Behavioral Health Workforce Education and Training Program for Professionals

Opportunity number: HRSA-25-068

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Step 6: Learn What Happens After Award

Contacts and Support

Before you begin

If you believe you are a good candidate for this funding opportunity, secure your SAM.gov and Grants.gov registrations now. If you are already registered, make sure your registrations are active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

See Step 2: Get Ready to Apply

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

See Step 2: Get Ready to Apply

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on January 21, 2025.

> To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.

Step 1:
Review the Opportunity

In this step

Basic information

Health Resources and Services Administration (HRSA)

Bureau of Health Workforce

Division of Nursing and Public Health

Strengthening the behavioral health workforce and connecting skilled health care providers to communities in need.

Summary

This program aims to increase the supply of behavioral health professionals and improve the distribution of a well-trained behavioral health workforce. The program has a specific focus on increasing access to behavioral health services for children, adolescents, and young adults.

Funding details

Application Types: New, Competing Continuations

Expected total available funding in FY 2025: $59,600,000

Expected number and type of awards: Approximately 101 grants

Funding range per award: Up to $600,000 annually

We plan to fund awards in four 12-month budget periods for a total 4-year period of performance from July 1, 2025, to June 30, 2029. Your request for each of years 2, 3, and 4 cannot exceed your year 1 request.

The program and estimated awards depend on the future appropriation of funds and are subject to change based on the availability and amount of appropriations.

Eligibility

Who can apply

You can apply if you are one of the following:

- Accredited institutions of higher education or accredited professional training programs that are establishing or expanding internships or other field placement

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Have questions?
Go to Contacts and Support.

Key facts

Opportunity name:
Behavioral Health Workforce Education and Training Program for Professionals

Opportunity number:
HRSA-25-068

Announcement version:
New

Federal assistance listing:
93.732

Statutory authority: 42 U.S.C. § 294e–1(a)(1-3) (Section 756(a)(1-3) of the Public Health Service Act)

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programs in mental health in psychiatry, psychology, school psychology, behavioral pediatrics, psychiatric nursing (which may include master's and doctoral level programs), social work, school social work, Substance Use Disorder (SUD) prevention and treatment, marriage and family therapy, occupational therapy (which may include master's and doctoral level programs), school counseling, or professional counseling, including such programs with a focus on child and adolescent mental health, trauma, and transitional-age youth.

- Accredited doctoral, internship, and post-doctoral residency programs of health service psychology (including clinical psychology, counseling, and school psychology) for the development and implementation of interprofessional training of psychology graduate students for providing behavioral health services, including trauma-informed care and SUD prevention and treatment services, as well as the development of faculty in health service psychology.

- Accredited master's and doctoral degree programs of social work for the development and implementation of interprofessional training of social work graduate students for providing behavioral health services, including trauma-informed care and SUD prevention and treatment services, and the development of faculty in social work.

Types of eligible organizations

These types of * domestic organizations may apply if otherwise eligible.

- Public institutions of higher education
- Private institutions of higher education
- Nonprofits with or without a 501(c)(3) IRS status
- State, county, city, township, and special district governments, including the District of Columbia, domestic territories, and freely associated states
- Domestic faith-based and community-based organizations
- Hospitals
- HRSA-funded health centers and Federally Qualified Health Centers (FQHCs)
- Rural health clinics
- Other community-based clinical settings
- Native American tribal governments
- Native American tribal organizations
- Recipients of the Behavioral Health Workforce Education and Training Program for Professionals who have funding that ends on June 30, 2025, can apply as a "Competing Continuation" applicant.

Key dates

NOFO issue date: October 22, 2024

Informational webinar: For more information about the upcoming Technical Assistance call for this NOFO go to the program website https://bhw.hrsa.gov/programs/bhwet-program-professionals

Application deadline: January 21, 2025

Expected award date is by: July 1, 2025

Expected start date: July 1, 2025

See other submissions for other time frames that may apply to this NOFO.

- Previous recipients whose funding ended before July 1, 2021, should apply as a "New" applicant.

"Domestic" means the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Individuals are not eligible applicants under this NOFO.

Other eligibility criteria

- Your training program must be either:
  - Accredited by a nationally recognized accrediting agency, as specified by the U.S. Department of Education, or
  - Approved by a state or tribal government to provide a behavioral health-related training program.
- You must provide a copy of your active accreditation or active approval from state government as Attachment 1.
- We will not consider any application that fails to submit active accreditation or active approval from state government as Attachment 1.
- You must maintain your accreditation or state approval status throughout the period of performance and notify us of any change in status.
- Academic-clinical partnerships and consortia are also eligible to apply. All entities applying for an award, including consortia members must be independently eligible for this program. You must provide supporting documentation from each organization in Attachment 7, in addition to accreditation documentation in Attachment 1.

Trainee eligibility

To receive support under this program, a trainee must be one of the following:

- A U.S. citizen or non-citizen national.
- An individual lawfully admitted for permanent residence to the United States.
- Any other "qualified alien" under section 431(b) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. 104–193, as amended.

Completeness and responsiveness criteria

We will review your application to make sure it meets these basic requirements to move forward in the competition.

We will not consider an application that:

- Is from an organization that does not meet all [eligibility criteria](#).
- Does not include documentation of accreditation.
- Requests funding above the award ceiling shown in the [funding range](#).
- Is submitted after the [deadline](#).
- Is not complete.

Application limits

You may not submit more than one application. If you submit more than one application, we will only accept the last on-time submission. Collaboration within the institution is encouraged to ensure only one application is submitted.

Cost sharing

Cost sharing is only required for doctoral level psychology, psychiatry, behavioral pediatrics and psychiatric nursing internships, where applicable, to cover any student stipend costs beyond $32,500 per geographic reimbursement requirements set by the applicable association in order to ensure all interns/residents in a program are treated the same (e.g. equal stipends) whether supported by HRSA or not (42 U.S.C. § 295o, section 798 of the Public Health Service Act.)

Program description

Purpose

The purpose of the Behavioral Health Workforce Education and Training (BHWET) Program for Professionals is to increase the supply of behavioral health professionals and improve the distribution of a well-trained behavioral health workforce. The program has a specific focus on understanding the needs of children, adolescents, and young adults at risk for mental health, trauma, and behavioral health disorders.

The BHWET Program for Professionals prepares the workforce by emphasizing interprofessional team-based models of care, integrating behavioral health training in primary care settings and recruiting a diverse workforce interested in serving high need and high demand areas.

The program also invests increasing the number and training of clinical supervisors.

Background

The United States continues to face both a mental health and substance use crisis. In 2022, 32.9 percent of the population (or 84.2 million people) had either any mental illness (AMI) or a SUD.[1] According to the Centers for Disease Control and Prevention, 103,793 drug overdose deaths occurred in the United States during the 12-month period ending in December 2023.[2] The continued effects of the COVID-19 pandemic—including increased social isolation, stress, job loss, financial issues, loneliness, grieving, and chronic and persistent illness—have increased the need for behavioral health services.[3] [4] [5] Addressing better access to prevention, treatment, and recovery services is one of the strategies to improve these statistics and remains a priority for behavioral health workforce programs.[6] In 2022, the United States Government Accountability Office also found that incentives such as loan repayment and scholarships for students seeking behavioral health professions helped to address the challenges in recruiting and retaining behavioral health providers.[7]

The BHWET Program for Professionals was established in 2014 to enhance and expand the behavioral health workforce by supporting professionals and paraprofessionals to:

- Increase access to behavioral health care services in medically underserved communities.
- Develop interprofessional training and behavioral health integration.
- Implement experiential training in settings that serve children, adolescents, and transitional age youth.

