



Behavioral Health Workforce Education and Training Program for Paraprofessionals (BHWET-Para) HRSA-21-090

Technical Assistance Webinar

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Vision: Healthy Communities, Healthy People



Agenda

- **BHW Overview**
- **BHWET-Para Purpose**
- **Eligibility**
- **Award Summary**
- **Project Goals and Objectives**
- **Training Program**
- **Application Content**
- **Budget**
- **Funding Factors**
- **Application Submission**
- **Review and Selection Process**
- **Award Notification**
- **Resources**
- **Questions**
- **Contact Information**



BHW Overview



The U.S. Health Workforce



Demand for health care occupations is growing:

- Health care jobs to increase by 14% from 2018 to 2028



Shortages of health professionals currently exist

- Over 20,400 current designations
- Majority in rural communities



The United States is projected to be short more than:

- 23,600 primary care physicians by 2025
- 15,600 dentists by 2025



The challenges:

- Aging population and health care workforce
- Not enough clinicians to meet demand
- Mal-distribution of providers across states, including nursing

Bureau of Health Workforce (BHW)

MISSION: Improve the health of underserved and vulnerable populations by strengthening the health workforce and connecting skilled professionals to communities in need.



EDUCATION



TRAINING



SERVICE

HRSA Workforce Programs Aim to Address:

Access

- Increase access to health care for underserved and vulnerable populations

Supply

- Promote equilibrium in the supply and address shortages of health professionals

Distribution

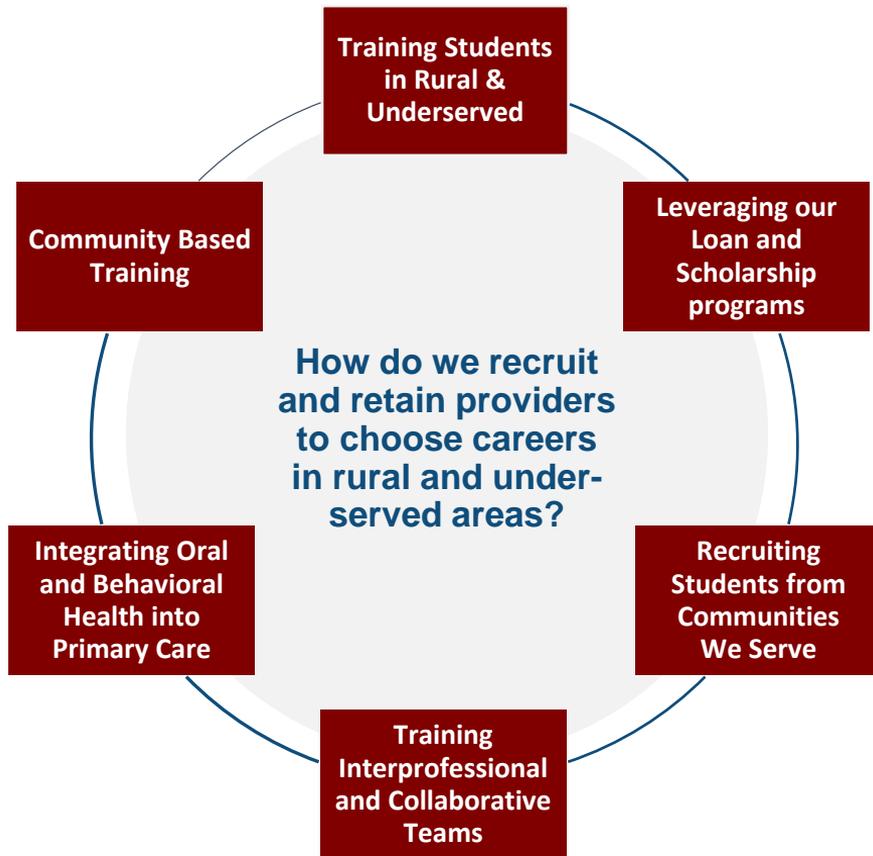
- Improve workforce distribution so all parts of the U.S. have an adequate number of providers to meet the demand for care

Quality

- Develop a quality health workforce that is trained in and employs evidence-based techniques that reflect better patient care



BHW Strategies for Success



Legislative Authority for BHWET-Para

BHWET-Para is
authorized by 42
U.S.C. §§ 294e–1
Sections 755(b)(1)(j)
and 756(a)(4) of the
Public Health Service
Act



BHWET-Para Purpose



BHWET-Para Purpose

- Develop and expand community-based experiential training such as field placements and internships to increase the supply of students preparing to become peer support specialists and other behavioral health-related paraprofessionals while also improving distribution of a quality behavioral health workforce.
- A special focus is placed on the knowledge and understanding of the specific concerns of children, adolescents, and transitional-aged youth in high need and high demand areas at risk for behavioral health disorders.



