



Suicide Prevention, Intervention, and Postvention (SPIP)

Technical Assistance Webinar:
How to Apply for New Applicants

Division of Behavioral Health
Indian Health Service

December 14, 2021

SPIP Notice of Funding Opportunity

- The Indian Health Service (IHS) is currently accepting applications for the **Suicide Prevention, Intervention, and Postvention (SPIP)** notice of funding opportunity (NOFO).
 - This funding opportunity was posted to the Federal Register on November 4, 2021.
 - Applicants have 90 days to submit applications.
 - Deadline to submit applications is **February 2, 2022**.
- You can access the full **SPIP NOFO** at this link:
<https://www.federalregister.gov/documents/2021/11/04/2021-24022/substance-abuse-and-suicide-prevention-program-suicide-prevention-intervention-and-postvention>
- Funding Announcement Number:
 - **HHS-2022-IHS-SPIP-0001**

Purpose of Webinar

- The purpose of this technical assistance (TA) webinar is to provide information to Tribes, Tribal organizations, and Urban Indian organizations on the application submission process for the **Suicide Prevention, Intervention, and Postvention (SPIP) funding opportunity**.
- This webinar will provide:
 1. Brief overview of the **SPIP** new funding opportunity;
 2. Key information for the application and submission process;
 3. High-level review of application/proposal requirements;
 4. Brief review of proposal templates;
 5. Tips on how to prepare a strong application;
 6. Brief overview of review and selection of applications;
 7. Resources; and
 8. Agency contact information

Background of SPIP

- **Demonstration Phase:**
 - Formerly known as the Methamphetamine and Suicide Prevention Initiative (MPSI).
 - 130 projects were funded from August 2009 – August 2015.
 - Awards were made to IHS federal facilities, Tribes, Tribal organizations, and Urban Indian health programs that participated in a nationally coordinated pilot project that focused on providing methamphetamine and suicide prevention and intervention resources for Indian Country.
- **SPIP Cohort 1:**
 - Moving from a demonstration phase to a fully funded IHS program, MPSI became known as the Substance Abuse and Suicide Prevention (SASP) program.
 - A total of 174 projects were funded from September 2015 – September 2021.
 - Grant and Federal Awards were made to Tribes, Tribal organizations, Urban Indian organizations, and IHS federal facilities for a 5-year program that promoted the development of evidence-based and practice-based models representing culturally appropriate prevention and treatment approaches to substance abuse from a community-driven context.
 - Due to COVID-19, the funding cycle was expanded 1-year, for a 6-year program.
- For more information, please visit: <https://www.ihs.gov/sasp/>



New Funding Opportunity

Background

- In previous years, awards were made from the same funding opportunity announcement with four distinct “purpose areas.” In order to provide program clarity and tracking of outcomes, the IHS is offering funding through separate notice of funding opportunity announcements for fiscal year (FY) 2022.
- This funding opportunity is **focused on Suicide Prevention, Intervention, and Postvention (SPIP)**. There will not be separate “purpose areas” included in this funding opportunity.

Purpose of Grant Funding

- The primary purpose of this program is to **reduce the prevalence of suicide** among American Indian and Alaska Native (AI/AN) populations.
- These goals can be accomplished by:
 1. Improving care coordination;
 2. Expanding behavioral health care services through the use of culturally appropriate evidence-based and practice-based models to address these issues; and
 3. Developing or expanding on activities for the Generation Indigenous (Gen-I) Initiative by implementing early intervention strategies for AI/AN youth at risk for suicidal behavior, in addition to any proposed activities for the AI/AN adult population.

Purpose of Grant Funding (cont.)

- This phase of the **SPIP** portion of the SASP Program will continue to build upon previous years' work, lessons learned and **will continue to promote the use and development of evidence-based and practice-based models that represent culturally appropriate prevention and treatment approaches to suicide from a community-driven context.**
- The IHS encourages applicants to develop and submit a plan that **emphasizes cross-system collaboration, the inclusion of family, youth, and community resources, and culturally appropriate approaches.**

Required Activities

- IHS is seeking applications that include the following five (5) required activities:
 1. Foster coalitions and networks to improve care coordination.
 2. Expand available behavioral health care treatment services.
 3. Improve the referral process.
 4. In addition to any proposed activities for the adult population, develop or expand on activities for the Gen-I Initiative by implementing culturally appropriate evidence-based and practice-based approaches to build resiliency, resistance, hardiness, empathy, promote positive development, and increase self-sufficiency behaviors among Native youth.
 5. Development of a formal plan/process to ensure the sustainability of the project activities beyond the grant life-cycle.
- Please remember to review this section of the NOFO **in detail** for specific examples that will help you develop your application.

