

**HRSA-16-193 – Behavioral Health Workforce Education and Training for Paraprofessionals and Professionals Frequently Asked Questions and Answers**

**Accessing the Funding Opportunity Announcement (FOA)**

**QUESTION:** How can I obtain a copy of the full funding opportunity announcement (FOA)?

**ANSWER:** *The 2016 Behavioral Health Workforce Education and Training (BHWET) for Paraprofessionals and Professionals Program FOA is posted at <http://www.grants.gov/web/grants/view-opportunity.html?oppId=283671>. Click on the application package tab, enter your email, and you will have access to the FOA as a PDF file.*

**QUESTION:** I am having trouble printing the FOA. Can you help me?

**ANSWER:** *For assistance accessing the FOA, please contact GRANTS.GOV Applicant Support at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov)*

**QUESTION:** Where do I find instructions about font size and other format requirements?

**ANSWER:** *You can find formatting instructions in HRSA's SF-424 R&R Application Guide. The Guide can be found at <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf>*

**Eligibility**

**QUESTION:** We are a for-profit limited liability corporation (LLC) that issues certificates to paraprofessionals that are trained in our evidence-based program for at-risk youth. Are LLCs eligible to apply?

**ANSWER:** *For-profit organizations are eligible to apply as long as the certificate program offered is recognized by their state government and meets all other FOA requirements. Eligible applicants for peer paraprofessional certificate programs that are not accredited community or technical colleges must provide documentation of recognition by their state government to provide the peer paraprofessional certificate program as Attachment 6. For-profit organizations may not take any profit from grant funds.*

**QUESTION:** Our program is a hybrid interdisciplinary continuing education program for psychologists, nurses, counselors, social workers, and addiction counselors who already have licenses and certifications in their specific disciplines. We also work with certified peer specialists. Are we not able to apply because of who we are?

**ANSWER:** *This funding opportunity is for pre-degree, master's-level and APA-accredited psychology internship programs. Your post-graduate continuing education program is not eligible. However, your peer support program may be eligible for the paraprofessionals track.*

**QUESTION: Please clarify whether a current BHWET grantee can apply for funding under the FY 2016 BHWET for Paraprofessionals and Professionals program?**

**ANSWER:** *Per the funding opportunity announcement, current BHWET programs are not eligible to apply; however, a current grantee institution may apply for a different discipline. For example, if the current BHWET grant is for an APA–accredited, doctoral-level internship program, then the master’s-level school counseling program is eligible to apply.*

**QUESTION: Can a university combine two disciplines within one application (e.g., master’s program in counseling psychology and a psychiatric/mental health nurse practitioners program)? Or would they need to be submitted as two separate applications?**

**ANSWER:** *A university cannot combine two disciplines within one application. A maximum of two applications per institution is allowed. Each application must focus on a different discipline.*

**QUESTION: We are in the process of applying for APA accreditation, but we will not have our official APA accreditation letter until after the July 1 deadline. Can we still apply?**

**ANSWER:** *No, applicants must be accredited at the time of their application submission and provide documentation of their institution’s APA accreditation letter as Attachment 6.*

**QUESTION: Are Doctorate of Nursing Practice (DNP) programs eligible?**

**ANSWER:** *Consistent with the prior FOA, doctoral-level nursing programs are not eligible for this funding opportunity. Psychiatric-Mental Health Nurse Practitioner programs, at the master’s level, are eligible for the FY16 Behavioral Health Workforce Education Training (BHWET) Program.*

**QUESTION: Would a Master of Science in Counseling Program accredited by the Western Association for Schools and Colleges qualify as an eligible entity?**

**ANSWER:** *Per the FOA, master’s-level schools and programs must be accredited by a nationally recognized accrediting agency, as specified by the U.S. Department of Education. There is no requirement that master’s-level accreditation be provided by a specific accreditation body. All applicants must provide a copy of their relevant accreditation letter as Attachment 6.*

**QUESTION: Our state does not recognize any particular peer support training. We provide training for the Vocational Rehabilitation Program, which is a Federal program, and a number of non-profits. Do we qualify?**

**ANSWER:** *Applicant institutions must be accredited by a nationally recognized accrediting agency, as specified by the U.S. Department of Education. All applicants must provide a copy of their relevant accreditation letter as Attachment 6.*

**QUESTION: Are counseling programs required to be accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP) in order to be eligible to apply?**

**ANSWER:** *Per the FOA, master's-level schools and programs must be accredited by a nationally recognized accrediting agency, as specified by the U.S. Department of Education. There is no requirement that master's-level accreditation be provided by a specific accreditation body. All applicants must provide a copy of their relevant accreditation letter as Attachment 6.*