What's New in BHWET Para 2021?

- Two separate NOFOs: BHWET Para and BHWET Pro
- Funding award amount increased including One-time funds:
 - Up to \$350,000 total cost per year for Level I
 - Up to \$500,000 total cost per year for Level I and Level II
 - One-time funds: Approximately \$216,000
- Allowable allocations - Stipends and Participant/Trainee Support, Supplies, Fees
 - \$5,000 for stipends per Level I
 - \$7,500 for stipends per Level II during registered apprenticeship
 - \$3,000 for tuition/fees and supplies (per FY17 NOFO)
- Participant support/administrative management increased:
 - Level I: 60/40
 - Level I and Level II: 50/50



Eligibility

- State-licensed mental health nonprofit and for-profit organizations. For the purpose of this NOFO, these organizations may include universities, community colleges, and technical schools, which must be accredited by a nationally recognized accrediting agency, as specified by the U.S. Department of Education. Domestic organizations, tribes, and tribal organizations may apply for these funds, if otherwise eligible.
- Individuals are not eligible to apply under this NOFO.
- All current grant recipients funded under the FY 2017 BHWET Program are eligible to apply.



Summary of Funding

**Project
Period**

September 1, 2021 to August 31, 2025

**Award
Amounts**

**Up to \$350,000 total cost per year for Level I
Up to \$500,000 total cost per year for Level I and II
One-time funds: Approximately \$216,000**

**Number of
Awards**

Approximately 43 Awards

**Total Program
Funding**

**Base award: \$16.3 million
One-time funds: \$8 million**



Goals and Objectives

Goals

- Establish relationships with community-based partners to expand and improve access to quality behavioral health services including but not limited to OUD and other SUD prevention, treatment recovery services in high need and high demand areas.
- Promote collaborative training by utilizing team-based models of care in integrated and interprofessional behavioral health and primary care settings.
- Recruit a workforce that reflects participation in the institutions' programs of individuals and groups from different racial, ethnic, cultural, geographic, religious, linguistic, and class backgrounds, and different genders and sexual orientations, interested in serving high need and high demand areas.



Goals and Objectives

Objectives

- Increase the number of experiential training sites in integrated and interprofessional team-based practice settings in high need and high demand areas
- Enhance didactic and experiential training in primary and integrated team based trauma-informed care, for students/trainees in Level I preservice and/or Level II in-service training
- Establish community based partnerships to ensure participation in the institutions' programs of individuals and groups
- Promote technology integration in the provision of services and training programs
- Reduce financial barriers by providing financial support to trainees in the form of tuition/fees, supplies, and stipends



Training Program

Program Requirements

- Provide participant/trainee support for tuition, fees, supplies and stipends to trainees for no less than six months and no more than 12 months
- Establish or expand the number of experiential training sites in high need and high demand areas
- Recruit a workforce that reflects participation in the institutions' programs of individuals and groups
- Demonstrate knowledge and understanding of the concerns of the population served
- Enhance the existing paraprofessional certificate program(s)



Training Program

Program Requirements cont.

- Have in place at least one certificate training program in a behavioral health-related paraprofessional field
- Certificate program must provide Level I pre-service training in an integrated, interprofessional setting and provide a certificate upon completion
- Establish community-based partnerships in high need and high demand areas
- Aim for at least 50 percent of Level I program completers to enter into Level II in-service registered apprenticeship program
- Promote the integration of behavioral health into primary care settings in high need and high demand areas



Training Program

Program Requirements cont.

- Recruit a workforce that reflects participation in the institutions' programs of individuals and groups
- Include technology integration by providing options for telehealth services and increasing digital health literacy
- Use an evidence based monitoring tool to evaluate program objectives to improve program outputs and outcomes over the four-year project period
- Collect program and performance data and disseminate to appropriate audiences.
- Collaborate regularly during the project period with other BHWET Program for Paraprofessional grant recipients
- Support career development and encourage career progression in behavioral health



Training Program

Additional Areas of Focus

- **Level II in-service Registered Apprenticeships for Paraprofessionals** – Implement a training model that incorporates registered apprenticeships. Additional information and instructions in [Appendix A](#).
- **Health Center Collaboration** – Applicants can collaborate with HRSA-Supported Health Centers to develop experiential training opportunities for future employment opportunities for graduates.
- **Violence Prevention** – Applications can address intimate partner violence and youth violence in high need and high demand areas by incorporating plans for didactic and experiential training through an understanding of trauma-informed care.
- **Loan Repayment Programs** – Applicants can connect graduates with the National Health Service Corps (NHSC) SUD Workforce Loan Repayment Program or the NHSC Rural Community Loan Repayment Program.