Award Information

- Funding Instrument: **Grant**
- Estimated Funds Available
 - \$14,000,000 million
 - Individual award amounts for the first budget year are anticipated to be **between \$300,000 and \$400,000**.
- Anticipated Number of Awards
 - Approximately **35 awards** will be issued under this program announcement.
 - A set aside of up to **5 awards** will be made to eligible UIOs.
- Period of Performance
 - 5 years (5 year funding cycle).

Eligibility: *Who is Eligible to Apply?*

- This funding opportunity is accepting applications from:
 - **Federally recognized Tribes** (defined by 25 U.S.C. 1603(14));
 - **Tribal organizations** (defined 25 U.S.C. 1603(26); and
 - **Urban Indian organizations** (defined by U.S.C. 1603(29)).
- Reference “**Section III – Eligibility Information**” for additional and specific information on eligibility for all applicants.
- All previously funded MSPI and SASP funded grantees must re-apply for this new funding cycle opportunity.

When are Application Submissions Due?

- All applications are required to be submitted via Grants.gov on:

February 2, 2022

by 11:59pm EST



Section IV: Application and Submission Information

Preparing the Application

Key Dates to Remember for All Applicants

Key Item	Key Date Deadline
Notice of Funding Opportunity Published via the Federal Register	November 4, 2021
Application Submission Deadline	February 2, 2022
Objective Review Committee	TBD
Earliest Anticipated Start Date for New Grant Awards	March 21, 2022

Get Ready – Register on Grants.gov

- **Registration on Grants.gov is required for all applicants**, 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>
- Once you have registered in Grants.gov, take time to review the website to become familiar with the many features available.
- To search for this particular grant announcement, click on the “Search Grants” tab and enter the funding opportunity number: **HHS-2022-IHS-SPIP-0001**, then click “search”
- You can also go to the IHS Division of Grants Management website at www.ihs.gov/dgm and look under “Funding Opportunities” and click on the link for the announcement.

Requirements for Application Submission

- All applicants must include the following required application documents. Please refer to “**Section IV.2 Content and Form Application Submission**” in the NOFO for a full list of all mandatory documents for submission.
- For all grant-specific forms (ex: SF-424 or SF-LLL), please reach out to the assigned Grants Management Specialist, Donald Gooding, for questions: Donald.Gooding@ihs.gov.

Requirements for Application Submission

- SPIP Grant Proposals must include:
 - Abstract (one page)
 - Application Forms: SF-424, SF-424A, and SF-424B
 - Project Narrative (not to exceed 17 pgs.)
 - Timeline (one-page)
 - Budget Justification and Narrative (not to exceed 4 pgs.)
 - Tribal Resolution or Tribal Letter of Support
 - Only required for Tribes and Tribal organizations
 - Letters of Commitment
 - 501(c)(3) Certificate (if applicable)
 - Biographical Sketches for all Key Personnel
 - Contractor/consultant qualifications and scope of work
 - Disclosure of Lobbying Activities (SF-LLL)
 - Certification Regarding Lobbying (GG-Lobbying Form)
 - Copy of current Negotiated Indirect Cost rate (IDC) agreement
 - Required in order to receive IDC
 - Documentation of current Office of Management and Budget (OMB) Financial Audit

SPIP NOFO - Correction

- This week, corrections will be posted to the Federal Register, outlining corrections to the **SPIP NOFO**.
 - Corrections were required so all applications would have a Project Narrative section that aligned with the NOFO evaluation criteria.
- Corrections were made to the **Project Narrative** section:
 - Added the “**Statement of Need**” (now Part 1, for a total of four (4) parts); and
 - Increased the page limit for the Project Narrative from 15 pages to **17 pages**.
- Today’s TA webinar will reference and address the corrections throughout the session.



Project Narrative Components

When Preparing the Project Narrative, Consider the Following:

- 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 **17 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.

Project Narrative Components

- **Project Narrative** – The project narrative (description) describes the project proposed scope of work, goal, objectives, and project activities that provides a description of what the applicant plans to accomplish.
- This portion of the proposal application **may not exceed 17 pages.**
- The 17-page limit for the narrative does not include the abstract, standard forms, Tribal resolutions, budget and budget narrative, and/or other appendix items.

