

DEPARTMENT OF HEALTH AND HUMAN
SERVICES Indian Health Service

Division of Behavioral Health
Office of Clinical and Preventive Services
Domestic Violence Prevention Initiative

Announcement Type:

New Federal Program Award Opportunity

Key Dates

Application Deadline Date: August 31, 2017

Review Date: September 11, 2017

Earliest Anticipated Start Date: September 30, 2017

I. Funding Opportunity Description

Statutory Authority

The Indian Health Service (IHS), Office of Clinical and Preventive Services (OCPS), Division of Behavioral Health (DBH) is accepting applications for a three-year funding cycle, to continue the planning, development, and implementation of the

Domestic Violence Prevention Initiative (DVPI). This program was first established by the Omnibus Appropriations Act of 2009, Public Law 111-8, 123 Stat. 524, 735, and continued in the annual appropriations acts since that time. This program is authorized under the authority of 25 U.S.C. 13, the Snyder Act, and the Indian Health Care Improvement Act, 25 U.S.C. 1601-1683.

Background

The DBH serves as the primary source of national advocacy, policy development, management and administration of behavioral health, alcohol and substance abuse, and family violence prevention programs. In 2015, DBH funded 57 Tribes, Tribal organizations, Urban Indian Organizations (UIOs), and IHS federal facilities that participate in a nationally coordinated project to expand outreach and increase awareness of domestic and sexual violence and provide victim advocacy, intervention, case coordination, policy development, community response teams, and community and school education programs. The DVPI 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.

Purpose

The primary purpose of this program is to accomplish the DVPI goals listed below:

1. Build Tribal, UIO, and Federal capacity to provide coordinated community

responses to American Indian/Alaska Native (AI/AN) victims of domestic and sexual violence.

2. Increase access to domestic and sexual violence prevention, advocacy, crisis intervention, and behavioral health services for AI/AN victims and their families.
3. Promote trauma-informed services for AI/AN victims of domestic and sexual violence and their families.
4. Offer health care provider and community education on domestic and sexual violence.
5. Respond to the health care needs of AI/AN victims of domestic and sexual violence.
6. Incorporate culturally appropriate practices and/or faith-based services for AI/AN victims of domestic and sexual violence.

To accomplish the DVPI goals, IHS invites applicants to address one of the Purpose Areas below:

- Purpose Area 1: Domestic and Sexual Violence Prevention, Advocacy, and Coordinated Community Responses
- Purpose Area 2: Provide Forensic Health Care Services

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 under each Purpose Area must identify one or more evidence-based practice, practice-based evidence, best or promising practice, and/or local effort they plan to implement in the Project Narrative section of their application. The DVPI program website (<https://www.ihs.gov/dvpi/bestpractices>) is one resource that applicants may use to find information to build on the foundation of prior domestic and sexual violence prevention and treatment efforts, in order to support the IHS, Tribes, Tribal organizations, and UIOs in developing and implementing Tribal and/or culturally appropriate domestic and sexual violence prevention and early intervention strategies.

Purpose Areas

Purpose Area 1: Domestic and Sexual Violence Prevention, Advocacy, and Coordinated Community Responses. IHS is seeking applicants to address the following broad objectives:

- Expand crisis intervention, counseling, advocacy, behavioral health, and case management services to victims of domestic and sexual violence;
- Foster coalitions and networks to improve coordination and collaboration among victim service providers, health care providers, and other responders;
- Educate and train service providers on trauma, domestic violence, and sexual assault and its impact on victims;
- Promote community education for adults and youth on domestic and sexual

violence;

- Improve organizational practices to improve services for individuals seeking services for domestic and sexual violence;
- Establish coordinated community response policies, protocols, and procedures to enhance domestic and sexual violence intervention and prevention;
- Integrate culturally appropriate practices and/or faith-based services to facilitate the social and emotional well-being of victims and their children;
and
- Implement trauma informed care interventions to support victims and their children.

Purpose Area 2: Forensic Health Care Services. IHS is seeking applicants to address the following broad objectives:

- Expand available medical forensic services to victims of domestic and sexual violence;
- Foster coalitions and networks to improve coordination and collaboration among forensic health care programs to ensure adequate services exist either on-site or by referral for victims of domestic and sexual violence 24/7 year round;
- Educate and train providers to conduct medical forensic examinations;
- Promote community education on available medical forensic services;
- Improve health system organizational practices to improve medical forensic

services and care coordination among victim services;

- Establish local health system policies for sexual assault, domestic violence, and child maltreatment;
- Integrate culturally appropriate treatment services throughout the medical forensic examination process; and
- Implement trauma informed care interventions to support victims and their children.

