



**DBH**

DIVISION OF BEHAVIORAL HEALTH

# How to Apply: Community Opioid Intervention Pilot Project Notice of Funding Opportunity

**NEW APPLICANTS – WEBINAR 2**

November 19, 2020

# Purpose of Webinar

- The purpose of this webinar is to provide guidance for Tribes, Tribal organizations, and urban Indian organizations (applicants) on the application submission process.
- This webinar will provide:
  1. Brief overview of the new funding cycle;
  2. Key information for the application and submission process;
  3. Review of proposal requirements;
  4. Brief review of proposal templates & examples
- IHS will provide technical assistance to grantees to collect and evaluate performance of the pilot program

# Notice of Funding Opportunity

- The Indian Health Service is currently accepting applications for grants for the **Community Opioid Intervention Pilot Project (COIPP)**.
- New appropriation of \$10 million in FY 2019 to better combat the opioid epidemic by creating a pilot program to address the opioid epidemic in Indian Country
- A recurring appropriation of \$10 million in FY20 for a total of \$20 million

# Notice of Funding Opportunity (cont'd)

- To award grants that support the development, documentation, and sharing of locally designed and culturally appropriate
  - prevention, treatment, recovery, and aftercare services

for mental health and substance use disorders in American Indian and Alaska Native (AI/AN) communities.

# Background

- The rate of drug overdose deaths among AI/ANs is above the national average.<sup>1</sup>
- During 2016-2017, AI/ANs
  - had the second highest overdose death rates from all opioids in 2017 (15.7 deaths/100,000 pop) among racial/ethnic groups in the U.S.
  - had the 3<sup>rd</sup> highest from synthetic opioids (6.5 deaths/100,000 pop)
  - had the highest rate of overdose deaths from prescription opioids (7.2 deaths/100,000 pop).

## Background (cont'd)

- The reported numbers may be underestimated for the AI/AN pop due to racial misclassification on death<sup>2</sup> certificates as recently published in the CDC MMWR
- Resulting in inaccurate public health data for the AI/AN population

# Purpose of COIPP

- To address the opioid crisis in AI/AN communities by:
  - Developing and expanding community education and awareness of prevention, treatment, and/or recovery activities for opioid misuse and opioid use disorder (OUD).

## Purpose of COIPP (cont'd)

- The intent is to **increase knowledge and use of culturally appropriate interventions.**
- And to **encourage an increased use of medication-assisted treatment (MAT).**
- Support Tribal and urban Indian communities in their effort to provide prevention, treatment, and recovery services.



# Objectives of the COIPP

1. Increase public awareness and education about culturally-appropriate and family-centered opioid prevention, treatment, and recovery practices and programs in AI/AN communities.
2. Create comprehensive support teams and empower AI/AN families in addressing the opioid crisis in Tribal and urban Indian communities.
3. Reduce unmet treatment needs and opioid overdose related deaths through the use of MAT.

# IHS Strategic Plan Goal 1:

- ***“To ensure that comprehensive, culturally appropriate personal and public health services are available and accessible to AI/AN people.”***
  - The COIPP is designed to provide Tribes with the ability to develop unique and innovative community interventions that will address the opioid crisis at the local level.
  - IHS supports Tribal and urban Indian efforts that address substance use prevention, treatment, and aftercare from a community-driven context.
  - IHS encourages applicants to develop and submit a plan that emphasizes cross-system collaboration, the inclusion of family, youth, and community resources, and culturally appropriate approaches.

## Eligibility: *Who is Eligible to Apply?*

- New, open competition is available only to:
  - Federally recognized Tribes;
  - Tribal organizations; and
  - Urban Indian organizations (UIOs).
- Reference Section III (Eligibility Information) for specific information and guidance.
- Visit the COIPP webpage for further guidance:  
<https://www.ihs.gov/asap/coipp>

*\*\*\*\*By statute, Federal (IHS operated) facilities are not eligible to apply for this grant.\*\*\*\**

# Funding Amounts and Estimated Number of Awards

- Total funding identified for FY 2021 is approximately \$16,500,000. This includes approximately \$8,250,000 in FY 2019 funds and \$8,250,000 in FY 2020 funds.
- Individual award amounts for the first budget year are anticipated to be \$500,000.
- Allocate funding for each IHS area to support Tribes, Tribal organizations, and UIO.
- Approximately 33 awards will be issued under this program announcement.
  - 2 grants in each IHS Area (24 awards total)
  - 6 set-aside grants for UIO
  - 3 set-aside grants with Maternal & Child Health as the population of focus.

