



How to Apply: MSPI Purpose Area #4 Funding Opportunity Announcement for **NEW APPLICANTS**

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INDIAN HEALTH SERVICE
DIVISION OF BEHAVIORAL HEALTH

JULY 12, 2016



Purpose of Webinar

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- The purpose of this webinar is to provide guidance for Tribes, Tribal organizations, urban Indian organizations, and IHS Federal facilities – **those NEW APPLICANTS who currently DO NOT receive MSPI Purpose Area #4 grant/program award funding** – on the application submission process.
- This webinar will provide:
 1. Brief overview of MSPI new funding cycle;
 2. Key information for the application and submission process;
 3. Review of proposal requirements;
 4. Brief review of proposal templates & examples

Background

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- The Indian Health Service is currently accepting applications for a four-year funding cycle of the **Methamphetamine and Suicide Prevention Initiative – Generation Indigenous (GEN-I) Initiative Support** to continue the planning, development and implementation of the current funding cycle for the MSPI Purpose Area #4 (GEN-I Initiative Support) that focuses on promoting early intervention strategies and the implementation of positive youth development programming to reduce risk factors for suicidal behavior and substance abuse by working with Native youth up to and including age 24.

Overall Goal of MSPI Purpose Area #4

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- MSPI has six overarching goals.
- The primary purpose of this funding is to focus on MSPI goal #6, “to promote positive AI/AN youth development and family engagement through the implementation of early intervention strategies to reduce risk factors for suicidal behavior and substance abuse.”

Eligibility: *Who is Eligible to Apply?*

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- New, open competition is available only to:
 - Federally recognized Tribes;
 - Tribal organizations;
 - Urban Indian organizations (UIOs); and
 - IHS Federal facilities.
- **NEW APPLICANTS:** Those who **do not currently receive MSPI Purpose Area #4 grant/program award funding.**
- Reference Section III (Eligibility Information) for specific information and guidance.
- Visit the MSPI webpage for further guidance:
<https://www.ihs.gov/mspi/fundingannouncement2016/>

MSPI Funding Mechanisms

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- There are two (2) funding mechanisms:
 - Grants
 - Federal Program Awards
- Tribes, Tribal organizations, and urban Indian organizations will be awarded through a grant mechanism.
 - Application submission will be done via Grants.gov.
- IHS Federal facilities (IHS Area Offices, IHS hospitals, IHS clinics) will receive funding through federal program awards.
 - Application submission will be done directly to the Division of Behavioral Health via email.

Funding Amounts and Estimated Number of Awards

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- Overall FY 2016 funding amounts available for **MSPI** will be:
 - \$8,685,000 for Tribes, Tribal organizations, and IHS Federal facilities and;
 - \$600,000 for urban Indian organizations.
- Approximately 25 awards will be issued under this funding opportunity announcement.

Area Allocations

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- IHS expects to allocate funding for the 12 IHS Service Areas.
- For the **Area Allocations** breakdown, please review:
 - The funding opportunity announcements; and
 - Visit the MSPI funding opportunity webpage: <https://www.ihs.gov/mspi/fundingannouncement2016/> and reference the “supporting documents” at the bottom of the page.
- 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 organization applicants will be selected from a category set aside for UIO applicants only.

MSPI FOAs for Tribes, Tribal Orgs, and UIOs

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- Posted via the Federal Register: **June 27, 2016**
- For Tribes, Tribal organizations and Urban Indian organizations, the funding announcement was posted via the Federal Register:
 - **MSPI New Applicants:**
 - ✦ <https://federalregister.gov/a/2016-15111>
 - ✦ Reference FOA: **HHS-2016-IHS-MSPI-0001**

MSPI Federal Program Award Opportunities

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- Posted via the IHS Division of Behavioral Health MSPI webpage: **June 27, 2016**
- For IHS Federal Facilities, the federal program funding announcements are available and posted on the IHS MSPI website for download:
- **MSPI New Applicants:**
 - ✦ https://www.ihs.gov/mspi/includes/themes/newihstheme/display_objects/documents/fed2016Applicants.pdf

When are Applications Due?

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- All applications are due from Tribes, Tribal Organizations, UIOs, and IHS Federal facilities on:

August 1, 2016

- Application submission extensions **will not** be granted.

Overall Goal of MSPI Purpose Area #4

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- The primary purpose of this IHS funding is to focus on MSPI goal #6, “to promote positive AI/AN youth development and family engagement through the implementation of early intervention strategies to reduce risk factors for suicidal behavior and substance abuse.”
- Projects will accomplish this by focusing specifically on MSPI Purpose Area #4: GEN-I Initiative Support.

Preparing the Application

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SECTION IV: APPLICATION AND SUBMISSION
INFORMATION

Key Dates for Tribes, Tribal Organizations, and UIOs and IHS Federal Facilities

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Key Item	Key Date Deadline
Application Deadline Date	August 1, 2016
Objective Review Committee Dates	August 8 – 9, 2016
Earliest Anticipated Start Date	September 30, 2016
Signed Tribal Resolutions Due Date*	August 1, 2016
Proof of Non-Profit Status Due Date*	August 1, 2016

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

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

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- **For Tribes, Tribal organizations, and UIOs, 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**.

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

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- **For all potential applicants who are Federal IHS facilities**, you are required to download the application proposal documents and templates from the IHS Division of Behavioral Health MSPI funding webpage:
<https://www.ihs.gov/mspi/fundingannouncement2016/>
- Submission of all the application proposal documents will be done via email to DBH@ihs.gov by the deadline indicated on page 1 (the “Key Dates”) of the FOA and Federal program award opportunity announcements.

