>

⁵ “A Deeper Look at West Virginia’s 2022 Poverty Data,” [WV Center on Budget & Policy](#)

⁶ Read about WV’s partnership with the Department of Justice at <https://kidsthive.wv.gov/DOJ/Pages/default.aspx>

Virginia University [Children's In-Home and Community-Based Services Improvement Evaluation Baseline System and Community-Level Findings and Visualization Report](#) completed as part of the DOJ agreement found gaps in availability, accessibility, and awareness of community-based services for children, youth, and young adults with SED or SMI. To divert youth from the juvenile justice and criminal justice systems, WV secured a SAMHSA Early Diversion grant that includes Sequential Intercept Model ([SIM](#)) mapping and development of referral and behavioral health threat assessment processes to provide a multi-tiered system of support.

- **LGBTQ+ youth.** The Trevor Project 2022 [National Survey on LGBTQ Youth Mental Health in West Virginia](#) found that 50% of WV LGBTQ+ youth seriously considered suicide in the last year. The survey also found that 14% of LGBTQ+ youth attempted suicide, 81% experienced anxiety, 62% experienced symptoms of depression, 58% who wanted mental health care were not able to get it (often because they were afraid to share their concerns), and 80% endured discrimination based on sexual orientation or gender identity. The [GLSEN 2021 National School Climate Survey](#) indicated that WV schools were not safe for most LGBTQ+ secondary school students and concluded that many LGBTQ+ students did not have access to important school supports.
- **BIPOC (Black, Indigenous, and People of Color) youth.** Black youth and young adults in WV are more likely to be arrested, detained, adjudicated, and placed in secure residential facilities, and they are less likely to receive diversions or to be placed on probation.⁷ For decades, Black students in the state have been suspended twice as often as their White peers,⁸ with one in five Black students suspended during the last full school year.⁹

Section Three: **SERVICE DESCRIPTION**

With cultural humility, BBH acknowledges that organizations, families, and individuals closest to behavioral health disparities have the best solutions to their challenges. BBH is open to a variety of strategies to improve ongoing communication with the populations of focus, but at a minimum, mini grantees will do the following:

- Meaningfully participate in advisory group or collaborative meetings -- including those for BBH's Youth Early Diversion, Partnerships for Success, Statewide Epidemiological Workgroup ([SEOW](#)), and Prevention Steering Team groups -- as well as DoHS' [Kids Thrive Collaborative](#) quarterly meetings.
- Propose and implement a plan in collaboration with BBH and other mini grantees to solicit youth and young adult recommendations for improving behavioral health services for and outreach to populations experiencing behavioral health disparities. The processes for obtaining this information (e.g., focus groups, surveys) will need to align with SAMHSA's [Participation Guidelines for Individuals with Lived Experience and Family](#).

⁷ 2018 [Research Brief](#), *Measuring Disproportionate Minority Contact in West Virginia's Juvenile Justice System*

⁸ *Mountain State Spotlight article*, "Black students in WV are suspended twice as often as their white peers"

⁹ WV Department of Education [SY22 Discipline Data in Review](#) presented on May 10, 2023

- Assist BBH in incorporating youth and young adult participation and leadership in existing groups, such as the WV Behavioral Health Planning Council ([WVBHPC](#)), as well as explore new youth leadership opportunities.
- Recommend training and technical assistance to improve cultural responsiveness and inclusivity of behavioral health services for youth and young adults experiencing behavioral health disparities.

Section Four: **APPLICATION INSTRUCTIONS/REQUIREMENTS**

PROCESS FOR APPLICATION SUBMISSION: All proposals must be submitted through the WVOASIS Vendor Self Services (VSS Portal) at www.wvoasis.gov. Learn how to register as a vendor at www.state.wv.us/admin/purchase/VendorReg.html. For more information and training on application submission, please use visit the following links:

- [Search VSS for Grant Funding Opportunities \(GFO\)](#)
- [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 1\)](#)
- [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 2\)](#)

All proposals for funding will be reviewed by BBH staff for administrative compliance, service needs, and feasibility. A review team, including reviewers independent of BBH, will review the full proposals.

Application Components

1. A **Statement of Assurance** available at dhhr.wv.gov/BBH/funding/Pages/Applying-for-Funding.aspx is required for all proposal submissions. This statement must be signed by the agency's CEO, CFO, and Project Officer.
2. A completed **Proposal for Funding Application**, available at dhhr.wv.gov/BBH/DocumentSearch/Funding%20Announcements/AFA%20Tools%20and%20Resources/AFA%20Proposal%20Template.pdf.
3. **Proposal Narrative.** Applicants must use 12-point Arial or Times New Roman font, single-line spacing, and one-inch margins. Charts or graphs may be no smaller than 10-point font. Page numbers must also be included in the footer. The Project Narrative must not exceed 15 pages. Attachments do not count toward the page limit or possible total of 100 points for the proposal narrative.

