Substance Abuse and Mental Health Services Administration (SAMHSA)

Follow the Six Steps
in the Application Process

NOFO Name: Suicide Prevention Resource Center

NOFO Number: SM-25-012

Step 1: Review the Opportunity

Basic information

NOFO Name: Suicide Prevention Resource Center

Short Title: SPRC

Initial Announcement

Funding Opportunity Number: SM-25-012

Assistance Listing Number: 93.243

Application deadline: July 22, 2025

Eligible Applicants: Domestic public and private nonprofit entities (See **Eligibility** for complete eligibility information.)

Electronic Application Submission Requirements: See **Step 2**

Important Resources

Applicants are expected to follow guidance provided in the ***FY 2025 NOFO Application Guide*** (the *Application Guide*)**.** This document provides information about the application process, including registration, required attachments, budget, and federal policies and regulations. In addition, see **Grants Glossary** for definitions of terms used in this NOFO.

Authorizing Statute

Section 520C of the Public Health Service Act (42 U.S.C. 290bb-34), as amended

Agency Contacts

Program and Eligibility Questions

Brandon J. Johnson
Center for Mental Health Services
240-276-1222
brandon.johnson1@samhsa.hhs.gov

Financial and Budget Questions

Office of Financial Resources
Division of Grants Management
240-276-1940
NOFOBudget.CMHS@samhsa.hhs.gov

Review Process and Application Status Questions

Office of Financial Resources
Division of Grant Review
Application_Submission_Inquiries@samhsa.hhs.gov

Executive Summary

The purpose of this program is to build national capacity for preventing suicide by providing technical assistance, training, and resources to assist states, political subdivisions of states, tribes, institutions of higher education, nonprofits, communities, providers, practitioners, and members of the public on suicide prevention strategies and best practices to address the issue of suicide. The Suicide Prevention Resource Center (SPRC) will serve as a national center of excellence to address suicide across the country.

Key Dates

Application Deadline: July 22, 2025

Expected Award Date: 09/29/2025

Expected Start Date: 09/30/2025

Response to Executive Order 12372: see **Intergovernmental Review** and ***Section I*** *in the Application Guide.*

Funding Details

Funding Type: **Cooperative Agreement**

Estimated Total Available Funding: $10,207,289

Estimated Number of Awards: 1

Estimated Award Amount: Up to $10,207,289 per year per award

Length of Project Period: Up to 5 years

Your annual budget cannot be more than $10,207,289 in total costs (direct and indirect) in any year of the project. Annual continuation awards are contingent on the availability of funds, progress in meeting project goals and objectives, timely submission of required data and reports, and compliance with all terms and conditions of award.

Program Description

Purpose

The purpose of this program is to build national capacity for preventing suicide by providing technical assistance, training, and resources to assist states, political subdivisions of states, tribes, institutions of higher education, nonprofits, communities, providers, practitioners, and members of the public on suicide prevention strategies and best practices to address the issue of suicide. The Suicide Prevention Resource Center (SPRC) will serve as a national center of excellence to address suicide across the country.

SAMHSA, in working with tribes, the Indian Health Service, and National Indian Health Board, developed **The National Tribal Behavioral Health Agenda (TBHA)**. The TBHA addresses foundational elements, priorities, and strategies. Applicants should review the National Tribal Behavioral Health Agenda, and where appropriate, reflect on its implications while developing their application.

SAMHSA encourages you to address the behavioral health needs of all people, including populations and communities with higher prevalence of behavioral health conditions.

All activities proposed in your application and budget narrative must be in alignment with the current Executive Orders (EOs). For the latest guidance, please visit: Presidential Actions – The White House. If an application does not align with EOs, the application will not receive funding.

Key Personnel

Key Personnel are staff members who make significant contributions to the project, even if they do not receive a salary from the project. They are expected to regularly participate in program monitoring activities. This program's Key Personnel are the **Project Director (PD)** and the **Lead Evaluator**.

