



DBH

DIVISION OF BEHAVIORAL HEALTH

DVPI NOFO Overview

Thursday, August 10, 2017

Purpose Webinar

- The purpose of this webinar is to provide guidance for Tribes, Tribal organizations, Urban Indian health program, and IHS federal facilities who are interested in applying for the Domestic Violence and Prevention Initiative (DVPI) notice of funding opportunity (NOFO).
- This webinar will provide:
 - 1) Brief overview of DVPI new funding cycle;
 - 2) Key information for application and submission;
 - 3) Review of proposal requirements; and
 - 4) Brief review of proposal templates and examples.



Background

- DVPI is a nationally-coordinated program that provides promotes the development of evidence-based and practice-based models that represent culturally appropriate prevention and treatment approaches to domestic and sexual violence from a community-driven context.

DVPI Purpose Areas

- To meet the national goals, DVPI has two purpose areas:
 - 1) Purpose Area 1:
 - Domestic and Sexual Violence Prevention, Advocacy, and Coordinated Community Responses.
 - 2) Purpose Area 2:
 - Provide Forensic Healthcare Services.

6 DVPI Goals

- 1) Build Tribal, Urban Indian Health Programs and federal capacity to provide coordinated community responses;
- 2) Increase access to domestic and sexual violence prevention, advocacy, crisis intervention, and behavioral health services;
- 3) Promote trauma-informed services;
- 4) Offer health care provider and community education on domestic violence and sexual violence;
- 5) Respond to the health care needs of AI/ANs of victims of domestic and sexual violence; and
- 6) Incorporate culturally appropriate practices and/or faith-based services.



Eligibility

- Federally-Recognized Indian Tribes;
 - Tribal Organizations;
 - Urban Indian Organizations; and
 - IHS Federal facilities.
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- **New applicants only:** those who do not currently receive DVPI grant/award funding.

Funding Mechanisms

- Grants
 - Tribes, Tribal organization, and UIOs will complete an application and submit through [grants.gov](https://www.grants.gov).
- Federal Program Awards
 - IHS Area Offices, IHS Hospitals, IHS Clinics will complete a Federal program award application and submit via email to fundingopportunities@ihs.gov.

Funding Amounts & Estimated Awards

- A total of \$3.6 million available for funding
 - \$3.2 Tribes, Tribal organizations, and UIOs and IHS Federal facilities.
 - \$400,000 for UIOs.
- Approximately 18 awards will be issued under this funding opportunity announcement.

Area Allocations

- IHS expects to allocate funding for the 12 Service Areas.
 - Applicants will be awarded according to their location within their respective IHS Service Area.
 - UIOs applicants will be selected from a category of set aside for UIO applicants only.

Funding Announcement for Tribes, Tribal and Urban Indian Organizations

- Posted on the Federal Register: **July 28, 2017**
 - DVPI New Applicants: click [here](#) to access the funding announcement.
 - Reference Notice of Funding Opportunity: HHS-2017-IHS-DVPI-0001

DVPI Federal Program Award Opportunity Announcement

- Posted at www.ihs.gov/dvpi/fundingannouncement on **July 28, 2017**
 - Federal DVPI New Applicants: click [here](#) to access the funding announcement.

Application Due Date

- All applications are due on: August 31
 - Application submission extensions **will not** be granted.
 - Tribes, tribal organizations, and urban Indian organizations will submit via grants.gov by 11:59 p.m. Eastern Time
 - Federal IHS facilities will submit via fundingopportunities@ihs.gov by 11:59 p.m. Eastern Time

Key Dates

Key Information	
Application Deadline	August 31, 2017
Objective Review Committee	September 13, 2016
Earliest Anticipated Start Date	September 30, 2017
Singed Tribal Resolution	August 31, 2017
Proof of Non-Profit Status	August 31, 2017

NOTE: IHS Federal facilities are not required to submit Tribal resolutions or proof of non-profit status.

How to prepare?

- For Tribes, Tribal organizations, and Urban Indian organizations, registration on Grants.gov is required.
 - If an entity is not 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 [here](#).
 - Download the application package and detailed instructions for funding opportunities by visiting [Grants.gov](#).
 - Click on the following tabs: Applicants, Apply for Grants, Get Application Package, and enter the CFDA #93.933.