Budget Overview



Budget and Budget Narrative Section General Overview

Support Requested must contain:

1. SF-424 Research and Related (R&R) budget forms for the entire period of performance (September 1, 2021 through August 31, 2025)

2. Budget Justification. Details for each budget year should be included

Other Attachments (as necessary):

SF-424 R&R Subaward Budget Attachment(s) Form

➤ Not counted in the page limit. Supports structured budget for 4 budget periods.

➤ Counted in the page limit.

➤ Not counted in the page limit.

Funding & Restrictions

Funding may be requested for a period of performance of up to 4 years:

- Up to \$350,000 (inclusive of direct and indirect costs) per year for programs only implementing Level I pre-service training.
- Up to \$500,000 (inclusive of direct and indirect costs) for programs implementing Level I pre-service and Level II in-service training.
- If funding is exceeded, the entire application will be considered non-responsive and will not be considered for funding under this notice.

- Funds under this notice may not be used for purposes specified in HRSA's [SF424 R&R Application Guide](#)
- Also, grant funds may not be used for:

- Construction
- Foreign Travel
- Fringe benefits for trainees, liability insurance, unemployment insurance, life insurance, taxes, fees, retirement plans
- Accreditation Costs and Fees



Funding: For programs only implementing Level I pre-service training

Participant / Trainee Support

- At least 60 percent of the overall requested yearly budget must be dedicated and distributed only as support to trainees in experiential training in the form of stipends, tuition/fees and supplies.
- List Trainee costs on SF 424 R&R- E- numbers 1 - 5. Include total number of Trainees (in box provided on the form).
 - Up to \$3,000 for tuition/fees and supplies per behavioral health paraprofessional trainee;
 - Stipend amounts are fixed (pg. 25 of NOFO).
 - \$5,000 for stipends per Level I behavioral health paraprofessional trainee.
 - \$7,500 for stipends per Level II behavioral health paraprofessional trainee during registered apprenticeship.
- No more than one year or 12 consecutive months of stipend support is allowed per full-time trainee. Part-time trainee stipends are allowed prorated at one-half of the fixed amount for no more than 24 consecutive months.

Administration / Management Support

- No more than 40 percent of total four-year period of funding can be used for program management or other recipient activities including:
 - Personnel costs (requires Name, Base Salary, Project Role, Level of Effort, and Fringe Benefits).
 - **NOTE:** Salary Limitation: The Executive Level II salary of the Level II Federal Executive Pay scale is \$197,300. Limitation also applies to sub-recipients.
 - Other Participant / Training Support Costs (i.e. other than Stipends, Tuition / Fees and Supplies).
 - Materials and Supplies.
 - Consultant Services.
- Sub-awards (requires SF424 R&R for each sub-award).



Funding: For programs implementing Level I Pre-Service Training & Level II In-Service Training

Participant / Trainee Support

- At least 50 percent of total four-year period of funding must be dedicated and distributed only as support to trainees in experiential training in the form of stipend, tuition / fees, and supplies.
- List Trainee costs on SF 424 R&R - E - numbers 1 - 5. Include total number of Trainees (in box provided on form).
- Stipend amounts are fixed (pg. 25 of NOFO); up to \$3,000 for tuition/fees and supplies per behavioral health paraprofessional trainee;
- \$5,000 for stipends per Level I behavioral health paraprofessional trainee; and
- \$7,500 for stipends per Level II behavioral health paraprofessional trainee during registered apprenticeship.
- No more than one year or 12 consecutive months of stipend support is allowed per full-time trainee. Part-time trainee stipends are allowed prorated at one-half of the fixed amount for no more than 24 consecutive months.

Administration / Management Support

- No more than 50 percent of the overall yearly funding may be used for program management and other recipient activities including:
- Personnel costs (requires Name, Base Salary, Project Role, Level of Effort, and Fringe Benefits amount).
- Salary Limitation: The Executive Level II salary of the Level II Federal Executive Pay scale is \$197,300. Limitation also applies to sub-recipients.
- Other Participant Support Training Cost (not Stipends).
- Materials and Supplies.
- Consultant Services.
- Sub-awards (requires SF 424 R&R for each sub-award).



Funding: Administration / Management Support

Funds for Administration / Management yearly or total project support may be used for costs associated with:

- Development of experiential field placement;
- Creation of additional slots beyond current program capacity in a paraprofessional certificate program(s) to expand the number of trainees trained with a focus on working with persons in high need and high demand areas;
- Career development in behavioral health for paraprofessionals to encourage career progression;
- Financial support for the supervision of trainees in experiential training;
- Project administration and management; and
- Data collection



One-time Funds

- **One-time Funds \$216,000, may be requested only for Year 01 of the project.**
- **One-time Funds are to be included within the same SF424 R&R form for the base award requested for the specified Level. As example: Level I (\$350K & \$216K) or Level I & Level II (\$500K & \$216K).**
- **The budget justification must be clearly separate out the One-time Funds from the base award.**
- **One-time Funds are not for purpose of meeting the trainee support percentage requirement for Level I or Level I & Level II.**



Funding Requirements

- You are ***required to have the necessary policies, procedures, and financial controls in place*** to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding, including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.
- All ***program income*** generated as a result of awarded funds must be used for approved project-related activities. The program income alternative(s) applied to the award(s) under the program will be the addition/additive alternative. You can find post-award requirements for program income at 45 CFR § 75.307.



