



Zero Suicide Initiative NOFO Overview

Thursday, September 14, 2017

Purpose of Webinar

- The purpose of this webinar is to provide guidance for Tribes, Tribal organizations, Urban Indian health programs, and IHS federal facilities who are interested in applying for the Zero Suicide Initiative (ZSI) notice of funding opportunity (NOFO).
- This webinar will provide:
 - 1) Provide the framework for the program operation
 - 2) Outline the ZSI funding cycle process;
 - 3) Address key information for application development and submission;
 - 4) Review proposal templates and examples.



Background

- The Zero Suicide Initiative is a nationally-coordinated program that promotes the development of a system of care for those at risk for suicide through the implementation of a comprehensive, culturally informed approach to suicide prevention in Indian health systems.

ZSI Program Framework

The Zero Suicide Initiative cooperative agreement program is part of IHS's strategic focus suicide prevention and care in AI/AN health systems. Implementation of this program:

- ❑ Supports the IHS mission to raise the physical, mental, social and spiritual health of American Indian and Alaska Native to the highest level;
- ❑ Consistent with the tenets of the National Strategy for Suicide Prevention (NSSP)
- ❑ Focuses on priorities of the National Action Alliance for Suicide Prevention (*Action Alliance*).

Zero Suicide Goals & the 7 Core Elements

The goal of the Zero Suicide model is to transform the way in which suicide care is provided. IHS Zero Suicide Initiative emphasizes the broad application of the following seven (7) Core Elements of the model:

LEAD: Leadership commitment to improved SC

TRAIN: Competent, confident, and caring workforce

IDENTIFY: Universal screening & assessment

ENGAGE: Collaboratively-developed safety plan

TREAT: Use of effective EBTs that target suicide

TRANSITION: Continuous f/u, i.e., post-acute care

IMPROVE: Data-driven, quality improvement

ZSI Objectives

Each applicant will be required to address the following six (6) objectives in their project narrative.

1. Establishment of a leadership-driven commitment to transform the way suicide care is delivered within AI/AN health systems.
2. Assessment of training needs and creation of a training plan to develop and advance the skills of health care staff and providers at all levels
3. Implementation of policies and procedures for comprehensive clinical standards, including universal screening, assessment, treatment, discharge planning, follow-up, and means restriction for all patients under care and at risk for suicide

ZSI Goals, cont.

4. Development of strategy to collect, analyze, use, and disseminate data to enhance and better inform suicide care across the health system
5. Application of evidence-based practices to screen, assess, and treat individuals at risk for suicide that incorporates culturally informed practices and activities.
6. Development of a Suicide Care Management Plan for every individual identified as at risk of suicide to include continuous monitoring of the individual's progress through their electronic health record (EHR) or other data management system, and adjust treatment as necessary

Eligibility

- A Federally recognized Indian Tribe as defined by 25 U.S.C. 1603(14).
- A Tribal organization as defined by 25 U.S.C. 1603(26).
- An urban Indian organization as defined by 25 U.S.C. 1603(29); operating an Indian health program operated pursuant to as contract, grant, cooperative agreement, or compact with the IHS pursuant to the ISDEAA, (25 U.S.C. 5301 *et seq.*). Applicants must provide proof of non-profit status with the application, e.g., 501(c)(3).

Funding Mechanisms

- Cooperative Agreement Awards (grant mechanism)
 - Tribes, Tribal organization, and UIOs will complete an application and submit through [grants.gov](https://www.grants.gov).
- Federal Program Awards
 - IHS Area Offices, IHS Hospitals, IHS Clinics will complete a Federal program award application and submit via email to fundingopportunities@ihs.gov.

Funding Amounts & Estimated Awards

- A total of \$3.2 million available for funding
 - \$2,000,000 for Tribes, Tribal organizations, and UIOs
 - \$1,200,000 for and IHS Federal facilities.
- Approximately 8 awards will be issued under this notice of funding opportunity.

Funding Announcement for Tribes, Tribal and Urban Indian Organizations

- Posted on the Federal Register: **August 21, 2017**
 - ZSI Applicants: click [here](#) to access the funding announcement.
 - Reference Notice of Funding Opportunity: HHS-2018-IHS-ZSI-0001

ZSI Federal Program Award Opportunity Announcement

- Posted at:
<https://www.ihs.gov/suicideprevention/zerosuicide/fundingannouncement/> on **August 21, 2017**
- Federal DVPI New Applicants: access the [funding announcement](#).

Application Due Date

- All applications are due on: October 12, 2017
 - Application submission extensions will not be granted.
 - Tribes, tribal organizations, and urban Indian organizations will submit via www.grants.gov by 11:59 p.m. Eastern Time
 - Federal IHS facilities will submit via fundingopportunities@ihs.gov by 11:59 p.m. Eastern Time

Key Dates

Key Information	Date
Application Deadline	October 12, 2017
Objective Review Committee	October 16-20, 2017
Earliest Anticipated Start Date	November 1, 2017
Singed Tribal Resolution	October 12, 2017
Proof of Non-Profit Status	October 12, 2017

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

How to prepare?

- For Tribes, Tribal organizations, and Urban Indian organizations, registration on Grants.gov is required.
 - If an entity is not 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 [here](#).
 - Download the application package and detailed instructions for funding opportunities by visiting [Grants.gov](#).
 - Click on the following tabs: Applicants, Apply for Grants, Get Application Package, and enter the CFDA #93.933.

