

# Question & Answer Session: MSPI & DVPI FY 2015 New Funding Cycle

Indian Health Service  
Division of Behavioral Health

**Technical Assistance Webinar #5**

August 31, 2015

# Purpose of Webinar

- The purpose of this webinar is to provide an opportunity for Tribes, Tribal organizations, and Urban Indian health programs to ***ask questions about the application process for the new funding cycle.***
- If time permits, the webinar will also include:
  1. Brief overview of the MSPI & DVPI new funding cycle:
    - a) Eligibility and funding mechanisms
    - b) Key information and dates
    - c) Application and submission process
  2. Review of a selection of frequently asked questions submitted by applicants to-date

# 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 grant mechanism.
  - Application submission will be completed electronically via Grants.gov.
- Federal programs (IHS facilities) will receive funding through federal program awards.
  - Application submission will be completed via email directly to the Division of Behavioral Health.

# 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 announcement(s) or visit the MSPI & DVPI funding opportunities webpages to view the MSPI and DVPI Area Allocations documents:
    - MSPI: <http://www.ihs.gov/mspi/fundingannouncement/>
    - DVPI: <http://www.ihs.gov/dvpi/fundingannouncement/>
- 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.
- Urban Indian Health Program applicants will be selected from a category set aside for UIHP applicants only.

# MSPI & DVPI Funding Announcements

- Funding announcements posted: **July 8, 2015**
- For Tribes, Tribal organizations and Urban Indian Health Programs, the funding announcement was posted via the Federal Register:
  - MSPI: <https://federalregister.gov/a/2015-16744>
  - DVPI: <https://federalregister.gov/a/2015-16750>
- For IHS Federal Facilities, the federal program funding announcements are posted on the IHS MSPI & DVPI websites for download:
  - MSPI: <http://www.ihs.gov/mspi/fundingannouncement/>
  - DVPI: <http://www.ihs.gov/dvpi/fundingannouncement/>

# 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 and submissions will be completed electronically via Grants.gov.
  - Deadline: **September 8, 2015** by **11:59pm EST**
- **IHS Federal Facilities: DEADLINE HAS PASSED**
  - Applications will be due 47 days after the funding notice is issued and submissions will be completed via email.
  - Deadline: August 24, 2015 by 11:59pm EST

# IMPORTANT REMINDER

## for [Grants.gov](https://www.Grants.gov) Submissions

- The IHS Division of Grants Management (DGM) **HIGHLY RECOMMENDS** that, if possible, each applicant submit their application 1-2 days prior to the official deadline of September 8<sup>th</sup>.
- If you have any technical issues or problems, you will have time to get those addressed before the deadline.
- If you will be submitting your application the day of the deadline (September 8<sup>th</sup>), it is **HIGHLY RECOMMENDED** that you **DO NOT** wait until a few minutes before the 11:59pm deadline.
  - The submission process can take a few minutes to process and complete!



# Overall Program Goals & Purpose Area Broad Objectives

- 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 broad objectives specific to the Purpose Area for they are applying.**

# DVPI Program Components

- DVPI has two (2) Purpose Areas for eligible applicants to apply:
  - **Purpose Area 1**: Domestic and Sexual Violence Prevention, Advocacy, and Coordinated Community Responses
  - **Purpose Area 2**: Forensic Healthcare Treatment Services

# MSPI Program Components

- MSPI has 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 was made via the Federal Register (July 22, 2015).
- The correction is available on the IHS MSPI webpage and is also addressed in the FAQ document.

# 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, concise application.

# Preparing the Application

# 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 – DEADLINE HAS PASSED**
- 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:  
<http://www.grants.gov/web/grants/applicants.html>
- Download the application package and detailed instructions for the funding opportunities by visiting <http://www.Grants.gov> and click on the “Applicants” tab, then click on “Apply for Grants” using CFDA # **93.933**.
- You can also visit the IHS Division of Grants Management website at:  
<https://www.ihs.gov/dgm/index.cfm?module=home> and click on “Electronic Grant Process”.

# 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.
- **For IHS Federal Facilities: DEADLINE HAS PASSED**
  - Applicants are required to follow the requirements specific to this funding announcement and submit all required documents indicated.
- **ALL APPLICANTS:**
  - Download the proposal instructions & template and all other templates available on the IHS MSPI & DVPI webpages.

# 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

- 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 not exceed 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 not exceed two single-spaced pages.

# Project Proposal Components (cont.)

- **Project Narrative** – The project narrative (description) describes the project proposed scope of work. May not exceed 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 **not exceed** four single-spaced pages for both documents combined.

# 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



# Budget & Budget Narrative: Allowable Costs

- **Indirect Costs (IDC):**
  - **For Tribes, Tribal organizations, and UIHPs:** You **may** choose to include IDC in the proposal budget, but you are **not required** to include IDC.
  - If you choose to include IDC in the proposal budget, you will include IDC in the overall budget, not to exceed the maximum award amount.
- **Food and Incentives:**
  - Food will be an **unallowable cost** to the project budget.
  - Incentives are an allowable cost and should be no more than \$30 for each item. This cost should be placed under the “Other Expenses” line item.

# 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: <http://www.ihs.gov/mspi/fundingannouncement/>
- DVPI: <http://www.ihs.gov/dvpi/fundingannouncement/>

# Resources: *How do I stay informed?*

- As you prepare your application, please visit the MSPI & DVPI funding opportunity webpages for the most **current, up-to-date information**:
  - MSPI:  
<http://www.ihs.gov/mspi/fundingannouncement/>
  - DVPI:  
<http://www.ihs.gov/dvpi/fundingannouncement/>
- Review the **Frequently Asked Questions (FAQ)** document for answers to many of your questions. The FAQ document is located on the IHS MSPI & DVPI webpages.