Project Narrative Components (cont.)

- Follow all instructions included in the NOFO listed in “**Section IV.2.A – Project Narrative**”.
- **There are four (4) parts to the Project Narrative:**
 - Part 1: **Statement of Need**
 - Part 2: Program Planning
 - Part 3: Program Evaluation (Data Collection and Reporting)
 - Part 4: Program Accomplishments Report
- All four (4) parts of the Project Narrative should be answered succinctly and answer to the items listed in “**Section V.1 – Evaluation Criteria**” as best as possible.
- The next few slides will outline the required components of the Project Narrative according to how they will be evaluated by the Objective Review Committee (ORC).

Part 1: Statement of Need

(limit – 2 pages)

- The project narrative must include the statement of need that addresses the nature and scope of the problem (e.g., suicide rates, ideations, attempts, and contagions).
- Describe the history and current situation in the applicant's Tribal community. Provide 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.
- Identify the proposed catchment area and provide demographic information on the population(s) to receive services. Describe the stakeholders and resources in the catchment area that can help implement the needed infrastructure development.

Part 1: Statement of Need (cont.)

(limit – 2 pages)

- Based on the information and/or data currently available, document the prevalence of suicide ideations, attempts, and completions. Examples of data sources for the quantitative data are:
 - Local epidemiologic data (e.g., TECs, IHS Area Offices);
 - County and/or State level data (e.g., from state needs assessments, county or state health reports), and/or
 - National data (e.g., CDC National Violent Death Reporting System, CDC State profiles, and/or CDC Web-based Injury Statistics Query and Reporting System).
 - This list is not exhaustive; applicants may submit other valid data, as appropriate for the applicant's proposed project.
- Based on the information and/or data currently available, document the need for an enhanced infrastructure to increase the capacity to implement, sustain, and improve effective behavioral health services in the proposed catchment area that is consistent with the purpose of this funding opportunity announcement.

Part 1: **Statement of Need (cont.)**

(limit – 2 pages)

- Describe the existing behavioral health service gaps, barriers, and other systemic challenges related to the need for planning and infrastructure development and coordination of suicide prevention services.
- Describe potential project partners and community resources in the catchment area that can participate in the planning process and infrastructure development.
- 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.

Part 2: Program Planning (limit – 10 pages)

- Describe the scope of work by clearly and concisely outlining the following required components:
 - **Goals and objectives;**
 - **Project activities** (link your project activities to your outlined goals and objectives);
 - **Organization capacity and staffing/administration** (state your organization's current capacity to implement and manage this grant).

Part 2: Program Planning (cont.) (limit – 10 pages)

- Information provided in the this slide and the next slide is listed in “Section V.1 – Evaluation Criteria” as: **V.1.B – Project Goals, Objectives, Activities, and Approach**
- The IHS strongly emphasizes the use of data and evidence in policymaking and program development and implementation in developing and implementing Tribal and/or culturally appropriate **suicide prevention, intervention, and postvention, as well as early intervention strategies.**
- Applicants are required to identify one or more evidence-based practice, practice-based evidence, best or promising practice, and/or local effort that they plan to implement in the project narrative section of their application.
- The SASP program website is one resource applicants may use to find information on the foundation of prior projects’ substance abuse prevention and treatment efforts: <https://www.ihs.gov/sasp/>.

Part 2: Program Planning (cont.) (limit – 10 pages)

- In addition to formally evaluated practices, evidence for other practices allowed in this grant program may include unpublished studies, preliminary evaluation results, clinical (or other professional association) guidelines, findings from focus groups with community members, local community surveys, and so on.
- Each applicant is required to:
 - Document the evidence that the practice(s) you have chosen is appropriate for the outcomes you want to achieve;
 - Explain how the practice you have chosen meets the three goals stated in Section I (Purpose section) of this announcement;
 - Describe any modifications/adaptations you will need to make to your proposed practice(s) to meet the goals of your project and why you believe the changes will improve the outcomes; and
 - Discuss training needs or plans for training to successfully implement the proposed evidence-based practice(s).

Part 2: Program Planning (cont.) (limit – 10 pages)

- Information provided in the this slide and the next slide is listed in “Section V.1 – Evaluation Criteria” as: **V.1.C – Organizational Capabilities, Key Personnel, and Qualifications.**
- Describe the management capability and experience of the applicant Tribe, Tribal organization, or UIO and other participating organizations in administering and sustaining results of similar grants and projects.
- Describe significant program activities and achievements or accomplishments over the past 5 years associated with suicide prevention.
- Describe the applicant Tribe, Tribal organization, or UIO experience and capacity to provide and sustain culturally appropriate/competent services to the community and specific populations of focus.