- The **PD** is responsible for oversight of the project and provides direction to all grant staff. The PD must be at 100% level of effort of a full-time equivalent (FTE) position (percentage of time worked based on a full-time work schedule of 2,080 hours per year).
- The **Lead Evaluator** is responsible for creating the performance management, data collection plan, performance management, and evaluation of the project. The Lead Evaluator must be at 100% level of effort of a full-time equivalent (FTE) position (percentage of time worked based on a full-time work schedule of 2,080 hours per year).

If awarded funding, you will be notified if your proposed Key Personnel have been approved. If your organization needs to replace Key Personnel during your project period, SAMHSA needs to review their resume and job description to determine whether the replacement can be approved.

Required Activities

Your organization is required to implement all the required activities listed below.

1. **Establish a Technical Expert Panel (TEP)**

   When: Within two months after award

   Establish a TEP to provide guidance on overall project implementation, review all SPRC-developed products, and other Training and Technical Assistance (TTA) activities. The TEP will meet virtually at least quarterly. TEP representatives shall be approved by SAMHSA and include representatives from the following entities:

   - National suicide prevention organizations
   - Suicide prevention researchers
   - Individuals/organizations representing populations at high risk for suicide
   - Individuals with suicide-centered lived experience

2. **Conduct a Needs Assessment**

   When: Within three months from award, and repeated in Year 3

   Conduct a needs assessment that includes the following:

   - Gaps, needs, and current best practices in a variety of suicide prevention-related systems, including criminal justice and foster care systems
   - Emerging risk and protective factors for populations at high risk for suicide, including populations with increasing rates and risks of suicide
   - Differences in suicides trends by state/territory

3. **Develop and Implement an Outreach and Marketing Plan**

   When: Within three months from award, and repeated annually

   Develop and implement an Outreach and Marketing Plan to be submitted and approved by SAMHSA. The plan must address:

   - Methods for engaging TTA recipients
   - How different forms of communication (e.g., social media, digital newsletters, direct 1:1 contact) will be used to engage TTA recipients
   - Development of a quarterly newsletter that provides updates to stakeholders, including new TTA resources

- Developing and maintaining a website, which must include:
    - Access to all TTA-developed products (e.g., trainings, resources) and any relevant outside resources
    - Links to SAMHSA and other applicable Department of Health and Human Services (HHS) resources, including the 988 Suicide & Crisis Lifeline
    - Information on suicide early intervention and prevention strategies for all individuals, including those at high risk for suicide

4. Develop and Maintain a Best Practices Registry

Develop and maintain a Best Practices Registry of evidence-based and best practices for the identification, prevention, and intervention of suicide among individuals and communities at high risk for suicide. The Registry must:

- Be posted on the website
- Revised at least quarterly
- Be reviewed by a review board made up of SPRC staff and subject matter experts in suicide prevention

5. Develop and Disseminate Suicide Early Intervention and Prevention Strategies

Develop state-wide and tribal early prevention and intervention strategies for all ages, particularly those who are at high risk for suicide. This activity must:

- Include a repository of current state and territory suicide prevention plans
- Provide suicide prevention coordinator contact information

6. Develop TTA Products

Develop TTA products such as trainings (e.g. self-paced online learning modules, train-the trainer activities) and resources (e.g. implementation guides, fact sheets, infographics). At a minimum, topics must include: 1) addressing upstream suicide prevention, and 2) addressing suicide prevention for populations at high risk for suicide.

7. Develop a Process for Responding to TTA Requests about Suicide Prevention

Develop a process for responding to TTA requests on suicide prevention, on the development and implementation of comprehensive community suicide prevention, upstream suicide prevention, early intervention strategies, and community-based suicide prevention capacity building to the following, but not limited to:

- Educational settings (to include institutions of higher education)
- Faith communities
- Healthcare systems
- Foster care systems

- Housing systems
- Justice systems
- Local suicide prevention leadership
- Community coalitions

8. Develop Trainings and Resources on the Intersection of Healthcare and Suicide

Develop trainings and resources on the intersection of healthcare and suicide, including the seven-element Zero Suicide Model, to promote and implement effective clinical and professional practices for assessing and treating those identified as being at risk for suicidal behavior.