**QUESTION: I am writing to inquire how occupational therapists (OT) & OT assistants can be added to the list of health professionals considered for the BHWET funding opportunity.**

**ANSWER:** *Per the FOA, OT and OT assistant programs are not eligible to apply.*

**QUESTION: We are a health sciences college and have a baccalaureate program in behavioral healthcare. Can we be considered as part of the paraprofessional component of this grant for eligibility?**

**ANSWER:** *You may apply if your program offers a certificate in an eligible paraprofessional field recognized by your state government and meet all other requirements as indicated in the FOA.*

**QUESTION: Are Educational Specialist (EdS) in school psychology students considered behavioral health, and is an EdS an eligible degree?**

**ANSWER:** *Yes, master's-level EdS school psychology programs are eligible to apply as long as they meet the requirements for clinical practice as described in the FOA.*

**QUESTION: Are master's-level school psychology programs eligible to apply?**

**ANSWER:** *Yes, as long as they meet the clinical practice requirement as indicated in the FOA.*

### **Accreditation**

**QUESTION: We are a community organization and we provide training for paraprofessionals within one of our state organizations. Would documentation from the state organization satisfy that accreditation process or are you looking for something more specific?**

**ANSWER:** *If your state government does not grant certification for paraprofessional programs, a letter of recognition from the state organization would suffice. The letter must be on state government letterhead.*

**QUESTION: We are a peer-run organization. Is there specific language you are looking for from the state to document the recognition or is there a template?**

*ANSWER: We don't have a template, but we expect the applicant organization to provide us with documentation of approval of certification from the state. Each state may provide a different type of document.*

### **Budget**

**QUESTION: Is health insurance for trainees an allowable expense?**

*ANSWER: Yes, health insurance is allowable as a trainee-related expense. It can be a funding line in the thirty (30) percent of funding that is not for trainee stipends.*

**QUESTION: What are the allowable costs that can be charged to the grant?**

*ANSWER: Applicants applying for the **Professional** track are required to provide a budget, with narrative, that includes no less than seventy (70) percent of a recipient's overall requested budget (direct and indirect costs) dedicated to stipend support (i.e. tuition, fees, reasonable living expenses) to students. Up to thirty (30) percent of funding may be dedicated to (1) development or enhancement of didactic and experiential training activities in integrated and team-based care; (2) financial support for the supervision of students/interns, and other allowable trainee-related expenses; (3) program administration and management; (4) data collection; and (5) indirect costs at the fixed rate of 8%.*

*Applicants applying for the **Paraprofessional** track are required to provide a budget, with narrative, that includes no less than eighty-five (85) percent of a recipient's overall requested budget (direct and indirect costs) must be dedicated to support the tuition, fees, and supplies for the enrolled students. Up to fifteen (15) percent of funding may be dedicated to (1) development or enhancement of didactic and experiential training activities in integrated and team-based care; (2) financial support for the supervision of students, and other allowable trainee-related expenses; (3) program administration and management; (4) data collection; and (5) indirect costs at the fixed rate of 8%.*

**QUESTION: Does 70 percent for Professionals include just stipends or does it include salaries and fringe benefits as well?**

*ANSWER: Per the FOA, professional applicants are required to provide a budget with no less than seventy (70) percent of a recipient's overall requested budget dedicated and distributed as stipends to trainees in internships/field placements. The 70 percent allotted for stipends, is for stipends only. The stipend is to support living expenses and not student travel, materials and supplies. If a grantee wishes to fund student/intern support costs in addition to the stipend, these need to be included in the thirty-percent of funding available for administrative and management of the program. Student/intern supports costs include health insurance, travel and training related expenses, such as attendance at professional conferences.*

**QUESTION:** We are a state university; would we use our negotiated cost agreement rate or the 8%?

**ANSWER:** *Indirect costs for all applicants are capped at the fixed rate of 8%.*

**QUESTION:** Are the stipends included in the modified direct total cost calculation for the 8% (F&A)?

**ANSWER:** *Yes. You can charge indirect costs for the stipends.*

### **Stipends/Tuition Support**

**QUESTION:** Can BHWET funds be used to train psychology practicum students in a doctoral program? And does the training need to be focused on children and adolescents exclusively?