Budget Preparation

SF-424 R&R Section Introductory Fields

- **Organizational DUNS/Unique Entity Identifier:** This field is required. This field may be pre-populated and should reflect the DUNS or DUNS+4 number of the applicant organization (or of the lead organization for the component of a multi-project application).
- **Enter name of Organization:** This field may be pre-populated. Enter the name of the organization.
- **Budget Type:** This field is required. Check the appropriate box for your budget type, following these guidelines:
 - **Project:** The budget being requested is for the primary applicant organization.
 - **Sub-award/Consortium:** The budget being requested is for sub-award/consortium organization(s). Note, separate budgets are required only for sub-award/consortium organizations that perform a substantive portion of the project.
- **Budget Period:** This field is required. Please Identify the specific [budget period](#) (example, 1, 2, 3, 4).
- **Start Date:** This field is required and may be pre-populated from the SF 424 R&R Form. Enter the requested/proposed start date of the budget period. For period 1, the start date is typically the same date as the [Proposed Project Start Date on the SF 424 \(R&R\) Form](#).
- **End Date:** This field is required. Enter the requested/proposed end date of the budget period.



Budget Preparation

SF-424 R&R Section A-B: Senior Personnel / Other Personnel*

- Provide Name, Role, Base Salary, Time/Effort & Fringe Benefits amount. Provide short overview of roles and responsibilities for each person in the budget justification. Include applicable rate and list the components that make up the fringe benefit rate.
- If needed, add additional Senior Key Persons/Other Personnel as an attachment.
- In most circumstances, the salaries of administrative or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs. The circumstances for requiring direct charging of these services must be clearly described in the budget justification.
- **Salary Limitation:** The Executive Level II salary of the Level II Federal Executive Pay scale is **\$197,300**. This salary limitation also applies to sub-recipients

* Supports 8 structured profiles (PD + 7 additional)



Budget Preparation

SF-424 R&R Section C: Equipment / D: Travel

- Equipment is defined as an item of property that has an acquisition cost of \$5,000 or more and an expected service life of more than one year.
- List the estimated cost of each item of equipment including shipping and any maintenance costs and agreements. Extensive justification and a detailed status of current equipment must be provided in the budget justification when requesting funds for the purchase of items that meet the definition of equipment.
- Travel: Include total funds requested for Local and/or Long Distance in the form. In the budget justification section, include purpose, destination, dates of travel (if known), and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip (e.g., 3 days).



Budget Preparation

SF424 R&R Section E: Participant / Trainee Support Costs

List total funds requested for each subcategory (nos. 1 – 5) as applicable.

- Include description for no. 5 – Other.
- Provide total number of proposed participant/trainees (box under no. 5 - Other).



Budget Preparation

SF424 R&R Section F: Other Direct Costs

List total funds requested for each subcategory. As example:

- The proposal budget may request funds for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the award.
- The cost of computer services, including computer-based retrieval of scientific, technical and education information may be requested.
- Funds requested for 1) all sub-award / consortium organization(s) proposed for the project, and 2) any other contractual costs proposed for the project.

The budget justification needs to include the itemized breakdown of each category when applicable. As example:

- Identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.
- Itemize materials and supplies and total estimated costs.
- Provide a detailed description of the activities the sub-recipient or services the services the contractor will provide and include a cost breakdown and / or include separate sub-award budgets.



Budget Preparation

SF-424 R&R Section G: Direct Costs / H: Indirect Costs

- Indirect costs under training grants to organizations other than State, Local or Indian tribal governments will be budgeted and reimbursed at 8% (eight percent) of modified total direct costs rather than on the basis of a negotiated cost agreement, and are not subject to upward or downward adjustment.
- Direct cost amounts for equipment and capital expenditures, tuition and fees, and sub-grants and contracts in excess of \$25,000 are excluded from the direct cost base for purposes of this calculation.
- Provide a copy of the IDC negotiated agreement if using IDC rate for State, Local (City) or Indian Tribal government.
- **Note:** Do not leave IDC Cost Base (\$) blank. Include an explanation for items and amounts being excluded from the IDC base in the budget justification / narrative.



Budget Summary

Required:

- Total of 4 SF424 R&R Budgets for yearly project costs.
- Total of 1 RESEARCH & RELATED BUDGET - Cumulative Budget for total project costs.
- Total of 1 Maintenance of Effort (MoE) Form.
- SF424 R&R for Sub-award or Contract.

