



FY26 HEET APPLICATION WEBINAR

February 25, 2025

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AGENDA

- Purpose of the funds
- Who may apply
- Proposal requirements
- Allowable uses of funds
- Changes to application materials and scoring rubric
- Important dates & deadlines
- OGMS Reminder
- Q & A

PURPOSE OF HEET FUNDS

- To develop or expand innovative training programs in partnership with labor unions and employers that **support incumbent healthcare workers to advance their careers** in the healthcare field while meeting the rapidly changing workforce needs of our healthcare system.

WHO MAY APPLY

- Applications may be submitted by a Washington State community or technical college as defined under [RCW 28B.50.030](#)
- Colleges may only submit one application with a maximum project amount of \$250,000.
 - Consortia projects may request more funds if necessary.
- Colleges may submit new or continuing proposals

APPLICATION CATEGORIES:

1. New project proposals:
 - May contain planning and implementation activities; student enrollments optional
2. Continuation proposals
 - Must support student enrollments

PROPOSAL REQUIREMENTS

- New project proposals:
 - May contain planning and implementation activities; student enrollments optional
- Continuation proposals
 - Must support student enrollments
- Proposals must include the involvement of at least:
 - healthcare employer(s)
 - labor union(s) representing workers at a partnering employer(s)
 - community or technical college(s).

PROPOSAL REQUIREMENTS CONT.

Proposals must address one or more of the following goals:

- Enhanced accessibility and academic progression for hospital and outpatient healthcare workers through college healthcare prerequisite courses and certificate/degree programs.
- Address an industry shortage or other pressing workforce need in the healthcare industry
- Lead to the increased capacity of the college system in nursing and other high-demand healthcare fields
- Bring greater diversity to the healthcare workforce
- Build a stronger labor union/management/education healthcare partnership in order to leverage public and private investment.

ALLOWABLE USES OF FUNDS (LIST NOT EXHAUSTIVE)

- Curriculum development or modification
- Equipment needs
- Recruitment/retention activities*
- Instructional costs
- Program evaluation

NOTE: Student tuition and fees are not allowable expenses

**direct student support such as tutoring, childcare, and transportation should not exceed 20% of funding.*



NEW FOR FY26

Key changes to application materials:

- Questions
- RACI Matrix
- Scoring Rubric

KEY CHANGES TO QUESTIONS

- Questions have been revised to focus on supporting the incumbent worker (student) and the alignment with the goals of the HEET program.
- There are seven sections that include narrative responses; not all projects will require answers to all questions/sections.
- Response characters have also been reduced to encourage clarity and brevity.

QUESTION CHANGES: SECTION 3.1-3.11 SYSTEM IMPACTS & ALIGNMENT WITH FUNDING GOALS

- There will be new questions in this section that address the program funding goals.
 - If the project addresses a particular goal, a response will be required;
 - If the project does not address a particular goal, a response will not be required.
 - Addressing all goals does not improve scores – be thoughtful about what goals are being addressed!

Section 3

Systemic Impacts & Alignment with Funding Goals

3.1 Describe the project's capacity for long-term, systemic impact. What will be sustainable once HEET grant funding concludes? *

Remaining characters: 2972

Example of required response

3.2 Does the project address the following funding goal: Enhanced accessibility and academic progression for hospital and outpatient healthcare workers through college healthcare pre-requisite courses and certificate/degree programs. *

- ☒ Yes
☐ No

3.3 Describe how the project will enhance accessibility and academic progression for the incumbent worker through the college health care prerequisite courses and certificate/degree programs.

Remaining characters: 1772

Example of required response

3.4 Does the project address the following funding goal: Address an industry shortage or other pressing workforce needs in the healthcare industry. *

- ☒ Yes
☐ No

3.5 Describe the shortage (or other pressing workforce need) in the healthcare industry that this project will address.

Remaining characters: 1800

Field.

Required

3.7 Does the project address the following funding goal: Lead to the increased capacity of the college system in nursing and other high-demand healthcare fields. *

- ☐ Yes
☒ No

3.8 Describe how the project will lead to increased capacity. Be specific with the number of seats added or created in the program. If expansion is demonstrated in ways other than seats, please provide specific details on how capacity will be increased.

Remaining characters: 1800

3.9 Does the project address the following funding goal: Bring greater diversity to the healthcare workforce. *

- ☐ Yes
☒ No

3.10 Describe how the project will bring greater diversity to the healthcare workforce. Include specific strategies and intended outcomes. Describe the metrics that will be used to track progress or show evidence of success.

Remaining characters: 1800

3.11 Does the project address the following funding goal: Build a stronger labor union/management/education partnership in order to leverage public and private investment. *

- ☐ Yes
☒ No

☐ Check to mark as complete

Save

Reset

QUESTION 3.11

3.11 Does the project address the following funding goal: Build a stronger labor union/management/education partnership in order to leverage public and private investment. *

☐ Yes

☒ No

☐ Check to mark as complete

- You will notice that this question does not include a follow-up question to explain how the project will build a stronger partnership – this is an error in the application coding process made by the Program Administrator, and I apologize for the oversight.
- If the project does build a stronger labor union/management/education partnership to leverage public and private investment and you would like the review committee to consider this, please upload a Word document or a PDF with a response to how the project addresses this goal.

QUESTIONS 5.1-7.7: STUDENT ENROLLMENTS IN FY26

- New projects and continuing projects will have different questions for student enrollment.
 - New projects are NOT REQUIRED to include student enrollments in FY26; Section 5 questions should be completed
 - New projects CAN include student enrollments in FY26; Section 6 questions should be completed
 - Continuing projects ARE REQUIRED to include student enrollments in FY26; Section 7 should be completed

QUESTIONS 10.1-10.2

- Another new question for FY26 is a disclosure/description of the extent to which generative AI technology was used to develop the proposal.