The BHWET Program for Professionals aims to do this through didactic and experiential training opportunities combined with increased clinical supervision.

Providing didactic and experiential training opportunities in underserved communities can influence providers to practice in those communities, and educating and engaging trainees who are from high need and high demand areas can increase the chances that they will practice in those areas in the future.[8] A diverse health workforce has been shown to increase access to care and improve quality of care, especially among underserved populations.[9]

Clinical supervision is a critical resource for expanding the capacity to train and ensuring quality practice in community mental health organizations. Good clinical supervision increases provider competence while decreasing stress and is associated with improved patient outcomes.[10]

Program goals

Increase the supply of a diverse behavioral health workforce who are trained to provide integrated behavioral health care and committed to work in high-need and high-demand areas.

Program objectives

- Increase the number of new or expanded community partnerships with experiential training sites in high-need and high-demand areas.
- Promote collaborative training by using team-based models of care to integrate behavioral health care into interprofessional primary care settings.
- Recruit a diverse workforce interested in working with children, adolescents, and young adults.
- Recruit, develop, and expand the capacity to train clinical supervisors to support and mentor behavioral health trainees.

Program requirements and expectations

You must address the following in your application and meet these expectations if you receive an award:

1. Provide stipend support to students who are in their final experiential training (internship or field placement) prior to graduation for no less than six consecutive months and no more than 12 consecutive months (or 24 months for part-time students).

2. Enhance didactic and experiential training activities that develop trainee competencies in behavioral health and its integration into primary care, school settings, and other sub-specialty care for the development and implementation of interprofessional training (two or more health disciplines).

3. Create or enhance current evidence-based interprofessional training programs for faculty and field site supervisors supporting BHWET Pro trainees.

4. Incorporate technology integration by providing options for distance learning, didactic and experiential training activities, and tele-behavioral health services, and by increasing digital health literacy.

5. Establish relationships with community-based partners to assist students with job placement after graduation.

6. Collect National Provider Identifier (NPI) numbers from all trainees before the end of the training year. Trainees who receive HRSA funds from the BHWET Program for Professionals must apply for and obtain a National Provider Identifier (NPI) number as a condition of their traineeship support. Recipient must collect and

report the NPI numbers of behavioral health students who receive traineeship funds and follow-up with graduates to collect postgraduation employment demographics for a minimum of 1 year after graduation.

7. Provide continuous quality improvement for program evaluation and at completion of the period of performance. Award recipients are required to participate in federally designed evaluations upon request.

8. Collaborate regularly with other grant recipients of the BHWET Program for Professionals to leverage resources and enhance interprofessional training opportunities.

Award information

Funding policies and limitations

Policies

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.

- Support beyond the first budget year will depend on:
    - Appropriation of funds.
    - Satisfactory progress in meeting the project's objectives.
    - A decision that continued funding is in the government's best interest.

If we get more funding for this program, we will consider options such as:

- Fund more applicants from the rank order list.
- Extend the period of performance.
- Award supplemental funding.

Maintenance of effort

Federal funds must add to any existing non-federal funds for your proposed activities. If you receive an award, you will have to spend at least as much as you spent in the last fiscal year before the award. 42 U.S.C. § 295n-2(b) (Section 797(b) of the Public Health Service Act) requires this. We will enforce these statutory requirements through all available mechanisms. You must provide supporting documentation in Attachment 6.

General Limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget Information in section 3.1.4 of the R&R Application Guide. You can also see

45 CFR part 75, or any superseding regulation, General Provisions for Selected Items of Cost.

- You cannot earn profit from the federal award. See 45 CFR 75.400(g).
- Congress's current appropriations act includes a salary limitation, which applies to this program. As of January 2024, the salary rate limitation is $221,900. Note this limitation may be updated.

Indirect costs

Indirect costs are costs you charge across more than one project that cannot be easily separated by project. For example, this could include utilities for a building that supports multiple projects.

- Per 45 CFR 75.414(c), indirect costs for training awards cannot exceed 8 percent of modified total direct costs. To calculate the (MTDC), we exclude from the direct cost base: Direct cost amounts for, equipment, tuition, fees and participant support costs
- Subawards and subcontracts exceeding $50,000

For modified total direct costs, we use the definition at 2 CFR 200.1. State or local governments and federally recognized Indian tribes can charge their negotiated rate or use their state cost allocation plans. For the purpose of calculating indirect costs, we do not consider state universities or hospitals as government agencies.

Program income

Program income is money earned as a result of your award-supported project activities. You must use any program income you generate from awarded funds for approved project-related activities. Find more about program income at 45 CFR 75.307.

Step 2:
Get Ready to Apply

In this step

Get registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to SAM.gov Entity Registration and select Get Started. From the same page, you can also select the Entity Registration Checklist to find out what you'll need to register.

When you register or update your SAM.gov registration, you must agree to the financial assistance general certifications and representations. You must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

Grants.gov

You must also have an active account with Grants.gov. You can see step-by step instructions at the Grants.gov Quick Start Guide for Applicants.

Need Help? See Contacts and Support.

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to Grants Search at Grants.gov. Search for opportunity number **HRSA-25-068.**

After you select the opportunity, we recommend that you click the Subscribe button to get updates.

Application writing help

Visit HHS Tips for Preparing Grant Proposals.

Visit HRSA's How to Prepare Your Application page for more guidance.

Join the webinar

We will hold a pre-application technical assistance (TA) webinar. The webinar will provide an overview of pertinent information in the NOFO and an opportunity for applicants to ask questions. Visit the HRSA Bureau of Health Workforce's open opportunities website to learn more about the resources available for this funding opportunity.

Step 3:
Prepare Your Application

In this step

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Application contents and format

Applications include 5 main components. This section includes guidance on each.

There is a 60-page limit for the overall application.

Submit your information in English and express whole number budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission Form	Included in the page limit?
Project abstract	Use the Project Abstract Summary Form.	No
Project narrative	Research and Related Other Project Information	Yes
Budget narrative	Use the Research and Related Budget form. (Line L)	Yes
Attachments	Insert each in the Other Attachments form.	Yes, unless otherwise marked below.
Other required forms	Upload using each required form.	Indicated in the other required forms section.

See the application checklist for a full list of all application requirements. See form instructions for more detail on completing each form.

Required format

You must format your narratives and attachments using our required formats for fonts, size, color, format, and margins. See the formatting guidelines in section 3.2 of the R&R Application Guide.

Project abstract

Complete the information in the Project Abstract Summary Form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. When applicable, identify if you are requesting a funding priority or preference. For more information, see section 4.1.ix of the R&R Application Guide.

Project narrative

In this section, you will describe all aspects of your project. Project activities must comply with the non-discrimination requirements described in Section VI.

Use the following section headers and order.

Introduction and purpose

See merit review criterion 1: [Purpose and need](#)

- Briefly describe the purpose of your project.