Requirements for the Project Proposal

- All DVPI applicants must include the following project proposal components:
 - Cover Letter
 - Table of contents
 - Abstract
 - Statement of Need
 - Project Narrative
 - Budget and Budget Narrative
 - Local Data Collection Plan (LDCCP)
 - Timeline
 - Biographical Sketch(es)

Project Proposal Components

- Project Narrative
 - The project narrative describes the proposed scope of work. Must be single space and 10 pages.
 - The 10-page limit for the narrative does not include the cover letter, table of contents, abstract, statement of need, standard forms, Tribal resolution(s), budget & budget narrative, LDCCP, and/or other appendix items.
- Required components in the project narrative:
 - Background
 - Goals and Objectives
 - Project Activities
 - Organization Capacity
 - Timeline Chart

Grant Proposal Requirements

- Tribes, Tribal organizations, and Urban Indian org.
 - Table of Contents
 - Statement of Need – may not exceed 2 pages
 - Abstract – 1 page
 - Application forms (SF 424, 424A, and 424B)
 - Project Narrative – may not exceed 10 pages
 - Background
 - Goals and Objectives
 - Project Activities
 - Organizational Capacity & Staffing/Administration
 - Timeline Chart
 - Budget and Budget Narrative – may not exceed 4 pages
 - Tribal Resolution(s)
 - Letter(s) of Support

Federal Proposal Requirements

- Federal facilities:
 - Table of Contents
 - Statement of Need – may not exceed 2 pages
 - Abstract – 1 page
 - Project Narrative – may not exceed 10 pages
 - Background
 - Goals and Objectives
 - Project Activities
 - Organizational Capacity & Staffing/Administration
 - Timeline Chart
 - Budget and Budget Narrative – may not exceed 4 pages
 - Letter(s) of Support

Required Objectives

- Please keep in mind that all applicants are required to address ALL eight (8) objectives listed in the NOFO.
 - Purpose Area 1: 8 objectives
 - Purpose Area 2: 8 objectives
- Locate objective at www.ihs.gov/dvpi

Purpose Area 1

- Objectives

- 1) Expand crisis intervention, counseling, advocacy, behavioral health, and case management services to victims of domestic and sexual violence;
- 2) Foster coalitions and networks to improve coordination and collaboration among victim service providers, healthcare providers, and other responders;
- 3) Educate and train service providers on trauma, domestic violence, and sexual assault and its impact on victims;
- 4) Promote community education for adults and youth on domestic and sexual violence;
- 5) Improve organizational practices to improve services for individuals seeking services for domestic and sexual violence;
- 6) Establish coordinated community response policies, protocols, and procedures to enhance domestic and sexual violence intervention and prevention;
- 7) Integrate culturally appropriate practices and/or faith-based services to facilitate the social and emotional well-being of victims and their children; and
- 8) Implement trauma informed care interventions to support victims and their children.

Purpose Area 2

- Objectives

- 1) Expand available medical forensic services to victims of domestic and sexual violence;
- 2) Foster coalitions and networks to improve coordination and collaboration among forensic healthcare programs to ensure adequate services exist either on-site or by referral for victims of domestic and sexual violence 24/7 year round;
- 3) Educate and train providers to conduct medical forensic examinations;
- 4) Promote community education on available medical forensic services;
- 5) Improve health system organizational practices to improve medical forensic services and care coordination among victim services;
- 6) Establish local health system policies for sexual assault, domestic violence, and child maltreatment;
- 7) Integrate culturally appropriate treatment services throughout the medical forensic examination process; and
- 8) Implement trauma informed care interventions to support victims and their children.

Budget and Budget Narrative

- Applicants are to submit a budget and budget narrative for **Project Year 1 only**.
 - The budget and budget narrative must include a line item budget with a narrative justification for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative.
 - The budget and budget narrative may not exceed four single-spaced pages for both documents combined.

Requirements for the Project Proposal

- Succinctly address and answer all questions listed under required application components and place all responses and required information in the correct section, or they shall not be considered or scored.
- Adhere to the page limitation requirements for the proposal listed in the instructions. Documents that exceed the page limitation requirements will only be reviewed up to the specified page-limitation (ex: Project Narrative may not exceed 10 pages).
- The following narrative pieces will assist the Objective Review Committee (ORC) in becoming familiar with the applicant's activities and accomplishments prior to this potential award.

Templates

- Templates are available on the DVPI webpage for the following:
 - DVPI Proposal Template (including instructions)
 - Timeline Chart (1-year)
 - Biographical Sketch(es)
 - Budget and Budget Narrative (1-year)
 - Local Data Collection Plan: Purpose Areas 1 and 2
- Click [here](#) to obtain the templates.

Examples

- IHS has prepared examples of proposal documents for applicants to use as reference. They are available for download on the DVPI webpage:
 - Examples:
 - [Example One-year Timeline Chart](#) [PDF - 58 KB]
 - [Example Biographical Sketch](#) [PDF - 36 KB]
 - [Example Budget and Budget Narrative](#) [PDF - 76 KB]

Tip 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 your 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.

