Department of Health and Human Services

Indian Health Service

Division of Behavioral Health, Office of Clinical and Preventive Services

Methamphetamine and Suicide Prevention Initiative:

Generation Indigenous (Gen-I) Initiative Support

Announcement Type:

Federal Program Award Opportunity

for

CURRENT
MSPI Purpose Area #4 Federal Program Awardees

Key Dates

Application Deadline Date: **August 1, 2016**

Review Date: **August 8-19, 2016**

Earliest Anticipated Start Date: **September 30, 2016**

I. Funding Opportunity Description

Statutory Authority

The Indian Health Service (IHS), an agency which is part of the Department of Health and Human Services (HHS), is accepting competitive grant applications for a four-year funding cycle of the **Methamphetamine and Suicide Prevention Initiative** (Short Title: **MSPI**) – **Generation Indigenous (GEN-I) Initiative Support** to continue the planning, development and implementation of the current grant funding cycle for the MSPI Purpose Area #4 (GEN-I Initiative Support) that focuses on promoting early intervention strategies and the implementation of positive youth development programming to reduce risk factors for suicidal behavior and substance abuse by working with Native youth up to and including age 24. This program was first established by the Consolidated Appropriations Act of 2008, Pub. L. No. 110-161, 121 Stat. 1844, 2135, and has been continued in the annual appropriations acts since that time. This program is authorized under the authority of the Snyder Act, 25 U.S.C. § 13 and the Indian Health Care Improvement Act, 25 U.S.C. § 1601-1683. The amounts made available for MSPI funding shall be allocated at the discretion of the Director of IHS and shall remain available until expended. IHS utilizes a national funding formula developed in consultation with Tribes and the National Tribal Advisory Committee on behavioral health, as well as conferring with urban Indian organizations (UIOs). The funding formula provides the allocation methodology for each IHS service area.

Background

IHS funded 128 Tribal, UIOs, and IHS Federal facilities for a five-year national program focusing on substance abuse and suicide prevention efforts for Indian Country. There are six overall goals of MSPI. The overall goals of MSPI is to: 1) increase Tribal, UIO, and Federal capacity to operate successful methamphetamine prevention, treatment, and aftercare and suicide prevention, intervention, and postvention services through implementing community and organizational needs assessment and strategic plans; 2) develop and foster data sharing systems among Tribal, UIO, and Federal behavioral health service providers to demonstrate efficacy and impact; 3) identify and address suicide ideations, attempts, and contagions among American Indian and Alaska Native (AI/AN) populations through the development and implementation of culturally appropriate and community relevant prevention, intervention, and postvention strategies; 4) identify and address methamphetamine use among AI/AN populations through the development and implementation of culturally appropriate and community relevant prevention, treatment, and aftercare strategies; 5) identify provider and community education on suicide and methamphetamine use by offering appropriate trainings; and 6) promote positive AI/AN youth development and family engagement through the implementation of early intervention strategies to reduce risk factors for suicidal behavior and substance abuse. Currently funded projects were not required to address all of the six goals listed, only those relevant to the Purpose Area for which they were awarded. A total of 59 projects (Tribes, Tribal organizations, UIOs, and IHS Federal facilities) are currently funded for MSPI Purpose Area #4. IHS requested additional funding in the

Fiscal Year (FY) 2016 President's Budget to expand MSPI Purpose Area #4, specifically to hire additional behavioral health staff to assist with the project.

Purpose

The primary purpose of this IHS grant is to focus on MSPI goal #6, "to promote positive AI/AN youth development and family engagement through the implementation of early intervention strategies to reduce risk factors for suicidal behavior and substance abuse." Projects will accomplish this by focusing specifically on MSPI Purpose Area #4: GEN-I Initiative Support.