The trainings and resources should be publicly available on the SPRC website and include Continuing Education Units (CEUs) for various healthcare professionals and Continuing Medical Education (CME) credit for physicians.

Training and resources must include:

- Improving follow-up and post-inpatient and emergency department discharge care transitions
- Supporting high-risk individuals in health or behavioral health care settings who have attempted suicide or experienced a suicidal crisis
- Suicide prevention best practices and interventions for primary care settings (pediatric, geriatric, and adult)

9. Develop and Maintain a Private-Public Partnership

Develop and maintain a private-public partnership to advance the work of suicide prevention across all states/territories. The partnership must meet at least twice per year, and cover topics such as:

- Data Surveillance, Analytics, and Research
- Crisis Care Continuum
- Suicide Prevention in Healthcare
- Communications Messaging
- Other topics, if needed

Allowable Activities

Allowable activities are **not** required. However, your organization may propose to use funds for the following activities:

1. Use Make America Healthy Again (MAHA) principles in grant activities. MAHA topics could include incorporating topics such as diet, sedentary lifestyles, health indicators, and physical activity into suicide prevention efforts.
2. Promote the 988 Suicide & Crisis Lifeline by including resources and technical assistance approaches, including linkages to the 988 Suicide & Crisis Lifeline. If relevant, align inclusion of 988 with the SAMHSA 988 Technical Assistance Center.
3. Implement a "Research to Practice Acceleration Project" to translate suicide research and disseminate new and emerging suicide prevention research findings to improve and inform prevention and intervention efforts. This Project could include:
    - Translating and disseminating new published research studies in suicide prevention to the field
    - Sharing new quantitative and qualitative data from a variety of sources on a public-facing subpage on the SPRC website
    - Articulating to the field how new research and promising practices could be used to enhance current suicide prevention efforts

Note: Capitalizable infrastructure, such as computer systems/software are recoverable as depreciation through an approved negotiated indirect cost rate or 15% de minimis rate in accordance with your organization's existing capitalization/amortization policies.

Eligibility

Eligible Applicants

Eligible applicants are domestic public and private nonprofit entities, including:

- States and territories (Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau), including the District of Columbia
- Political subdivisions of states
- Indian tribes, or tribal organizations (as such terms are defined in section 5304 of title 25)
- Health facilities or programs operated by or in accordance with a contract or award with the Indian Health Service
- Public or private non-profit organizations (NOTE: If you are a non-profit organization, you must provide documentation of your non-profit status in **Attachment 8** of your application.)

For general information on eligibility for federal awards, see **www.grants.gov/learn-grants/grant-eligibility**. For specific eligibility questions, see **Agency Contacts**.

Cost Sharing

Cost sharing/match is not required for this program.

Data Collection, Performance Measurement, and Performance Assessment

You must collect and report data and document your plan for data collection and reporting in **Section D** of your Project Narrative.

The following data will be entered into SAMHSA's Performance Accountability and Reporting System (SPARS) using the **Training and Technical Assistance (TTA) Program Monitoring Tool**:

- Descriptive data on the title, intended audience, , topic, and other data on each project event using the **TTA Event Description** form. Data must be uploaded or entered in SPARS within 30 days of event completion.
- Anonymous, voluntary post-event survey data from participants using the **TTA Post Event** form. Survey responses must be collected at the end of each event and uploaded or entered in SPARS within 30 days after the event.
- Anonymous, voluntary follow-up survey data for events that are longer than three hours from participants who consent to follow-up. Survey responses must be collected using the **TTA Follow-Up** form at 60 days after the end of the event and uploaded or entered into SPARS within 120 days after the event.