Requirements for the Project Proposal

All applicants must include the following required application components:

- Cover Letter.
- Table of Contents
- Abstract
- Project Narrative (must be single-spaced and not exceed 20 pages total)

Project Proposal Components

- Project Narrative
 - The project narrative describes the proposed scope of work. Must be single space and shall not exceed a total of twenty (20) pages.
 - The 20-page limit for the narrative does not include the cover letter, table of contents, abstract, statement of need, standard forms, Tribal resolution(s), budget & budget narrative, LDCCP, and/or other appendix items.

- Required components in the project narrative:
 - Population Focus/Statement of Need
 - Organizational Infrastructure/Capacity
 - Implementation Approach/Plan
 - Timeline Chart
 - Data Collection, Performance Assessment & Evaluation
 - Budget/Budget Narrative

Grant Proposal Requirements

- Tribes, Tribal organizations, and Urban Indian org.
 - Table of Contents
 - Abstract – 1 page
 - Application forms (SF 424, 424A, and 424B)
 - Project Narrative – may not exceed 20 pages
 - Budget and Budget Narrative – may not exceed 4 pages
 - Tribal Resolution(s)
 - Letter(s) of Support

Federal Proposal Requirements

- Federal facilities:
 - Table of Contents
 - Abstract – 1 page
 - Project Narrative – may not exceed 20 pages
 - Budget and Budget Narrative – may not exceed 4 pages
 - Letter(s) of Support



Required Objectives

Please keep in mind that all applicants are required to address **ALL** seven (7) of the key elements; and all six (6) objectives listed in the
NOFO

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.
 - The budget and budget narrative may not exceed four (4) single-spaced pages for both documents combined.

Requirements for the Project Proposal

- 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

- Templates are available on the ZSI webpage for the following:
 - Biographical Sketch(es)
 - Timeline Chart (1-year)
 - Local Data Collection Plan
 - Budget and Budget Narrative (1-year)
- Click [here](#) to obtain the templates.

Tip 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 your 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.

Tip for Preparing 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.

Tip for Preparing 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
 - Misspellings 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 70 points is required for funding.

Population Focus/Statement of Need	20
Organizational Infrastructure/Capacity	25
Implementation Approach/Plan	30
Data/Performance/assessment/Evaluation	20
Categorical Budget/Budget Narrative	5
Total	100

Population Focus/Statement of Need (20 points)

- A clear description of the proposed catchment area and demographic information on the population(s) to receive services
- Presentation of the prevalence of suicidal behavior (*i.e.*, ideation, attempts, and deaths) within the population(s) of focus, including any current limitations of data collection in the health system.
- Culture of the community, communities, and mission.
- Tribal government or board of directors are in support of the project.
- Describe behavioral health service system, gaps, barriers, and challenges.
- Describe potential partners, community resources, communities being served.

Organizational Infrastructure/Capacity (25 points)

- Describe experience (successes and/or challenges) with the Zero Suicide model (e.g., attended a Zero Suicide Academy, etc.) or similar collaborative efforts
- Discussion of the applicant Tribe or Tribal organization experience with and capacity
- Identification of how all departments/units/divisions will be involved in administering this project
- Describe the resources available for the proposed project

Implementation Approach/Plan (30 points)

- A viable plan to address each of the 7 Elements and 6 Objectives in a systematic, measureable, and interrelated manner.
- A clear description of strategies to engage the highest levels of leadership and a broad cross section of the hospital system in order to develop organizational commitment, participation and sustainability
- A contingency plan that addresses short-term maintenance and long-term sustainability.
- Project Timeline
 - The project time line should not exceed 1-page;
 - Should also give a broad overview of major project activities

Data Collection, Performance Assessment & Evaluation (20 points)

- Ability to collect and report on the required performance measures specified in the Data Collection and Performance Management section.
- A clear, specific plan for data collection, management, analysis, and reporting.
- Description of your plan for conducting the local performance assessment as specified above and evidence of your ability to conduct the assessment.
- Description of the quality improvement process that will be used to track progress towards your performance measures and objectives,

Categorical Budget and Budget Justification (5 points)

- Evidence of reasonable, allowable costs necessary to achieve the objective outlined in the project narrative.
- Description of how the budget aligns with the overall scope of work.
- Please use Budget/Budget Narrative Template Worksheet to support your responses in this section.

Resources

- As you prepare your application, please visit the [ZSI webpage](#) for the most current, up-to-date information.
- Applicants are encouraged to visit: https://www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/full_report-rev.pdf to access a copy of the 2012 National Strategy
- Applicants are encouraged to visit <http://zerosuicide.sprc.org> to review the Zero Suicide strategies and tools required for this grant program.
- Applicants are encouraged to visit : https://www.jointcommission.org/sea_issue_56/.

Agency Contacts: Grant Submission

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.diggs@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

Questions/Contacts

- **Questions on:**
 - programmatic issues;
 - how to apply;
 - application submission;
 - fiscal matters; and
 - Federal application process for IHS Federal facilities may be directed to:

Sean Bennett, Public Health Advisor
National Lead, Zero Suicide Initiative
Direct #: 301-443-0102
e-mail: sean.bennett@ihs.gov

Technical Assistance Webinars and Additional Resources

This webinar has been recorded. The power point slides and recording will be available for download at the ZSI webpage soon:

<https://www.ihs.gov/suicideprevention/zerosuicide/fundingannouncement/>



Acknowledgements

DBH Staff