# Area Allocations

- IHS expects to allocate funding for the 12 IHS Service Areas.
- For the **Area Allocations** breakdown, please review:
  - The Notice of Funding Opportunity; and
  - Visit the COIPP funding opportunity webpage:  
<https://www.ihs.gov/asap/coipp>.
- Applicants will be awarded according to their location within their respective IHS Service Area and will not compete with applicants from other IHS Service Areas.
- Urban Indian organization applicants will be selected from a category set aside for UIO applicants only.

# COIPP NOFO for Tribes, Tribal Orgs, and UIOs

- Posted via the Federal Register: **October 16, 2020**
- For Tribes, Tribal organizations and urban Indian organizations, the Notice of Funding Opportunity was posted via the Federal Register:
  - **COIPP New Applicants:**
    - <https://federalregister.gov>
    - Reference Funding Announcement Number: **HHS-2021-IHS-COIPP-0001**

## *When are Applications Due?*

- All applications are due from Tribes, Tribal Organizations, and UIOs:

**December 15, 2020**

- Application submission extensions **will not** be granted.



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# Preparing the Application

## Section IV: Application and Submission Information



# Key Dates for Tribes, Tribal Organizations, and UIOs

Key Item	Key Date Deadline
Application Deadline Date	<b>December 15, 2020</b>
Objective Review Committee Dates	<b>January 4-18, 2021</b>
Earliest Anticipated Start Date	<b>February 15, 2021</b>

# *What should we do to get ready to prepare our application?*

- **Registration on Grants.gov is required**, if an entity or organization is not already registered. This can take up to 15 business days, so verify your registration and get registered right away.
- Registration and other information can be found at: <http://www.grants.gov/web/grants/applicants.html>
- Once you have registered in Grants.gov, take time to review the website to become familiar with the many features available. To search for this particular grant announcement, click on the “Search Grants” tab and enter either the CDFA # 93.933 or the opportunity # **HHS-2021-IHS-COIPP-0001**, then click search.
- You can also go to the Division of Grants Management website at [www.ihs.gov/dgm](http://www.ihs.gov/dgm) and look under “Funding Opportunities” and click on the link for the announcement.

# Requirements for Project Proposals

- **ALL COIPP applications** must include the following required application components: refer to **Sect IV. Application and Submission Information** of the NOFO.
- COIPP Project Proposals must include:
  - Abstract (one page)
  - Application forms: SF-424, SF-424A, and SF-424B
  - Project Narrative (not to exceed 10 pgs.)
  - Budget Justification and Narrative (not to exceed 4 pgs.)
  - Timeline (one-page)
  - Tribal Resolution or Tribal Letter of Support
  - Letters of Commitment


# Requirements for Project Proposals

- COIPP Project Proposals must include:
  - 501(c)(3) Certificate (if applicable)
  - Biographical sketches
  - Contractor/consultant qualifications and scope of work
  - Disclosure of Lobbying Activities (SF-LLL)
  - Certification Regarding Lobbying (GG-Lobbying Form)
  - Copy of current Negotiated Indirect Cost rate (IDC) agreement (required in order to receive IDC)
  - Documentation of current Office of Management and Budget (OMB) Financial Audit (if applicable)



# Project Proposal Components

- **Abstract** – Provides a summary of all the key information for the project. Must not exceed one single-spaced page.
  
- **Application Forms**
  1. SF-424, Application for Federal Assistance.
  2. SF-424A, Budget Information – Non-Construction Programs.
  3. SF-424B, Assurances – Non-Construction Programs.
  4. SF-LLL, Disclosure of Lobbying Activities

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- **Project Narrative** – May not exceed 10 pages. The project narrative provides:
    1. Background information on the organization.
    2. Proposed scope of work, objectives, and activities that provide a description of what the applicant plans to accomplish.
  - The 10-page limit for the Project Narrative **does not include** the abstract, standard forms, Tribal resolutions, budget and budget justification, and/or other appendix items.

- **Project Narrative** – Follow instructions provided in announcement in Sect IV.2.A
- **There are four (4) parts to the Project Narrative:**
  - **Part 1:** Statement of Need (*limit 1 pg. – 20 pts*)
  - **Part 2:** Program Plan - Objectives and Activities (*limit 6 pgs. – 35 pts*)
  - **Part 3:** Organizational Capacity (*limit 2 pgs. – 15 pts*)
  - **Part 4:** Program Evaluation - Data Collection and Reporting (*limit 1 pg. – 20 pts*)



# Part 1: Statement of Need

## (limit – 1 page) (20 pts)

This section must also succinctly but completely answer the questions listed under the evaluation criteria in Section V.1.A – Statement of Need.

