



Bureau for Behavioral Health

**Announcement of Funding Availability (AFA)
Behavioral Health Workforce and Disparities Training Center(s)**



Proposal Guidance and Instructions

**AFA Title: Behavioral Health Workforce and Disparities Training
Center(s)**
Targeting Regions: Statewide
AFA Number: AFA 03-2021

West Virginia Department of Health and Human Resources
Bureau for Behavioral Health (BBH)

For Technical Assistance please include the AFA #03-2021 in the
subject line and forward all inquiries in writing to:

DHHRBBHAnnouncements@wv.gov

Key Dates:	
Date of Release:	December 14, 2020
Technical Assistance:	Submit written requests to dhhrbbhannouncements@wv.gov
Application Deadline:	January 21, 2021
Funding Announcement(s) To Be Made:	To be posted on BBH website
Funding Amount Available:	\$425,000
Target Area to be Served:	Statewide

The following are requirements for the submission of proposals to BBH:

- ✎ Responses must be submitted using the required Proposal Template available at <https://dhhr.wv.gov/bbh/afa/Pages/default.aspx>
- ✎ Responses must be submitted electronically via email to DHHRBBHAnnouncements@wv.gov with “Proposal for Funding” and AFA #03-2021 in the subject line. Paper copies of the proposal will not be accepted. Notification that the proposal was received will follow via email from the Announcements mailbox.
- ✎ A Statement of Assurance agreeing to these terms is required of all proposal submissions available at <https://dhhr.wv.gov/bhhf/afa/Pages/default.aspx>. This statement must be signed by the agency’s CEO, CFO, and Project Officer and attached to the Proposal Template.
- ✎ To request *additional Technical Assistance*, forward all inquiries via email to DHHRBBHAnnouncements@wv.gov and include “Proposal Technical Assistance **AFA #03-2021**” in the subject line.

FUNDING AVAILABILITY

The West Virginia Department of Health and Human Resources (DHHR), Bureau for Behavioral Health (BBH) has received federal funding from the Substance Abuse and Mental Health Services Administration (SAMHSA) through the Substance Abuse Prevention and Treatment Block Grant (SABG) and the Community Mental Health Services Block Grant (MHBG) designated for training that will be used to fund this Behavioral Health Workforce and Disparities Training AFA.

BBH intends to increase behavioral health workforce excellence and reduce behavioral health disparities. For the purposes of this AFA, behavioral health disparities are defined as, specific to mental health and substance misuse, the differences in outcomes and access to services along the behavioral health continuum of care by race, ethnicity, gender, socioeconomic status, sexual orientation, or geographical location.

The purpose of this AFA is to strengthen and encourage organization(s) with the capacity to be a training center or hub of training expertise by providing pilot funding to present, with fidelity, a basic array of foundational behavioral health trainings virtually, within a brief timeframe, March 2021 through August 2021, successfully reaching the behavioral health workforce statewide.

The grant funds are to be used to present virtual behavioral health skills trainings statewide at no cost to participants. The grant funds are not to be used for the purposes of building a virtual platform or building organizational capacity.

BBH plans to award a total of \$425,000 in pilot funding. Awards will be announced in March 2021. Any additional funding is contingent upon availability of future funding; grantee performance; and the input of the new collaborative Statewide Training Advisory Council to be led by BBH.

Section One: **BACKGROUND**

The West Virginia Department of Health and Human Resources (DHHR) envisions healthy communities where integrated resources are accessible for everyone to achieve wellness, personal goals, and a self-directed future. DHHR collaborates with stakeholders to promote, protect, manage, and provide appropriate health and human services for the people of West Virginia to improve their health, well-being, and quality of life. Within DHHR, the Bureau for Behavioral Health serves the people of West Virginia by working with strategic partners to advance access and quality of statewide behavioral health to empower each West Virginian to reach their potential.

West Virginia has numerous [Mental Health Professional Shortage Area designation sites reported by the Health Resources Services Administration \(HRSA\)](#). Shortages of clinical social workers,

psychologists, school psychologists, and counselors are exacerbated by turnover; paraprofessionals are also negatively impacted by shortages of clinician colleagues and supervisors. The demand for Substance Use Disorder (SUD) treatment services currently exceeds workforce supply. Communities working to address SUD and mental health recovery are negatively impacted by these shortages and [behavioral health disparities/inequity](#).