Purpose Area #4: Generation Indigenous Initiative Support

The focus of Purpose Area #4 is to promote early intervention strategies and implement positive youth development programming to reduce risk factors for suicidal behavior and substance abuse. IHS is seeking applicants to address MSPI overarching goal #6 by working with Native youth up to and including age 24, on the following broad objectives:

1. Implement evidence-based and practice-based approaches to build resiliency, promote positive development, and increase self-sufficiency behaviors among Native youth;
2. Promote family engagement;
3. Increase access to prevention activities for youth to prevent methamphetamine use and other substance use disorders that contribute to suicidal behaviors, in culturally appropriate ways; and

4. Hire additional behavioral health staff (i.e., licensed behavioral health providers and paraprofessionals, including but not limited to peer specialists, mental health technicians, and community health aides) specializing in child, adolescent, and family services who will be responsible for implementing the project's activities that address all the broad objectives listed.

Competing Supplement: Applicants Currently Funded for MSPI Purpose Area #4

This FOA is specifically open to projects that are **currently funded for MSPI Purpose Area #4 (GEN-I Initiative Support).** If the applicant does not know if they are a currently funded MSPI Purpose Area #4 awardees, please click on the following link to view all currently funded projects: https://www.ihs.gov/mspi/includes/themes/newihstheme/display_objects/documents/mspi2015cohort1.pdf.

Currently funded MSPI Purpose Area #4 awardees should note the following requirements:

1. If the applicant is a **current awardee** under **MSPI Purpose Area #4**, and the applicant will be applying under this FOA for additional funding, the applicant is **NOT required to address all of the broad objectives listed. The applicant is only required to address the one new, broad objective** in the Project Narrative scope of work:
   - **Hire additional behavioral health staff** (i.e., licensed behavioral health

providers and paraprofessionals, including but not limited to peer specialists, mental health technicians, and community health aides) specializing in child, adolescent, and family services who will be responsible for implementing the project's activities that address all the broad objectives listed.

2. If the applicant is a **current MSPI awardee funded for Purpose Area #4**, the applicant is **not allowed to duplicate current, approved activities**, however the applicant can increase or supplement activities and provide that information in the Project Narrative scope of work.

Evidence-Based Practices, Practice-Based Evidence, Promising Practices, and Local Efforts

IHS strongly emphasizes the use of data and evidence in policymaking and program development and implementation. Applicants must identify one or more evidence-based practice, practice-based evidence, best or promising practice, and/or local effort that they plan to implement in the Project Narrative section of the application. The MSPI Program website (http://www.ihs.gov/mspi/bestpractices/) is one resource that applicants may use to find information to build on the foundation of prior substance use and suicide prevention and treatment efforts, in order to support the IHS, Tribes, and UIOs in developing and implementing Tribal and/or culturally appropriate substance use and suicide prevention and early intervention strategies.

II. Award Information

Type of Award

Federal program award.

Estimated Funds Available

The total amount of funding identified for awards is approximately $8,685,000. Individual award amounts are anticipated to be between $70,000 and $300,000. IHS expects to allocate funding for the 12 IHS service areas and UIOs as described in detail below. 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. UIO applicants will be selected from a category set aside for UIO applicants only. The amount of funding available for competing and continuation awards issued under this announcement are subject to the availability of appropriations and budgetary priorities of the agency. IHS is under no obligation to make awards that are selected for funding under this announcement.

Anticipated Number of Awards

Approximately 25 awards will be issued under this funding opportunity announcement. The funding breakdown by area is as follows:

Alaska IHS Service Area

IHS expects to provide approximately $1,117,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $300,000.

Albuquerque IHS Service Area

IHS expects to provide approximately $433,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $200,000.

Bemidji IHS Service Area

IHS expects to provide approximately $539,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $200,000.

Billings IHS Service Area

IHS expects to provide approximately $487,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $200,000.

California IHS Service Area

IHS expects to provide approximately $382,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $200,000.

Great Plains IHS Service Area

IHS expects to provide approximately $875,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $175,000.

Nashville IHS Service Area

IHS expects to make two awards in the amount of $106,500 each, for a total of $213,000.

Navajo IHS Service Area

IHS expects to provide approximately $1,419,000 in total awards. Individual award amounts are anticipated to be between $200,000 and $300,000.

Oklahoma City IHS Service Area

IHS expects to provide approximately $1,335,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $300,000.

Phoenix IHS Service Area

IHS expects to provide approximately $875,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $175,000.