The data collection tools reflect the Presidential Executive Orders. You will receive training and technical assistance on SPARS after award.

The data you collect allows SAMHSA to report on key outcome measures.

Performance data will be reported to the public as part of SAMHSA's Congressional Budget Justification and through Reports to Congress.

Your organization is required to conduct an evaluation of your project. You will be asked to provide input on proposed evaluation questions and design, collect data, and report evaluation findings and recommendations. Evaluations are conducted to build an evidence base for the program. Your evaluation will enable you to improve project performance and increase understanding of factors that contribute to the success of your program. SAMHSA will provide additional requirements on the scope and expectations of the evaluation after award.

Performance Assessment

You are required to submit Programmatic Progress Reports (PPRs) that discuss if you are meeting the objectives you selected for this project, achieving the outcomes you anticipated, and if any changes need to be made. You must review your performance data to find out if you are making progress and improving project management.

Refer to **Reporting Requirements** for information on submitting these reports.

Cooperative Agreement Requirements

This award is being made as a cooperative agreement because it requires substantial post-award federal staff participation in the oversight of the project. Under this cooperative agreement, the roles and responsibilities of your organization and SAMHSA staff are:

Your organization must:

- Comply with terms and conditions of this cooperative agreement.
- Submit performance measures data via SPARS.
- Submit an annual implementation plan to the Government Project Officer (GPO) for approval at the beginning of each budget period.
- Collaborate with SAMHSA staff in project planning, implementation, monitoring, and evaluation.
- Attend and participate in monthly grantee calls with the GPO on grant progress and challenges. The meetings will include key staff and the GPO.
- Inform the GPO of milestones achieved and any success stories that reflect the impacts made by the center.

Roles of SAMHSA Staff

Your **Government Project Officer (GPO)** is responsible for program monitoring, providing technical assistance and conducting site visits. Your GPO will work with you on implementing program and evaluation activities and make recommendations about program continuance.

Your GPO will:

- Review or approve one stage of a project before work may begin on a subsequent stage during a current approved project period.
- Provide insight into TA needs of SAMHSA's suicide prevention grantees for SPRC response.
- Review information such as resumes for Key Personnel.
- Work with you and the **Grants Management Specialist (GMS)** to discuss fiscal and programmatic requirements.
- Provide feedback to the center's overall development and direction as well as its products and activities.

- Oversee the publication of any project results, and packaging and dissemination of products and materials to make the findings available to the field.
- Submit required clearance packages to the U.S. Office of Management and Budget (OMB) using information and materials provided by the recipient.

Your **GMS** will ensure that your project is complying with all applicable federal laws, regulations, guidelines, and the terms and conditions of award. They will frequently participate with your GPO on the monitoring calls.

Other Requirements

- Ensure all products developed and maintained with SAMHSA funds are accessible to individuals with disabilities in accordance with Section 504 and Section 508 of the Rehabilitation Act of 1973. See HHS 508 Policy and SAMHSA 508 Accessibility.
- Ensure all products are shared with SAMHSA on a monthly basis for archiving in a SAMHSA-designated repository. Specific instructions will be provided by the respective GPOs post-award.

Note that all activities proposed in your application and budget narrative must be in alignment with the current Executive Orders. For the latest guidance please visit: Presidential Actions – The White House. If an application does not align with current EOs, the application will not receive funding.

SAMHSA Core Principles and Other Expectations

When developing your project, you must consider SAMHSA's core principles of recovery, trauma informed approaches, a commitment to data and evidence, and access to high quality services for all, which align with the Administration's MAHA Commission. In addition, there are other expectations included in ***Section H*** *in the Application Guide* that you must consider as you design your project.

Recipient Meetings

We plan to conduct in-person meetings in Years 2 and 4. You must send a maximum of 10 people, including the Project Director and Lead Evaluator. For budgeting purposes, these meetings are usually held in the Washington, D.C., metropolitan area for up to three days.