Section Two: SERVICE AND PROVIDER DESCRIPTION

Eligible Applicants

The Behavioral Health Workforce and Disparities Training Center AFA is soliciting applications from licensed behavioral health centers, comprehensive behavioral health centers, academic health centers, primary care providers, non-profit organizations, colleges and universities, and any other organizations with access to virtual statewide training technical capacity to provide behavioral health trainings. Successful applicants must have a valid West Virginia Business License and if applicable, must provide proof of 501(c)3 status. Applicants with past or current grant awards with BBH must be in good standing to be considered for this competitive AFA.

BBH is seeking applicants who have the regional or statewide capacity, infrastructure, and virtual web-based technology to provide evidence-based training to behavioral health professionals and paraprofessionals. Applicants should have the capacity and logistical expertise not only to provide quality, high-volume educational training experiences virtually but also provide or contract with subject matter experts for evidence-based behavioral health training. The ideal applicant will already have access to a virtual platform and technical infrastructure capacity, as well as extensive experience with delivering or facilitating continuing education to therapists/counselors focused on mental health and/or substance use disorder, peer recovery support specialists, and other behavioral health paraprofessionals. The selected grantee will market trainings via multiple methods and platforms in order to maximize attendance of these individuals throughout the state. The selected grantee(s) will also work collaboratively with BBH to provide Continuing Education Units for each training delivered.

Applicants will also be required to support the BBH Training Coordinator as needed in establishing the Statewide Training Advisory Council, including providing as-needed meeting facilitation, scheduling, logistics, and meeting notes. The ideal applicant will have a history of expertise with implementing councils (or equivalent groups) on compressed timelines and including a range of diverse stakeholders. The Statewide Training Advisory Council will be comprised of a variety of stakeholders to provide recommendations to guide the state's vision of educational development in the Behavioral Health professional workforce. The ideal applicant will also have a history of experience with a high level of responsiveness in working relationships, products, and processes at the regional and state level in West Virginia.

Section Three: **PROPOSAL INSTRUCTIONS**

A review team with independent reviewers and BBH will review full proposals. For proposals to qualify for review by BBH, the proposals:

1. Must be received on or before **January 21, 2021 by 5 pm.**
2. Must be formatted with 12-point Arial or Times New Roman font, single line spacing, and one-inch margins on **ten** or fewer pages. Page numbers must be included in the footer.
3. Must include the required Proposal Narrative outline sections:
 - a. Statement of Need and Project Abstract (15 Points)
 - b. Proposed Implementation Approach (25 Points)
 - c. Staff and Organization Experience (20 Points)
 - d. Data Collection and Performance Measurement (30 Points)
 - e. Supporting documents (10 Points)
 - f. Attachments 1 – 4
4. Must provide statewide coverage of the following trainings:
 - a. Trauma-Informed Practice
 - b. Cultural Competency
 - c. Decreasing Behavioral Health Disparities
 - d. Motivational Interviewing
 - e. Screening, Brief Intervention and Referral to Treatment (SBIRT)
 - f. Suicide Prevention in Collaboration with Prevent Suicide WV
 - g. Person-Centered Care

*However: Regional applications will be considered, with the understanding that BBH's priority will be statewide coverage, to be reached either with one (1) successful applicant or multiple (2-3) regional applicants at lower amounts, dependent on their collaboration to together provide statewide coverage.

And, applications proposing to focus on fewer than all required training topics, due to existing subject matter expertise, will be considered, with the understanding that BBH's priority is that all required trainings will be provided, whether by one (1) successful applicant or multiple (2-3) applicants at lower amounts, whose funding will be dependent on the flexibility of the applicants in total to provide training coverage on all topics.

