**Behavioral Health Integration Initiative (BH2I) PROPOSAL TEMPLATE**

*V1: October 1, 2020*

# *PROPOSAL GUIDELINES & TEMPLATE*

*The following document will provide you with the instructions and guidance for submission of a proposal for the* ***Behavioral Health Integration Initiative (BH2I)*** *funding.*

*This document serves as a* ***TEMPLATE for the BH2I APPLICATION PROPOSAL****.* ***INSTRUCTIONS: HOW TO USE THIS TEMPLATE***

1. *Save this template document with a new file name that includes the program name. Throughout the template, instructions and guidance are provided in ‘italics’. Please delete all text in ‘italics’ from this template when you begin entering the text.*
2. *Please keep the proposal section titles on each page (in bold). They will serve as your section titles in the proposal template.*
3. *Type in the requested information in each section. Refer to the funding announcement for details about required/requested information.*
4. *Please delete this instruction page (page 1 of the template) of the proposal template.*
5. *Other formatting guidelines:*
   * *Use single spacing between lines (unless otherwise specified).*
   * *Consecutively number pages.*
   * *Use black type font not smaller than 12 characters per one inch (12 pt. font).*
   * *Charts and Tables must also be done in 12 point font.*
   * *Print on one side only of standard size paper (8½” x 11” paper).*

# *ADDITIONAL TEMPLATES*

*Additional templates are referenced throughout this document and you can find them on the following* IHS BH2I Funding Announcement webpage*: Here*

# *PROPOSAL COMPONENTS*

*The proposal should include the following components:*

1. Cover Letter
2. Abstract
3. Project Narrative:
   * Statement of Need
   * Program Planning and Implementation Approach
   * Staff and Organizational Capacity
   * Evaluation Plan (Data Collection and Reporting)
4. Budget & Budget Justification
5. Timeline
6. Appendix (if needed)
7. **COVER LETTER**

*This cover letter includes the Tribe, Tribal organization, or urban Indian organization contact information and the title of the proposed project.*

*Typically the cover letter is 1-page and is on the Tribe, Tribal organization, or urban Indian organization, however this is not required.*

*The cover letter is required to include the following information:*

* + **Proposed BH2I Project Title:**
  + **Name of Tribe, Tribal organization, or urban Indian organization:**
    - **Tribe/Organization Address:**
  + **Name of Project Primary Contact:**
    - **Phone Number:**
    - **Fax Number:**
    - **Email:**
  + **DUNS Number:**
  + **Eligible Entity:**

*Using the criteria outlined in Section III, Eligibility Information, in the notice of funding opportunity, explain how the applicant is an eligible entity (Example: Tribe, Tribal organization, urban Indian organization).*

* + **Total Funds Requested: $**

*Specify the total amount of funds you are requesting for this proposed project. Please note that each IHS Area has specific guidelines on the amount of funding an applicant can apply for. Please reference the* ***BH2I funding allocation at Grants.Gov and Federal Registry:***

Federal Register - <https://www.federalregister.gov/d/2021-24040>

Grants.gov - <https://www.grants.gov/web/grants/view-opportunity.html?oppId=334976>

1. **ABSTRACT**

*The abstract should be a concise summary of all the key information for the proposed project. It is a summary off the content and scope of the project. Remember that your abstract is a description of your project (what you are planning to do) and* ***not*** *a description of the topic or issue you have chosen.*

*The Abstract may* ***not*** *exceed 1-page and must be single-spaced.*

1. **PROJECT NARRATIVE** *(limit 17 pages)*

*The Project Narrative is the ‘nuts & bolts’ of the project – the scope of work or the plan of how the proposed project will be implemented.*

*This narrative should be a separate document that is no more than 17 pages and must:*

1. *Have consecutively numbered pages; (2) use black font 12 points or larger; (3) be single-spaced; and (4) be formatted to fit standard letter paper (8 1/2 x 11 inches).*

*Be sure to succinctly answer all questions listed under the evaluation criteria (refer to Section V.1, Evaluation Criteria) and place all responses and required information in the correct section noted below or they will not be Start Printed Page 60870 considered or scored. If the narrative exceeds the page limit, the application will be considered not responsive and will not be reviewed. The 17-page limit for the narrative does not include the work plan, standard forms, Tribal Resolutions, budget, budget justifications, narratives, and/or other items.*

