



Domestic Violence Prevention: **Forensic Healthcare (FHC) Services**

Technical Assistance Webinar: How to Apply for New Applicants

Division of Behavioral Health
Indian Health Service

December 8, 2021

FHC Notice of Funding Opportunity

- The Indian Health Service (IHS) is currently accepting applications for the Domestic Violence Prevention (DVP): **Forensic Healthcare (FHC) Services** 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 **FHC NOFO** at this link:
<https://www.federalregister.gov/documents/2021/11/04/2021-24025/domestic-violence-prevention-forensic-healthcare-services>
- Funding Announcement Number:
 - **HHS-2022-IHS-FHC-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 **DVP Forensic Healthcare (FHC) Services funding opportunity**.

- This webinar will provide:
 1. Brief overview of **FHC** 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 & examples;
 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 FHC

- **Demonstration Phase:**
 - Formerly known as the Domestic Violence Prevention Initiative (DVPI).
 - 65 projects were funded from August 2010 – 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 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.
- **FHC Cohort 1:**
 - Moving from a demonstration phase to a fully funded IHS program, DVPI became known as the Domestic Violence Prevention (DVP) program.
 - 8 projects were funded under Purpose Area #2 from September 2015 – September 2021, out of a total of 83 DVP projects.
 - 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 that represent culturally appropriate prevention and treatment approaches to domestic and sexual violence 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/dvpi/>



New Funding Opportunity

Background

- In previous funding cycles, grant awards focused on community-based domestic violence prevention were funded under Purpose Area 2 of the DVPI. **This announcement separates forensic health care functions into a distinct program funding opportunity.**
- The FHC program will address access to health care needed for AI/AN victims of domestic and sexual violence.
- The IHS supports comprehensive efforts to develop and/or expand FHC services to provide treatment, intervention, and prevention in order to address the needs of victims impacted by domestic violence, sexual assault, stalking, sexual exploitation/human trafficking, and child maltreatment.
- The FHC program is aligned with the national DVP goals, <https://www.ihs.gov/dvpi/aboutdvp/>.

Purpose of Grant Funding

- The purpose of this IHS grant is to provide access to treatment for AI/AN victims of domestic and sexual violence by **supporting the development of and/or expansion of FHC services that are culturally appropriate and trauma-informed.**
- The intent is to impact FHC services in each IHS Area (provided by Tribes, Tribal organizations and Urban Indian organizations). This also includes promoting treatment, intervention, and prevention efforts for the social, spiritual, and emotional well-being of victims, including victims of child maltreatment.
- To address domestic and sexual violence, including victims of sexual exploitation/human trafficking, applicants are encouraged to use Multidisciplinary Team (MDT) and Sexual Assault Response Team (SART) approaches. The MDT/SART are community-based approaches in responding to sexual assault, intimate partner violence, and sexual abuse victims.

Award Information

- Funding Instrument: **Grant**
- Estimated Funds Available
 - \$2,500,000 million
 - Individual award amounts for the first budget year are anticipated to be \$250,000.
- Anticipated Number of Awards
 - Approximately **10 awards** will be issued under this program announcement.
 - A set aside of up to **1 award** will be set aside for an eligible UIO.
- 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 DVPI and DVP 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-FHC-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, Andrew Diggs, for questions.
 - Andrew Diggs: Andrew.Diggs@ihs.gov

Requirements for Application Submission

FHC Grant Proposals must include:

- Abstract (one page)
- Application Forms: SF-424, SF-424A, and SF-424B
- Project Narrative (not to exceed 15 pgs.)
- Budget Justification and Narrative (not to exceed 4 pgs.)
- Work plan with a Timeline (one-page)
- 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
- 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



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 15 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 15 pages.**
- The 15-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 Plan
 - Part 3: Organizational Capacity
 - Part 4: Program Evaluation
- All four (4) parts of the Project Narrative should be answered succinctly and answer to the items or objectives listed in **“Section V.1 – Evaluation Criteria”**.

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., limited or no access to forensic health care).
- The applicant should **use data to provide evidence the problem exists, describe the size of the problem, and the effects of the problem on the target population.**
- The data documentation of need may come from a variety of qualitative and quantitative sources. Examples of data sources to be included are:
 - Local epidemiologic data from Trends in Indian Health and State data;
 - National data from My Tribal Area by the U.S Census Bureau;
 - Centers for Disease Control and Prevention reports;
 - Department of Justice; and
 - Substance Abuse and Mental Health Services Administration, National Survey on Drug Use and Health.

