



MENTAL HEALTH COUNSELING AND SERVICES PILOT PROGRAM

2021-23 PROGRAM GUIDELINES

Student Services Department
Washington State Board for Community and Technical Colleges
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SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	July 15, 2021
Technical Assistance Webinar	July 20, 2021
Applications due in OGMS	August 12, 2021
Applicants notified of approval status	Prior to October 1, 2021
Allocations begin	October 1, 2021
Mid-Year FY22 Program and Fiscal Status Report due to SBCTC	March 31, 2022
End of FY22 Program and Fiscal Report due to SBCTC	September 30, 2022
Mid-Year FY23 Program and Fiscal Status Report due to SBCTC	March 31, 2023
End of FY23 Program and Fiscal Status Report due to SBCTC	September 29, 2023

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Program Overview

Senate Bill 5194 (2021) enacted by the Washington State Legislature creates a pilot mental health counseling and services program in Section 6. A total of \$1,024,000 is allocated for the biennium, half (\$512,000) each year. The mental health counseling and services program is based on the best practice recommendations of the House Bill 1355 (2019) Counselor Taskforce. Colleges receiving funding must implement one or more of eight strategies identified by the Taskforce and specified in the enacted legislation, to increase student access to mental health counseling and services, including substance abuse disorder counseling and services. Applicant colleges must identify opportunities for expanding on-campus mental health counseling and services. Applicants must also show a commitment to further develop partnerships by engaging external community providers.

Applicant Guidelines

Who May Apply

Public community and technical colleges, as defined under RCW [28B.50.030](#), may apply for the mental health counseling program funding.

Application Process

Proposals must be submitted through the [Online Grant Management System \(OGMS\)](#) to the State Board for Community and Technical Colleges (SBCTC) in accordance with the deadlines outlined on page 2.

Applicants may access the 2021-23 Mental Health Counseling and Services Pilot Program application through OGMS. If you do not have an account, contact your organization's [Security Contact](#) for access.

Submit completed applications through OGMS no later than August 12, 2021 at 11:55 p.m. SBCTC staff are available for assistance until 4:00 p.m. on the due date.

A technical assistance webinar will be held on July 20, 2021 after the application has been released. Information on the time and log-in instructions will be provided in the announcement sent to the system.

Application Review and Evaluation Criteria

This is a competitive application process and proposals will be evaluated based upon the degree to which they satisfy the criteria set forth in [Appendix A](#). There are three elements that must be met by applicant colleges in order to be eligible for mental health counseling and services program funds:

1. Applicant colleges must identify opportunities for expanding on-campus mental health counseling and services.
2. Applicants must show a commitment to further develop partnerships by engaging external community providers.

3. Colleges receiving funding must implement one or more of eight strategies identified by the Taskforce and specified in the enacted legislation, to increase student access to mental health counseling and services, including substance abuse disorder counseling and services. These eight strategies are listed below in the Application Narrative section.

Complete proposals that meet minimum eligibility requirements and are submitted by the deadline described above will be evaluated by a selection committee to be appointed by SBCTC that will assist with the selection process. The selection committee composition is as follows:

- One community or technical college president
- One community or technical college vice president of instruction or student services
- Two faculty counselors employed at a community or technical college
- One community or technical college student

SBCTC will make final allocation determinations based on the entirety of selection committee recommendations combined with final program and fiscal reviews. SBCTC reserves the right to scale proposals as needed.

Community and technical colleges whose proposal meets minimum criteria may be contacted by the review panel for a question and answer session after the initial review process.

Applicants will be notified of their status through OGMS.

Funding

It is expected that approximately \$1,000,000 will be awarded through one round of application submissions for the 2021-23 biennium. Successful college applicants will receive funding not exceeding \$125,000 per college, per year of the biennium. Applicants chosen to receive an award in FY22 will be renewed for an additional allocation in FY23 as long as program requirements are met. Funding for the subsequent biennium (2023-25) is anticipated, but will be subject to legislative allocations for that biennium.

Funding for approved applications will be allocated to colleges for each fiscal year. For FY22, SBCTC anticipates funding will become available October 1, 2021 and expires June 30, 2022. Funds do not extend beyond the end of the fiscal year (June 30, 2022). Work with your college's business office to access these funds. Funding for FY23 becomes available July 1, 2022 after the State Board confirms program requirements are met for FY22.

Allowable Expenses

As summarized in the Program Overview, allowable expenses include:

- salary and benefits for faculty counseling staff
- costs for engaging with external mental health providers
- expenses associated with implementing one or more of eight best practices as long as they are allowable uses of state funds per [WAC 292-110-010](#)

- administrative costs not exceeding 5% of pilot program budget

Disclaimer

SBCTC reserves the right to refrain from awarding funds to any or all applicants. Additionally, SBCTC reserves the right to add additional award requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk awardee. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to program requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting funding.

Proposal Overview

This funding is intended to increase mental health counseling and services for community and technical college students and to expand the use of best practices that positively impact student mental health and improve student success at our colleges.