We also plan to hold virtual grant meetings and your full participation in these meetings is expected. You will be given more information about these meetings at a future date.

Funding Restrictions and Limitations

The following are funding restrictions for this project:

- Food is not an allowable expense.

- Funds cannot be used to support or provide services, either directly or indirectly, to removable or illegal aliens.

- Recipients must comply with all applicable Federal anti-discrimination laws material to the government's payment decisions for purposes of 31 U.S.C. § 372(b)(4).

You must also comply with SAMHSA's Standards for Financial Management and Standard Funding Restrictions in *Section F* *in the Application Guide*.

Note that all activities proposed in your application and budget narrative must be in alignment with the current Executive Orders. For the latest guidance please visit: Presidential Actions – The White House. If an application does not align with current EOs, the application will not receive funding.

Step 2: Get Ready to Apply

Get Registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to **SAM.gov Entity Registration** and select **Get Started**. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with **Grants.gov**. You can see step-by-step instructions at the Grants.gov **Quick Start Guide for Applicants**.

eRA Commons

You must register in **eRA Commons**. Register at least 6 weeks before the application deadline.

See guidance at **eRA Help and Tutorials** and *Section A of the Application Guide.*

Find the Application Package

The application package has all the forms you need to apply. You can find it online. Go to **Grants Search at Grants.gov** or **eRA ASSIST** and search for opportunity number: SM-25-012.

If you can't use Grants.gov to download application materials, you may request them from **dgr.applications@samhsa.hhs.gov.**

Step 3: Prepare Your Application

Application Contents and Format

Applications include five main components. This section includes guidance on each.

Make sure you include each of the following.

Component	Submission format
Project Abstract	Use the Project Abstract Summary form.
Project Narrative	Use the Project Narrative Attachment form.
Budget Narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Other Attachments form.
Other Required Forms	Upload using each required form.

See the application checklist for a full list of all requirements.

The following links contain information on:

- Formatting instructions and information on system validation requirements.
- **Completing forms and required components** (Section A in the Application Guide)

Project Abstract

Page limit: 1 page

Your project abstract should include the project name, individuals to be served (demographics and clinical characteristics), strategies and interventions, project goals and measurable objectives, and the number of people to be served annually and throughout the lifetime of the project.

In the first 5 lines or less of your abstract, write a summary of your project that can be used in publications, reports to Congress, and press releases, if you are funded.

Project Narrative

Page limit: 12 pages

Filename: Project narrative

In developing your project narrative:

- Provide a detailed response to the merit review criteria.
- Follow the required formatting instructions.

- Stay within the page limit or we will not review your application. We recommend page limits for the subsections, but they are for guidance only. You may place citations in Attachment 10 which does not count in the 12-page limit.

Budget Narrative

Page limit: none

Filename: BNF

The budget narrative supports the information you provide in Standard Form 424-A. See **other required forms.**

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See **funding limitations**.

To create your budget narrative, see detailed instructions and a template in ***Section E*** *in the Application Guide***.**

Attachments

You will upload attachments in Grants.gov using the **Other Attachments form** or in eRA ASSIST using the **Other Narratives Attachment form**.

Use only the following attachments listed. If your application includes any attachments not required in this document, they will be disregarded.

Do not use attachments to extend or replace any of the sections of the project narrative. Reviewers will not consider them if you do.

Name the attachments: Attachment 1, Attachment 2, and so on.

Attachment 1: Letter(s) of Commitment (LOC)

Include LOCs from any organization(s) partnering in the project. **Do not include any letters of support. Reviewers will not consider them.** A letter of support describes general support of the project while an LOC outlines the specific contributions an organization will make in the project.

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Attachment 2: Data collection instruments and/or interview protocols

If you are planning to use SAMHSA approved instruments, they do not need to be submitted. If you are planning to use non-SAMHSA approved instruments, those must be submitted.