II. Award Information

Type of Award: Federal program award.

Estimated Funds Available

The total amount of funding identified for the current fiscal year (FY) 2017 is approximately \$3,600,000. Individual award amounts are anticipated to be from \$50,000 to \$200,000. IHS expects to allocate funding for the 12 IHS service areas as described 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. UIOs applicants will be selected from a category set aside for UIO applicants only. UIO awards will be \$100,000 each. 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

The amounts made available for the DVPI shall be allocated at the discretion of the Director, IHS and shall remain available until expended. IHS utilizes a national funding formula developed in consultation with Tribes and the National Tribal Advisory Committee (NTAC) on behavioral health, as well as conferring with UIOs. The funding formula provides the allocation methodology for each IHS Service Area.

The number of anticipated awards is dependent on the number of applications received in response to the announcement and available funds. If funds remain after all applications are awarded in each IHS service area, the leftover amount will be compiled and will be used to award applications according to rank order without regard to IHS service area until all funds are awarded. The funding breakdown by area is as follows:

Alaska IHS Service Area

IHS expects to provide \$420,000 in total awards for a 12-month project period. Individual award amounts are anticipated to be between \$50,000 and \$200,000.

Albuquerque IHS Service Area

IHS expects to provide \$191,000 in total awards for a 12-month project period

Individual award amounts are anticipated to be between \$50,000 and \$191,000

Bemidji IHS Service Area

IHS expects to provide \$204,000 in total awards for a 12-month project period.

Individual award amounts are anticipated to be between \$50,000 and \$204,000.

Billings IHS Service Area

IHS expects to provide \$184,000 in total awards for a 12-month project period.

Individual award amounts are anticipated to be between \$50,000 and \$184,000.

California IHS Service Area

IHS expects to provide one award for a total of \$144,000 for a 12-month project period.

Great Plains IHS Service Area

IHS expects to provide \$330,000 in total awards for a 12-month project period.

Individual award amounts are anticipated to be between \$50,000 and \$200,000.

Nashville IHS Service Area

IHS expects to provide one award for a total of \$80,000 for a 12-month project

period.

Navajo IHS Service Area

IHS expects to provide \$534,000 in total awards for a 12-month project period.

Individual award amounts are anticipated to be between \$50,000 and \$200,000.

Oklahoma City IHS Service Area

IHS expects to provide \$520,000 in total awards for a 12-month project period.

Individual award amounts are anticipated to be between \$50,000 and \$200,000.

Phoenix IHS Service Area

IHS expects to provide \$330,000 in total awards for a 12-month project period.

Individual award amounts are anticipated to be between \$50,000 and \$200,000.

Portland IHS Service Area

IHS expects to provide \$208,000 in total awards for a 12-month project period.

Individual award amounts are anticipated to be between \$50,000 and \$208,000.

Tucson IHS Service Area

IHS expects to provide one award for a total of \$55,000 for a 12-month project

period.

Urban Indian Organizations

IHS expects to provide \$400,000 in total awards for a 12-month project period. Individual award amounts are anticipated to be between \$50,000 and \$200,000.

Project Period

The project period is for three years and will run consecutively from September 30, 2017 to September 29, 2020.

Continuation Applications

The current funding announcement is a request for submission of proposals for a three-year project proposal; however due to the limited amount of funding available for competing and continuation awards issued under this announcement, the funds are subject to the availability of appropriations and budgetary priorities of the Agency (also reference "Estimated Funds Available" in this section, "Award Information"). Therefore, federal awardees will be required to submit a **Continuation Application every year on May 31** which will assist in determining continued funding from Project Year to Project Year for the three-year project funding cycle. Federal awardees will be required to submit an entire application package including all components listed under “**Application and Submission Information**” (Section IV) to the Division of Behavioral Health to assist in determination of continued funding.

The continuation applications will assist IHS in ensuring that all federal awardees are meeting their goals and objectives, carrying out project activities, and submitting required documentation in a timely manner according to the terms and conditions of their Notice of Award (NoA) and the behavioral health program requirements.