- Include the efforts you will make to address the non-academic barriers to trainees' access to education and success in your program. These barriers might include physical health, psychological health, physical environment, social environment, and economic stability. Trainees include students and program participants.

- Propose an actionable framework that targets learning disparities and expands learning opportunities to support diversity, equity, and inclusion. This framework may include recruitment of students from rural and underserved areas.

Need

See merit review criterion 1: [Purpose and need](#)

- Describe the trainees and the unmet needs this program will address.

- Use and cite demographic data as part of the descriptions and explanations in the purpose section, as applicable.

- Complete the BHW Program Specific Data Form located in the [Other Required Standard Form](#) section.

Approach

See merit review criterion 2: [Response](#)

- Tell us how you will address your stated needs and meet the program requirements and expectations described in this NOFO.

- Include strategies for ongoing staff training, teamwork, and information sharing. Also include strategies for outreach and collaboration efforts to involve patients, families, and communities.

- Explain your strategies to improve trainees' cultural competence to meet the needs of underserved communities. Include those that increase the use of culturally and linguistically appropriate services by providing training based on the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care Standards.

- Include a plan to distribute reports, products, or project outputs to target audiences.

- Describe how you will prepare trainees to work on interprofessional teams to provide services to children, adolescents, and young adults who have experienced trauma or are at risk for mental health disorders.

- Explain how you will develop and deliver experiential and didactic coursework to develop interprofessional team competency.

- Describe the academic and community-based partnerships that will give your trainees integrated, interprofessional behavioral health experience. For experiential training sites, include the information depicted in Table 2 as Attachment 3.

- Include plans for stipend disbursement to trainees, and how you will work within your institution's policies and procedures.

- Describe how you will identify supervisors and mentors to support trainees.

Table 2: Experiential Training Site(s)

Site name	Site 1	Site 2	Site 3	Site 4
Address				
No of trainees				
Work hours per trainee				
Offers tele-behavioral health services (yes/no)				
Integrates Behavioral Health into Primary Care (yes/no)				
Has Inter - disciplinary Training with Two (2) or More Disciplines (yes/no)				
Mental Health or Facility HPSA Score of the Experiential				

Site name	Site 1	Site 2	Site 3	Site 4
Site using the Find HPSA Tool				
Geographical Area Considered Rural as Defined by the HRSA Federal Office of Rural Health Policy as found in the Rural Health Grants Eligibility Analyzer				

High-level work plan

See merit review criterion 2: Response

- Describe how you will achieve each objective during the period of performance.
- Provide a timeline that includes each activity and identifies who is responsible for each. As needed, identify how key stakeholders will help plan, design, and carry out all activities.
- Include the extent to which these stakeholders address the needs of the populations and communities served.
- Include a more detailed work plan in your Standardized Work Plan (SWP). See Other Required Forms.
- Identify the number, by discipline, of full-time and part-time trainees you expect to train in each year of the period of performance.
- Identify by site where you intend to conduct community-based behavioral health workforce training.
- Identify the methods used to deliver the proposed training.
- Describe how you intend to support graduates in securing employment in high need and high demand areas.

Resolving challenges

See merit review criterion 2: Response

- Discuss challenges that you are likely to encounter in designing and carrying out the activities in the work plan. Address challenges related to recruitment, retention, education, training, job placement, and career development of trainees in high need and high demand areas.

- Discuss the anticipated challenges of identifying and collaborating with experiential sites.
- Explain approaches that you'll use to resolve them.

Performance reporting and evaluation

See merit review criteria 3: Impact and 4: Resources and capabilities

- **Outcomes.** Describe the expected outcomes (desired results) of the funded activities.
- **Performance Measurement and Reporting.** See BHWET Program for Professionals Reporting Manual for performance measure requirements and examples of reporting forms.
  - Describe how you will accurately and timely collect and report required performance data.
  - Describe how you will manage and securely store data.
    - Include how you will report National Provider Identifier (NPI) numbers for participants. Project trainees in eligible disciplines must apply for and provide NPI numbers to grant recipients.
  - Describe your process to track trainees after program completion for up to 1 year, including collection of trainee NPIs.
  - Describe how you will monitor and analyze performance data to support continuous quality improvement.
- **Program Evaluation.** The evaluation should examine processes and progress towards program goals, program objectives, and expected outcomes. Evaluations must follow the HHS Evaluation Policy, as well as the standards and best practices described in OMB Memorandum M-20-12. Describe your plan to evaluate the project. Include:
  - The evaluation questions, methods, data to be collected, and timeline for implementation.
  - The evaluation barriers and your plan to address them.
  - The evaluation capacity of your organization and staff. Include experience, skills, and knowledge.
  - How you will disseminate results, how you will assess whether your dissemination plan is effective, whether the results are national in scope, and the extent of potential replication.

See Reporting for more information.

Sustainability

See merit review criterion 3: Impact

We expect you to sustain key project elements that improve practices and outcomes for the target population. Propose a plan for project sustainability after the period of federal funding ends.

- Describe the actions you'll take to:
  - Highlight key elements of your projects. Examples include training methods or strategies that have been effective in improving practice.
  - Describe how you will obtain future sources of funding.
  - Discuss how long it will take for a project to become self-sufficient.
  - Discuss challenges you will likely encounter in sustaining the program and how you plan to resolve them.

Organizational information

See merit review criterion 4: Resources and capabilities

- Briefly describe the mission, structure, and scope of your current activities. Explain how they support your ability to carry out the program requirements. Include a project organization chart as Attachment 2.
- Discuss how you'll follow the approved plan, account for federal funds, and record all costs to avoid audit findings.
- Describe how you'll assess the unique needs of the trainees you serve.
- Describe the organizations you will partner with to fulfill the program goals and meet the program objectives. Include key agreements and letters of support in Attachment 7.
- Include a staffing plan and job descriptions for key faculty and staff in Attachment 5.
- Include biographical sketches for key staff using the Research and Related Senior/Key Person Profile form. See Other Required Forms. There can only be one Project Director (PD). The PD must be employed by the awarded applicant organization. The PD is encouraged to dedicate approximately 20 percent of their time to grant activities, and can be funded in kind or through BHWET Program for Professionals grant funding.

Budget and budget narrative

See merit review criterion 5: Support requested

Your **budget** should follow the instructions in **section 3.1.4** of the R&R [Application Guide] and any specific instructions listed in this section.

HHS now uses the definitions for equipment and supplies in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or $10,000 and the threshold for supplies to below that amount.

Reminder: Indirect costs for training awards cannot exceed 8% of modified total direct costs. The total project or program costs are all allowable (direct and indirect) costs incurred for the HRSA award activity or project. This includes costs charged to the award and non-federal funds used to satisfy any matching or cost sharing requirement (which may include maintenance of effort, if applicable).

In addition, grant funds may not be used for the following:

- Liability insurance, unemployment insurance, life insurance, taxes, fees, retirement plans, or other fringe benefits for trainees
- Accreditation costs (such as renewals, annual fees, and so on)
- Licensure and exam costs, registration, and administration fees (though funds may be used for licensure preparation training materials)
- Construction
- Foreign travel
- Continuing education credits (CE)

The **budget narrative** supports the information you provide in the Research and Related Budget Form. See other required forms. Your budget should show a well-organized plan. The merit review committee reviews both.