Attachment 3: Sample consent forms

Include, as appropriate, informed consent forms for participation in the training/TA event and for the collection of data.

Attachment 4: Project timeline

Page limit: 2 pages

This attachment is scored by reviewers. Provide a chart or graph depicting a realistic timeline for the entire 5 years of the project period. Show dates, key activities, and responsible staff. The key activities must include the requirements outlined in **required activities**.

Attachment 5: Biographical Sketches and Position Descriptions

See **biographical sketches and position descriptions** for more information. Position descriptions should be no longer than 1 page each and biographical sketches should be 2 pages or less.

Attachment 6: Confidentiality and SAMHSA Participant Protection

This **required** attachment is in response to ***Section C*** *in the Application Guide* and reviewers will assess the response.

Attachment 7: Letter to the State Point of Contact

Review information on **Intergovernmental Review** and in ***Section I*** *in the Application Guide* for detailed information on E.O. 12372 requirements to determine if this applies.

Attachment 8: Documentation of Non-Profit Status

Proof of non-profit status must be submitted in your application by private non-profit organizations. Any of the following is acceptable evidence of non-profit status:

- A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations, as described in section 501(c)(3) of the IRS Code.
- A copy of a current and valid IRS tax exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying the applicant organization has non-profit status.
- A certified copy of the applicant organization's certificate of incorporation or similar document that establishes non-profit status.
- Any of the above proof for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Attachment 9: Negotiated Indirect Cost Rate Agreement (NICRA)

If you have a NICRA, the document must be submitted.

Attachment 10: Application Citations (if applicable)

Other Required Forms

You will need to complete some standard forms. Upload the following standard forms listed at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Project/Performance Site Location(s) Form	With application.
Grants.gov Lobbying Form	With application.

- **SF-424** – Fill out all sections of the SF-424.
  - In **Line 4** (Applicant Identifier), enter the eRA Commons Username of the Project Director (PD)/Principal Investigator (PI).
  - In **Line 8f**, enter the name and contact information of the PD identified in the budget and in Line 4 (eRA Commons Username).
  - In **Line 17** (Proposed Project Date) enter: a. Start Date: 9/30/2025; b. End Date: 9/29/2030.
  - **In Line 18** (Estimated Funding), enter the amount requested or to be contributed for the first budget/funding period only by each contributor.
  - **Line 21** is the Authorized Representative and should not be the same individual as the PD in Line 8f.

  It is recommended you review the sample of a [completed SF-424](#).

- **SF-424A BUDGET INFORMATION FORM –** Fill out all sections of the SF-424A using the instructions below. **The totals in Sections A, B, and D must match.**

  Section A – Budget Summary:
  - As cost sharing/match is **not required,** use the first row only (Line 1) to report the total federal funds (e) and non-federal funds (f) requested for the **first year** of your project only.

  Section B – Budget Categories:
  - As cost sharing/match is **not required,** use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the **first year** of your project only.

  Section C – Non-Federal Resources
  - As cost sharing/match is **not required,** leave this section blank.

Section D – Forecasted Cash Needs:

- Enter the total funds requested, broken down by quarter, only for **Year 1** of the project period.
- Use the first row for federal funds and the second row (Line 14) for **non-federal** funds.

Section E – Budget Estimates of Federal Funds Needed for the Balance of the Project:

- Enter the total funds requested for the out years (e.g., Click or tap here to enter text.Year 2, Year 3, Year 4, Year 5).
  - (b) First column is the budget for the second budget period;
  - (c) Second column is the budget for the third budget period;
  - (d) Third column is the budget for the fourth budget period;
  - (e) Fourth column is the budget for the fifth budget period.

  Use Line 16 for federal funds and Line 17 for non-federal funds.

See **Formatting Requirements** to review common errors in completing the SF-424 and the SF-424A. These errors will prevent your application from being successfully submitted.