**ANSWER:** *Doctoral students participating in practica are not eligible to receive stipends. Per the FOA, APA–accredited, doctoral-level internships in health service psychology are eligible applicants. Internships and field placements must focus on working with at-risk children, adolescents, and transitional-age youth and their families. Transitional-age youth refers to persons between the ages of 16 and 25.*

**QUESTION:** What is the supported level of stipend for Psychiatric/Mental Health Nurse Practitioner students?

**ANSWER:** *The level of stipend per student in a master’s-level Psychiatric/Mental Health Nurse Practitioner program is \$10,000.*

**QUESTION:** Are stipends for the students taxed?

**ANSWER:** *HRSA cannot provide tax advice. There is a paragraph about this in the Grants Policy Statement (P. II-109). We encourage all applicants and grantees to become familiar with the HHS Grants Policy Statement, which can be found on HRSA’s website on the grants tab under resources or at <http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>*

**QUESTION:** How should grantees use the stipend funds allocated when in some instances trainees recruited for the program may not start until July 1, 2017? Can a recipient obligate funds in one budget period and liquidate after the budget period ends?

**ANSWER:** *Trainees can be appointed at any time during a budget period for an entire 6-month to 12-month period. In doing so, the entire stipend amount is charged (obligated) to the current year. Thus, an internship that begins during the project period may extend beyond the budget period end date. Since the entire stipend is charged at the time of the appointment, the stipend amount committed but not yet expended at the end of the budget period should be reported as an unliquidated obligation on the Federal Financial Report. Once all funds have been liquidated, the final FFR will be updated to show all funds expended.*

**QUESTION: Does it matter how stipends are paid to students —as financial aid toward tuition or as salary?**

**ANSWER:** *For students and interns in the professional track, stipends must be paid to the student to support living expenses during their field placements and not as tuition or to repay student loans. The provision of stipends does not establish an employer-employee relationship between grantees and interns, and therefore stipends are not paid as salary for services rendered. For the para professional track, tuition (not stipends), fees and supplies are paid for the student. Applicants must follow their institution's policies and procedures to process the student support.*

**QUESTION: Can a student in a master's-level program get \$10K each year?**

**ANSWER:** *Only students in their final year of field/experiential training are eligible for the stipends. Per the FOA, a master's-level student must receive a fixed amount of \$10,000. No less than 6 months and no more than 12 consecutive months of full stipend support is allowed per student/intern.*

**QUESTION: May a student who receives a stipend also receive a scholarship for tuition or health insurance from other sources?**

**ANSWER:** *Yes, students may receive funds from other non-federal sources.*

**QUESTION: Can students in a paraprofessional certificate program receive stipends?**

**ANSWER:** *No, students in paraprofessional programs cannot receive stipends from this funding. Paraprofessional student support is in the form of tuition, fees, and supplies.*

**QUESTION: Will this program be renewed for additional rounds of funding?**

**ANSWER:** *The current project period is one year, September 30, 2016 through September 29, 2017. Future funding opportunities are dependent upon congressional appropriation and a final determination of HRSA funding priorities.*

### **Internships and field placements**

**QUESTION: We would be able to accommodate additional interns with this funding. May we request funding for multiple students or do we need to apply for multiple grants per student?**

**ANSWER:** *Applicants may apply to support multiple interns in one application. Applicants may apply for a ceiling amount of up to \$300,000. For the professional track, no less than 70 percent of a grantee's overall budget must be used for stipends to students in field placement or internships. For the paraprofessional track, no less than 85% of the award must be used for tuition, fees, or supplies (up to \$2,000/student).*

**QUESTION:** For peer coaches, peer paraprofessionals, is an internship a required part of the program?

**ANSWER:** *Yes, the experiential field placement/internship requirement applies to both, the paraprofessional and professional programs.*

**QUESTION:** What needs to be included in the student letter of commitment, and does this apply to both Professional and Paraprofessional tracks?

**ANSWER:** *Yes, all applicants, regardless of discipline must include as attachment 9, a sample student letter of commitment. Please refer to page three of the FOA for suggested language to be included.*

**QUESTION:** The budget period begins on September 30, 2016 and ends on September 29, 2017. The start date is after the beginning of our academic year start. Can we include students in our cohort who begin training in August 2016?

**ANSWER:** *This FOA does not allow pre-awards costs. Students cannot start their internships prior to the award start date of September 30, 2016.*

**QUESTION:** Can we award stipends to students who are entering next year, and provide the stipends prior to the start of their internship for next year?