The budget narrative includes an itemized breakdown and a clear justification of the requested costs. Itemized cost categories must align with the SF-424 R&R budget form. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See funding policies and limitations.

To create your budget narrative, see detailed instructions in section 3.1.5 of the R&R Application Guide. Follow these additional instructions specific to this NOFO.

Participant and trainee support costs

If you include participant or trainee support costs:

- List tuition, fees, health insurance, stipends, travel, and other allowable costs.
- Identify the number of participants and trainees by discipline for each budget year.
- Separate these costs from others so we can identify them easily.

- In the budget narrative, include a subtotal entitled "Total Student and Trainee Support Costs" with the summary of these costs.

> 50 percent of the total requested is for stipends **only**. All other requested participant or student support costs must be budgeted out of program management.

Student stipends

- At least 50 percent of your total requested budget (direct and indirect costs) must be used only for trainee support stipends for BHWET Program for Professionals trainees.
- All other costs must be budgeted out of the remaining 50 percent.
- Stipends are allowances for trainees/students to help with cost-of-living expenses. Stipends can be used at the discretion of the trainee/student and are not provided as a condition of employment, or to be used for tuition, fees, or other trainee support costs.
- Stipend amounts that can be charged to the award are fixed for each trainee level and are stated in the following **Table 1: Student stipends**.
- You are not allowed to offer stipends that are less than the amounts specified. However, you may provide higher stipend amounts by including funds from other non-federal sources.
- Students receiving stipend support must sign a student commitment letter (see Attachment 4) where they agree to complete the experiential training.

See Manage Your Grant for other information on costs and financial management.

Table 1: Student stipends

Training Level	Enrollment Status	Annual Fixed Stipend per Trainee	Max Eligibility for Support
Master's students	Part-Time	**$12,500**	2 years (24 months) **$25,000**
	Full-Time	**$25,000**	1 year (12 months)
Doctoral students	Part-Time	**$16,250**	2 years (24 months) **$32,500**
	Full-Time	**$32,500**	1 year (12 months)
Doctoral Interns	Part-Time	**$18,250**	2 years (24 months) **$36,500**

	Full-Time	**$36,500**	1 year (12 months)
Post-doctoral residents	Part-Time	**$30,000**	2 years (24 months) **$60,000**
	Full-Time	**$60,000**	1 year (12 months)

See [Manage Your Grant](#) for other information on costs and financial management.

Supervisor costs

Supervisor costs can be either your employee, contractor, or consultant. You can support supervisor costs with this grant. These costs are unique and different than trainee costs, which are for your students. Allowable supervisor costs may include:

- Stipends or allowance
- Continuing education, other trainings, and fees
- Travel

Note: You cannot require students to pay for supervisor costs.

- If the supervisor is an employee, specify those costs under **Section B: Other Personnel**, **Section D: Travel**, and **Section F: Other Direct Costs**.
- If the supervisor is a consultant or contractor, lists those costs under **Section F: Other Direct Costs**.
- Include the number of supervisors in your budget narrative.

Consultant services

Identify each consultant, the services they will perform, the total number of days, travel costs, and the total estimated costs.

Attachments

Place your attachments in order listed in the Attachments form.

Attachment 1: Accreditation documentation

Required- Counts toward page limit.
You must provide documentation of your behavioral health training program accreditation, with the start and expiration dates or provisional accreditation to be deemed eligible.

Please do not provide only the web link to the accreditation body's website. HRSA will not open any links included in the application.

Entities must be accredited by a nationally recognized accrediting agency, as specified by the U.S. Department of Education, or must be approved by the state or tribal government to provide a behavioral health-related training program.

You must submit documentation that:

- Demonstrates continuing accreditation or approval from the relevant accrediting or approval body and that you are not on probation.
- Includes the name of the accrediting or authorizing body.
- Provides the date of initial accreditation approval.
- Outlines the date of the next expected accrediting or approval body review (or expiration date of current accreditation or approval).
- Provides proof of status if you have provisional accreditation.
- You are responsible for verifying that the project partners maintain current accreditation or approval throughout the period of performance.

Attachment 2: Project organizational chart

Required. Counts toward page limit.
Provide a one-page diagram that shows the full project's organizational structure. Include all aspects of your organization and partnerships, like schools and training sites.

Attachment 3: Experiential training site documentation

Required. Counts toward page limit.
Provide a description of the training sites as depicted in Table 2 in the Approach section. Additionally, please provide data that demonstrates that at least one of your training site locations meets the qualifications for high need and high demand areas as defined in this NOFO using the Rural Health Grants Eligibility Analyzer and the Health Professional Shortage Areas (HPSA) Find Tool. To validate the data, you must include the specific addresses for the partnering training sites. All data must be appropriately cited as valid at the time of application and are subject to verification. Any experiential training sites listed in Attachment 3 without supporting documentation in Attachment 7 will not be considered.

Attachment 4: Student commitment letter

Required. Counts toward page limit.
Provide a copy of a student commitment letter template, through which students will commit to completing experiential training. Students receiving support through the

BHWET Program for Professionals should be informed in advance of the institution's financial aid policies. At minimum, the student commitment letter must include:

- The student's willingness to report information to the award recipient, including confirming their NPI number, along with employment status and practice location 1 year after their training is complete.
- Stipend disbursement plan outlining amount of stipend support, frequency of disbursement, and length of time receiving support.
- Experiential training requirements or expectations (such as the number of hours or length of time).

Attachment 5: Staffing plan and job descriptions

Required. Counts toward page limit.

See Section 4.1.vi of the [Application Guide.](#)

Include a staffing plan that shows the staff positions that will support the project and key information about each. Justify your staffing choices, including education and experience qualifications and your reasons for the amount of time you request for each staff position.

For key personnel, attach a one-page job description. It must include the role, responsibilities, and qualifications.

Attachment 6: Maintenance of effort documentation

Required. Counts toward page limit.

You will include non-federal funds that support proposed activities. These include cash, in-kind, or other contributions. Do not include any federal funds. See [maintenance of effort](#) requirement.

Use the following sample format to provide the maintenance of effort documentation.

FY before application:Actual non-federal expenditures	First FY of award: Estimated non-federal expenditures
$	$

Attachment 7: Letters of agreement, letters of support, memoranda of understanding, and contracts

Required. Counts toward page limit.

As applicable, provide a letter of agreement, letter of support, a memorandum of understanding, or contract for each organization or department involved in your proposed project. These documents must be from someone who holds the authority to speak for the organization or department (such as a CEO, chair, or similar). Make sure any letters of agreement are signed and dated. They must specifically indicate understanding of the project and a commitment to the project, including any resource commitments like in-kind services, dollars, staff, space, equipment, and so on.

Provide any other documents that describe working relationships between your organization and other organizations and programs you cite in the proposal. Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and partners and any deliverables.

For lengthy legal documents, the first two pages and a signature page will meet this requirement. If awarded, the full document may be requested as a condition of the award.

Attachment 8: Funding preference or priority documentation

As applicable. Counts toward page limit.

To receive a funding priority or funding preference, include a statement that you are eligible for the funding priority or the funding preference, identify the funding priority or preference, and include documentation of this qualification.