- **Section V.1.A – Statement of Need**

1. Describe the extent of the problem related to opioid misuse in your community (“community” means the applicant’s Tribe, village, Tribal organization, consortium of Tribes or Tribal organizations, or urban center)
  - Provide facts and evidence that **support the need** for the project.
  - Determine that the applicant understands the problems identified and can reasonably address them.

## Part 1 - Section V.1.A – Statement of Need (cont'd)

2. Include a description of social determinants of health that may contribute to the opioid crisis in the community.
  - Include details on economic stability,
  - education,
  - social and community context,
  - health and health care, and
  - neighborhood and built environment.

## Part 1 - Section V.1.A – Statement of Need (cont'd)

3. Provide background information on the applicant.
4. Based on the information and/or data currently available, document the prevalence of opioid misuse rates.
5. Based on the information and/or data currently available, document the need to **increase capacity** to implement, sustain, and improve effective opioid misuse prevention, treatment, aftercare, and recovery services in the proposed catchment area that is consistent with the purpose of this funding opportunity announcement.

## Part 1 - Section V.1.A – Statement of Need (cont'd)

6. Describe the **service gaps** and other problems related to the need for funds targeting opioid misuse.
7. Describe potential Tribal and community **partners and resources** in the catchment area that can participate in the broad community awareness campaign.
8. Affirm that the goals of the project are consistent with priorities of the Tribal government or board of directors and that the governing body is in support of this application.



## **Part 2 – Program Plan (Objectives and Activities) (limit – 6 pages) (35 points)**

- Follow instructions provided in announcement in Sect V.1.B
  1. Identify the population of focus for your project. Describe the purpose of the proposed project, including goals and objectives and how they are linked. Describe how the achievement of goals will increase the Tribe, Tribal organization, or UIO's capacity to support the goals and required activities identified in Section I of this announcement.

## Part 2 – Program Plan (Objectives and Activities) (cont'd)

2. Describe how the proposed project activities are related to the proposed project's goals and objectives. Describe how the project activities will **increase the capacity** of the community to prevent and treat opioid addiction in the communities.
3. Describe **organizational capacity** to implement the proposed activities, including increased public awareness and education on opioids; developing a comprehensive support team to strengthen and empower AI/AN families in addressing the opioid crisis; and integrating the use of MAT into their community.

## Part 2 – Program Plan (Objectives and Activities) (cont'd)

4. Describe how **community partners** will be involved in the planning and implementation of the project.

### Examples of community partners:

- prevention and recovery support providers,
- substance use disorder treatment programs,
- peer recovery specialists,
- social workers,
- behavioral health clinics,
- community health centers,
- family and youth homeless providers,
- primary and behavioral health care providers,
- pharmacists,
- clergy,
- law enforcement.

## Part 2 – Program Plan (Objectives and Activities) (cont'd)

5. Describe if/how the efforts of the proposed project will be coordinated with any other **Federal grants** or programs funded through IHS, SAMHSA, BIA, or other Federal agencies.
6. Provide a chart depicting a realistic **timeline** for the project period showing key activities, milestones, and responsible staff. These key activities should include the required activities identified in Section V of this announcement.



## Part 3 – Organizational Capacity – (limit 2 pages) Section V.1.C (15 points)

- Describe the organizational capacity to implement the proposed activities in the following areas:
  - Increased public awareness and education on opioids;
  - Developing a comprehensive support team to strengthen and empower AI/AN families in addressing the opioid crisis;
  - Ability to provide direct care, treatment, and services, including MAT;
  - Current or ongoing projects related to opioid prevention, treatment, recovery support, and aftercare; and
  - A detailed description of partnerships and networks with opioid misuse providers.

## Part 3 – Organizational Capacity – (cont'd)

1. Describe significant program activities and achievements/accomplishments over the past five (5) years associated with opioid prevention, treatment, recovery support, and aftercare activities.
  - Provide success stories, data or other examples of how other funded projects/programs made an impact in your community to address opioid use.
2. Describe the Tribe, Tribal organization, or UIO's experience and capacity to provide culturally appropriate/competent opioid use services to the community and specific populations.
3. Describe the resources available for the proposed project (e.g., facilities, equipment, information technology systems, and financial management systems).

## Part 3 – Organizational Capacity – (cont'd)

4. Describe how project continuity will be maintained if/when there is a change in the operational environment (e.g., staff turnover, change in project leadership, change in elected officials) to ensure project stability over the life of the grant.
5. Provide a complete list of staff positions anticipated for the project including the Project Director, Project Coordinator, and other key personnel, showing the role of each and their level of effort and qualifications.