III. Eligibility Information

1. Eligibility

To be eligible for this FY2017 funding opportunity announcement, the applicant must be an IHS federal facility/organization and only “New Applicants” are eligible to apply. An applicant cannot be an existing DVPI federal awardee under this announcement.

2. Other Requirements

If application budgets exceed the highest dollar amount outlined under the “Estimated Funds Available” section within this funding announcement, the application will be considered ineligible and will not be reviewed for further consideration. If deemed ineligible, IHS will not return the application. The applicant will be notified by e-mail by DBH staff of this decision.

IV. Application and Submission Information

1. Obtaining Application Material

The application package and detailed instructions for this announcement can be found at the DBH DVPI website at

<https://www.ihs.gov/dvpi/newsannouncements>

Questions regarding the application process may be directed to Selina T. Keryte at Selina.keryte@ihs.gov or 301-443-7064.

2. Content and Form Application Submission

Mandatory documents for all applicants include:

- Table of contents.
- Abstract (one page) summarizing the project and should not exceed one-page.
- Statement of Need (must be single-spaced and not exceed two pages).
Provides background information on the federal facility/organization.
Provides the facts and evidence that support the need for the project and establishes that the federal facility/organization understands the problems and can reasonably address them. May not exceed two single-spaced pages.
- Project Narrative (must be included as an attachment to the application package and must be single-spaced and not exceed 10 pages).
 - Includes proposed scope of work, required 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 Justification and Narrative (must be single-spaced and not exceed four pages).
- Letter(s) of Support of from organization's Chief Executive Officer (or relevant equivalent), Local Organizational Partners and Tribal or UIO and Community Partners.
- Biographical sketches for all key personnel (e.g., project director, project coordinator, etc.).
- Position descriptions for all key personnel.
- Contractor/Consultant resumes or qualifications and scope of work.
- Organizational Chart (optional).

Public Policy Requirements

All Federal-wide public policies apply to these program awards.

Requirements for Project and Proposals

The project narrative should be a separate Word document that is no longer than 10 pages and must: be single-spaced, type written, consecutively numbered pages, using 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.

Succinctly address and answer all questions listed under required application

components 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 federal program award. If the narrative exceeds the page limit, only the first ten (10) pages will be reviewed. The 10-page limit for the narrative does not include the cover letter, table of contents, abstract, statement of need, budget and budget narrative, and/or other appendix items.

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 establishes that the IHS Federal Facility understands the problems and can reasonably address them and provides background information on the IHS Federal Facility and the Tribe(s) served in the Area. 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 point, and printed on one side of standard size 8-1/2" x 11 paper.

Requirements for Project and Budget Narratives

A. Project Narrative **10 pages**

"The project narrative (Parts A through E listed below) should be a separate Word

document that does not exceed 10 pages and must: be single-spaced, type written, have consecutively numbered pages, use black type not smaller than 12 points, 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 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 will 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 federal award. If the narrative exceeds the page limit, only the first 10 pages will be reviewed. The 10-page limit for the narrative does not include the table of contents, abstract, statement of need, standard forms, Tribal resolution(s), budget, budget justification 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 - Local Data Collection Plan

Below are additional details about what must be included in the project narrative.

Part A: Goals and Objectives

- Describe the purpose of the proposed project that includes a clear statement of goals.
- Specifically address all eight (8) required objectives listed for DVPI Purpose Area #1 or Purpose Area # 2. The objectives should be clearly outlined in the project narrative. If the application does not address all required objectives, the application will be considered ineligible and will not be reviewed for further consideration.
- Applicants are allowed to include additional objectives if there are proposed activities that do not fall within the required objectives. Additional activities not related to the required objectives must clearly correspond to a specific objective.

Part B: Project Activities

- Clearly outline how the identified project activities are linked to the objectives listed for DVPI Purpose Area #1 or Purpose Area #2.
- Describe how project activities will increase the capacity of the identified community to plan and improve the coordination of a collaborative domestic and sexual violence services.
- Describe anticipated barriers to progress of the project and how the

barriers will be addressed.