NOTE: Do not substitute a Cumulative Budget Form for the SF424 R&R required yearly budget forms.



Budget Preparation: Budget Justification / Narrative

- Provide a clear detailed description of how / why the requested cost is necessary for the purpose of project objectives and activities. All requested costs must be reasonable, allocable and necessary to carry out the project.
- The budget justification must align/coincide with the SF424 R&R budget forms for all requested costs.
- All Direct and Indirect costs requested in the SF424 R&R must be accounted for in budget justification / narrative.



Organizing the Budget Justification

Example format for Materials and Supplies

Narrative Heading: Materials and Supplies

- List the items that the project will use to implement the proposed project.
- Separate items into sub-categories, as example: program administration / management office supplies (e.g., paper, pencils) and educational supplies (e.g., brochures, videos). Items must be listed separately.
- **NOTE:** Supplies for trainees are to included under Participant / Training Support Costs – Section E - Other (no. 5). Do not combine with program management / administration office supplies.
- Note that items such as laptops, tablets, and desktop computers are classified as a supply if the value is under the \$5,000 equipment threshold.
- Confirm total of all items above coincides with the amount entered on the SF424 R&R for Materials and Supplies (i.e. Other Direct Costs – F – no. 1) for each budget period.

Incorrect	Materials are budgeted at \$2,359 in Year 1, \$1,923 in year 2, and \$2,084 in Year 3. <u>Note (budget justification does not coincide with the budget form):</u> SF-424 R&R shows \$2,000 for Year 3.
Correct	We request \$500 per year for office supplies (paper \$180, binders \$100, printer cartridges \$120, presentation board \$100) for Years 1- 3. One laptop computer (\$1,000) in Year 1. We request \$250 in Year 1 for educational supplies including brochures, and training workshop handouts, and recruitment materials. Total: Yr1 - \$1,750, Yr2 and Yr3 - \$500 each.

Organizing the Budget Justification

Example format for Travel

Narrative Heading: Travel (travel for program staff should be identified separately from the participants travel)

- Describe the purpose of the travel and destination(s), provide number of trips involved, list number of individuals for whom funds are requested.
- Provide travel expenses (e.g., airfare, lodging, parking, per diem, mileage rate, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops.
- Confirm total of all items above coincides with the amount entered on the SF424 R&R for Travel (i.e. Domestic Travel – D, 1.) for each budget period.



Organizing the Budget Justification

Example for Participant/Trainee Support Costs (E - nos. 1 – 5):

- Format the budget justification with overall heading / title: Participant/Training Support Costs.
- Provide sub-headings / titles for costs under nos. 1 – 5.
- Confirm total of all items included under Participant/Training Support Costs coincide with the amount entered on the SF424 R&R (Section E).
- Provide a detailed justification of each requested cost listed under E - nos. 1 – 5.

Incorrect	10 Level I trainees will be supported in each grant year. Total requested (all years): \$320,000
Correct	Trainee Stipends: \$5,000 per year X 10 level I full-time student trainees = \$50,000. Same amount is requested for each year. Total \$50,000 x 4 years = \$200,000 Trainee Tuition & Fees: \$3,000 X 10 full-time trainees = \$30,000. Same amount is requested for each year. Total \$30,000 x 4 years = \$120,000 for 4 years.

Budget Justification: Summary - Example Format of Participant / Trainee Support Costs

Heading: Participant / Training Support Costs: Total Requested: \$

1. Sub-heading: Tuition/Fees/Health Insurance: Total Requested: \$

- (a). No. of trainees Level I – Full-time / Part-time and amount per trainee
- (b). No. of trainees Level II – Full time / Part-time and amount per trainee

2. Sub-heading: Stipends: Total Requested: \$

- (a). No. of trainees Level I – Full-time / Part-time and amount per trainee
- (b). No. of trainees Level II – Full time / Part-time and amount per trainee

3. Sub-heading Travel: Total Requested: \$

Provide details: number of trainees, purpose of travel and amount per trainee

4. Sub-heading: Subsistence: Total Requested: \$

Provide description / purpose for x no. of trainees and amount per trainee

5. Sub-heading: Other: Total Requested: \$

Provide description / purpose Supplies for x number of trainees and amount per trainee

- **NOTE:** Costs other than **Stipends, Tuition / Fees, and Supplies** must be budgeted out of the administrative and management portion of the budget.



Worksheet – Example: Participant / Trainee Support Costs

Note: This worksheet is not a required form to be attached. It is for purpose of aiding in calculating trainee costs.

