How to Apply: MSPI & DVPI FY2015 New Funding Cycle

Indian Health Service

Division of Behavioral Health

July 14, 2015

Purpose of Webinar

- The purpose of this webinar is to provide guidance for Tribes, Tribal organizations, Urban Indian health programs, and IHS Federal facilities on how to apply for the new funding cycle.

- This webinar will provide:
    1. Brief overview of the MSPI & DVPI new funding cycle
    2. Key information for the application and submission process
    3. Review of proposal requirements
    4. Brief review of proposal templates, examples, and resources

Background

- **MSPI:** From September 2009 – August 2015, IHS funded 130 IHS, Tribal, and Urban Indian health programs (UIHPs) that participated in a nationally coordinated six-year demonstration pilot project, focusing on providing methamphetamine and suicide prevention and intervention resources for Indian Country.

- **DVPI:** From August 2010 – August 2015, IHS funded 65 IHS, Tribal, Tribal organizations, and UIHPs that participated in a nationally coordinated five-year demonstration pilot project to expand outreach and increase awareness of domestic and sexual violence and provide victim advocacy, intervention, case coordinator, policy development, community response teams, and community and school education programs.

MSPI & DVPI Eligibility: *Who is Eligible to Apply?*

- Limited competition available only to:
  - Tribes;
  - Tribal organizations;
  - Urban Indian Health Programs (UHIPs); and
  - IHS Federal facilities.

- Reference Section III (Eligibility Information) for specific information and guidance.

- All prior funded MSPI & DVPI projects must re-apply for the new funding cycle.

MSPI & DVPI Funding Mechanisms

- There are two (2) funding mechanisms:
  - Grants
  - Federal Program Awards

- Tribes, Tribal organizations, and Urban Indian Health Programs will be awarded through a <u>grant mechanism</u>.
  - Application submission will be done via Grants.gov.

- Federal programs (IHS facilities) will receive funding through <u>federal program awards</u>.
  - Application submission will be done directly to the Division of Behavioral Health.

MSPI & DVPI FY2015 Funding Amounts

- Overall FY 2015 funding amounts available for **MSPI** will be:
  - $12,500,000 for Tribes, Tribal organizations, and IHS Federal facilities and;
  - $1,000,000 for Urban Indian Health Programs.

- Overall FY 2015 funding amounts available for **DVPI** will be:
  - $7,000,000 for Tribes, Tribal organizations, and IHS Federal facilities and;
  - $600,000 for Urban Indian Health Programs.

Area Allocations

- IHS expects to allocate funding for the 12 IHS Service Areas for both MSPI & DVPI.
    - For the **Area Allocations** breakdown, please review the funding announcements or visit the MSPI & DVPI funding opportunities webpages.

- Applicants will be awarded according to their location within their respective IHS Service Area and <u>will not</u> compete with applicants from other IHS Service Areas.

- Urban Indian Health Program applicants will be selected from a category set aside for UIHP applicants only.

MSPI & DVPI Funding Announcements

- Funding announcements available: **July 8, 2015**

- For Tribes, Tribal organizations and Urban Indian Health Programs, the funding announcement was posted via the Federal Register:
  - MSPI: [Federal Register MPSI Funding Announcement](#)
  - DVPI: [Federal Register DVPI Funding Announcement](#)
- For IHS Federal Facilities, the federal program funding announcements are posted on the IHS MSPI & DVPI websites for download:
  - MSPI: [IHS MSPI Funding Announcement](#)
  - DVPI: [IHS DVPI Funding Announcement](#)

MSPI & DVPI Application Period:
When are Applications Due?

- Tribes, Tribal Organizations, and Urban Indian Health Programs:
  - Applications will be due 60 days after the federal register notice is issued via Grants.gov.
  - Deadline: **September 8, 2015** by 11:59pm EST

- IHS facilities:
  - Applications will be due 47 days after the funding notice is issued and submissions will be done via email.
  - Deadline: **August 24, 2015** by 11:59pm EST

Overall Program Goals

- Each funding announcement has a list of goals – the primary purpose of each grant.

- These goals pertain to the overall program components of MSPI & DVPI.

- Funded projects are not expected to address all of the MSPI or DVPI goals listed, **only those relevant to the Purpose Area for they are applying**.