## Part 3 – Organizational Capacity – (cont'd)

6. For key staff currently on board, include a biographical sketch for the Project Director, Project Coordinator, or other key positions as attachments to the project proposal/application.

Do not include any of the following in the biographical sketch:

- Personally Identifiable Information (i.e., SSN, home address);
- Resumes; or
- Curriculum Vitae.

## Part 4: Program Evaluation (Data Collection and Reporting) (limit 1 page) (20 pts)

- Grantees will be required to collect and submit semi-annual and annual progress reports.
- Logic models are highly recommended to provide guidance on collecting data for evaluation purposes (see Attachment A).
- Applicants are expected to collect data within their communities on prevalence rates on opioid use disorders and other data metrics related to opioid-related mortality and morbidity.

## Part 4: Program Evaluation (cont'd)

1. Progress reports will include the compilation of quantitative data (e.g., number served; screenings completed) and qualitative or narrative (text) data.
2. Reporting elements should include data from local community-based and evidence-based program which pertain to proposed activities, processes and outcomes such as performance measures and other data relevant to evaluation outcomes including intended results (i.e., impact and outcomes).

## Part 4: Program Evaluation (cont'd)

3. Describe how the applicant will measure variables, what method will be used and how the data will be used for quality improvement and sustainability of program and meeting required reporting deadlines.
4. Based on the required objectives, describe the type(s) of evaluation(s) that will be used and how the applicant will collaborate with partners such as Tribal Epidemiology Centers or Urban Epidemiology Centers to complete any evaluation efforts or data collection.

## Part 4: Program Evaluation (cont'd)

5. Describe a plan on how to prioritize **screening efforts** such as Screening, Brief Intervention, and Referral to Treatment (SBIRT) to identify patients at at-risk levels who use illicit drugs and are referred for appropriate services. Describe how the data collection plan includes efforts that support the IHS DBH GPRA measure
  - 1) Proportion of AI/AN that received the SBIRT
6. Describe how annual progress reports will be entered into the Behavioral Health Reporting Portal system and capability and experience with similar evaluations.
7. Describe any data-sharing agreements that are established, or which will be established, in support of these activities.



# Budget and Budget Justification

## (limit 4 pages) (10 points)

1. Include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlines in the project narrative for the **first project year expenses only**.
2. Provide a narrative justification of the budget line items, as well as a description of existing resources and other support the applicant expects to receive for the proposed project. Other support is defined as funds or resources, whether Federal, non-Federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-Federal means.

# Budget and Budget Justification (cont'd)

3. Provide a narrative justification supporting the development or continued collaboration with other partners regarding the proposed activities to be implemented.
4. Depending on the availability of funds, the IHS may host annual meetings to provide in-depth training and technical assistance to awardees. In order to help establish critical mass of community and staff members who are informed and committed to implement the project, awardees should plan to send a minimum of two people to one meeting of all awardees in each year of the grant.

# Templates

- Templates are available on the COIPP webpage for the following:
  - COIPP Proposal Guidance & Instructions TEMPLATE (cover letter, abstract, project narrative, budget & budget justification, appendix)
  - COIPP Project Timeline Chart TEMPLATE
  - COIPP Biosketch TEMPLATE
  - COIPP Logic Model TEMPLATE
  - COIPP Budget & Budget Justification TEMPLATE
- Templates can be found at:  
<https://www.ihs.gov/asap/coipp/coippfundinginfo/>

# Proposal Example Documents

- IHS has prepared examples of the following example proposal documents for applicants to use a reference point. They are available for download on the COIPP webpage:
- Examples can be found at:  
<https://www.ihs.gov/asap/coipp/coippfundinginfo/>

# Tips for Preparing a Strong Application

- **Keep the review criteria in mind when writing the application**
  - Applications will be **scored** based on the information that is contained in the application package.
  - Be sure the application forms and the information in your narratives are **complete, clearly written and address the criteria** that will be used when the application is reviewed.
  - **Do not assume** that reviewers are familiar with the applicant organization, service area, barriers to health care or health care needs of your community.
- **Start preparing the application early!**
  - Allow plenty of time to gather required information from various sources.