Budget Year 01 (From - To)
Total Stipends: \$200,000
Total Tuition & Fees: \$120,000
Total Supplies:

Level I	Number of Students	Trainee Tuition and Fees (maximum \$3,000)	Trainee Tuition and Fees (minimum \$1,500)	Stipend \$5,000	Stipend \$2,500	Stipend \$7,500	Supplies
Full-time	40	\$120,000		200,000			
Part-time							



Worksheet – Example: Participant / Trainee Support Costs

Note: This worksheet is not a required form to be attached. It is for purpose of aiding in calculating trainee costs.

Budget Year 02 (From - To)

Total Stipends: \$350,000

Total Tuition & Fees: \$120,000

Total Supplies:

Level I	Number of Students	Trainee Tuition and Fees (maximum \$3,000)	Trainee Tuition and Fees (minimum \$1,500)	Stipend \$5,000	Stipend \$2,500	Stipend \$7,500	Supplies
Full-time	40	\$120,000		\$200,000			
Part-time							
Level II Stipend Only							
Full-time						\$150,000	
Part-time							



Suspension and Debarment

Suspension and Debarment (S&D)

- The S&D process protects the federal government from fraud, waste and abuse by using a number of tools to avoid doing business with non-responsible contractors.
- Suspensions, Proposals for Debarment, and Debarments are the most widely known tools as these actions are visible to the public via SAM.
- Actions serve to protect the government's interests and ensure the federal government does business only with presently responsible entities and individuals.

(See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).



Maintenance of Effort

- The recipient must agree to maintain expenditures of non-federal amounts for award activities at a level that is not less than the level of such expenditures maintained by the entity for the fiscal year preceding the fiscal year for which the entity receives the award, as required by Sec. 797(b) of the Public Health Service Act (U.S.C. 295n–2(b)). Complete the Maintenance of Effort information and submit as **Attachment 6**.



Key Contacts Form - MUST BE COMPLETED

- **Key Personnel:** The Principal Investigator/Project Director (PI/PD) and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measurable way, whether or not they receive salaries or compensation under the award.
- This is a required form to accompany the application. In completion it identifies an officer, director, owner, partner, principal investigator, or other person within an organization with management or supervisory responsibilities related to a covered proposal.
- It identifies a consultant or persons who participate in HHS covered transactions, whether or not employed by the participant or paid with federal funds:
 - who has a position to handle federal funds,
 - is in a position to influence or control the use of those funds,
 - occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction,
 - providers of federally required audit services and researchers.



Summary: Budget & Justification / Narrative

- Read the NOFO requirements carefully and provide all required supporting documentation.
- Make sure the requested costs on the SF424 R&R budget form align / coincide with the description of costs and amounts in the budget justification / narrative.
- Follow examples for budget & narrative preparation.
- Do not take short-cuts. Explain all costs and provide the necessary detail in a clear, well-organized manner.
- NOTE: A disorganized budget and narrative (e.g., one that does not account for all requested costs, or does not align / coincide, or does not make sense, or is difficult to read, interpret or understand) may result in:
 - A low score by the Objective Review Committee (ORC) on the budget component which can effect the entire overall score for the application.
 - A condition or restriction on the award (if funded) which may tie-up ability to drawdown grant funds.
 - A reduction in the amount of requested funds.



Application Content



Application Content

- **Project Abstract**
- **Project Narrative**
 - Purpose and Need
 - Response to Program
 - Impact
 - Organizational Information, Resources, and Capabilities
- **Budget**
- **Budget Justification Narrative**
- **Attachments**



Application Content

Narrative Section

Purpose and Need

Response to Program Purpose:

- a) Work Plan
- b) Methodology/Approach
- c) Resolution of Challenges

Impact

- a) Evaluation and Technical Support Capacity
- b) Project Sustainability

Organizational Information, Resources and Capabilities

Budget and Budget Justification Narrative

Review Criteria

Purpose and Need

Response to Program Purpose:

- a) Work Plan
- b) Methodology/Approach
- c) Resolution of Challenges

Impact

- a) Evaluation and Technical Support Capacity
- b) Project Sustainability

Organizational Information, Resources and Capabilities

Support Requested



Application Content

Review Criterion 1: Purpose and Need (25 points)

- Criterion 1 (a) TRAINING SITE (5 points)
 - Located in a Mental Health Professional Shortage Areas (HPSAs) or in Facility Mental Health HPSAs with a score of 16 or above as found in the HPSA Find tool (<https://data.hrsa.gov/tools/shortage-area/hpsa-find>)
 - Located within a geographical area considered rural as defined by HRSA's Federal Office of Rural Health Policy (FORHP) as found in the Am I Rural tool <https://www.ruralhealthinfo.org/am-i-rural> *****
- Submit Table 1 (page 11 of the NOFO) as **Attachment 4**



Application Content

Review Criterion 1: Purpose and Need (25 points) cont.