- If the applicant plans to include an advisory body in the project, describe its membership, roles and functions, and frequency of meetings.
- Identify any other organization(s) that will participate in the proposed project. Describe their roles, 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 IHS Federal Facility has worked with or currently works with. [Note: The attachment will not count as part of the 10-page maximum.]

Part C: Timeline Chart

- Provide a one-year (first budget 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 DVPI Purpose Area #1 or Purpose Area #2. [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 facilities/organizations in administering similar federal award and projects.

- Discuss the applicant IHS Federal Facility 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 project.
- 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.
- Include position descriptions as attachments to the project proposal/application for the project director, project coordinator, and all key personnel. Position descriptions should not exceed one page each. [Note: Attachments will not count against the 10 page maximum.]
- For individuals that are identified and currently on staff, include a biographical sketch for the project director, project coordinator, and other key positions as attachments to the project proposal/application. Each

biographical sketch should not exceed one page. [Note: Attachments will not count against the 10 page maximum.] Do not include any of the following:

- Personally Identifiable Information;
- Resumes; or
- Curriculum Vitae.

Part E: Local Data Collection Plan

- The Local Data Collection Plan (LDCP) template does not count toward the page limit. [Note: The LDCP should be placed as an attachment.]
- Utilizing the LDCP template, applicants should describe a plan for gathering data relevant to the DVPI Purpose Area objectives to which you are applying. This includes a plan for each activity that details:
 - A data collection method, a data source, a data measurement tool, identified staff for data management, and a data collection timeline.
 - In addition, a narrative section after the template should describe how the applicant will submit the required data, how the applicant will monitor the data, and outline the applicant's ability to ensure accurate data tracking and reporting (e.g., submission of annual progress reporting requirements that will be collected annually through the project period on the web-based DVPI data portal).

- How the project will work with the regional Technical Assistance (TA) Providers for evaluation (the regional Tribal Epidemiology Center). The TA Providers for evaluation are available to each federal facilities/organizations to help with refining the LDCP, technical assistance with evaluation plans, data collection, data measurement, and data management.

B. Budget Narrative

4 pages

This narrative must include a line item budget with a narrative justification for all expenditures identifying reasonable allowable, allocable costs necessary to accomplish the goals and objectives as outlined in the project narrative. Budget should match the scope of work described in the project narrative. The budget and budget narrative should not exceed four pages.

Templates

Templates are provided for the project narrative, timeline chart, LDCP, budget and budget narrative, and biographical sketch for use by the applicant. These templates can be located and downloaded at the DVPI website at: <https://www.ihs.gov/dvpi/newsannouncements>.

3. Submission Dates and Times

Applications must be submitted electronically via email to DBH at fundingopportunities@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

Only one program award will be awarded per federal applicant.

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 10 page narrative should include only the first year of activities; information for multi-year projects should be included as an appendix. 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. Evaluation Criteria

Applications will be reviewed and scored according to the quality of responses to the required application components in Sections A-E outlined 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 section 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 capacity development.

2. Based on the information and/or data currently available, document the prevalence of domestic and sexual violence.
3. Based on the information and/or data currently available, document the need to increase the capacity to implement, sustain, and improve effective domestic and sexually violence services in the proposed catchment area that is consistent with the purpose of the program and the notice of funding opportunity announcement. Based on available data, describe the service gaps and other problems related to the response to domestic and sexual violence. 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 (Tribal Epidemiology Centers and/or Indian Health Services Trends) state data (e.g., from state needs assessments), and/or national data (e.g. Substance Abuse and Mental Health Services Administration, National Survey on Drug Use and Health) and/or national data (e.g. National Center for Health Statistics, Centers for Disease Control reports, Department of Justice or Census data, and My Tribal Area from the U.S. Census Data). This list is not exhaustive; applicants may submit other valid data, as appropriate for the applicant's program.

4. Describe the existing health service gaps, barriers, and other systemic challenges related to the need for planning and capacity building and

coordination of domestic and sexual violence services.

5. Describe potential project partners and community resources in the catchment area that can participate in the planning process and capacity building.
6. Affirm 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.

B. Project Narrative/Proposed Approach (20 points)

The project narrative required components (listed as the five components (A-E) in “Requirements for Project Narrative”) together should not exceed 10 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 all eight objectives listed for DVPI Purpose Area #1 or Purpose Area #2.** Describe how achievement of goals will increase system capacity to support the goals and objectives or activities for DVPI Purpose Area #1 or Purpose Area #2.
2. Describe how project activities will increase the capacity of the identified community to plan and improve the coordination of a collaborative service system for victims of domestic and sexual violence. Describe anticipated barriers to progress of the project and how these barriers will be

addressed.