NEW REQUIREMENT: RACI MATRIX

- What is a RACI?
 - A project management tool that defines and clarifies roles and responsibilities of a project
 - Also known as a responsibility assignment matrix

RACI MATRIX: PURPOSE & DEFINITIONS

Organizations have used a RACI matrix for a variety of purposes, but for HEET the purposes are:

Purpose of a RACI

Clarify roles & responsibilities of partners
Assists with workload analysis and helps avoid work overload
Ensures smooth transitions & communication
Provides quick tool to cover tasks or processes in the event of turnover

Definitions

RACI stands for **R**esponsible, **A**ccountable, **C**onsulted, **I**nformed.

Responsible

The person (or partner) who performs the task or process and is hands-on when doing the job

Accountable

The person (or partners) who oversees the job, task or process. They are not hands-on but provides management and ensures the work is completed properly

Consulted

The person (or partner) that provides information about a particular deliverable. They are consulted on their expertise on a specific task to help the Responsible party complete a job or task

Informed

Person (or partner) who is kept up-to-date on general program performance. They may make decisions within the project based on progress, unanticipated barriers, etc.

RACI MATRIX: EXAMPLE

NAME	Diane Lockhart	Kalinda Sharma	Grace Florrick	Will Gardner
ROLE	CONTENT	DESIGNER	DEV	PM
PROJECT DELIVERABLE / ACTIVITY				
PHASE 1: PROJECT PLANNING				
Research	C	I	I	R
Interviews	A	C	C	I
Wireframe	R	C	I	A
PHASE 2: DEVELOPMENT				
Provide Imagery	A	R	C	I
Systems Design	A	R	R	I
Systems Analysis and Requirements	A	A	R	C

Source: <https://www.smartsheet.com/content/raci-templates-excel?srsitid=AfmB0opnF05txFLNoPrZPcLA1kMQ9S2hZZGI73IDGp0SEeuK4R6DkqY6>

- There are a variety of ways to set up a RACI, and you are not required to adhere to any one style; use what works best for your project and partners!
- A template is included in the application materials, but this is only to assist with setting one up if needed – again, use what works best for your project and partners!
- If you have questions about this, please do not hesitate to reach out!

KEY CHANGES TO SCORING RUBRIC

- All applications that meet the minimum requirements for consideration are reviewed by a multi-stakeholder committee that will use the following scoring rubric for all responses:

0	Does not meet the criteria and is unsuitable for consideration without significant revisions. Not recommended for funding.
1	Information is present but incomplete or inadequate for evaluation purposes. Additional detail would be needed to fully evaluate.
2	Adequately meets the criteria and is suitable for consideration. Proposal provides a good amount of detail and an appropriate plan for achieving goals. Some revisions or clarifications may be necessary.
3	Meets the criteria, provides a good amount of detail, and provides a good plan for achieving goals. Recommended for funding.
4	Exceeds the criteria and is well-qualified for consideration. Information is detailed and complete and provides a thorough plan for achieving goals. Highly recommended for funding.

- Scale: 0-4 scale where 0 represents the LOWEST possible score and 4 represents the HIGHEST possible score for each section.

KEY CHANGES TO SCORING RUBRIC

- Priority Elements – if requests for funds exceed available funding, the following criteria will be used to award points to prioritize projects for awards:

Student Enrollments: Project includes state-supported Full-Time Equivalent Students (FTES) will be generated in FY26.	Nursing Expansion: Project will increase nursing program enrollment capacity or will expand clinical placements for nursing students.	Behavioral Health Integration, Mental Health & Self-Care: Project contributes to the increased integration of behavioral health into primary/conventional healthcare; and/or project includes caregiver mental health & self-care curriculum development	Increasing diversity of nursing students and faculty: Project will develop and implement specific activities to increase the diversity of nursing students and/or faculty, and includes specific activities to retain diverse students and/or faculty	Rural Areas: Project is proposed by a college in a rural area, using the Perkins V definition of rural ¹ .
Yes – 1 No – 0	Yes – 1 No – 0	Yes – 1 No – 0	Yes – 1 No – 0	Yes – 1 No – 0

¹Rural is defined as those colleges that include counties with population densities of less than 100 persons per square mile within their service district boundaries. Population density determinations are based on data from the Washington State Office of Financial Management. Counties are prorated to reflect the portions of the counties that meet the rural definition.

IMPORTANT DATES & DEADLINES

- Application release date **2/13/25**
- Application due date **4/3/25***
- Application revision period (if needed) 4/25/25 - 5/5/25
- Applicants notified of approval status before 7/1/25
- Allocations begin 7/1/25

*application materials must be submitted in OGMS by 11:55 pm on 4/3/25!
SBCTC staff will be available to assist until 4:00 pm on 4/3/25.

REMINDER: ONLINE GRANT MANAGEMENT SYSTEM (OGMS)

- Contact your [OGMS Security Contact](#) for access to the 2025-26 HEET 18 Application. You must request access for each application (ex., you still need to request access even if you had access for the 2024-25 HEET 17 Application). We recommend doing this prior to the due date!
- The [OGMS User Manual](#) is available under the “[How To](#)” tab in OGMS
- Contact your OGMS [Security Contact](#) if your question is not answered in the Manual
- Contact [Kari Kauffman](#), 360-704-1021 if your Security Contact cannot resolve your question

HEET CONTACT INFORMATION

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QUESTIONS & ANSWERS