- Criterion 1 (b) PROGRAM PURPOSE AND NEED (20 points)
 - Behavioral health needs and risk factors for persons in high need and high demand areas;
 - Incidence and prevalence of behavioral health conditions;
 - Representation of individuals and groups from different racial, ethnic, cultural, geographic, religious, linguistic, class backgrounds, different genders, and sexual orientations in the behavioral health field;
 - Measurable gaps in the delivery of behavioral health;
 - Health status indicators;
 - Technology integration;
 - Level of behavioral health and primary care integration;
 - Address intimate partner violence and youth violence, as applicable



Application Content

Review Criterion 2: Response to Program Purpose (35 points)

- Criterion 2 (a) WORK PLAN (15 points)
 - Goals and objectives, activities, timeframes, deliverables, and key staff;
 - Program design, timeline, and grant implementation;
 - Support and collaboration with key stakeholders;
 - Sub-awarded funds or funds expended on contracts
- Criterion 2 (b) METHODOLOGY/APPROACH (15 points)
 - Enhancement of the quality of experiential training opportunities;
 - Increase the number of experiential training opportunities;
 - Expand/enhance clinical training;
 - Prioritize cultural and linguistic competency;
 - Connection between the certificate offered and the support needed;
 - Demonstrates ability to administer program;
 - Community partnerships;
 - Participation in the institution's program of individuals and groups;
 - Level I pre-service training to transition into Level II in-service (as applicable)



Application Content

Review Criterion 2: Response to Program Purpose (35 points) cont.

- Criterion 2 (c) RESOLUTION OF CHALLENGES (5 points)
 - Challenges related to the proposed goals and objectives, work plan, project implementation, program performance evaluation, and performance measurement requirements;
 - Challenges related to workforce development;
 - Obstacles to identifying and collaborating with experiential training sites;
 - A reasonable and action-oriented plan and innovative approaches to address the challenges identified



Application Content

Review Criterion 3: Impact (20 points)

- Criterion 3 (a) EVALUATION AND TECHNICAL SUPPORT CAPACITY (10 points)
 - Proposed method to monitor and evaluate the project results;
 - Assess to what extent the program objectives have been met;
 - Expertise, experience, and technical capacity;
 - Program performance outcomes;
 - Evaluation plan;
 - Anticipated obstacles to the evaluate;
 - Feasibility and effectiveness of plans for dissemination of project results
- Criterion 3 (b) PROJECT SUSTAINABILITY (10 points)
 - Actions to highlight key elements of the project;
 - Actions to maintain relationships among community based partnership, BHWET-Para recipients, and other collaborative partners;
 - Future sources of potential funding;
 - A timeline for becoming self-sufficient;
 - Challenges sustaining program and approaches to resolve challenges



Application Content

Review Criterion 4: Organizational Information, Resources, and Capabilities (10 points)

- Criterion 4: ORGANIZATIONAL INFORMATION, RESOURCES, AND CAPABILITIES (10 points)
 - Capabilities, facilities, and personnel available to fulfill the needs and requirements of the proposed project;
 - Percentage of time, including in-kind, the Project Director will dedicate to the project;
 - Staff, their responsibilities, and the timeline for activities;
 - Meaningful support and collaboration with key stakeholders;
 - Evidence of the applicant organization's successful experience administering grant programs of similar size and score;
 - Evidence of support and commitment by community based partnership



Application Content

Review Criterion 5: Support Requested (10 points)

- Criterion 5 SUPPORT REQUESTED (10 points)
 - Costs, as outlined in the budget and required resources sections, are reasonable given the scope of work;
 - Time devoted to the project to achieve project objectives for key personnel;
 - Trainee support is reasonable and supportive of the project objectives;
 - Projects only implementing Level I training, includes at least 60 percent of funds for only trainee support (Tuition/Fees, Supplies and Stipends); or
 - Projects implementing Level II in-service training, includes at least 50 percent of funds for trainee support (Tuition/Fees, Supplies and Stipends);
 - If requesting one-time funds, budget justification clearly separates out these costs from the base award;
 - Budget and budget justification that follow the program-specific budget guidelines



Application Content - Attachments

- | | |
|--|----------------------|
| • Attachment 1: Staffing Plan and Job Descriptions for Key Personnel | Required |
| • Attachment 2: Letters of Agreement and/or Description(s) of Proposed/Existing Contracts | Required |
| • Attachment 3: Project Organizational Chart | Required |
| • Attachment 4: Level I Pre-Service Training Site Documentation | Required |
| • Attachment 5: Maintenance of Effort (MoE) Documentation | Required |
| • Attachment 6: Documentation of the Certificate Training Curriculum, Courses, and Prerequisites | Required |
| • Attachment 7: Trainee Commitment Letter | Required |
| • Attachment 8: Logic Model | Required |
| • Attachment 9: Letters of Support | <i>As applicable</i> |
| • Attachment 10: Work Plan | Required |
| • Attachment 11: Request for Funding Priority and/or Preference | <i>As applicable</i> |
| • Attachment 12: Memorandum of Understanding with Level II In-service Registered Apprenticeship Site | <i>As applicable</i> |
| • Attachment 13: Level II In-Service Training Site Documentation | <i>As applicable</i> |
| • Attachment 14: Other Relevant Documents | <i>As applicable</i> |



Funding Factors



Funding Factors

Funding Priority (5 points)

- Applicants can receive 5 points if their program demonstrates
 - The role of the family and lived experience of the consumer and family-paraprofessional partnerships. Request the priority in the Project Abstract and submit as **Attachment 11**.