It is highly recommended you use the Budget Template on the SAMHSA website.
See the **Budget Template Users Guide** and the sample completed SF-424A forms at **Sample SF-424A (No Match Required).**

For additional information, see *Section E in the Application Guide* and Budget Related FAQs.

Step 4: Learn About Review and Award

Application Review

Initial Review

We review each application to make sure it meets basic requirements. We will not consider an application that:

- Is from an organization that does not meet the eligibility criteria.
- Is submitted after the **deadline**.
- Exceeds the 12-page limit for the Project Narrative.

Merit Review

Project Narrative: Your Project Narrative describes the proposed project. Peer reviewers will assess your response to the criteria below. The following instructions should be considered as you develop the Project Narrative:

- The Project Narrative cannot be longer than twelve (12) pages.
- There are four sections (Sections A–D) and you must use the section numbers and headings listed in the Evaluation Criteria.
- Include the section letter and number (e.g., A.1, B.2) **before the response to each criterion**. You do not need to type the full criterion in each section.
- Do not combine two or more criteria or refer to another section of the Project Narrative in your response.
- Reviewers will only consider information included in the appropriate numbered criterion.
- The number of points after each section heading is the maximum number of points a reviewer may give for that section.
- Cost-sharing will not be a factor in the review of your response to the criteria.

A: Intended Audience, Population of focus and Need Statement (15 points – approximately 2 page)

1. Identify and describe:
    - The impact of suicide attempts and deaths across the country.
    - The intended audience(s) of the training and technical assistance (TTA), including the professions, education level, geographic focus (if any), organization types, or settings that define the intended audience(s).
    - Any population that will be impacted by this project.
2. Provide a demographic profile of the population(s) of focus in terms of race, ethnicity, federally recognized tribe (if applicable), language, sex, age, and socioeconomic status.
3. Describe why there is a need for this project, including any service gaps experienced by populations with higher prevalence of behavioral health conditions. Identify the source of the data for the statement of need. (Note: Citations can be put in **Attachment 10**.)

B: Proposed implementation approach (40 points – approximately 6 pages)

1. Describe the goals and measurable objectives of your proposed project. (See **Developing Goals and Measurable Objectives**). The goals and objectives must align them with the Statement of Need in A.3.
2. Describe how you will implement all the **required activities** in Step 1.

3. In **Attachment 4**, provide no more than a two-page chart or graph depicting a realistic timeline for the entire 5 years of the program. It must include dates, key activities (i.e., Section I required activities), and responsible staff. The timeline does not count towards the page limit for the Program Narrative.

C: Organizational experience and staffing (25 points – approximately 2 pages)

1. Describe the experience of your organization:
   - With similar projects and evidence based TTA.
   - Providing TTA to the intended audiences to improve practice and impact to those with higher prevalence of behavioral health conditions.
2. Identify any organization(s) you will partner with. For each, describe their experience providing the required activities and their specific roles and responsibilities for this project. [NOTE: Letters of Commitment from each partner must be included in **Attachment 1.]** Indicate if you are not partnering with any other organization(s).
3. Provide a complete list of all significant staff positions for the project, including the Key Personnel (Project Director (1.0 FTE) and Lead Evaluator (1.0 FTE)).

   For each, describe their:

   - Role
   - Level of effort (LOE), stated as a percentage of employment (e.g., 1.0 FTE = full-time)
   - Qualifications, including their experience designing, developing, or providing TTA.

D: Data collection and performance measurement (20 points – approximately 2 pages)

1. Describe how you will collect the required data for this program and what other data will be collected. Describe how required and proposed data collection will be used for continuous quality improvement and to manage, monitor, and enhance the program. (See **Developing the Plan for Data Collection and Performance Measurement**)

Risk Review

Before making an award, we review the risk that you may not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use SAM.gov **Responsibility/Qualification** to check this risk history for all awards.