Portland IHS Service Area

IHS expects to make two awards in the amount of $132,334 each, for a total of $264,668.

Tucson IHS Service Area

IHS expects to make two awards in the amount of $73,000 each, for a total of $146,000.

Urban Indian Organizations

IHS expects to provide approximately $600,000 in total awards. Individual award amounts are anticipated to be between $100,000 and $200,000.

Project Period

The project period is for four years and will run consecutively from September 30, 2016, to September 29, 2020.

III. Eligibility Information

1. Eligibility

To be eligible for this federal program award, the applicant must be an IHS federal facility (for example, IHS hospital, IHS clinic or IHS Area Office).

2. Other Requirements

Applications will be deemed ineligible and not considered for review if application budgets exceed the maximum funding amount listed for the applicant's IHS area breakdown outlined under the **"Estimated Funds Available"** section within this funding announcement. If deemed ineligible, IHS will not return the application. The applicant will be notified by e-mail by the

Division of Behavioral Health (DBH) of this decision.

Awardee Meetings

Awardees are required to send the project director and/or project coordinator (the individual who runs the day-to-day project operations) to an annual MSPI meeting. Participation will be in-person or via virtual meetings. The awardee is required to include travel for this purpose in the budget and narrative of the project proposal. At these meetings, awardees will present updates and results of their projects including note of significant or ongoing concerns related to project implementation or management. Program staff will provide updates and technical assistance to awardees in attendance.

IV. Application and Submission Information

1. Obtaining Application Materials

The application package and detailed instructions for this federal program award announcement can be found at the IHS DBH MSPI website: www.ihs.gov/mspi/fundingannouncement2016. Questions regarding the application process may be directed to Ms. Audrey Solimon, National MSPI/DVPI Program Coordinator, at Audrey.Solimon@ihs.gov.

2. Content and Form Application Submission

Mandatory documents for all applicants include:

- Cover Letter
- Table of Contents.
- Abstract (must be single-spaced and not exceed one page) summarizing the project.
- Statement of Need (must be single-spaced and not exceed two pages).
    - Includes the federal facility/organization background information.
- Project Narrative (must be single-spaced and not exceed 20 pages).
    - Proposed scope of work, objectives, and activities that provide a description of what will be accomplished, including a one-page Timeline Chart, and a Local Data Collection Plan.
- Budget and Budget Narrative (must be single-spaced and not exceed four pages).
- Letter(s) of Support from organization's Chief Executive Officer (or relevant equivalent), local organizational partners and Tribal or urban Indian organizational and community partners.
- Biographical sketches for all key personnel (e.g., project director, project coordinator, etc.).
- Position descriptions for all key personnel.
- Contractor/consultant qualifications and scope of work.

Public Policy Requirements

All Federal-wide public policies apply to IHS grants and cooperative agreements

with exception of the discrimination policy.

Requirements for Statement of Need

The statement of need describes the history and current situation in the applicant's Tribal community ("community" means the applicant's Tribe, village, Tribal organization, or consortium of Tribes or Tribal organizations). The statement of need provides the facts and evidence that support the need for the project and established that the federal facility/organization understands the problems and can reasonably address them and provides background information on the federal facility/organization. The statement of need must not exceed two, single-spaced pages and must be type written, have consecutively number pages, use black type not smaller than 12 characters per one inch, and printed on one side of standard size 8-1/2" x 11 paper.

Requirements for Project, Budget and Budget Narratives

A. Project Narrative: This narrative, or proposed approach, should be a separate Word document that is no longer than 20 pages and must: be single-spaced, be type written, have consecutively numbered pages, use black type not smaller than 12 characters per one inch, and be printed on one side only of standard size 8-1/2" x 11" paper.

Be sure to succinctly address and answer all questions listed under the Project

Narrative section and place them under the evaluation criteria (refer to Section V.1, Evaluation criteria in this announcement) and place all responses and required information in the correct section (noted below), or they shall not be considered or scored. These narratives will assist the Objective Review Committee (ORC) in becoming familiar with the applicant's activities and accomplishments prior to this grant award. If the narrative exceeds the page limit, only the first 20 pages will be reviewed. The 20-page limit for the narrative does not include the table of contents, abstract, statement of need, work plan, budget or budget narrative, and/or other appendix items.