Funding Preference

- Applicants receiving the preference will be placed in a more competitive position among applications that can be funded if they have
 - Qualification 1 - High rate for placing program completers in practice settings that serve medically underserved communities (MUCs)
 - Qualification 2 - Achieved a significant increase for placing program completers in MUCs
 - Qualification 3 - A new program that meets at least four of the seven defined criteria



Funding Factors

Funding Preference cont.

- Qualification 1 – Applicants must demonstrate that the percentage of program completers placed in practice settings serving MUCs for Academic Year (AY) 2018-2019 and AY 2019-2020 is greater than or equal to fifty (50) percent.
- Applicants must specify in the Project Abstract which of the following qualifications they meet and submit as **Attachment 11. See pages 35-37 of the NOFO on how to document the information.**



Funding Factors

Funding Preference cont.

- Qualification 2 - Applicants must demonstrate a twenty five (25) percent increase of placing program completers in medically underserved communities from AY 2018-2019 and AY 2019-2020.
- Applicants must specify in the Project Abstract which of the following qualifications they meet, and submit as **Attachment 11. See pages 35-37 of the NOFO on how to document the information.**



Funding Factors

Funding Preference cont.

- Qualifications 1 and 2 must submit the following as **Attachment 11**

Program Completers	Practice Setting Address	Use the following link to document the federal designation(s) used to determine program completers' practice in medically underserved communities: https://data.hrsa.gov/ (Indicate Federal Designations for Graduate Practice) Medically Underserved Communities (MUCs) <ul style="list-style-type: none">• Health Professional Shortage Area• Medically Underserved Area• Medically Underserved Population or• Governor's Certified Shortage Area for Rural Health Clinic purposes HPSA
1		
2		



Funding Factors

Funding Preference cont.

- Qualification 3 - Applicants must demonstrate that they have graduated less than three classes and meet at least four of the following criteria:
 - Mission statement includes preparing behavioral health paraprofessionals to serve underserved populations.
 - Curriculum includes content that will help prepare practitioners to serve underserved populations.
 - Substantial clinical training in MUCs is required under the program.
 - A minimum of 20 percent of the clinical faculty spend at least 50 percent of their time providing or supervising care in MUCs.
 - Entire program or a substantial portion of the program is physically located in a MUC.
 - Trainee assistance linked to service in MUCs, is available to trainees through the program.
 - Provides a placement mechanism for helping graduates find positions in MUCs.
- Applicants must specify in the Project Abstract which of the following qualifications they meet, and submit as **Attachment 11**.



Application Submission

HRSA requires applicants to apply electronically

- HRSA encourages applicants to apply through Grants.gov using the SF-424 Research and Related (R&R) workspace application package

Application page limit

- The total size of all uploaded files may not exceed the equivalent of **80 pages** when printed by HRSA.

Application completeness checklist

- See Section 8.5 of HRSA's *SF-424 R&R Application Guide*

Application due date

- The due date for applications under this NOFO is ***April 12, 2021 at 11:59 pm ET.***



Review and Selection Process

The Division of Independent Review (DIR) is responsible for managing objective reviews within HRSA

- Applicants will receive an objective and independent review performed by a committee of experts qualified by training and experience.
- Each application will receive a summary of strengths and weakness.
- The highest ranked applications receive consideration for award within available funding ranges.
- See Section 5.3 of HRSA's *SF-424 R&R Application Guide* for more details.



Award Notification

Notice of Award (NOA)

- HRSA will issue the NOA prior to the start date of September 1, 2021.
- The NOA will be sent to the applicant's Authorizing Official.
- See Section 5.4 of HRSA's *SF-424 R&R Application Guide* for additional information.



Resources

Available Resources for Applicants

- Technical Assistance (TA) Webinar for applicants seeking funding.
- Frequently Asked Questions (FAQs) can be found on the program website at <https://www.hrsa.gov/grants/find-funding/hrsa-21-090>
- Tips for writing a strong application can be found in Section 4.7 of HRSA's [*SF-424 R&R Application Guide*](#)
- A number of helpful tips have been developed with information that may assist applicants in preparing a competitive application
<https://www.hrsa.gov/grants/apply-for-a-grant/prepare-your-application>



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Questions



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