You can comment on your organization's risk information in SAM.gov. We'll consider your comments before deciding about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see **45 CFR 75.205**.

Review and Selection Process

When making funding decisions, we consider:

- Peer review results. These are key in making decisions but are not the only factor. The program office and approving official make the final determination for funding.
- Approval by the Center for Mental Health Services National Advisory Council.
- Availability of funds.
- Submission of any required documentation that must be submitted prior to making an award.

Award Notices

You will receive an email from eRA Commons that describes how you can access the application review results, including the application score. If your application is approved for funding, a **Notice of Award (NoA)** will be emailed to: (1) the Signing Official identified on page 3 of the SF-424 (Authorized Representative section); and (2) the Project Director identified on page 1 of the SF-424 (8f).

If your application is not funded, an email will be sent to you from eRA Commons. This email will include a summary of the peer reviewer comments and scores. It may take up to four months from a program's award date for this information to be sent to you.

The NoA is the only document that authorizes recipients to receive federal funding for a project.

Step 5: Submit Your Application

Submission Requirements and Deadlines

Go to **find the application package** to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See **get registered**.

You must maintain your registration throughout the life of any award.

Deadlines

Application

Due on July 22, 2025.

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See exemptions for paper applications (3.2) in ***Section A*** *in the Application Guide*.

Intergovernmental Review

You will need to submit application information for intergovernmental review under **Executive Order 12372**. Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process, and others don't.

To find out your state's approach, see the **list of state single points of contact**. If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, submit a Public Health System Impact Statement to appropriate state and local health agencies. See ***Section I*** *in the Application Guide*.

Application Checklist

Make sure that you have everything you need to apply:

Component	Form to use	Page limit
Project Abstract	Use the Project Abstract Summary Form.	1 page
Project Narrative	Use the Project Narrative Attachment form.	12 pages
Budget Narrative	Use the Budget Narrative Attachment form.	None
Attachments	Insert each in a single Other Attachments form.	
1. Letters of commitment, if applicable		None
2. Data collection instruments and/or interview protocols		None
3. Sample consent forms		None
4. Project timeline		2 pages
5. Biographical sketches and position descriptions	See: **Biographical Sketches**	
6. Confidentiality and SAMHSA Participant Protection		None
7. Letter to the State Point of Contact		None
8. Documentation of Non-Profit Status		None

9. Negotiated Indirect Cost Rate Agreement (NICRA), if applicable 10. Application citations, if applicable		None None
Other required forms/documents	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		None
☐ Budget Information for Non-Construction Programs (SF-424A)		None
☐ Project/Performance Site Location(s) Form		None
☐ Grants.gov Lobbying Form		None
☐ Other Active Federal Awards, if applicable		None

Step 6: Learn What Happens After Award

Post-award Requirements and Administration

Administrative and National Policy Requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. You can see SAMHSA's **standard terms and conditions** on our website.
- The rules listed **45 CFR part 75**, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS **Grants Policy Statement** (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in **HHS Administrative and National Policy Requirements**. See ***Section G*** *in the Application Guide*.

Reporting Requirements

You are required to submit an annual Programmatic Progress Report (PPR) in Years 1 through 4, and a final cumulative PPR in Year 5. You must use the OMB-approved Excel Programmatic

Progress Report (PPR) template for your program **CMHS Programmatic Progress Reports (PPRs) | SAMHSA**. You will need to submit your completed PPRs in eRA Commons.

The annual PPR is due within 90 days of the end of each budget period. The final PPR is due within 120 days after the end of the project period. The final report must be cumulative and include all activities during the entire project period.

You must report the following information in your PPRs:

- Updates on key personnel, budget, or project changes (as applicable).
- Progress towards project goals as stated in your grant application, including project activity accomplishments, implementation facilitators, implementation challenges, and plans/actions for leveraging success and/or overcoming challenges.
- Success stories.
- Data and narrative addressing any program-specific measures (PSM).