Part 2: Program Plan (limit – 9 pages)

- Describe the proposed program plan, an outline of goal(s), proposed implementation of the required five (5) objectives and activities.
- Using the five (5) objectives, you should describe the purpose of the proposed program plan in the narrative, a work plan, and timeline that clearly outlines the goal(s), objectives, and activities.
 - Objective 1: Strengthen or increase access to quality medical Forensic Healthcare to victims of domestic and sexual violence, including children.
 - Objective 2: Foster coalitions and networks to improve coordination and collaboration among partners to ensure adequate services exist either on-site or by referral for victims of domestic and sexual violence, sexual exploitation/human trafficking, and child maltreatment 24 hours per day/7 days per week, year round.
 - Objective 3: Promote education, training, and community resources.
 - Objective 4: Integrate at least one (1) program/intervention this is an evidence-based practice, or known as a promising practice, and may be integrated or coordinated with traditional practices and/or faith-based services to facilitate the social and emotional well-being of victims and their families.
 - Objective 5: Develop a process and a formal plan for sustainability of these objectives and activities beyond the life of this grant.
- Review the **Section V.1 – Evaluation Criteria** carefully for a more detailed review of each objective listed above.

Part 3: Organization Capacity

(limit – 2 pages)

- Describe the applicant's management capability and experience in administering grants and identify your department/division that will administer this project.
- Describe your experience in creating and implementing a MDT and SART team to expand FHC services.
- Describe your program's experience and capacity to provide FHC services to the community.
- Describe the resources available for your proposed project (e.g., facilities, equipment, information technology systems, and financial management systems).
- Describe how your 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 over the life of the grant.

Part 3: Organization Capacity (cont.)

- Describe the staff positions showing the role and level of effort (percent) committed.
- Forensic health care services require a coordinated response, however successful grant applicants should identify and include a position description for the project lead/full-time coordinator who will serve as the primary point of contact.
 - For example, if the project lead also serves as the forensic nurse examiner, please indicate the expected percent of time that will be committed to grant objectives and outcomes.
- For individuals in key positions that are identified and currently on staff, include a biographical sketch.
 - Each biographical sketch should **not** exceed one (1) page and should be submitted as “Other Attachments” in Grants.gov.
 - **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 4: Program Evaluation

(limit – 2 pages)

- Describe how you plan to collect data for the proposed project activities and identify what evaluation method will be used.
- Applicants are encouraged to partner with their Tribal Epidemiology Center (TEC) or Urban Epidemiology Center (for urban applicant) and should describe their plan for coordination and collaboration with the TEC.
- Describe how you will prioritize screening efforts as a tool in identifying AI/AN women ages 14-46 who are at risk for intimate partner violence/domestic violence (IPV/DV) so that these individuals can be referred for appropriate services and data can be collected for Government Performance Results Act (GPRA) measures related to IPV/DV.
- Describe how you will prioritize screening efforts as a tool in identifying AI/AN people who are at risk for sexual exploitation/human trafficking so these individuals can be referred for appropriate services and how data will be collected.
- Describe your plan to establish necessary data sharing agreements that will be used in support of these activities.
- Describe your plan to collect data on number of examinations and refusals, screening for strangulation and traumatic brain injuries, and sexual exploitation/human trafficking.



Budget & Budget Narrative Components

Budget

- **Budget (Line Item Spreadsheet; SF-424A):**
 - 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.
 - 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.
 - **Do Not** use the budget narrative to expand the project narrative.



Application Templates

Application Templates

- Templates are available on the funding opportunity 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 strongly encouraged.
- Templates can be found at:
<https://www.ihs.gov/dvpi/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 Plan: 35 points
 - Organizational Capacity: 15 points
 - Program Evaluation: 20 points
 - Budget and Budget Justification: 10 points
- Evaluation criteria is located in **Section V.1 – Evaluation Criteria**.



Resources

Helpful Webpages

- As you prepare your application, please visit the DVP webpage for the most **current, up-to-date information**.
 - <https://www.ihs.gov/dvpi/fundingannouncement2021/>
- **Models, Trainings, and Best and Promising Practices:** The DVP webpage also lists various resources that you can reference while creating your project proposal.
 - <https://www.ihs.gov/dvpi/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:

Andrew Diggs, Grants Management Specialist
Rockville, MD 20857
Phone: (301) 443-2241
E-mail: Andrew.Diggs@ihs.gov

Questions on systems matters may be directed to:

Paul Gettys, Acting Director, 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 DVP funding opportunity webpage:
 - <https://www.ihs.gov/dvpi/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 DVP funding opportunity webpage:
<https://www.ihs.gov/dvpi/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