See [Selection Process](#) for information about how these apply.

Attachment 9: Tables and charts

As applicable. Counts toward page limit.

Provide tables or charts that give more details about the proposal. These might be Gantt, PERT, or flow charts.

Attachments 10 to 15: Other relevant documents

As applicable. Counts toward page limit.

Include any other documents that are relevant to the application.

Other required standard forms

You will need to complete some other forms. Upload the forms listed below at Grants.gov. You can find them in the NOFO application package or review them and any available instructions at Grants.gov Forms. See the application checklist for a full list of all application requirements.

Forms	Submission requirement
Application for Federal Assistance (SF-424 R&R)	Yes, with application.
Research and Related Other Project Information	Yes, with application.
Standardized Work Plan (SWP)	Yes, with application.
Research and Related Senior/Key Person Profile (Expanded)	Yes, with application.
Research and Related Budget	Yes, with application.
R&R Subaward Budget Attachment(s)	Yes, with application, if applicable.
Project/Performance Site Locations(s)	Yes, with application.
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before the award.
BHW Program specific form	Yes, with the application

Form instructions

SF-424 R&R form

Does not count toward the page limit.

Follow the instructions for Application for Federal Assistance in section 3.1.1 of the R&R Application Guide.

Research and Related Other Project Information

Only the project narrative counts toward the page limit. In addition to the requirements in the project narrative section, you will provide some additional information in this form.

- Complete sections 1 through 6.

- Upload a blank document in item 7: Project Summary/Abstract to avoid a cross-form error with your Project Abstract Summary form.
- Upload your project narrative in item 8.
- Leave items 9, 10, and 11 blank.
- If you have more than 10 subawards, you may use item 12 to add subaward budgets that could not fit in your R&R Subaward Budget Attachments form.

Standardized Work Plan form

Does not count toward the page limit. In addition to the requirements in project narrative, high-level work plan, follow these instructions:

- Submit your work plan through the SWP form. Provide a detailed work plan that demonstrates your experience or ability implementing a project of the proposed scope.
- Select your organizational priorities that best fit the objective.
- Write Health Equity in the "Other Priority Linkage" section if your objective or sub-objectives align with this priority.
- As specified on the NOFO, program goals must be copied as stated.
- Certain program objectives might also need to be written as they are listed on the NOFO.

Research and Related Senior/Key Person Profile (Expanded) form

The attached biographical sketches do not count toward the page limit In addition to the requirements in Project Narrative, Organizational Information, follow these instructions.

- Include biographical sketches for people who will hold the key positions.
- Use no more than two page per person.
- Do not include non-public, personally identifiable information.
- If you include someone you have not hired yet, include a letter of commitment from that person with their biographical sketch.
- Upload sketches in this form.
- Include:
  - Name and title.
  - Education and training. For each entry, include institution and location, degree and date earned, if any, and field of study.

- ◦ Section A, Personal Statement. Briefly describe why the individual's experience and qualifications make them well-suited for their role.

- ◦ Section B, Positions and Honors. List in chronological order previous and current positions. List any honors. Include present membership on any federal government public advisory committee.

- ◦ Section C, Other Support. This section is optional. List selected ongoing and completed projects during the last three years. Begin with any projects relevant to the proposed project. Briefly indicate the overall goals of the projects and the person's responsibilities.

- ◦ Other information. If they apply, include language fluency and experience working with populations that are culturally and linguistically different from their own.

Please note, the R&R Application Guide states that biographical sketches count toward the page limit. However, per this Notice of Funding Opportunity, your biographical sketches will not count toward the page limit.

Research and Related Budget form

Only the budget narrative counts toward the page limit. In addition to the requirements in the budget and budget narrative section, follow these instructions:

Complete the Research and Related Budget Form. Follow the instructions in section 3.1.4 of the R&R Application Guide.

You will complete the form for each budget year for the proposed period of performance. After completing the first budget period in the form, you may click "Add Period" to move to the next.

R&R Subaward Budget Attachment(s) form

Counts toward the page limit. You will also complete the R & R Subaward Budget Attachment Form for each subaward you propose. These include subcontracts. You will do this using the R & R Subaward Budget Attachment(s) Form.

To complete the budget forms, follow the instructions in Grants.gov.

If you have more than 10 subawards, you may upload the extra budget forms in the Research and Related Other Project Information form in Block 12 "Other Attachments".

Project/Performance Site Location(s) form

Counts toward the page limit. Follow the form instructions in Grants.gov

Disclosure of Lobbying Activities (SF-LLL) form

Does not count toward the page limit. Follow the form instructions in Grants.gov.

BHW Program Specific Data form

Does not count toward page limit. Follow the form instructions in Grants.gov

Step 4:
Learn About Review and Award

In this step

Application review

Initial review

We review each application to make sure it meets eligibility criteria, including the completeness and responsiveness criteria. If your application does not meet these criteria, it will not be funded.

Also, we will not review any pages over the 60-page limit.

Merit review

A panel reviews all applications that pass the initial review. The members use these criteria.

Criterion	Total number of points = 100
1. Purpose & need	10 points
2. Response	50 points
3. Impact	20 points
4. Resources and capabilities	10 points
5. Support requested	10 points

Criterion 1: Purpose and need

10 points

See Project Narrative Introduction and purpose, and Need sections.

The panel will review your application for how well it:

- Describes the problem and its contributing factors.
- Describes the efforts you will make to address the non-academic barriers to trainees' access to education and success in your program. These barriers might include physical health, psychological health, physical environment, social environment, and economic stability. Trainees include students and program participants.
- Provides a plan for implementing an actionable framework that targets learning disparities and expands learning opportunities to support diversity, equity, and inclusion. This may include recruitment of students from rural and underserved areas.

Criterion 2: Response

50 points

See Project Narrative Approach, High-level work plan, and Resolving challenges sections.

Approach (20 points)

The panel will review your application for how well it:

- Proposes a project that responds to the program's purpose.
- Proposes objectives that relate to the purpose and addresses each of the program requirements and expectations, including team-based care and tele-behavioral health experience.
- Includes plans for stipend disbursement to trainees, and how you will work with your institution's policies and procedures.
- Describes how you will identify supervisors and mentors to support trainees.
- Describes a range of applicable partnerships and experiential training sites. Provide supporting information for experiential training sites in Attachment 3.
- Describes how you will recruit trainees from rural and underserved areas.
- Addresses faculty development.
- Describes how you will prepare trainees to work in interprofessional teams to provide services to children, adolescents, and young adults who have experienced trauma or are at risk for mental health disorders.
- Explains how you will develop and deliver experiential and didactic coursework to develop interprofessional team competency.
- Explains your strategies to improve trainees' cultural competence to meet the needs of underserved communities. This includes strategies that increase the use of culturally and linguistically appropriate services by providing training based on the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care Standards.
- Describes a plan to distribute reports, products, or project outputs to target audiences.

Training Sites (5 points)

You can receive 5 points if at least one training site listed in Attachment 3 is in one or more of the following high need and high demand areas:

- Mental Health Professional Shortage Areas or that are Facility Mental HPSAs with a score of 16 or above as found in HPSA Find Tool.
- Geographical area considered rural as defined by the HRSA Federal Office of Rural Health Policy in the Rural Health Grants Eligibility Analyzer.