Requirements for Project Proposals

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- **ALL MSPI applications** for Tribes, Tribal organizations, UIOs, and IHS Federal facilities must include the following required application components:
- MSPI Project Proposals must include:
 - Cover Letter
 - Table of Contents
 - Abstract
 - Statement of Need
 - Project Narrative
 - Budget and Budget Narrative

Project Proposal Components

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- **Cover Letter** – Includes the title of the program and all contact information for the Tribe, Tribal organization, UIO, or IHS Federal 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 UIO understands the problems and can reasonably address them. Provides background information on the Tribe/Tribal organization or UIO. May not exceed two single-spaced pages.

Project Proposal Components (cont.)

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- **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 Narrative Requirements for **NEW APPLICANTS**

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- All applications for **NEW APPLICANTS** are required to address **ALL** of the following four (4) broad objectives:
 1. Implement evidence-based and practice-based approaches to build resiliency, promote positive development, and increase self-sufficiency behaviors among Native youth;
 2. Promote family engagement;
 3. Increase access to prevention activities for youth to prevent methamphetamine use and other substance use disorders that contribute to suicidal behaviors, in culturally appropriate ways; and
 4. Hire additional behavioral health staff (i.e., licensed behavioral health providers and paraprofessionals, including but not limited to peer specialists, mental health technicians, and community health aides) specializing in child, adolescent, and family services who will be responsible for implementing the project's activities that address all the broad objectives listed.

Requirements for **NEW APPLICANTS**

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- **All four of the objectives** listed for MSPI Purpose Area #4 **must be addressed in the application Project Narrative scope of work for new applicants.**
- If an application submission does not address all the required broad objectives in the Project Narrative scope of work the application will **NOT be considered for funding.**

Project Proposal Components (cont.)

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- **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.

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 potential award.

Templates

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- Templates are available on the MSPI webpage for the following:
 - Proposal Template (cover letter, table of contents, abstract, statement of need, project narrative)
 - Timeline Chart (1-year)
 - Biographical Sketch(es)
 - Budget and Budget Narrative (1-year)
- Templates can be found at:
<https://www.ihs.gov/mspi/fundingannouncement2016/>

Proposal Example Documents

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- IHS has prepared examples of the following example proposal documents for applicants to use as a reference point. They are available for download on the MSPI webpage:
- **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

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- **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 (cont.)

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- **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.)

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- **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.

Selection Criteria

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- 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

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- As you prepare your application, please visit the MSPI webpage for the most **current, up-to-date information**.
- **Best and Promising Practices:** The MSPI webpage also lists best and promising practices for each initiative that you can reference while creating your proposal.
 - <http://www.ihs.gov/mspi/bppinuse/>
- Connect with your local **Tribal Epidemiology Center** to find out what data is available to you to include in your proposal.

Agency Contacts: Grant Submission

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Questions on the programmatic issues may be directed to:

Audrey Solimon, Public Health Analyst
National MSPI/DVPI Program Coordinator
Division of Behavioral Health
5600 Fishers Lane, Mail Stop: 08N34-A
Rockville, MD 20857
Phone: (301) 590-5421
Fax: (301) 594-6213 E-mail: Audrey.Solimon@ihs.gov

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

Donald Gooding, Grants Management Specialist
5600 Fishers Lane, Mail Stop: 09E70
Rockville, MD 20857
Phone: (301) 443-2298
Fax: (301) 594-0899 E-mail: Gooding.Donald@ihs.gov

Questions on systems matters may be directed to:

Paul Gettys, Grant Systems Coordinator
5600 Fishers Lane, Mail Stop: 09E70
Rockville, MD 20857
Phone: (301) 443-2114; or the DGM main line (301) 443-5204
Fax: (301) 594-0899 E-Mail: Paul.Gettys@ihs.gov

Agency Contact: Federal Facility Application Submission

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

Audrey Solimon, Public Health Analyst
National MSPI/DVPI Program Coordinator

Phone: 301-590-5421

Email: Audrey.Solimon@ihs.gov

Technical Assistance Webinars and Virtual “Office Hours”

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- This webinar has been recorded. The PowerPoint slides and recording will be available for download at the MSPI webpage soon:

<https://www.ihs.gov/mspi/fundingannouncement2016/>

- **Virtual “Office Hours”**: Throughout the next 3 weeks, virtual office hour sessions will be held via adobe connect webinar where potential applicants can attend at their convenience to ask questions. No slides will be presented.

Virtual “Office Hours”: MSPI FOA Question/Answer Sessions

Date	Time	Duration
Thursday, July 14 th	12:00pm-1:00pm EST	1 hr.
Friday, July 15 th	2:30pm-3:30pm EST	1 hr.
Monday, July 18 th	11:00am-11:30am EST	1 hr.
Tuesday, July 19 th	3:30pm-4:15pm EST	45 mins.
Thursday, July 21 st	12:30pm-1:30pm EST	1 hr.
Monday, July 25 th	2:30pm-3:15pm EST	45 mins.
Wednesday, July 26 th	1:00pm-2:00pm EST	1 hr.
Friday, July 27 th	1:30pm-2:30pm EST	1 hr.
Monday, August 1 st	2:00pm-3:00pm EST	1 hr.

The following dates/times are subject to change. Please visit the MSPI webpage for the most current, up-to-date information available.

Ongoing Technical Assistance

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

QUESTIONS?