**ANSWER:** *Trainees can be appointed anytime during a budget period for an entire six or 12 month period. In doing so, the entire six or 12-month stipend is charged and obligated to the current year. For instance, if you get the award in September 2016, you can obligate funds for stipends anytime from September 30, 2016 to September 29, 2017.*

*If you enroll students in their internships in July 2017, you could obligate funds for the entire 6- or 12-month stipend, which can be charged at the time of the appointment. At the end of the project period, the stipend amount committed but not yet expended may be paid out according to the institutional policy. The payments may go beyond the project period end date; however, the funds must be committed before the project period end date. At the end of the project period, grantees may request an extension of the liquidation period after the project period ends. We will work with award recipients on a case-by-case basis to figure it out. Students who will start field placements after September 29, 2017, would not be eligible to receive stipends or support from this funding.*

**QUESTION:** What does the student support disbursement plan need to include?

**ANSWER:** *Per the FOA, applicants must include a disbursement plan for the provision of stipend support for professional students/interns for the required field placement/internship. Paraprofessional programs focus on provision of tuition, supplies, and support activities for students.*

**QUESTION: Can grant funds be used to train current interns with new skills or do we need to recruit new interns?**

**ANSWER:** *Per the FOA, applicants in the professional track must develop and increase the number of internships focused on serving at-risk children, adolescents, and transitional-age youth. Interns enrolled before the start of the project period are not eligible to receive stipends from this funding.*

**QUESTION: Is there a required number of clinical hours for the students to complete in a behavioral health setting?**

**ANSWER:** *The FOA does not require a specific number of internship clinical hours. What is required is the length of the internship, which should be a minimum of six months and no more than 12 consecutive months. Eligible students must be enrolled in their last year of internship prior to graduation, not the first-year practicum.*

**QUESTION: Do you have a definition of integrated primary care settings?**

**ANSWER:** *Internships and field placements need to focus on working with at-risk children, adolescents, and transitional-age youth and their families in an integrated primary care setting. These placements must involve experiential training that offers participation in established interprofessional and integrated teams. To learn more about integrated care, please visit <http://www.integration.samhsa.gov/about-us/what-is-integrated-care>*

**QUESTION: What type of integration with primary care are you looking for in these internship placements?**

**ANSWER:** *The levels of integration maybe varied among internship sites. An explanation in your application is required of how you are exposing your students to integrated behavioral health in primary care settings. We encourage you to use SAMHSA's models of integrated care to describe the level of integration of your internship sites.*

**QUESTION: Can you provide the link where I can find information about SAMHSA's models of integrated care?**

**ANSWER:** *You may find information about models of integrated care at SAMHSA-HRSA Center for Integrated Health Solutions at <http://www.integration.samhsa.gov/integrated-care-models>*

### **General Questions**

**QUESTION: When you say children, what is the youngest age of children who you are talking about? Are infants and toddlers included?**

**ANSWER:** *There is no specific age range for children; infants and toddlers are included.*

**QUESTION: Can an application have more than one Program Director/Program Investigator?**

**ANSWER:** *HRSA only recognizes one Program Director/Program Investigator, who will be accountable to HRSA. However, applicants can identify multiple key personnel in their proposal.*

*However, please remember, **Professional** track applicants are required to dedicate no less than seventy (70) percent of a recipient's overall requested budget (direct and indirect costs) to stipend support (i.e. tuition, fees, reasonable living expenses) to students. **Paraprofessional** track applicants are required to dedicate no less than eighty-five (85) percent of a recipient's overall requested budget (direct and indirect costs) to support the tuition, fees, and supplies for the enrolled students.*

**QUESTION: What does the logic model need to include?**

**ANSWER:** *Per the FOA (page 11), a logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. A logic model must contain the activities and processes and must summarize the connections between the goals of the project, assumptions, inputs, target population, activities, outputs, and outcomes. Additional information on developing logic models can be found at the following website: [http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/logic\\_model.htm](http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/logic_model.htm). Information on how to distinguish between a logic model and work plan can be found at the following website: <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief5.pdf>*

**QUESTION: The SF424 R&R Application Packet has a section on human subjects. I wonder if this is required for this grant.**

**ANSWER:** *HRSA-16-193 is a training grant and there are no human subject requirements for this funding.*

**QUESTION: If we are not going to include a particular attachment that is not applicable, should we skip that number in the attachment section or renumber the attachments?**

**ANSWER:** *No, **do not** renumber the attachments. Attachments should be numbered as specified in the FOA.*

**QUESTION: Do all attachments count towards the page limit?**

**ANSWER:** *Yes, all non-OMB required attachment count toward the page limit. We encourage applicants to print your application in its entirety including the attachment to ensure that you do not go over the 70-page limit. If an application goes over the page limit, it will be considered non-responsive and it will not go forward for panel review.*

**QUESTION: In reviewing the HRSA Application Guide and the FOA, I don't see that a Letter of Support (LOS) is required for this grant application. Can you please verify if**

**applicants are required to submit an LOS, and if yes, also provide the Page # and/or link to where this text is located?**

**ANSWER:** *Yes, applicants must provide a description of support and commitment by field placement and internship organizations that serve at risk children, adolescents, and transitional-age youth. See page 14 of the FOA. This letter can be submitted as Attachment 11.*