DVPI Program Components

- DVPI will have two (2) Purpose Areas for eligible applicants to apply:
  - **<u>Purpose Area 1</u>**: Domestic and Sexual Violence Prevention, Advocacy, and Coordinated Community Responses

  - **<u>Purpose Area 2</u>**: Forensic Healthcare Treatment Services

MSPI Program Components

- MSPI will have four (4) Purpose Areas for eligible applicants to apply:
  - **Purpose Area 1**: Community and Organizational Needs Assessment and Strategic Planning/Data Sharing Systems

  - **Purpose Area 2**: Suicide Prevention, Intervention, and Postvention Services

  - **Purpose Area 3**: Methamphetamine Prevention, Treatment, and Aftercare Services

  - **Purpose Area 4**: Native Youth Focused – Generation Indigenous Initiative Support

CORRECTION: MSPI Purpose Area #2

- It was brought to the attention of IHS on July 8, 2015 that MSPI Purpose Area #2 contained four (4) incorrect broad objectives:
  - Federal Register: page 39132, third column;
  - Federal Program announcement: page 6-7

- An official correction is being made via the Federal Register and should be posted soon. It will also be posted on the IHS website.

CORRECT Broad Objectives for MSPI Purpose Area #2

- Expand available behavioral health care treatment services;

- Foster coalitions and networks to improve care coordination;

- Educate and train providers in the care of suicide screening and evidence-based suicide care;

- Promote community education to recognize the signs of suicide, and prevent and intervene in suicides and suicide ideations;

- Improve health system organizational practices to provide evidence-based suicide care;

- Establish local health system policies for suicide prevention, intervention, and postvention;

- Integrate culturally appropriate treatment services; and

- Implement trauma informed care services and programs.

Purpose Areas: MSPI & DVPI

- In certain circumstances, applicants may choose to apply for more than one Purpose Area.

- If this is the case, the applicants must submit a **separate application** for **each** Purpose Area.

- It is **not** guaranteed that you will be funded for more than one (1) Purpose Area.

- It is highly recommended that you focus on submitting one (1) strong application.

Preparing the application

Section IV: Application and Submission Information

Key Dates: Tribes, Tribal Organizations, and UIHPs

- Application Deadline Date: **September 8, 2015**

- Objective Review Committee Dates: **September 14 – 18, 2015**

- Earliest Anticipated Start Date: **September 30, 2015**

- Signed Tribal Resolutions Due Date: **September 11, 2015**

- Proof of Non-Profit Status Due Date: **September 8, 2015**

Key Dates: Federal Programs

- Application Deadline Date: **August 24, 2015**

- Objective Review Committee Dates: **August 25 – 31, 2015**

- Earliest Anticipated Start Date: **September 30, 2015**

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

- **For Tribes, Tribal organizations, and UIHPs, Registration on Grants.gov is required**, if an entity or organization is not already registered. This can take up to 15 business days, so verify your registration and get registered right away.

- Registration and other information can be found at: [Grants.gov Information for Applicants](Grants.gov)

- Download the application package and detailed instructions for the funding opportunities by visiting Grants.gov and click on the "Applicants" tab, then click on "Apply for Grants" using CFDA # **93.933**.

What should we do to get ready to prepare our application (continued)?

- **For Federal IHS facilities**, you are required to download the application proposal documents and templates from the IHS Division of Behavioral Health MSPI & DVPI funding opportunities webpages:

- MSPI: [IHS MSPI Funding Announcement page](#)
- DVPI: [IHS DVPI Funding Announcement page](#)

- Submission of the application proposal documents will be done via email to DBH@ihs.gov by the deadline date indicated for the Federal programs.

Content and Form Application Submission

- **For Tribes, Tribal organizations, and UIHPs:** Applicants are required to include the project narrative as an attachment to the Grants.gov application packet.

- A list of all mandatory documents and application forms are listed in the Federal Register funding announcement and available via Grants.gov.

Requirements for Project Proposals

- **ALL MSPI & DVPI applications** for Tribes, Tribal organizations, UIHPs, and IHS Federal facilities must include the following required application components:

- MSPI & DVPI Project Proposal:
    - Cover Letter
    - Table of Contents
    - Abstract
    - Statement of Need
    - Project Narrative
    - Budget and Budget Narrative

Requirements for Project Proposals (continued)

- 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 20 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 grant award.