Behavioral Health Workforce and Disparities Training Center Proposal Narrative Outline (Maximum of 100 Points):

1. Statement of Need and Population of Focus (15 Maximum Points):
Describe the need for the proposed initiative, to include:

- A. *The target population and relevant data.* Please address how the applicant organization will provide training for behavioral health professionals and paraprofessionals throughout West Virginia who assist people with co-occurring mental illness, intellectual/developmental disabilities, polysubstance use, and high-risk, priority populations, including pregnant, postpartum, and parenting women (PPW); individuals re-entering the community from incarceration; individuals with complex medical needs related to IV drug use; and Adults with Serious Mental Illness and Children with Serious Emotional Disturbances.
 - B. *The geographical catchment area* of the applicant's Behavioral Health Workforce and Disparities Training Center which can be defined by regions and counties. Applicants with plans to serve all 55 counties will be given priority.
 - C. *The behavioral health disparities*, or differences in outcomes and access to services related to mental health and substance misuse experienced by race, ethnicity, gender, socioeconomic status, sexual orientation, and geographical location in West Virginia. Describe how the training(s) the applicant proposes will address how the behavioral health workforce will address these disparities.
 - D. Strengths and challenges in the *behavioral health education and training system* in the geographic area the applicant proposes to provide training. Also include how the applicant expects to build on the strengths and address the challenges.
2. Proposed Implementation Approach (25 Maximum Points):
Describe how the applicant intends to implement a Behavioral Health Workforce and Disparities Training Center and provide support to the BBH Training Coordinator to assist with planning and supporting the Statewide Training Advisory Council during the funding period to include:
- A. An explanation of which virtual platform the training center will use for its statewide approach to training and education. Include a description of any additional software programs that will be used to implement the behavioral health trainings. Briefly address accessibility and interoperability strategy to reach the broadest audience.
 - B. Description of how required trainings will be implemented:
 - 1. Trauma-Informed Practice
 - 2. Cultural Competency
 - 3. Decreasing Behavioral Health Disparities
 - 4. Motivational Interviewing
 - 5. Screening, Brief Intervention and Referral to Treatment (SBIRT)
 - 6. Suicide Prevention in Collaboration with Prevent Suicide WV
 - 7. Person-Centered Care

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- C. Explanation of how the subject matter experts will be chosen to present. (Once trainers have been selected, include all resumes with training credentials to BBH.)
- D. Explain how fidelity to Evidence Based Practice will be monitored.
- E. Describe the process for providing Continuing Education Units (CEUs) for various behavioral healthcare professionals who participate in trainings.
- F. Explain the systematic and ongoing outreach approach to behavioral healthcare professionals/healthcare professional organizations to make providers aware of training opportunities offered.
- G. Describe the applicant's existing relationships with community partners (for example, with a related Memorandum of Understanding (MOU)), and the applicant's plans for expanding its partnerships across the provider and training landscape, in order to provide the trainings, as well as provide outreach about the training to the widest, most diverse audience of behavioral health professionals and paraprofessionals.
- H. Please submit a workplan that includes the following:
 - a. Specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives.
 - b. Descriptions of the strategies/activities proposed to achieve the goals and objectives. Please include planning/development, training/consultation, outreach/marketing, implementation, and data management activities.
 - c. Those responsible for each activity.
 - d. A timeline for these activities. The proposed timeframes will serve as the basis for developing the period of performance and evaluation for the grant agreement.
 - i. Awards announced in March 2021.
 - ii. Plan and convene first Statewide Training Advisory Council 1-2 times.
 - iii. Deliver basic grantee BBH required trainings between March and August 2021.
 - iv. Complete wrap-up and evaluation of all trainings provided and submit a written summary report of Statewide Training Advisory Council developments at the end of the grant in September 2021.
- I. Sustainability: Describe the applicant's plans to continue to provide training to the behavioral health workforce beyond the funding provided through this AFA.
- J. Describe the applicant's capacity, experience, and expertise to support the BBH Training Coordinator with the planning process and 1-2 meetings of BBH's Statewide Training Advisory Council.
- K. A description of other state and federal resources that the applicant has used in the

last year and how the applicant will use existing resources to enhance and not duplicate or compete with existing training efforts available to West Virginia's behavioral health workforce during the grant period.

3. Staff and Organization Experience (20 Maximum Points):

This section should describe the applicant's expertise with the population(s) of focus and with training services, to include:

- A. A detailed explanation of 1) staff experience and who will be providing training, technical, and Council support; and 2) organizational expertise as to why this applicant should be chosen over the others.
- B. A description of the applicant's and their partners' current involvement with the workforce and patient population(s) of focus.
- C. A description of the applicant's existing qualifications to carry out the proposed initiative/service(s) as described above to prove capacity, skills, knowledge, and expertise.
- D. An explanation of specific staff roles and area/s of focus. Key personnel are staff members who must be part of the Training Center regardless of whether they receive a salary or compensation from the AFA. This staff member must make a substantial contribution to the execution of the Training Center. The key personnel for this program must include a Project Manager at a 1.0 FTE level of effort.
- E. A description of the applicant's statewide capacity, expertise, and experience with virtual training provision, infrastructure, and virtual web-based technology to provide evidence-based training to behavioral health professionals, paraprofessionals, and providers.