Part 2: Program Planning (cont.) (limit – 10 pages)

- 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 and implementation of activities and goals over the life of the grant.
- Provide a complete list of staff positions anticipated 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.
- For key staff currently on board, include a biographical sketch for the Project Director, Project Coordinator, or other key positions as attachments to the project proposal/application. **Do not include any of the following in the biographical sketch:**
 - Personally Identifiable Information (i.e., SSN, home address, etc.);
 - Resumes; or
 - Curriculum Vitae.

Part 3: Program Data Collection and Evaluation

(limit – 3 pages)

- Information provided in the this slide and the next slide is listed in “Section V.1 – Evaluation Criteria” as: **V.1.D – Program Evaluation (Data Collection and Reporting)**.
- Based on the required objectives, describe how the Tribe, Tribal organization, or UIO plans to collect data for the proposed project and activities.
 - Describe the applicant’s plan for data collection and document the applicant’s ability to ensure accurate data tracking and meeting required reporting requirements/deadlines.
 - Provide a clear, specific plan for how data related to project will be collected, managed, analyzed, and reported.
 - Describe any type(s) of evaluation(s) that will be used to assess the project during the grant life cycle.
 - Funded projects are encouraged to coordinate data collection efforts with their TEC or Urban epidemiology center. Explain how you will collaborate with partners to complete any evaluation efforts or data collection.

Part 4: Program Accomplishments Report (limit – 2 pages)

- This portion of the application, although listed as a separate “part” of the “Project Narrative” with a page number limit, is considered part of the “Organizational Capabilities” section (Section V.1 – Evaluation Criteria” as: **V.1.C – Organizational Capabilities, Key Personnel, and Qualifications**).
- Describe the Tribe, Tribal organization, or UIO’s significant program activities and achievements/accomplishments over the past 5 years associated with **suicide prevention, intervention, and postvention activities**.
- Provide success stories, data, or other examples of how other funded projects/programs made an impact in your community to address substance abuse. If applicable, provide justification for lack of progress of previous efforts.

Overview of Project Narrative Components

Component	Page Limit	Point Value
Part 1: Statement of Need	2 pages	20 points
Part 2: Program Planning	10 pages	
a) Project Goals/Objectives/Activities	n/a	35 points
b) Organizational Capacity	n/a	15 points
Part 3: Program Data Collection and Evaluation	3 pages	20 points
Part 4: Program Accomplishments Report - This information will be considered part of the “organizational capacity” portion of your application. - Page limit is not affected and does not count toward the total “program planning” (Part 2) page limit of 10 pages.	2 pages	0 points
Project Narrative <u>ONLY</u> Totals	17 pages	90 points



Budget & Budget Narrative Components

Line Item Budget

- **Budget (Line Item Spreadsheet; SF-424A):**
 - All applicants are required to include a line item budget for all expenditures identifying allowable costs necessary to accomplish all project activities.
 - The budget must match the program and work plan described in the program narrative for the **first budget year expenses only**.
 - Include travel funds for your project director and coordinator to attend an annual grantee meeting or in-person training.
 - Be very careful about showing how each item in the “Other” category is justified.
 - **IMPORTANT**: Applications with a budget higher than the upper limit **will be deemed ineligible**.

Budget Narrative

(limit – 4 pages)

- **Budget Narrative (Justification):**
 - 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.
 - Provide a justification supporting the development or continued collaboration with other partners regarding the proposed activities to be implemented.
 - **Do Not** use the budget narrative to expand the project narrative.



Application Templates

Application Templates

- Templates are available on the SASP webpage for the following:
 - Proposal Template
 - Timeline Chart (1-year)
 - Biographical Sketch(es)
 - Budget and Budget Narrative (1-year)
- Use of the templates is not required for application submission, but encouraged.
- Templates can be found at:
<https://www.ihs.gov/sasp/fundingannouncement2021/>



How to Prepare a Strong Application

Tips on How to Prepare a Strong Application

- **Keep the evaluation 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.
 - All evaluation criteria are listed in “**Section V.1 – Evaluation Criteria**”.
- **Start preparing the application early**
 - Allow plenty of time to gather required information from various sources.

Tips on How to Prepare a Strong Application (cont.)