*There are five parts to the project narrative:*

*The Project Narrative should include the following required sections:*

* + *Part A: Statement of Need*
  + *Part B: Program Planning and Implementation Approach*
  + *Part C: Staff and Organization Capacity*
  + *Part D: Performance Assessment and Data Collection*
  + *Part E: Evaluation Plan*

*\*The Project Narrative should* ***not*** *exceed 17-pages and must be single-spaced.*

1. **Part A - STATEMENT OF NEED** *(limit – 2 page) (25 points)*

*Describe the current situation in the applicant's Tribal community (“community” means the applicant's Tribe, village, Tribal organization, or consortium of Tribes or Tribal organizations). Provide the facts and evidence that support the need for the project, and that establish the Tribe, Tribal organization, or UIO understands the problems and can reasonably address them.*

* + Describe the service area/target population demonstrating the need for new/increased integrated primary health care/behavioral health services.
  + Describe the needs in your service area and/or among your target population for new/increased integrated primary health care/behavioral health services.
  + Describe the unique characteristics of the service area and population that impact access to or utilization of behavioral health care.
  + Describe existing behavioral health care providers in the service area, including identified gaps in behavioral health care services the applicant can address via BH2I funds.

1. **Part B – Program Planning and Implementation Approach** *(limit – 9 pages) (25 points)*

State the purpose, goals, and objectives of your proposed project.

Describe evidence-based programs, services, or practices you propose to implement, or to continue to implement through support of this grant opportunity. Describe your plan to formally integrate behavioral health through your health care system**.**

* + Describe the purpose, goals, and objectives of the proposed project to address the mental and physical health needs through an integrated approach between primary health care/behavioral health services.
  + Describe the evidence-based practices, practice-based evidence, promising practices, and intervention efforts, including culturally appropriate services and interventions, to produce meaningful and relevant results including additional details to support evidence of effectiveness to support the proposed project.
  + Describe the current level of behavioral health integration (using the SAMHSA- HRSA Center for Integrated Health Solutions framework at [*https://www.integration.samhsa.gov/integrated-care-models/CIHS\_Framework\_*](https://www.integration.samhsa.gov/â€‹integrated-care-models/â€‹CIHS_â€‹Framework_â€‹Final_â€‹charts.pdf)[*Final\_charts.pdf*](https://www.integration.samhsa.gov/â€‹integrated-care-models/â€‹CIHS_â€‹Framework_â€‹Final_â€‹charts.pdf) *)* and forecast how they will progress to higher levels of health integration.
  + Describe the plan to formally integrate behavioral health through:

1. Improving workflow in the assessment of behavioral health in primary care such as screenings, referral, and policy development;
2. Improving or changing health information technology in ways that facilitate behavioral health integration;
3. Improving physical environment barriers in the delivery of integrated health care;
4. Cross training of staff, including psycho-education training for staff within primary care settings and basic medical education for behavioral health staff;
5. Establishing formal and informal channels of communication to facilitate behavioral health integration.
6. **Part C – Staff And Organizational Capacity** *(limit – 2 pages) (20 points)*

This section should describe the applicant's organization and structure and the capabilities possessed to complete proposed activities. This program will focus on the applicant's ability to implement a formalized integration plan focused on enhancing the clinical processes for patient care among the IHS service areas.

Identify a program director who will implement proposed grant activities and administer the grant, including progress and financial reports or provide salary costs for the addition of full-time equivalent (FTE) licensed behavioral health provider(s).

* + Describe the organization's current system of providing at least one service of primary care and/or behavioral health, including screening, assessment, and care management. Describe the delivery, operation, and/or management of at least one portion of direct primary care or behavioral health treatment services.
  + Describe how you will identify qualified professionals who will implement proposed grant activities, administer the grant, including completion and submission of progress and financial reports, and how project continuity will be maintained if/when there is a change in the operational environment ( e.g., staff turnover, change in project leadership) to ensure project stability over the life of the grant.
  + Describe the organization's plan to hire full-time equivalent (FTE) licensed behavioral health provider(s).
  + Include a biographical sketch for individuals identified and currently on staff in the project director, project coordinator, and other key positions as attachments to the project proposal/application. Each biographical sketch should not exceed one page. Do not include any of the following:

1. Personally Identifiable Information;
2. Resumes; or
3. Curriculum Vitae.
4. **Part D – Performance Assessment And Data Collection** *(limit – 2 pages) (10 points)*

This section of the application should describe efforts to collect and report project data that will support and demonstrate BH2I activities. BH2I grantees will be required to collect and report data pertaining to activities, processes, and outcomes. Data collection activities should capture and document actions conducted throughout awarded years, including those that will contribute relevant project impact.