There are five (5) parts to the project narrative:

- Part A – Goals and Objectives;
- Part B – Project Activities;
- Part C – Timeline Chart (template provided);
- Part D – Organizational Capacity and Staffing/Administration; and
- Part E – Plan for Local Data Collection.

See below for additional details about what must be included in the narrative.

Part A: Goals and Objectives

- Describe the purpose of the proposed project that includes a clear statement of goals and objectives.
- **Current MSPI Purpose Area #4 awardees** should only address the one new broad objective ("Hire additional behavioral health staff specializing

in child, adolescent, and family services who will be responsible for implementing the project's activities that address all the broad objectives listed") in the Project Narrative. (**Note**: if you are a current federal facility/organization awardee, you are already addressing the first three broad objectives in your current scope of work). The objective should be clearly outlined in the project narrative. If the application does not address the one, new broad objective, the application will be considered ineligible and will not be reviewed for further consideration.

Part B: Project Activities

- **Current MSPI Purpose Area #4 awardees** are **not allowed to duplicate current, approved activities**, however you can increase or supplement current, approved activities and provide that information in the Project Narrative scope of work.
- Describe how project activities will increase the capacity of the identified community to plan and improve the coordination of a collaborative behavioral health and wellness service systems.
- Describe anticipated barriers to progress of the project and how the barriers will be addressed.
- Discuss how the proposed approach addresses the local language, concepts, attitudes, norms and values about suicide, and/or substance use.
- Describe how the proposed project will address issues of diversity within

the population of focus including age, race, gender, ethnicity, culture/cultural identity, language, sexual orientation, disability, and literacy.

- If the applicant plans to include an advisory body in the project, describe its membership, roles and functions, and frequency of meetings.
- Describe how the efforts of the proposed project will be coordinated with any other related Federal grants, including IHS, the Substance Abuse and Mental Health Services Administration (SAMHSA), or Bureau of Indian Affairs (BIA) services provided in the community (if applicable).
- Identify any other organization(s) that will participate in the proposed project. Describe roles and responsibilities and demonstrate their commitment to the project. Include a list of these organizations as an attachment to the application. In the attached list, indicate the organizations that the federal facility/organization has worked with or currently works with. [Note: The attachment will not count as part of the 20-page maximum.].

Part C: Timeline Chart

- Provide a one-year (first project year) timeline chart depicting a realistic timeline for the project period showing key activities, milestones, and responsible staff. These key activities should include the requirements outlined for MSPI Purpose Area #4. [Note: The timeline chart should be

included as part of the Project Narrative as specified here. It should not be placed as an attachment.]. The timeline chart should not exceed one-page.

Part D: Organizational Capacity and Staffing/Administration

- Describe the management capability and experience of the applicant federal facility/organization (and other participating organizations, if applicable) in administering similar grants and projects.
- Discuss the applicant federal facility/organization experience and capacity to provide culturally appropriate/competent services to the community and specific populations of focus.
- Describe the resources available for the proposed project (e.g., facilities, equipment, information technology systems, and financial management systems).
- 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.
- Include a position description for the behavioral health staff as an attachment to the project proposal/application for the behavioral health staff. The position description should not exceed one page. [Note: Attachments will not count against the 20 page maximum].
- For individuals that are identified and currently on staff, include a

biographical sketch (not to include personally identifiable information) for the behavioral health staff as an attachment to the project proposal/application. Each biographical sketch should not exceed one page. Reviewers will not consider information past page one. [Note: Attachments will not count against the 20 page maximum]. **Do not** include any of the following:

- Personally identifiable information;
- Resumes; or
- Curriculum Vitae.

Part E: Plan for Local Data Collection

- Describe the applicant's plan for gathering local data, submitting data requirements, and document the applicant's ability to ensure accurate data tracking and reporting. Describe how members of the community (including youth and families that may receive services) will be involved in the planning, implementation, and data collection.