- **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 on How to Prepare 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.



Brief Overview: Review and Selection of Applications

Review and Selection (Section V.2)

- Each application will be pre-screened for eligibility and completeness as outlined in the funding announcement.
- Applications that meet the eligibility criteria shall be reviewed for merit by the Objective Review Committee (ORC) based on evaluation criteria.
- Incomplete applications and applications that are not responsive to the administrative thresholds (budget limit, project period limit) will not be referred to the ORC and will not be funded.
 - If this occurs, the applicant will be notified of this determination.
- Applicants must address all program requirements and provide all required documentation.

Evaluation Criteria (Scoring)

- All applicants will submit the same application package via Grants.gov and undergo the same eligibility and selection criteria, according to the requirements for this NOFO.
- Points are assigned to each evaluation criteria adding up to a total of **100 points**.
- Selection criteria will be based on:
 - Statement of Need: **20 points**
 - Program Planning: **35 points**
 - Organizational Capabilities, Key Personnel, and Qualifications: **15 points**
 - Program Evaluation (Data Collection and Reporting): **20 points**
 - Budget and Budget Justification: **10 points**
- Evaluation criteria is located in **Section V.1 – Evaluation Criteria**.

Overview of Application Scoring for All Required Sections

Component	Point Value
Part 1: Statement of Need	20 points
Part 2: Program Planning	
a) Project Goals/Objectives/Activities	35 points
b) Organizational Capacity	15 points
Part 3: Program Data Collection and Evaluation	20 points
Part 4: Program Accomplishments Report	0 points
- This information will be considered part of the “organizational capacity” portion of your application.	
Budget and Budget Narrative/Justification	10 points
Total Points	100 points



Resources

Helpful Webpages

- As you prepare your application, please visit the SASP webpage for the most **current, up-to-date information**.
 - <https://www.ihs.gov/sasp/fundingannouncement2021/>
- **Models, Trainings, and Best and Promising Practices:** The SASP webpage also lists various resources that you can reference while creating your project proposal.
 - <https://www.ihs.gov/sasp/mtbpp/>
- Connect with your local **Tribal Epidemiology Center** to find out what data is available to you to include in your proposal.
 - <https://www.ihs.gov/epi/tecs/>

Agency Contacts: Application Submission

Questions on the programmatic issues may be directed to:

Audrey Solimon, Public Health Analyst
SASP/DVP National Program Coordinator
Division of Behavioral Health
Rockville, MD 20857
Phone: (301) 590-5421
E-mail: Audrey.Solimon@ihs.gov

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

Donald Gooding, Grants Management Specialist
Indian Health Service, Division of Grants Management
Rockville, MD 20857
Phone: (301) 443-2298
E-mail: Donald.Gooding@ihs.gov

Questions on systems matters may be directed to:

Paul Gettys, Acting Director
Indian Health Service, Division of Grants Management
Rockville, MD 20857
Phone: (301) 443-2114; or the DGM main line (301) 443-5204
E-Mail: Paul.Gettys@ihs.gov

TA Webinar & Virtual Office Hours

- This webinar has been recorded.
- The PowerPoint slides and recording link are available for download and viewing at the SASP funding opportunity webpage:
<https://www.ihs.gov/sasp/fundingannouncement2021/>
- **Virtual “Office Hours”:**
 - Throughout the next 9 weeks, virtual office hour sessions will be held via the Zoom virtual platform, where potential applicants can attend at their convenience to ask questions.
 - No slides will be presented.

Scheduled Virtual Office Hours

- Links to all virtual office hour sessions and call-in information is located on the SASP funding opportunity webpage:
<https://www.ihs.gov/sasp/fundingannouncement2021/>
- **Please visit this webpage for the most up-to-date information on scheduled dates and times, as dates/times are subject to change.**
- The following dates have been scheduled for virtual office hours.
- All times are scheduled for **2:00pm-3:00pm Eastern Time**.
 - Friday, December 10, 2021
 - Thursday, December 16, 2021
 - Monday, December 20, 2021
 - Tuesday, December 28, 2021
 - Wednesday, January 5, 2022
 - Friday, January 7, 2022
 - Monday, January 10, 2022
 - Wednesday, January, 12, 2022
 - Wednesday, January 19, 2022
 - Friday, January 21, 2022
 - Tuesday, January 25, 2022
 - Thursday, January 27, 2022
 - Monday, January 31, 2022

Ongoing Technical Assistance

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



Questions