# Tips for Preparing a Strong Application (cont.)

- **Be concise and clear**
  - Make your points understandable.
  - Provide accurate and honest information, including candid accounts of problems and realistic plans to address them.
  - If any required information or data is omitted, explain why.
  - Make sure the information provided throughout the application is consistent.
  - Your budget should reflect proposed program activities.
- **Use the provided templates**
  - Provide all of the information requested in each section of the templates.
  - **Be sure to follow the instructions at the beginning of each template.**

# Tips for Preparing a Strong Application (cont.)

- **Follow formatting guidelines when preparing narratives**
  - Be aware of the page limitations for each section.
  - Adhere to the spacing requirements, allowable size font, and page-numbering requirements.
- **Carefully proofread the application before submission**
  - Mis-spellings and grammatical errors will make it hard for reviewers to understand the application.
- **Carefully review a copy of your application package to ensure accuracy and completeness**
  - Print out the application before submitting. Review it to make sure that it is complete and that all required documents included.

# Selection Criteria

- All applicants will submit the same application and undergo the same eligibility and selection criteria. Please refer to **Sect V. Application Review Information** for detailed information on the Evaluation Criteria.
- Points are assigned to each evaluation criteria adding up to a total of 100 points.
- Selection criteria will be based on:
  - Statement of Need: 20 points
  - Program Plan (Objectives and Activities): 35 points
  - Organizational Capacity: 15 points
  - Program Evaluation (Data Collection and Reporting): 20 points
  - Budget and Budget Justification: 10 points

**TOTAL: 100 points**



# Resources

- As you prepare your application, please visit the COIPP webpage for the most **current, up-to-date information**.
- Connect with your local **Tribal Epidemiology Center** to find out what data is available to you to include in your proposal.

# Agency Contacts: Grant Submission

## Questions on the programmatic issues may be directed to:

JB Kinlacheeny, Public Health Advisor

National Lead – Alcohol and Substance Abuse Program

Division of Behavioral Health

5600 Fishers Lane, Mail Stop: 08N34-A

Rockville, MD 20857

Phone: (301) 443-0104

Fax: (301) 594-6213      E-mail: [JB.Kinlacheeny@ihs.gov](mailto:JB.Kinlacheeny@ihs.gov)

## Questions on grants management and fiscal matters may be directed to:

Patience Musikikongo, Grants Management Specialist

5600 Fishers Lane, Mail Stop: 09E70

Rockville, MD 20857

Phone: (301) 443-2059

E-mail: [Patience.Musikikongo@ihs.gov](mailto:Patience.Musikikongo@ihs.gov)

## Questions on systems matters may be directed to:

Paul Gettys, Acting Director

Division of Grants Management

5600 Fishers Lane, Mail Stop: 09E70

Rockville, MD 20857

Phone: (301) 443-2114; or the DGM main line (301) 443-5204

Fax: (301) 594-0899      E-Mail: [Paul.Gettys@ihs.gov](mailto:Paul.Gettys@ihs.gov)

# Technical Assistance Webinars and Virtual “Office Hours”

- This webinar has been recorded. The PowerPoint slides and recording is available for download and view at the COIPP webpage:

<https://www.ihp.gov/asap/coipp>

- **Virtual “Office Hours”**: Throughout the next 5 weeks, virtual office hour sessions will be held via adobe connect webinar where potential applicants can attend at their convenience to ask questions. No slides will be presented.

Virtual WEBINARS and “Office Hours”: COIPP NOFO Question/Answer Sessions		
<b><u>Virtual Office Hours</u></b> Tue, Nov 17, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
<b><u>WEBINAR 2</u></b> November 19, 2020	3:00 pm-4:30pm EST	1.5 hrs.
<b><u>Virtual Office Hours</u></b> Fri, Nov 20, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
Mon, Nov 23, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
Fri, Nov 27, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
Mon, Nov 30, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
Thu, Dec 3, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
Mon, Dec 7, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
Thu, Dec 10, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.
Mon, Dec 14, 2020 <a href="https://ihs.cosocloud.com/coippvoh/">https://ihs.cosocloud.com/coippvoh/</a>	1:00 pm-2:00 pm EST	1 hr.

*The following dates/times are subject to change. Please visit the COIPP webpage: <https://www.ihs.gov/asap/coipp> for the most current, up-to-date information available.*

# Ongoing Technical Assistance

- Outside of today's scheduled technical assistance webinars and the scheduled virtual "office hours", all potential applicants should continue to feel free to contact the listed Agency Contacts for any questions outside these TA designated sessions.

# Resources

- The IHS opioids website has a wealth of information on OUD, pain management, training opportunities, tools, technical assistance, best and promising practices, maternal and child health, harm reduction, naloxone, prevention, videos [www.ihs.gov/opioids](http://www.ihs.gov/opioids)



# Questions