Funded projects are required to coordinate data collection efforts with their assigned regional Technical Assistance (TA) Provider for evaluation. The regional TA Providers for evaluation are the Tribal Epidemiology Centers (TECs) for each IHS Area and additionally, the National Indian Health Board and the National Council of Urban Indian Health will also provide TA for

evaluation. The TA Providers for evaluation are funded by IHS. Awardees will work with their assigned regional TA Provider for evaluation to measure and track the core processes, outcomes, impacts, and benefits associated with the MSPI. Awardees shall collect local data related to the project and submit it in annual progress reports to IHS and will assist the national MSPI evaluation. The purpose of the national evaluation is to assess the extent to which the projects are successful in achieving project goals and objectives and to determine the impact of MSPI-related activities on individuals and the larger community.

Progress reporting will be required on national data elements related to program outcomes and financial reporting for all awardees. Progress reports will be collected annually throughout the project on a web-based data – the online MSPI portal. Progress reports include the compilation of quantitative (numerical) data (e.g., number served, screenings completed, etc.) and qualitative or narrative (text) data (e.g., program accomplishments, barriers to implementation, and description of partnership and coalition work).

The MSPI online portal (reporting portal) will be open to project staff on a 24 hour/7 day week basis for the duration of each reporting period. In addition, Federal financial report forms (SF-425), which document funds received and expended during the reporting period, will be available. Required financial

forms will be available from the IHS DBH, and other required forms will be provided throughout the funding period by DBH. All document/materials for reporting are to be submitted online. Technical assistance for web-based data entry and for the completion of required fiscal documents will be timely and readily available to awardees by assigned IHS Project Officers.

B. Budget and Budget Narrative: The applicant is required to include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative for **Project Year 1 only**. The budget should match the scope of work described in the project narrative for the **first project year expenses only**. The page limitation should not exceed four single-spaced pages.

Current MSPI awardees funded for Purpose Area #4 are **not allowed to duplicate current, approved budget costs**, however you can increase funding in your current, approved line item(s) to supplement your current, approved budget and provide that information and clarification in the Budget Narrative/justification.

The applicant must provide a narrative justification for all items included in the proposed line item budget supporting the mission and goals of MSPI, 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, in-kind contributions or non-Federal means. Provide a narrative justification supporting the development or continued collaboration with other partners regarding the proposed activities to be implemented.

Templates

Templates are provided for the project narrative, timeline chart, budget and budget narrative, and biographical sketch. These templates can be located and download at the MSPI website at: www.ihs.gov/mspi/fundingannouncement2016.

3. Submission Dates and Times

Applications must be submitted electronically via email to DBH at DBH@ihs.gov by 11:59 p.m. Eastern Daylight Time (EDT) on the application deadline date listed in the Key Dates section on page one of this announcement. Any application received after the application deadline will not be accepted for processing, nor will it be given further consideration for funding. DBH will notify the applicant via e-mail if the application is rejected.

4. Funding Restrictions

- Pre-award costs are not allowable.

- The available funds are inclusive of direct costs.
- Only one federal program award will be awarded per applicant.
- IHS will not acknowledge receipt of applications.

V. Application Review Information

The instructions for preparing the application narrative also constitute the evaluation criteria for reviewing and scoring the application. Weights assigned to each section are noted in parentheses. The 20 page narrative should include only the first year of activities. The narrative section should be written in a manner that is clear to outside reviewers unfamiliar with prior related activities of the applicant. It should be well organized, succinct, and contain all information necessary for reviewers to understand the project fully. Points will be assigned to each evaluation criteria adding up to a total of 100 points. A minimum score of 65 points is required for funding. Points are assigned as follows:

1. Criteria

Applications will be reviewed and scored according to the quality of responses to the required application components in Sections A-E below. In developing the required sections of this application, use the instructions provided for each section, which have been tailored to this program. The application must use the five sections (Sections A-E) listed below in developing the application. The applicant must place the required information in the correct section **or it will not**

be considered for review. The application will be scored according to how well the applicant addresses the requirements for each section listed below. The number of points after each heading is the maximum number of points the review committee may assign to that section. Although scoring weights are not assigned to individual bullets, each bullet is assessed deriving the overall section score.