Mental Health Counseling and Services Funding

For each program to be supported with Mental Health Counseling and Services funding, the following topics and questions must be addressed:

1. Describe how you currently meet the mental health needs of students at your college.
2. What do you see as gaps/unmet mental health needs of your students that your pilot program would address?
3. Identify areas of opportunity to expand on-campus mental health counseling services at your college, and how you will incorporate those areas into your pilot program.
4. Describe your commitment to expand partnerships by engaging external community mental health providers, including those who provide crisis services and substance use disorder treatment and counseling, and how you will incorporate partnerships into your pilot program.

Assurances

The **Signed Assurances** document must be submitted via OGMS, in the Attachments section of the application, by uploading the required attachment.

Summary of Attachments

- Signed Assurances (Required)
- Letter(s) of Support from community mental health providers (Optional)

Pilot Program Strategies: Area(s) of Focus and Incorporation

Select one or more of the **strategies below** that you will be focusing on. In your application, you will be required to describe how you will incorporate that focus into your pilot program:

- A. Improve equity, diversity, and inclusion of all races in counseling services, such as by diversifying the counselor workforce by adopting equity-centered recruiting, training, and

retention practices or by providing equity training and awareness for all counselors.

- B. Meet mental health needs of students through an all-campus effort
- C. Engage students to help increase mental health and counseling awareness and promote help-seeking behavior through student groups and other methods
- D. Increase the visibility of counseling services on campus
- E. Increase or expand external partnerships with community service providers
- F. Adopt or expand upon the use of tele behavioral health.
- G. Develop an assessment of counseling services to inform improvements and ensure counseling services are meeting student needs.
- H. Implement counseling approaches grounded in theory that have evidence of being effective.

Program and Fiscal Reporting

Colleges are required to report to SBCTC as early as practicable any intent to end a program funded under this funding as well as any action that terminates a program funded under this funding. This requirement remains in place until the end of the funding period.

Funded colleges must commit to submitting mid-year and year-end reports as directed by the SBCTC. Report templates will be supplied by the SBCTC and will be submitted by the colleges via email. The SBCTC will work with colleges to fulfill reporting requirements to the Washington State Legislature. Colleges may also be selected to participate in information sessions with the Legislature and provide testimony during legislative hearings as appropriate.

Pilot program colleges will be required to meet the following requirements:

- a. Provide the strategies that were implemented to increase student access to mental health counseling and services.
- b. Provide demographic data of students accessing mental health counseling and services, including those students who are considered underrepresented or traditionally have limited access to mental health counseling and services.
- c. Report on whether the mental health counseling and services provided are meeting the demand of students in terms of type and availability, and whether the various types of mental health counseling and services are being provided by community providers versus on-campus services.
- d. Report on data effectiveness, including cost effectiveness, of each strategy used to increase student access to mental health counseling and services, including substance use disorder counseling and services, such as the number of additional students served, reduced wait times for counseling appointments, or other data that reflects expanded access.
- e. Report on lessons learned and recommendations for improving student access to mental health counseling and services at community and technical colleges and to community

providers, including whether there were any strategies implemented that proved more effective than others in increasing access.

- f. Post on college website the key terms including: Diversity, equity, inclusion, culturally competent, culturally appropriate, historically marginalized communities, communities of color, low-income communities, and community organizations.

Open Licensing Policy Requirement

The SBCTC requires all digital software, educational resources, and knowledge produced as part of this competitive funding be placed under the Attribution license from Creative Commons. This license allows others to use, distribute, and create derivative works based upon the digital works, while still allowing authors to receive credit for their efforts. Please take the time to read the license at Creative Commons. If awarded Mental Health Counseling and Services Pilot Program funds, you must agree to allow the SBCTC to distribute the digital software, educational resources, and knowledge created through this funding under the terms of the Creative Commons Attribution License available at the website above. Creative Commons (CC) is a nonprofit corporation dedicated to making it easier for people to share and build upon the educational and scientific work of others, consistent with the rules of copyright.

Appendix A: Evaluation Criteria

Part 1: Minimum Requirements to Qualify for Review

Scale: Meets or Does Not Meet Criteria. Proposals must “meet the criteria” in items 1 and 2 to be considered for funding.

Criteria	Standard	Notes
1. Application contains all elements, including required and applicable attachments required in OGMS.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
2. Proposal assurances document uploaded into the OGMS system and contains the required signature(s).	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	

Part 2: Evaluation Rubric

Scale: 1-5 scale where 1 represents the LOWEST possible score and 5 represents the HIGHEST possible score for each given criterion.

1. Does not meet the criteria. Information is incomplete or otherwise not suitable for consideration.
2. Information is present, but incomplete or inadequate for evaluation purposes. Additional detail would be needed in order to fully evaluate.
3. Adequately meets the criteria and is suitable for consideration.
4. Meets the criteria, provides a good amount of detail, and provides a good plan for achieving the goals of the pilot program. Recommended for consideration.
5. Exceeds the criteria, is detailed and complete, and provides a thorough plan for achieving goals. Highly recommended for consideration.



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