- A school-based health services site. A school-based health center (SBHC) needs to provide the following in Attachment 3:
  - ◦ **If HRSA-funded:** The health center H80, H2E or LAL grant number and include a copy of the most recent Form 5B – Service Sites, or snapshot of relevant sections, showing the school-based site details.
  - ◦ **If non-HRSA funded:** Verifiable information, such as a read out from the School-Based Health Alliance Child Health and Education Mapping Tool, clearly showing the school-based site details. A letter of support, memorandum of agreement or contract documentation from the SBHC must also be included in Attachment 7.

HRSA staff will verify the information provided in Attachment 3 using these tools and will provide the panel with scores out of 5 points.

High-Level Work Plan (20 points)

The panel will review your application for how well it:

- Includes the number and level of trainees for each year, by discipline.
- Describes activities that will address the problem and meet project objectives.
- Describes the types of trainees per academic year.
- Includes how key stakeholders will actively support the project and has appropriate documentation from these organizations in Attachment 7.
- Includes the extent to which these stakeholders address the needs of the populations and communities served.
- Identifies by site where you intend to conduct community-based behavioral health workforce training.
- Describes how you intend to support graduates in securing employment in underserved or rural communities.
- Contains a detailed Standard Work Plan with objectives that cover all program requirements and activities that will achieve them.

Resolution of Challenges (5 points)

Reviewers will review your application for how well it:

- Describes the obstacles and challenges you may face during project design and implementation. This includes the quality of your plan to deal with them.

Criterion 3: Impact

20 points

See Project Narrative Performance reporting and evaluation and Sustainability sections.

Performance reporting and evaluation (10 points)

The panel will review your application for how well it:

- Proposes an effective project that is likely to have a strong public health impact on the community or target population.

- Demonstrates strong and effective methods to monitor and evaluate project results.

- Includes measures that will assess that program objectives have been met and to what extent the results are because of the project.

- Presents a quality plan to collect and manage data to ensure accurate and timely performance.

- Describes your process to collect, manage, store, and report NPI numbers for eligible participants. This includes a process to track trainees after program completion for up to one year.

- Proposes to use collected data for continuous quality improvement and to monitor and evaluate project results.

- Describes how you will anticipate evaluation obstacles and how you propose to address them.

- Describes a plan for effectively sharing project results that could be replicated by others or be national in scope.

Sustainability (10 points)

The panel will review your application for how well it:

- Proposes a solid plan for sustaining the project beyond federal funding.

- Describes likely challenges to be encountered in sustaining the program and describes logical approaches to resolving the challenges.

Criterion 4: Resources and capabilities

10 points

See Project Narrative Organizational information and Performance reporting and evaluation sections. The panel will review your application to determine the extent to which:

- Project staff have the training or experience to carry out the project. This includes a description of how the Project Director (PD) will devote at least 20 percent of their time to the project.
- You have the capabilities to fulfill the needs of the proposed project.
- You have adequate facilities available to fulfill the needs of the proposed project.
- You describe the organizations you will partner with to fulfill the program goals and meet the program objectives. Include key agreements and letters of support in Attachment 7.

Criterion 5: Support requested

10 points

See Budget and budget narrative section.

The panel will review your application to determine:

- How reasonable the proposed budget is including the number of trainees, for each budget year of the period of performance, supportive of the project goal and requirements, and includes at least 50 percent for participant or trainee stipend costs.
- How sufficient the time is for key staff to spend on the project to achieve the objectives.
- How reasonable are the costs, as outlined in the budget and required resources sections and how well they align with the work plan.

We do not consider voluntary cost sharing during merit review.

Risk review

Before making an award, we review your award history to assess risk. We need to ensure all prior awards were managed well and demonstrated sound business practices. We:

- Review any applicable past performance
- Review audit reports and findings
- Analyze the budget
- Assess your management systems
- Ensure you continue to be eligible
- Make sure you comply with any public policies
- We may ask you to submit additional information

As part of this review, we use SAM.gov Entity Information [Responsibility / Qualification](#) to check your history for all awards likely to be over $250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection process

When making funding decisions, we consider:

- The available funds.
- Assessed risk.
- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.
- The funding priorities, funding preferences, and special considerations.

We may:

- Fund out of rank order.
- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Funding priorities

This program includes a funding priority imposed by 42 U.S.C. § 294e-1(d) (Section 756(d) of the Public Health Service Act).). A funding priority adds points to merit review scores if we determine that the application meets the following criteria. Qualifying for a funding priority does not guarantee that your application will be successful.

Priority 1: Programs that have demonstrated the ability to train psychology, psychiatry, and social work professionals to work in integrated care settings (5 points).

To be considered for funding priority, submit any information and data evidence that you have trained psychology, psychiatry, and social work professionals to work in integrated care in [Attachment 8.](#)

HRSA staff will review the funding priority submission and report the results to the peer review committee. Applications that meet the criteria for priority will have an additional 5 points added to the final score assigned by the peer review committee.

Applications that do not receive a funding priority will be given full and equitable consideration during the review process.

Funding preferences

This program includes funding preferences imposed by 42 U.S.C. § 295j (Section 791 of the Public Health Service Act). If HRSA staff determine that your application qualifies for a funding preference, we will move it to a more competitive position among fundable applications. Qualifying for a funding preference does not guarantee that your application will be successful.

Section 791 of the Public Health Service Act requires a funding preference for any qualified application ranked above the 20th percentile of proposals that have been recommended for approval by objective review committee that either:

1. Has a high rate for placing graduates in practice settings that have a principal focus of serving residents of medically underserved communities. (See Qualification 1)

2. During the 2-two year period before the start of the 2025 fiscal year (academic year 2022-2023 and academic year 2023-2024), has achieved a significant increase in the rate of placing graduates in such settings. (See Qualification 2)

3. Is a new program (defined in 42 U.S.C. § 295j (Section 791(c)(2) of the Public Health Service Act) as those having graduated fewer than 3 classes) that meets at least 4 of the criteria listed. (See Qualification 3)

Qualification 1: High Rate

Applicants have a high rate for placing graduates in practice settings that have a principal focus of serving residents of medically underserved communities. To qualify for high rate, an applicant must demonstrate that the percentage of graduates placed in practice settings serving medically underserved communities for Academic Years (AY) 2022–2023 and AY 2023–2024 is greater than or equal to 50 percent of all graduates.

Applicants who wish to request funding preference under Qualification 1 must submit as Attachment 8 the following documentation:

Graduate	Practice Settings Address	Use MUA Find to document the federal designation(s) used to determine graduate's practice in medically underserved communities. (Indicate Federal Designations for Graduate Practice) Medically Underserved Communities (MUCs) • Health Professional Shortage Area • Medically Underserved Area • Medically Underserved Population or • Governor's Certified Shortage Area for Rural Health Clinic purposes HPSA
1.		
2.		
3.		

High-Rate Formula:

	# of graduates in AY 2022 to 2023 Employed in MUCs	+	# of graduates in AY 2023 to 2024 Employed in MUCs	
=	--		--	X 100
	Total # of Graduates in AY 2022 to 2023	+	Total # of Graduates in AY 2023 to 2024	

Qualification 2: Significant Increase

During the 2-year period preceding the fiscal year for which such an award is sought, the applicant has achieved a significant increase in the rate of placing graduates in such settings.