A. **Statement of Need (History and Current Situation in your Tribal Community)** (35 points)

The statement of need should not exceed two single-spaced pages.

1) Identify the proposed catchment area and provide demographic information on the population(s) to receive services through the targeted systems or agencies, e.g., race, ethnicity, Federally recognized Tribe, language, age, socioeconomic status, sexual identity (sexual orientation, gender identity), and other relevant factors, such as literacy. Describe the stakeholders and resources in the catchment area that can help implement the needed infrastructure development.
2) Based on the information and/or data currently available, document the prevalence of suicide ideations, attempts, clusters (groups of suicides or suicide attempts or both that occurred close together in time and space), completions, and substance use rates. For this Purpose Area, the data should be geared toward AI/AN children and youth.
3) Based on the information and/or data currently available, document the

need for an enhanced infrastructure to increase the capacity to implement, sustain, and improve effective substance abuse prevention and/or behavioral health services in the proposed catchment area that is consistent with the purpose of the program and the funding opportunity announcement. Based on available data, describe the service gaps and other problems related to the need for infrastructure development. Identify the source of the data. Documentation of need may come from a variety of qualitative and quantitative sources. Examples of data sources for the quantitative data that could be used are local epidemiologic data (TECs, IHS area offices), state data (e.g., from state needs assessments), and/or national data (e.g., SAMHSA's National Survey on Drug Use and Health or from National Center for Health Statistics/Centers for Disease Control reports, and Census data). This list is not exhaustive; applicants may submit other valid data, as appropriate for the applicant's program.

4) Describe the current suicide prevention, substance abuse prevention, trauma-related, and mental health promotion activities happening in the applicant's community/communities for Native youth up to and including age 24 and their families. Indicate which organizations/entities are currently offering these activities and where the resources come from to support them.

5) Describe the current service gaps, including disconnection between

available services and unmet needs of Native youth up to and including age 24 and their families.

6) Describe potential project partners and community resources in the catchment area that can participate in the planning process and infrastructure development.

B. Project Narrative / Proposed Approach (20 points)

The project narrative required components (listed as the six components in "Requirements for Project Narrative") together should not exceed 20 single-spaced pages.

1) Describe the purpose of the proposed project, including a clear statement of goals and objectives. The proposed project narrative is **required to address the one additional broad objective listed for MSPI Purpose Area #4**. Describe how achievement of goals will increase system capacity to support the goals and objectives or activities for MSPI Purpose Area #4 by showing how the project will work with Native youth up to and including age 24.

2) Describe how project activities will increase the capacity of the identified community to plan and improve the coordination of a collaborative behavioral health and wellness service system. Describe anticipated barriers to progress of the project and how these barriers will be addressed.

3) Discuss how the proposed approach addresses the local language, concepts, attitudes, norms and values about suicide, and/or substance use.
4) Describe how the proposed project will address issues of diversity for Native youth up to and including age 24 including race/ethnicity, gender, culture/cultural identity, language, sexual orientation, disability, and literacy.
5) Describe how Native youth up to and including ages 24 and families may receive services and how they will be involved in the planning, implementation, and data collection and regional evaluation of the project.
6) Describe how the efforts of the proposed project will be coordinated with any other related Federal grants, including IHS, SAMHSA, or BIA services provided in the community (if applicable).
7) Provide a timeline chart depicting a realistic timeline for 1-year project period showing key activities, milestones, and responsible staff. [Note: The timeline chart should be part of the project narrative as specified in the "Requirements for Project Proposals" section. It should not be placed as an attachment.].
8) If the applicant plans to include an advisory body in the project, describe its membership, roles and functions, and frequency of meetings.

9) Identify any other organization(s) that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment to the project. Include a list of these organizations as an attachment to the project proposal/application. In the attached list, indicate the organizations that the federal facility/organization has worked with or currently works with. [Note: The attachment will not count as part of the 20-page maximum.].