4. Data Collection and Performance Measures (30 Maximum Points):

Describe how the applicant will collect the following:

- A. Number and demographics (age, race, ethnicity, gender, and zip code) of individual behavioral healthcare professionals trained in each topic.
- B. Pre- and Post-Test of attendees to capture baseline and increased knowledge.
- C. Number and type of professions and credentials/certifications of those trained.
- D. Number and type of Continuing Education Units provided.
- E. Number and purpose of any related Memorandum of Understanding executed.

- F. Survey or evaluation after the training to measure successful delivery of training.
 - G. The type of learning and development approach or model to evaluate the reaction, learning, behavior, and results of the behavioral health trainings.
 - H. Description of how the applicant will measure outcomes related to increased workforce retention, morale, changes in quality and client/patient satisfaction ratings.
 - I. Progress of Statewide Training Advisory Council.
5. References/Works Cited: (No Points) All sources referenced or used to develop this proposal must be included on this page. This list does **not** count towards the **10-page** limit.
6. Attachments (10 Maximum Points):
The attachments **do not** count toward the **10-page** limit.

Attachment 1: Targeted Funding Budget(s) and Budget Narrative(s).

- Targeted Funding Budget (TFB) form, which includes sources of other funds where indicated on form. A separate TFB form is required for any capital or start-up expenses. This form and instructions are located at <http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx>
- Budget Narrative for each Targeted Funding Budget (TFB) form, 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.

Attachment 2: Applicant Organization's Valid West Virginia Business License and 501(c)3 documentation (if applicable).

Attachment 3: Letters of Support (no more than 5) may be submitted with the application to demonstrate that there is a coordinated plan for training and implementation.

Attachment 4: A Project Abstract (one page, which does not count toward the 10 total pages) detailing the proposed program noting the trainings the applicant is willing to provide, and a statement to the willingness of the program to serve regionally or statewide.

Section Four: **CONSIDERATIONS**

LEGAL REQUIREMENTS

Eligible applicants are public organizations (e.g., units of local government) or private organizations with a valid West Virginia Business License. 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 about all contractual matters. The Grantee may, with the prior written consent of the State, enter written sub-agreements for performance of work; however, the Grantee shall be responsible for payment of all subawards. By sub-awarding federal funds, the subrecipient assumes dual roles and responsibilities as both a recipient organization and as a pass-through entity under federal administrative requirements.

All capital expenditures for property and equipment shall be subject to written prior approval of DHHR and must be included as a separate budgetary line item in the proposal. Upon award, regulations regarding the acquisition, disposition and overall accounting for property and equipment will follow those delineated in federal administrative requirements and cost principles. Additionally, the Grantee may be bound by special terms, conditions, or restrictions regarding capital expenditures for property and equipment determined by DHHR as to best protect the state's investment.

FUNDING METHODOLOGY

After receipt of the fully executed Grant Agreement, the Grantee will submit invoices pursuant to the Schedule of Payments. Requests by the Grantee for payment shall be limited to the minimum amount needed and be timed to be in accordance with the actual, immediate cash requirements of the Grantee in carrying out the purpose of the approved program. The timing and amount of the cash payment shall be as close as is administratively feasible to the actual disbursements by the Grantee for direct program costs and the proportionate share of any allowable indirect costs. Reports reconciling payments received and actual expenditures incurred will be submitted in accordance with reporting requirements.

ALLOWABLE COSTS

Please note that Departmental 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 DHHR grants or assistance programs, the source of which is non-federal funds (e.g., state-appropriated general revenue and appropriated or non-appropriated special revenue funds) unless specifically provided direction to the contrary.

COST PRINCIPLES

Subpart E of 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 DHHR 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 DHHR is funding this grant award with federal pass-through dollars, state-appropriated dollars, or a combination of both.