# Resources:

## Archived Technical Assistance Webinars

- All scheduled technical assistance webinar information is located on the IHS MSPI & DVPI webpages.
- **Archived Webinars**
  - [Funding Webinar 1 Archive Recording](#)
  - [Funding Webinar slides](#) [PDF - 473 KB]
  
  - [Funding Webinar 2 Archive Recording](#)
  - [Funding Webinar 2 slides](#) [PDF - 517 KB]
  
  - [Funding Webinar 3 Archive Recording](#)
  - [Funding Webinar 3 slides](#) [PDF - 479 KB]

# Frequently Asked Questions

# Awardee Meeting

- ***What individuals should we budget for to attend the grant awardee meeting?***
- Each project is expected to send the Project Director and/or the Project Coordinator to attend the awardee meeting.
- Other Staff: Review the responsibilities of the project staff
  
- ***Where is the meeting located?***
- Please budget for the location to be in Denver, CO.
- **NOTE:** The in-person meeting has not yet been confirmed and may be a virtual meeting. Once awarded, more information will be provided to awardees.
  
- ***What information will the meeting have?***
- The meeting will review the project requirements, responsibilities of the Project Director and Coordinator, provide information on progress and financial reporting, and regional evaluation.

# Position Descriptions & Biosketches

- ***Are we allowed to submit resumes or CVs instead of biosketches?***
- No. Resumes and CVs typically have personally identifiable information (PII) and we cannot accept documents with PII.
  
- ***If we already have a position description (PD) created and it is longer than 1-page, can we submit the entire PD even if it is longer than 1-page?***
- No. You must adhere to the 1-page limit for PDs.

# Project Narrative 20-Page Limit

- ***What is included in the Project Narrative page limit?***
- The project narrative (description) describes the project proposed scope of work. May not exceed 20 single-spaced pages.
- ***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
- 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.



# Allowable Costs: Food & Incentives

- **Are we allowed to include food costs in our proposal budgets?**
- *Food will be an unallowable cost to the project budget.*
  
- **Are we allowed to include incentives in our proposal budget and if so, what type of incentives (gift cards, gas cards)?**
- *Incentives are an allowable cost and should be no more than \$30 for each item. This cost should be placed under the “Other Expenses” line item.*
  
- *Gas Cards are allowable but cannot be for the exact amount of \$30 (Example: the amount can should be the cost of the roundtrip, to/from, the training location).*
  
- *Walmart Gift Cards are allowable but can be no more than \$30 and a monitoring system must be in place. Gift cards should be labeled as good for specific items.*
  
- *Projects cannot provide gift cards for the purchase of food (Example: providing gift cards to meeting participants to purchase lunch).*

# Tribal Resolutions

- **In the funding announcement it states that a signed Tribal resolution must accompany the electronic submission, but in the ‘Key Dates’ section it states that Tribal resolutions are due by September 11, 2015, which is after the submission date. Can you clarify?**
- *If you are able to submit a signed Tribal resolution with your grant application on or before September 8<sup>th</sup> (electronically) you are encouraged to do so.*
- *The deadline date of September 11<sup>th</sup> is provided in the event that you need additional time (3 additional days) to obtain a **signed** Tribal resolution and submit it after the September 8<sup>th</sup> deadline.*
- *The Tribal resolution will need to be mailed to the Agency Contact listed and received by DGM by September 11<sup>th</sup>.*

# Project Objectives vs. Broad Objectives

- **Are you expected to address all of the broad objectives listed for a specific Purpose Area? Or can you focus on just 2 or 3?**
- *Yes, you must focus on all of the broad objectives listed under the specific Purpose Area that you choose.*

# Agency Contact Information

# 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](mailto:Audrey.Solimon@ihs.gov)

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

**Cherron Smith**, GMS

IHS Division of Grants Management

801 Thompson Avenue, TMP Suite 360

Rockville, MD 20874

Phone: (301) 443-2192

Fax: (301) 443-9602

E-mail: [Cherron.Smith@ihs.gov](mailto:Cherron.Smith@ihs.gov)

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

**Paul Gettys**, Grant Systems Coordinator

801 Thompson Avenue, TMP Suite 360

Rockville, MD 20852

Phone: (301) 443-2114; or

DGM main line (301) 443-5204

Fax: (301) 443-9602

E-Mail: [Paul.Gettys@ihs.gov](mailto:Paul.Gettys@ihs.gov)

# Agency Contacts:

## MSPI Federal Program Submission

Questions on the **programmatic issues** and **how to apply/application submission** may be directed to:

Audrey Solimon, Health System Specialist

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Albuquerque, NM 87110

Phone: (505) 248-4330

Fax: (505) 248-4257

Email: [Audrey.Solimon@ihs.gov](mailto:Audrey.Solimon@ihs.gov)

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

Beverly Cotton, Director

IHS Division of Behavioral Health

801 Thompson Avenue – RB 340

Rockville, MD 20874

Phone: (301) 443-4754

Fax: (301) 443-7623

Email: [dbh@ihs.gov](mailto:dbh@ihs.gov)

# Agency Contacts:

## DVPI Grant Submission

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

**Beverly Cotton**, Director

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Fax: (301) 443-9602

E-Mail: [Paul.Gettys@ihs.gov](mailto:Paul.Gettys@ihs.gov)

# Agency Contacts:

## DVPI Federal Program Submission

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

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Rockville, MD 20874  
Phone: (301) 443-4754  
Fax: (301) 443-7623  
Email: [dbh@ihs.gov](mailto:dbh@ihs.gov)

Questions on **how to apply/application submission** may be directed to:

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Fax: (505) 248-4257  
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