C. Organizational Capacity and Staffing/Administration (15 points)

1) Describe the management capability and experience of the applicant federal facility/organization and other participating organizations in administering similar grants and projects.
2) Identify the department/division that will administer this project. Include a description of this entity, its function and its placement within the organization (federal facility/organization).
3) Discuss the applicant federal facility/organization experience and capacity to provide culturally appropriate/competent services to the community and specific populations of focus.
4) Describe the resources available for the proposed project (e.g., facilities, equipment, information technology systems, and financial management systems).
5) 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, etc.) to ensure project stability over the life of the program award.

6) Demonstrate successful project implementation for the level of effort budgeted for the behavioral health staff and provide qualifications.
7) Include a position description as an attachment to the application for the behavioral health staff. The position description should not exceed one page each. [Note: Attachments will not count against the 20 page maximum].
8) For individuals that are currently on staff, include a biographical sketch (not to include personally identifiable information) for the behavioral health staff. Describe the experience of identified staff in mental health promotion, suicide and substance abuse prevention work in the community/communities. Include the biographical sketch as an attachment to the project proposal/application. Biographical sketches should not exceed one page per staff member. Reviewers will not consider information past page one. [Note: Attachments will not count against the 20 page maximum]. **Do not** include any of the following:
    - Personally identifiable information;
    - Resumes; or
    - Curriculum Vitae.

D. Local Data Collection Plan (20 points)

Describe the applicant's plan for gathering local data, submitting data requirements, and document the applicant's ability to ensure accurate data tracking and reporting. Describe how members of the community (including Native youth up to and including age 24 and families that may receive services) will be involved in the planning, implementation, and data collection.

Funded projects are required to coordinate data collection efforts with their assigned regional TA Provider for evaluation. The regional TA Providers for evaluation are the Tribal Epidemiology Centers (TECs) for each IHS Area and additionally, the National Indian Health Board and the National Council of Urban Indian Health will also provide TA for evaluation. The TA Providers for evaluation are funded by IHS. Awardees will work with their assigned regional TA Provider for evaluation to measure and track the core processes, outcomes, impacts, and benefits associated with the MSPI. Awardees shall collect local data related to the project and submit it in annual progress reports to IHS and will assist the national MSPI evaluation. The purpose of the national evaluation is to assess the extent to which the projects are successful in

achieving project goals and objectives and to determine the impact of MSPI-related activities on individuals and the larger community.

Progress reporting will be required on national selected data elements related to program outcomes and financial reporting for all awardees. Progress reports will be collected annually throughout the project via the MSPI online portal. Progress reports include the compilation of quantitative (numerical) data (e.g., number served, screenings completed, etc.) and qualitative or narrative (text) data (e.g., program accomplishments, barriers to implementation, and description of partnership and coalition work).

E. Budget and Budget Narrative (10 points)

The applicant is required to include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative for **Project Year 1 only**. The budget should match the scope of work described in the project narrative for the **first project year expenses only**. The budget and budget narrative must not exceed four single-spaced pages.

Current MSPI awardees funded for Purpose Area #4 are **not allowed to duplicate current, approved budget costs**; however the awardee can

increase funding in the current, approved line item(s) to supplement the current, approved budget and provide that information and clarification in the Budget Narrative/justification.

The applicant must provide a narrative justification of the items included in the proposed line item budget supporting the mission and goals of MSPI, 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, in-kind contributions or non-Federal means. Provide a narrative justification supporting the development or continued collaboration with other partners regarding the proposed activities to be implemented.

The Budget and Budget Narrative the applicant provides will be considered by reviewers in assessing the applicant's submission, along with the material in the Project Narrative. Applicants should ensure that the budget and budget narrative are aligned with the project narrative.

Additional documents can be submitted as Appendix Items:

- Work plan, logic model and/or time line for proposed objectives.

- Position descriptions for other key staff.
- Resumes of other key staff that reflect current duties.
- Consultant or contractor proposed scope of work and letter of commitment (if applicable).
- Organizational chart.
- Map of area identifying project location(s).
- Additional documents to support narrative (i.e., data tables, key news articles, etc.).