You can request funding preference for a significant increase if you can demonstrate a 25 percent increase of placing graduates in medically underserved communities from AY 2022-2023 and AY 2023-2024.

Applicants who wish to request funding preference under Qualification 2 must submit as Attachment 8 the following documentation:

Graduate	Practice Settings Address	Use MUA Find to document the federal designation(s) used to determine graduate's practice in medically underserved communities. (Indicate Federal Designations for Graduate Practice Area) Medically Underserved Communities (MUCs) Health Professional Shortage Area Medically Underserved Area Medically Underserved Population or Governor's Certified Shortage Area for Rural Health Clinic purposes HPSA
1.		
2.		
3.		

Significant Increase Formula:

	# of graduates in AY 2022 to 2023 Employed in MUCs		# of graduates in AY 2022 to 2023 Employed in MUCs	
(	--	-	--	) X 100
	Total # of Graduates in AY 2022 to 2023		Total # of Graduates in AY 2023 to 2024	

Qualification 3: New Program

Qualification 3 is a pathway that permits new programs to compete equitably for a preference under this section. New programs that meet at least four of the following criteria qualify for a funding preference. A new program means any program that has

graduated or completed less than three classes and not grant programs such as BHWET for Professionals, specialized tracks or population focus, or rotations within a school or program.

Applicants who wish to request funding preference under Qualification 3 must submit as Attachment 8 documentation that they have graduated or completed less than three classes and meet at least four of the following criteria:

1. The training organization's mission statement includes preparing health professionals to serve underserved populations.
2. The program's curriculum includes content which will help prepare practitioners to serve underserved populations.
3. Substantial clinical training in MUCs is required under the program.
4. A minimum of 20 percent of the clinical faculty of the program spend at least 50 percent of their time providing or supervising care in MUCs.
5. The entire program or a substantial portion of the program is physically located in a MUC.
6. Student assistance, which is linked to service in MUCs following graduation, is available to students through the program.
7. The program provides a placement mechanism for helping graduates find positions in MUCs.

Special considerations

As required by 42 U.S.C. § 294e-1(c) (Section 756(c) of the Public Health Service Act, "at least 4 of the grant recipients shall be historically black colleges or universities or other minority-serving institutions."

HRSA staff will make this determination. No additional information is required of applicants.

To achieve the distribution of awards as stated, HRSA may need to fund applications out of rank order.

Award notices

We issue Notices of Award (NOA) on or around the start date listed in the NOFO. See Section 4 of the R&R Application Guide for more information.

By drawing down funds, you accept the terms and conditions of the award.

Step 5:
Submit Your Application

In this step

Application submission and deadlines

Your organization's authorized official must certify your application. See the section on finding the Application Package to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. When you register or update your SAM.gov registration, you must agree to the financial assistance general certifications and representations, and specifically with regard to grants.

Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. See Get Registered. You will have to maintain your registration throughout the life of any award.

Deadlines

You must submit your application by January 21, 2025, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application.

Submission method

Grants.gov
You must submit your application through Grants.gov. You may do so using Grants.gov Workspace. This is the preferred method. For alternative online methods, see Applicant System-to-System.

For instructions on how to submit in Grants.gov, see the Quick Start Guide for Applicants. Make sure that your application passes the Grants.gov validation checks, or we may not get it. Do not encrypt, zip, or password protect any files.

Have Questions? Go to Contacts and Support.

Other submissions

Intergovernmental review
This NOFO is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Application checklist

Make sure that you have everything you need to apply:

Form	See instructions	Included in page limit?
☐ Project Abstract Summary	[Project abstract](#)	No
☐ Research and Related Budget	[Budget and budget narrative](#)[Form instructions](#)	Only the attached budget justification
☐ [Attachments](#)		
Include:		
☐ 1: Accreditation documentation		Yes
☐ 2: Project organizational chart		Yes
☐ 3: Experiential training site documentation		Yes
☐ 4: Student commitment letter		Yes
☐ 5: Staffing plan and job descriptions		Yes
☐ 6: Maintenance of effort documentation		Yes
☐ 7: Letters of agreement, MOAs, and contracts		Yes
☐ 8: Funding preference and/or priority documentation		Yes
☐ 9: Tables and charts		Yes
☐ 10 to 15: Other relevant documentsIf you have additional material to submit, such as explanations of mandatory disclosures, you can use this form.	[Attachments](#)	Yes
☐ SF-424 R and R (Application for Federal Assistance)	[Form instructions](#)	No
☐ Research and Related Other Project Information form	[Form instructions](#)	No
☐ Standardized Work Plan (SWP)	[Project narrative, high-level work plan](#_Work_Plan)Form instructions	No

Form	See instructions	Included in page limit?
☐ Research and Related Senior/Key Person Profile (Expanded)	[Project narrative, organizational informationForm instructions](#)	No
☐ R & R Subaward Budget Attachment(s)	[Form instructions](#)	Yes*
☐ Disclosure of Lobbying Activities (SF-LLL)	[Form instructions](#)	No
☐ BHW Program Specific Form	[Form instructions](#)	No

* Only what you attach in addition to these forms counts against the page limit. The form itself does not count.

Step 6: Learn What Happens After Award

In this step

Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. We incorporate this N OFO by reference.

- The regulations at 45 CFR part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, or any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:

  - 2 CFR 200.1, Definitions, Modified Total Direct Cost.

  - 2 CFR 200.1, Definitions, Equipment.

  - 2 CFR 200.1, Definitions, Supplies.

  - 2 CFR 200.313(e), Equipment, Disposition.

  - 2 CFR 200.314(a), Supplies.

  - 2 CFR 200.320, Methods of procurement to be followed.

  - 2 CFR 200.333, Fixed amount subawards.

  - 2 CFR 200.344, Closeout.

  - 2 CFR 200.414(f), Indirect (F&A) costs.

  - 2 CFR 200.501, Audit requirements.

- The HHS Grants Policy Statement (GPS). Your NOA will reference this document. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.

- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in HHS Administrative and National Policy Requirements.

- See the requirements for performance management in 2 CFR 200.301.

Non-discrimination legal requirements

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see the Laws and Regulations Enforced by the HHS Office for Civil Rights.

Contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance. Visit OCRDI's website to learn more about how federal civil rights laws and accessibility requirements apply to your programs or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Executive Order on Worker Organizing and Empowerment

Executive Order on Worker Organizing and Empowerment (E.O. 14025) encourages worker organizing and collective bargaining and promotes equality of bargaining power between employers and employees.

You can support these goals by developing policies and practices that you could use to promote worker power.

Cybersecurity

You must create a cybersecurity plan if your project involves both of the following conditions:

- You have ongoing access to HHS information or technology systems.
- You handle personal identifiable information (PII) or personal health information (PHI) from HHS.

You must base the plan on the NIST Cybersecurity Framework. Your plan should include the following steps:

Identify:

- List all assets and accounts with access to HHS systems or PII/PHI.