Tip 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.

Tip for Preparing a Strong Application (cont.)

- Follow formatting guidelines when preparing narratives.
 - Be aware of the page limitations for each section (if applicable).
 - Adhere to the spacing requirements, allowable size font, and page-numbering requirements.
- Carefully proofread the application before submission
 - Misspellings 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.
- Points are assigned to each evaluation criteria adding up to a total of 100 points. A minimum score of 65 points is required for funding.

Statement of Need	35
Proposed Approach/Project Plan	20
Organizational Capacity	15
Local Data Collection Plan	20
Budget and budget narrative	<u>10</u>
Total	100

Statement of Need, 35 Points

- Detail Project Review Narrative – 2 pages maximum
 - provides the facts and evidence that support the need for this project.
 - identifies the community or communities being served by the project and provides the population demographics
 - Culture of the community, communities, and mission.
 - Tribal government or board of directors are in support of the project.
 - Describe behavioral health service system, gaps, barriers, and challenges.
 - Describe potential partners, community resources, communities being served.

Proposed Approach/Project Plan, 20 points

- Project Narrative – 10 pages maximum
 - Part A – Goals and Objectives:
 - IMPORTANT: All applicants are required to address all 8 objectives for either Purpose Area 1 or 2.
 - Part B - Project Activities
 - All activities should be directly related to the required objectives
 - Part C - Project Timeline
 - The project time line should not exceed 1-page;
 - Should also give a broad overview of major project activities
 - Part D - Organizational Capacity & Staffing/Administration
 - All applicants should clearly address staffing/administration

Organizational Capacity, 15 points

- Describe the management capability and experience in administering grants and projects;
- the experience and capacity to provide culturally appropriate/competent services to the community and specific populations;
- the resources available for the proposed project (e.g., facilities, equipment, information technology systems, and financial management systems);
- 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; and
- provide a complete list of staff positions 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.

Local Data Collection, 20 points

- Using the Local Data Collection Plan templates for either Purpose Area 1 or 2, applicants should describe a plan for gathering data relevant to the DVPI Purpose Areas.
 - Address data collection method, data source, data measurement tool, identify staff for data management, and data collection timeline.
 - Include a narrative describing how the applicant will
 - submit the required data;
 - monitor the data; and
 - outline how to ensure accurate data tracking and reporting (e.g. submission of annual progress reporting requirements.)

Resources

- As you prepare your application, please visit the DVPI webpage for the most current, up-to-date information.
- **Best and Promising Practices:** The DVPI webpage also lists best and promising practices for each initiative that you can reference while creating your proposal.
 - <https://www.ihs.gov/dvpi/bppinuse/>
- 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 grants management and fiscal matters may be directed to:

Andrew Diggs, Grants Management Specialist

5600 Fishers Lane, Mail Stop: 09E70

Rockville, MD 20857

Phone: (301) 443-2241

Fax: (301) 594-0899 E-mail: Andrew.diggs@ihs.gov

Questions on systems matters may be directed to:

Paul Gettys, Grant Systems Coordinator

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

Questions/Contacts

- **Questions on:**
 - programmatic issues;
 - how to apply;
 - application submission;
 - fiscal matters; and
 - Federal application process for IHS Federal facilities may be directed to:

Selina Keryte, MPH, Public Health Analyst

National DVPI Coordinator

Direct #: 301-443-7064

e-mail: Selina.keryte@ihs.gov

Technical Assistance Webinars and Virtual “office hours”

- This webinar has been recorded. The power point slides and recording will be available for download at the DVPI webpage soon:
<https://www.ihs.gov/dvpi/index.cfm/newsannouncements/fundingannouncement/>
- Virtual “Office Hours”: Throughout the next 3 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 Office Hours: DVPI NOFO Questions and Answer Sessions

Date	Time	
Monday, August 21	1:00 pm – 2:00 PM EDT	
Tuesday, August 22	1:00 pm – 2:00 PM EDT	
Wednesday, August 23	1:00 pm – 2:00 PM EDT	
Thursday, August 24	11:00 – 12:00 PM EDT	
Friday, August 25	1:00 pm – 2:00 PM EDT	
Tuesday, August 29	1:00 pm – 2:00 PM EDT	
Wednesday, August 30	1:00 pm – 2:00 PM EDT	
Thursday, August 31	1:00 pm – 2:00 PM EDT	

To join the meeting: <https://ihs.adobeconnect.com/rf1ibey6zynk/>
Conference Number: 1-800-832-0736 (for audio only)
Conference Room Number: 2007787

Ongoing Technical Assistance

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