2. Review and Selection

Each application will be prescreened by the DBH staff for eligibility and completeness as outlined in the funding announcement. Applications that meet the eligibility criteria shall be reviewed for merit by the ORC based on evaluation criteria in this funding announcement. The ORC could be composed of both Tribal and Federal reviewers appointed by the IHS program to review and make recommendations on these applications. The technical review process ensures selection of quality projects in a national competition for limited funding. Incomplete applications and applications that are non-responsive to the eligibility criteria will not be referred to the ORC. The applicant will be notified via e-mail of this decision by the DBH. Applicants will be notified by DBH, via e-mail, to outline minor missing components (i.e., budget narratives, audit documentation, key contact form) needed for an otherwise complete application. All missing

documents must be sent to DBH on or before the due date listed in the e-mail of notification of missing documents required.

To obtain a minimum score for funding by the ORC, applicants must address all program requirements and provide all required documentation.

VI. Award Administration Information

1. Award Notices

The Notice of Award (NoA) is a legally binding document signed by the Director of the Division of Behavioral Health and serves as the official notification of the federal program award. The NoA will be provided to the awardee via email. The NoA is the authorizing document for which funds are dispersed to the approved entities and reflects the amount of Federal funds awarded, the purpose of the program award, the terms and conditions of the award, the effective date of the award, and the budget/project period.

Disapproved Applicants

Applicants who received a score less than the recommended funding level for approval, 65 points, and were deemed to be disapproved by the ORC, will receive an Executive Summary Statement from the IHS program office within 30 days of the conclusion of the ORC outlining the strengths and weaknesses of their application submitted. The DBH will also provide additional contact information

as needed to address questions and concerns as well as provide technical assistance if desired.

Approved But Unfunded Applicants

Approved but unfunded applicants that met the minimum scoring range and were deemed by the ORC to be "Approved", but were not funded due to lack of funding, will have their applications held by DBH for a period of one year. If additional funding becomes available during the course of FY 2016 the approved but unfunded application may be re-considered by the awarding program office for possible funding. The applicant will also receive an Executive Summary Statement from the IHS program office within 30 days of the conclusion of the ORC.

NOTE: Any correspondence other than the official NoA signed by the Director of Behavioral Health announcing to the project director that an award has been made to their federal facility/organization is not an authorization to implement their program on behalf of IHS.

2. Reporting Requirements

The awardee must submit required reports consistent with the applicable deadlines. Failure to submit required reports within the time allowed may result in suspension or termination of an active program award, withholding of additional awards for the project, or other enforcement actions such as

withholding of funds or withdraw of the program award by the DBH. Continued failure to submit required reports may result in one or both of the following: 1) the imposition of special award provisions; and 2) the non-funding or non-award of other eligible projects or activities. This requirement applies whether the delinquency is attributable to the failure of the program awardee federal facility/organization or the individual responsible for preparation of the reports. Per the requirements of the program award, all reports are required to be submitted electronically to the MSPI online portal. Personnel responsible for submitting reports (e.g., project director, project coordinator, etc.) will be required to obtain a login and password for the MSPI online portal. Please see the Agency Contacts list in section VII for the systems contact information.

The reporting requirements for this program are noted below.

A. Progress Reports

Program progress reports are required annually, within 30 days after the budget period ends. These reports must include a brief comparison of actual accomplishments to the goals established for the period, a summary of progress to date or, if applicable, provide sound justification for the lack of progress, and other pertinent information as required. A final program progress report must be submitted within 90 days of expiration of the budget/project period at the end of the funding cycle. Additional information

for reporting and associated requirements will be included in the "Programmatic Terms and Conditions" in the official NoA, if funded.

B. Financial Reports

Federal Financial Report FFR (SF-425), Cash Transaction Reports are due 30 days after the close of every calendar quarter to the MSPI online portal. Failure to submit timely reports may cause a disruption the dissemination of future funding to the federal facility/organization during the project funding cycle.

Awardees are responsible and accountable for accurate information being reported on all required reports: the Progress Reports and Federal Financial Reports.

VII. Agency Contacts

Questions on the **programmatic and fiscal issues** may be directed to:

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