The Proposal Narrative should contain the following sections:

- a. **Statement of Need and Population(s) of Focus (20 points).** Describe the behavioral health disparities for the population(s) of focus and need for improved behavioral health services and outreach for the population(s). Applicants should identify and provide relevant data on the population(s) to be served, as well as the geographic area to be served, to include the proposed specific region(s) or counties and existing service gaps.

b. Organization's Experience Serving the Population(s) of Focus (20 points). Describe the applicant's experience working with the population(s) of focus, including years of service, research, life experiences, and other activities that have informed the applicant's cultural expertise.

c. Proposed Implementation Approach(es) (45 points). Demonstrate how the applicant will accomplish the activities described in Section Three above, as well as any other activities that will achieve improved inclusivity, communication, and cultural responsiveness of behavioral health services and outreach for youth and young adults experiencing behavioral health disparities. This section should include SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goals and measurable objectives, as well as an explanation of how the proposed budget (\$57,850 over two years) will help achieve the proposed goals and objectives.

d. Data Collection and Reporting (15 points): Describe the proposed processes soliciting youth and young adult recommendations for improving behavioral health services for and outreach to the population(s) experiencing behavioral health disparities. Include an explanation of how these processes will protect participants in line with SAMHSA's Participation Guidelines for Individuals with Lived Experience and Family.

4. Attachment 1. Targeted Funding Budget and Budget Narrative

- **Targeted Funding Budget (TFB)** form for a two-year period. A separate TFB form is required for any start-up expenses. This form and instructions are located at <https://dhhr.wv.gov/BBH/DocumentSearch/Financial%20Forms%20and%20Tools/Target%20Funding%20Budget%20Adjustment%20Request%20Instructions.pdf>.
- **Budget Narrative** with specific details on how funds are to be expended. The narrative should clearly specify the intent of and justify each line item in the TFB. The narrative should also describe any potential for other funds or in-kind support. The Budget Narrative is a document created by the applicant and not a BBH fiscal form.

5. Attachment 2. Applicant's Organization's Valid WV Business License.

6. Attachment 3. Letters of support or Memoranda of Understanding (MOUs). Letters of support or MOUs help demonstrate that the applicant has relevant experience and the ability to collaborate with other entities to reach the population(s). Please list full partner information, including agency name, address, phone number, key contact person, and email address.

Section Five: **EXPECTED OUTCOMES/PERFORMANCE MEASURES**

Expected Outcomes/Performance Measures:

1. Maintain and provide documentation of ALL activities related to service area(s) indicated by:
 - a. Number of Unduplicated Persons Served by Type of Activity
 - b. Number of Unduplicated Persons Served by Age, Gender, Race, Ethnicity, and Behavioral Health Need

2. Maintain and provide documentation related to the following:
 - a. Number of collaborative initiatives and service activities (e.g., advisory group meetings, awareness events, presentations), indicating both type and number
 - b. Number and type of professional development trainings/events attended
 - c. Number, type (e.g., focus groups, surveys, or key-informant interviews), and aggregate results of population of focus feedback on the activities conducted
 - d. Number and type of training and technical assistance provided.

Please note that, unless otherwise described in the statement of work, BBH grantees must submit programmatic reporting within 25 calendar days after each month to DDHBBHReporting@wv.gov.

Section Six: **CONSIDERATIONS**

LEGAL REQUIREMENTS

Eligible applicants are public or private organizations with a valid West Virginia Business License and/or unit of local government. If the applicant is not already registered as a vendor in the State of West Virginia, registration must either be completed prior to award, or the vendor must demonstrate proof of such application.

The grantee is solely responsible for all work performed under the agreement and shall assume all responsibility for services offered and products to be delivered under the terms of the award. The state shall consider the designated grantee applicant to be the sole point of contact regarding all contractual matters. The grantee may, with the prior written consent of the state, enter into written sub-agreements for performance of work; however, the grantee shall be responsible for payment of any sub-awards.

STARTUP COSTS

Applicants who wish to request reasonable startup funds for their programs must submit a separate “startup” target funded budget (TFB) and budget narrative, along with their proposal narrative. For purposes of this funding, startup costs are defined as non-recurring costs associated with the initiation of a program. These include costs such as fees, registrations, training, equipment purchases, renovations, or capital expenditures.

For proposal review, all startup cost requests submitted by the applicant will be necessary for the development of the proposed program. If, when taken together, the startup costs and program costs exceed funding availability, BBH will contact the applicant organization and arrange a meeting to discuss remedial budget action.

FUNDING REIMBURSEMENT

This grant will be awarded on a schedule-of-payment (SOP) basis. All expenditures must be incurred within the approved grant project period to be reimbursed. Providers must maintain timesheets for

grant-funded personnel, and activities performed should be consistent with the stated program objectives.

OTHER FINANCIAL INFORMATION

Allowable Costs:

Please note that DoHS policies are predicated on requirements and authoritative guidance related to federal grants management and administrative rules and regulations. Grantees shall be required to adhere to those same requirements when administering other DoHS grants or assistance programs, the source of which is non-federal funds (e.g., state-appropriated general revenue and appropriated or nonappropriated special revenue funds) unless specifically provided direction to the contrary.

Cost Principles:

Subpart E of the Code of Federal Regulations (2 CFR 200) establishes principles for determining the allowable costs incurred by non-federal entities under federal awards. The grantee agrees to comply with the cost principles set forth within 2 CFR 200 Subpart E, regardless of whether DoHS is funding this grant award with federal pass-through dollars, state-appropriated dollars, or a combination of both.

Grantee Uniform Administrative Regulations, (Cost Principles, and Audit Requirements for Federal Awards):

Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200) establishes uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities. Subparts B through D of 2 CFR 200 set forth the uniform administrative requirements for grant agreements and for managing federal grant programs. The grantee agrees to comply with the uniform administrative requirements set forth within 2 CFR 200 Subparts B through D, regardless of whether DoHS is funding this grant award with federal pass-through dollars, state appropriated dollars or a combination of both.