3. 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.
4. Describe how the proposed project will address domestic violence and sexual assault in the communities being served.
5. Describe how the efforts of the proposed project will be coordinated with any other related federal grants, including IHS, the Department of Justice (DOJ), Substance Abuse and Mental Health Services Administration (SAMHSA), or Bureau of Indian Affairs (BIA) services provided in the community (if applicable).
6. Provide a timeline chart depicting a realistic timeline for the entire project period showing key activities, milestones, and responsible staff. These key activities should include the requirements outlined in the chosen Purpose Area. [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 in as an attachment.]
7. If the applicant plans to include an advisory body in the project, describe its membership, roles and functions, and frequency of meetings.
8. Identify any other organization(s) that will participate in the proposed project. Describe their roles, 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 Tribe, Tribal organization or UIO has worked with or currently works with. [Note: The attachment will not count as part of the 10-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 projects.
2. Identify the department/division that will administer this project. Include a description of this entity, its function, and its placement within the 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, change in elected officials) to ensure project stability

over the life of the program award.

6. Provide a list of staff positions for the project, including the DVPI health staff, project director, project coordinator, and other key personnel, showing the role of each and their level of effort and qualifications. Demonstrate successful project implementation for the level of effort budgeted for the DVPI staff, project director, project coordinator, and other key staff.
7. Include position descriptions as attachments to the application for the behavioral health staff, project director, project coordinator, and all key personnel. Position descriptions should not exceed one page each. [Note: Attachments will not count against the 10 page maximum.]
8. For individuals that are currently on staff, include a biographical sketch (not to include personally identifiable information) for each individual that will be listed as the behavioral health staff, project director, project coordinator, and other key positions. Describe the experience of identified staff in domestic violence and sexual assault work in the community/communities. Include each biographical sketch as *attachments* 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 10 page maximum.] Do not include any of the following:
 - Personally Identifiable Information;

- Resumes; or
- Curriculum Vitae.

D. Local Data Collection Plan (20 points)

1) Utilizing the Local Data Collection Plan (LDCP) template, applicants should describe a plan for gathering data relevant to the DVPI Purpose Area #1 or Purpose Area #2 Objectives. This includes a plan for each activity that details:

- A data collection method, a data source, a data measurement tool, identified staff for data management, and a data collection timeline.
- In addition, a narrative section after the template should describe how the applicant will submit the required data, how the applicant will monitor the data, and outline the applicant's ability to ensure accurate data tracking and reporting (e.g., submission of annual progress reporting requirements).

E. Budget and Budget Narrative (10 points)

1. 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 Budget Year 1 only. The budget should match the scope of work described in the project narrative for the first budget year expenses only.

2. The applicant must provide a budget narrative justification of the items included in the proposed line item budget supporting the mission and goals of DVPI.
3. Applicants should ensure that the budget and budget narrative are aligned with the project narrative. 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.
4. The budget and budget narrative must not exceed four single-spaced pages.

Additional documents can be uploaded as Appendix Items

- Work plan, logic model and/or time line for proposed objectives.
- Position descriptions for key staff.
- 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 this Federal program funding opportunity 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 DBH staff. Applicants will be notified by DBH, via e-mail, to outline minor missing components (e.g., 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 federal 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, 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. The IHS program office 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 2017 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 federal 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 withdraw of program funding by DBH. This requirement applies whether the delinquency is attributable to the failure of the federal awardee 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 DVPI 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 DVPI online portal.

Information on how to obtain login and password will be provided to all federal awardees.

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. Progress reports will include an online submission of standard questions that will be provided to each federal awardee.

A final report must be submitted within 90 days of expiration of the budget/project period at the end of the funding cycle.

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 DVPI online portal.

Failure to submit timely reports may cause a disruption of the dissemination of future funding to the federal facility/organization.

Federal awardees are responsible and accountable for accurate information being reported on all required reports: the annual Progress Reports and Federal Financial Reports (SF-425).

VII. Agency Contacts

1. Questions on the programmatic issues may be directed to:

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