* + Describe plans for data collection, management, analysis, and reporting for integration activities.
  + Describe your process for data collection that will be required as part of the evidence-based practice, or proposed evidence-based projects.
  + Explain the proposed efforts to utilize health information technology including accessibility, collection, and monitoring of relevant data for proposed BH2I project.
  + Discuss the proposed evaluation methods (including expertise and tools) to assess impacts and outcomes.

1. **Part E – Evaluation Plan** (limit 2 pages) (10 points)

The evaluation section should describe applicant's plan to evaluate program activities. The evaluation plan should describe expected results and any identified metrics to support program effectiveness. Evaluation plans should incorporate questions related to outcomes and processes including documentation of lessons learned.

Describe efforts to monitor improvements through the evaluation of the following:

* 1. Implementation team.
  2. Partnerships to achieve goals.
  3. Sustainability.
  4. Level of integration.
  5. Measurement-based screening tools.
  6. Patient tracking system.
  + Describe proposed methods, including quantitative and qualitative tools and resources, techniques to measure outcomes, and any partners who will conduct evaluation if separate from the primary applicant.
  + Describe performance measures and other data relevant to evaluation outcomes, including intended results (i.e., impact and outcomes).
  + Discuss how expected results will be measured (define indicators or tools used to monitor and measure progress).
  + Describe a plan to monitor improvements through the evaluation of increased coordinated care, co-located care, and integrated care using the SAMHSA-HRSA Center for Integrated Health Solutions six-level framework at htt[ps://www.integration.samhsa.gov/](http://www.integration.samhsa.gov/integrated-care-models/A_Standard_)in[tegra](http://www.integration.samhsa.gov/integrated-care-models/A_Standard_)ted[-care-models/A\_Standard\_](http://www.integration.samhsa.gov/integrated-care-models/A_Standard_) Framework\_for\_Levels\_of\_Integrated\_Healthcare.pdf.

1. **BUDGET & BUDGET JUSTIFICATION** *(limit 4 pages) (10 points)*

Provide a budget narrative that explains the amounts requested for each line item of the budget from the SF-424A (Budget Information for Non-Construction Programs). The budget narrative can include a more detailed spreadsheet than is provided by the SF-424A.

The budget narrative should specifically describe how each item will support the achievement of proposed objectives. Be very careful about showing how each item in the “Other” category is justified. For subsequent budget years (see Multi-Year Project Requirements in Section V.1, Application Review Information, Evaluation Criteria), the narrative should highlight the changes from year one or clearly indicate that there are no substantive budget changes during the period of performance. Do NOT use the budget narrative to expand the project narrative.

\*Submit the Budget and Budget Justification for year one -2022-2023

1. All applications must be submitted via Grants.gov. Please use the [https://www.Grants.gov](https://www.grants.gov/) website to submit BH2I Application. Find the application by selecting the “Search Grants” link on the homepage. Follow the instructions for submitting an application under the Package tab. No other method of application submission is acceptable.

*\*\*\*\* Once you complete your proposal, refer to notice of funding award* ***Section IV. Application and Submission Information*** *to make sure you have captured what is required in the Evaluation Criteria. Good luck! \*\*\*\**

**APPENDIX**

*Any documents that you have referenced in the proposal that may include but are not limited to the following examples:*

* + *Copy of current/approved IDC rate documentation;*
  + *Biographical Sketches of Current Key Staff;*
  + *Logic Model;*
  + *Project Timeline;*
  + *Organizational Chart;*
  + *Board of Director’s list or Advisory Board list;*
  + *Letter(s) of Support – Tribal, Community, Organizational (local, regional);*
  + *Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU);*
  + *Map of Community/Communities Identifying Project Locations;*
  + *Additional Documents to Support the Project Narrative (i.e., data tables, key news articles, etc.).*

*Ensure that all appendix documents are properly listed (beginning with the letter “A” with subsequent documents in alphabetical order) and titled appropriately for quick and easy identification.*

*Examples: “Appendix A: Organizational Chart”*

*“Appendix B: Biographical Sketches of Key Staff”*

*“Appendix C: Memoranda of Agreement (MOA) with XYZ Tribal College”*

*Remember, not all the documents above in this section are required for submission. Please reference the notice of funding opportunity for all requirements.*