Project Proposal Components

- **Cover Letter** – Includes the title of the program and all contact information for the Tribe, Tribal organization, UIHP, or Federal IHS facility.

- **Table of Contents**

- **Abstract** – Provides a summary of all the key information for the project. Must <u>not exceed</u> one single-spaced page.

- **Statement of Need** – Provides the facts and evidence that support the need for the project and establishes that the Tribe/Tribal organization or UIHP understands the problems and can reasonably address them. Provides background information on the Tribe/Tribal organization or UIHP. May <u>not exceed</u> two single-spaced pages.

Project Proposal Components (continued)

- **Project Narrative** – The project narrative (description) describes the project proposed scope of work. May <u>not exceed</u> 20 single-spaced pages.

- The 20-page limit for the narrative does not include the cover letter, table of contents, abstract, statement of need, standard forms, Tribal resolutions, budget and budget narrative, and/or other appendix items.

- *Required components in the project narrative* are as follows:
  - Goals and Objectives
  - Project Activities
  - Timeline Chart
  - Organization Capacity and Staffing/Administration
  - Plan for Local Data Collection

Project Proposal Components (cont.)

- **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 for the **first project year only**.

- The budget and budget narrative may <u>not exceed</u> four single-spaced pages for both documents combined.

Templates

- Templates are available on the MSPI and DVPI webpages for the following:
  - Proposal Template (cover letter, table of contents, abstract, statement of need, project narrative)
  - Timeline Chart (1-year)
  - Biographical Sketch
  - Budget and Budget Narrative (1-year)

- MSPI: IHS MSPI Funding Announcement page
- DVPI: IHS DVPI Funding Announcement page

Proposal Example Documents

- IHS has prepared examples of the following example proposal documents for applicants to use as references. They are available for download on the MSPI & DVPI webpages:

- **Examples**
  - Example One-year Timeline Chart [PDF - 58 KB]
  - Example Biographical Sketch [PDF - 36 KB]
  - Example Budget and Budget Narrative [PDF - 76 KB

Tips for Preparing a Strong Application

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

- **Start preparing the application early**
  - Allow plenty of time to gather required information from various sources.

Tips for Preparing a Strong Application (continued)

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

- **Use the provided templates**
  - Provide all of the information requested in each section of the templates.
  - Be sure to follow the instructions at the beginning of each template.

Tips for Preparing a Strong Application (cont.)

- **Follow formatting guidelines when preparing narratives**
  - Be aware of the page limitations for each section (if applicable).
  - Adhere to the spacing requirements, allowable size font, and page-numbering requirements.

- **Carefully proofread the application before submission**
  - Mis-spellings and grammatical errors will make it hard for reviewers to understand the application.

- **Carefully review a copy of your application package to ensure accuracy and completeness**
  - Print out the application before submitting. Review it to make sure that it is complete and that all required documents included.

MSPI & DVPI 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.

- Selection criteria will be based on:
  - Statement of Need: 35 points
  - Proposed Approach/Project Plan: 20 points
  - Organizational Capacity: 15 points
  - Plan for Collecting Local Data: 20 points
  - Budget and Budget Justification: 10 points

Resources

- As you prepare your application, please visit the MSPI & DVPI webpages for the most **current, up-to-date information**.

- **Best and Promising Practices:** The MSPI & DVPI webpages also list best and promising practices for each initiative that you can reference while creating your proposal.
    - MSPI Best Practices in Use
    - DVPI Best Practices in Use

- Connect with your local **Tribal Epidemiology Center** to find out what data is available to you to include in your proposal.

Agency Contacts: MSPI Grant Submission

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

Audrey Solimon, Health System Specialist

5300 Homestead Rd. NE

Albuquerque, NM 87110

Phone: (505) 248-4330

Fax: (505) 248-4257

Email: Audrey.Solimon@ihs.gov

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

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Questions on **systems matters** may be directed to:

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Agency Contacts: MSPI Federal Program Submission

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Agency Contacts: DVPI Grant Submission

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

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Agency Contacts: DVPI Federal Program Submission

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Questions?

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DVPI: [IHS DVPI Funding Announcement page](#)