



DBH

DIVISION OF BEHAVIORAL HEALTH

How to Apply: Youth Regional Treatment Center (YRTC) Aftercare Pilot Project

October 18, 2017

Purpose of the Webinar

- The purpose of this webinar is to provide guidance for Tribes, Tribal organizations, and IHS Federal facilities on the application submission process.
- This webinar will provide:
 1. Brief overview of the funding cycle;
 2. Key information for the application and submission process;
 3. Review of proposal requirements; and, a
 4. Brief review of proposal templates & examples.

Background

- The Indian Health Service is currently accepting applications for a three-year funding cycle of the **Youth Regional Treatment Center Aftercare Pilot Project** (referred to as the YRTC Aftercare Project). The announcement is open to the 12 YRTCs that currently provide a range of clinical services to American Indian and Alaska Native (AI/AN) youth. However, once the youth are discharged from the YRTC, they are faced with leaving a structured environment only to return home to families who may be unprepared to offer the needed support and where aftercare/case management resources can be limited.

Overall Goal of the YRTC Aftercare Project

- The primary purpose of the YRTC Aftercare Project is to address the gap in services that occurs when youth are discharged upon successful completion of a YRTC treatment program and return to their home community where necessary support systems may not exist.
- The YRTC Aftercare Project has six overarching goals:
 1. Provide aftercare and case management services.
 2. Create and train community support systems in evidence-based care.
 3. Identify and implement best practices for increasing access to transitional services.
 4. Incorporate social media into aftercare practices.
 5. Increase data collection for post residential discharged youth.
 6. Evaluate and disseminate information among all YRTC facilities.

Eligibility: Who Is Eligible to Apply?

- New, open competition is available only to:
 - Federally recognized Tribes;
 - Tribal organizations; and
 - IHS Federal facilitiesWho currently operate one of the 12 YRTC's.
- Reference Section III (Eligibility Information) for specific information and guidance.
- Visit the YRTC webpage for further guidance:
<https://www.ihs.gov/yrtc/funding/>

YRTC Aftercare Project Funding Mechanisms

There are two (2) funding mechanisms:

Grants

Federal Program Awards

Tribes or Tribal organization will be awarded through a grant mechanism.

Application submission will be done via [Grants.gov](https://www.grants.gov).

IHS Federal facility will receive funding through a federal program award.

Application submission will be done directly to the Division of Behavioral Health via email.

Funding Amounts and Number of Awards

- Two awards will be issued under this funding opportunity announcement.
- Overall FY 2017 funding amounts:
 - One award for \$810,000 for a Tribe/Tribal organization
 - One award for \$810,000 for IHS Federal facility

YRTC Aftercare Project NOFOs for Tribes and Indian Organizations

- Posted via the Federal Register:
October 12, 2017
- For Tribes and Tribal organizations the funding announcement was posted via the Federal Register.
 - <https://www.grants.gov/web/grants/view-opportunity.html?oppld=297946>
 - Reference FOA: **HHS-2018-IHS-YRTC-0001**

YRTC Aftercare Project Federal Program Award Opportunity

- Posted via the IHS Division of Behavioral Health webpage:

October 12, 2017

- For IHS Federal Facilities, the federal program funding announcements are available and posted on the IHS website for download:

<https://www.ihs.gov/yrtc/funding/>

When are Applications Due?

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

November 12, 2017

***(please note that this is a Sunday)**

- Application submission extensions will not be granted.



Preparing the Application

Key Application Dates

| Key Item | Federal Register (Grant) Deadline | IHS Federal Program Award Deadline |
|--------------------------------------|-----------------------------------|------------------------------------|
| Application Deadline Date | November 12, 2017 | November 12, 2017 |
| Objective Review Committee Dates | TBD | November 17, 2017 |
| Earliest Anticipated Start Date | December 1, 2017 | December 1, 2017 |
| Signed Tribal Resolutions Due Date* | November 12, 2017 | NA |
| Proof of Non-Profit Status Due Date* | November 12, 2017 | NA |

*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?

- **For Tribes and Tribal organizations 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?

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 YRTC funding webpage:

<https://www.ihs.gov/yrtc/funding/>

- Submission of all the application proposal documents will be done via email to fundingopportunities@ihs.gov by the deadline indicated on page 1 (the “Key Dates”) of the Federal program award opportunity NOFO announcement.

Requirements for Project Proposals

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

Project Proposal Components

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

Project Proposal Components

- **Project Narrative** – The project narrative (description) describes the project proposed scope of work. May not exceed 10 single-spaced pages.
- The 10-page limit for the narrative does not include the cover letter, table of contents, abstract, standard forms, Tribal resolutions, budget and budget narrative, and/or other appendix items.
- ***Required components in the project narrative*** are as follows:
 - Statement of Need (2 page limit)
 - Project Narrative/Proposed Approach (4 page limit)
 - Organization Capacity and Staffing/Administration (2 page limit)
 - Performance Measurement Plan and Evaluation (2 page limit)

Project Proposal Components

- All applications are required to address **ALL** of the following six (6) broad objectives:
 1. Provide aftercare and case management services.
 2. Create and train community support systems in evidence-based care.
 3. Identify and implement best practices for increasing access to transitional services.
 4. Incorporate social media into aftercare practices.
 5. Increase data collection for post residential discharged youth.
 6. Evaluate and disseminate information among all YRTC facilities.

*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

- **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 two single-spaced pages for both documents combined.

Project Proposal Components

- 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 10 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

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

Proposal Example Documents

- 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 YRTC 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

- **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

- **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

- **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

- 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: 25 points
 - Proposed Approach/Project Plan: 30 points
 - Organizational Capacity: 15 points
 - Plan for Collecting Local Data: 20 points
 - Budget and Budget Narrative: 10 points

Agency Contacts: Grant Submission

Questions on the programmatic issues may be directed to:

Raven Ross, National Data Coordinator
Division of Behavioral Health
5600 Fishers Lane, Mail Stop: 08N34-A
Rockville, MD 20857
E-mail: Raven.Ross@ihs.gov

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

Andrew Diggs, Grants Management Specialist
5600 Fishers Lane, Mail Stop: 09E70
Rockville, MD 20857
Phone: (301) 443-2241
Fax: (301) 594-0899 E-mail: Andrew.Doggs@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 Contacts: Federal Facility Application Submission

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

Raven Ross, National Data Coordinator

Email: Raven.Ross@ihs.gov

Technical Assistance Webinars and “Office Hours”

- This webinar has been recorded. The PowerPoint slides and recording will be available for download at the YRTC webpage.
- **“Office Hours”**: Throughout the next 2 weeks, office hour sessions will be held via conference call where potential applicants can attend at their convenience to ask questions.

“Office Hours”: YRTC Aftercare FOA Question/Answer Sessions

| Date | Time | Duration |
|------------------|--------------------|-----------------|
| October 27, 2017 | 2:00-3:00 pm EST | 1 hour |
| October 30, 2017 | 10:00-11:00 am EST | 1 hour |
| November 1, 2017 | 2:00-3:00 pm EST | 1 hour |
| November 3, 2017 | 10:00-11:00 am EST | 1 hour |

Call information for the Office Hours:

Toll-free #: **1-877-491-0173**

Participant passcode: **3521499#**

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

Ongoing Technical Assistance

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

Questions