Protect:

- Limit access to only those who need it for award activities.
- Ensure all staff complete annual cybersecurity and privacy training. Free training is available at 405(d): Knowledge on Demand (hhs.gov).
- Use multi-factor authentication for all users accessing HHS systems.
- Regularly backup and test sensitive data.

Detect:

- Install antivirus or anti-malware software on all devices connected to HHS systems.

Respond:

- Create an incident response plan. See Incident-Response-Plan-Basics_508c.pdf (cisa.gov) for guidance.
- Have procedures to report cybersecurity incidents to HHS within 48 hours. A cybersecurity incident is:
  - Any unplanned interruption or reduction of quality, or
  - An event that could actually or potentially jeopardize confidentiality, integrity, or availability of the system and its information.

Recover:

- Investigate and fix security gaps after any incident.

Reporting

If you are funded, you will have to follow the reporting requirements Section 4 of the R&R Application Guide. The NOA will provide specific details.

You must also follow these program-specific reporting requirements:

- We will require a Performance Report annually via the Electronic Handbooks (EHBs).
- All HRSA recipients must collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRMA) and the Foundations for Evidence-Based Policymaking Act of 2018.
- The Annual Performance Report (APR) collects data on all academic year activities from July 1 to June 30. It is due to HRSA on July 31 each year. If award activity extends beyond June 30 in the final year of the grant, HRSA may require a Final Performance Report (FPR) to collect the remaining performance data. The FPR is due within 120 calendar days after the period of performance ends.
- You can find examples of APRs at Report on Your Grant on the HRSA website. Performance measures and reporting forms may change each academic year. HRSA will provide additional information in the Notice of Award (NOA).
- We will require progress reports each year.
- We will require Federal Financial Reporting (FFR) via the Payment Management System

Contacts and Support

In this step

Agency contacts

Program and eligibility

Miryam Gerdine, MPH

Social Science Research Analyst

Attn: BHWET Program for Professionals

Bureau of Health Workforce

Health Resources and Services Administration

Email: BHWETPro25@hrsa.gov

Phone: 301-443-6752

Financial and budget

Nandini Assar, PhD

Grants Management Specialist

Division of Grants Management Operations, OFAAM

Health Resources and Services Administration

Email: nassar@hrsa.gov

Phone: 301-443-4920

HRSA Contact Center

Open Monday to Friday, 7 a.m. to 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 /877-Go4-HRSA

TTY: 877-897-9910

Electronic Handbooks Contact Center

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Program Specific definitions

Adolescent: A young person who is developing into an adult. The World Health Organization (WHO) defines an adolescent as any person between the ages of 10 and 19.

APA-Accredited Programs: Graduate psychology programs that have been [accredited by the American Psychological Association](#).

APA-Accredited Doctoral Internships: Doctoral internships that have been [accredited by the American Psychological Association](#).

Children: Persons under 18 years of age.

Community-based partners: Includes hospitals, crisis centers, state and local health departments, emergency departments, and faith-based organizations.

Experiential Training Sites: Sites that offer program trainees direct patient or client training in behavioral health and undertake the following: improve behavioral health and primary care integration at site, allow for the trainee to participate in interprofessional team-based care with two or more health disciplines, and focus on populations in high need and high demand areas.

Health center: Community-based and patient-directed organizations that deliver accessible, affordable, quality primary health care services. Health centers often integrate access to pharmacy, mental health, SUD, and oral health services in areas where economic, geographic, or cultural barriers limit access to affordable health care. These entities apply for or receive a Federal award under Section 330 of the Public Health Service Act, as amended, including sections (e), (g), (h) and (i), section 330 subrecipients, and organizations designed as look-alikes.

Health disparities: Differences in health outcomes that are closely linked with social, economic, and environmental disadvantages.

Health Service Psychology: Includes clinical psychology, counseling, and school psychology, or a combination thereof (source: APA).

High Need and High Demand Area: For purposes of this NOFO, high need and high demand areas are identified as sites located within Mental Health Professional Shortage Areas (HPSAs) or a Facility Mental HPSA with a score of 16 or above, or within a geographical area considered rural as defined by the HRSA Federal Office of Rural

Health Policy. For more information go to Rural Health Grants Eligibility Analyzer (hrsa.gov)

New Program: A program that has graduated less than three (3) classes. See section 791(c)(2) of Public Health Service Act.

Opioid Use Disorder (OUD): Opioid misuse leading to clinically significant impairment or distress occurring within a 12-month period.

Professional counseling: Includes accredited master's-level programs in counseling or a related clinical behavioral health field that includes a supervised clinical experience and leads to (state) licensure for independent practice.

School-based sites: Partnerships between schools and community health organizations to offer mental health services.

Substance Use Disorder (SUD): A cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues using the substance despite significant substance related problems.

Transitional Age Youth/Young Adult: Individuals 16 to 24 years old, falling between older adolescence (15 to 16) and young adulthood (24 to 26).

Helpful websites

- [HRSA Grants page](https://www.hrsa.gov/grants)
- The HRSA Manage Your Grant webpage.
- Bureau of Health Workforce Glossary

Endnotes

1. Substance Abuse and Mental Health Services Administration. (2023). Key Substance Use and Mental Health Indicators in the United States: Results from the 2022 National Survey on Drug Use and Health. ↥

2. Centers for Disease Control and Prevention Vital Statistics Rapid release - Provisional drug overdose data. (2024). Accessed May 29, 2024. https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.htm ↥

3. Supporting Health Care Teams for Today and Pathways for Tomorrow (2023). 22 nd Report of the Advisory Committee on Interdisciplinary, Community-Based Linkages. https://www.hrsa.gov/sites/default/files/hrsa/advisory-committees/community-based-linkages/reports/acicbl-22nd-report.pdf ↥

4. Nirmita Pacha et al., KFF, "The Implications of COVID-19 for Mental Health and Substance Use," March 20, 2023. https://www.kff.org/mental-health/issue-brief/the-implications-ofcovid-19-for-mental-health-and-substance-use/ ↥

5. United States Government Accountability Office, Report to Congressional Requesters (2022). Behavioral Health: Available Workforce Information and Federal Actions to Help Recruit and Retain Providers. GAO-23-105250 https://www.gao.gov/products/gao-23-105250 ↥

6. U.S. Department of Health and Human Services (HHS). (2021). 5-Point Strategy to Combat the Opioid Crisis. https://www.hhs.gov/opioids/about-the-epidemic/hhs-response/index.html ↥

7. United States Government Accountability Office, Report to Congressional Requesters (2022). Behavioral Health: Available Workforce Information and Federal Actions to Help Recruit and Retain Providers. GAO-23-105250 https://www.gao.gov/products/gao-23-105250 ↥

8. Supporting Health Care Teams for Today and Pathways for Tomorrow (2023). 22nd Report of the Advisory Committee on Interdisciplinary, Community-Based Linkages. https://www.hrsa.gov/sites/default/files/hrsa/advisory-committees/community-based-linkages/reports/acicbl-22nd-report.pdf ↥

9. Ibid. ↥

10. Choy-Brown M, Stanhope V. The Availability of Supervision in Routine Mental Health Care. Clin Soc Work J. 2018 Dec;46(4):271-280. doi: 10.1007/s10615-018-0687-0. Epub 2018 Oct 15. PMID: 30906079; PMCID: PMC6426317 ↥