

Treatment for Individuals with Serious Mental Illness, Serious Emotional Disturbance, or Co-Occurring Disorders Experiencing Homelessness

Short Title : Treatment for Individuals Experiencing Homelessness (TIEH)

April 18,2023

1:30 – 3:00 pm EST

Please Stand By – This webinar will begin shortly.

To access the audio portion of this webinar either through your
computer speakers or by phone,
US: +16468287666 , Webinar ID: 161 684 1648, Passcode: 835067

[Application Link: https://www.samhsa.gov/grants/grant-announcements/sm-23-006](https://www.samhsa.gov/grants/grant-announcements/sm-23-006)



SAMHSA
Substance Abuse and Mental Health
Services Administration

Basic Information

Estimated Award Amount:

- Up to \$1 million per award for States and Territories
- Up to \$500,000 per award for political sub-divisions of states; Indian tribes or tribal organizations; health facilities operated by or in accordance with a contract or grant with the Indian Health Service; or public or private non-profit entities.

Length of Project Period: Up to five (5) years

Due Date: May 5, 2023

Anticipated Start Date: September 30, 2023

Program Purpose

- The purpose of this program is to provide comprehensive, coordinated and evidenced-based services for individuals, youth, and families with a serious mental illness (SMI), serious emotional disturbance (SED) or co-occurring disorder (COD) who are experiencing homelessness or at imminent risk of homelessness (e.g., people exiting jail or prison without a place to live).
- Recipients will be expected to 1) engage and connect the population of focus to behavioral health treatment, case management, and recovery support services; 2) assist with identifying sustainable permanent housing by collaborating with homeless services organizations and housing providers, including public housing agencies; and 3) Provide case management that includes care coordination/service delivery planning and other strategies that support stability across services and housing transitions

Required Application Components (p. 20)

- SF-424
- SF-42A Budget Information Form (NOFO, p. 21)
- Project Narrative – no longer than 10 PAGES (p. 22)
- Budget Justification and Narrative – See Appendix A (p. 36)
- Attachments 1-9 (see p. 22 - 24 for page limitations)

Grants Management Overview

Division of Grants Management
Substance Abuse and Mental Health
Services Administration
U.S. Department of Health and Human Services

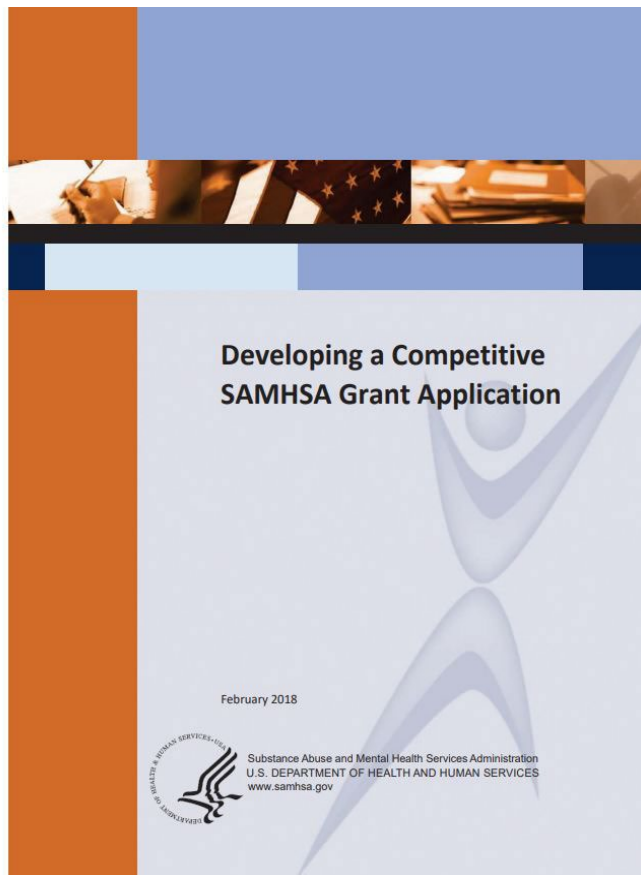


SAMHSA
Substance Abuse and Mental Health
Services Administration

OBJECTIVES

1. Applying for a Grant - Available Resources
2. Applicable Policies & Regulations
3. Factors Affecting Allowability of Costs
4. Budget Narrative & Justification
5. Sample Budget Template
6. SF-424A
7. Key Personnel
8. Indirect Cost Rate
9. Funding Limitations/Restrictions
10. Questions/Technical Support

APPLYING FOR A GRANT - AVAILABLE RESOURCES



A manual is available for applicants: [Developing a Competitive SAMHSA Grant Application \(PDF | 1 MB\)](#).

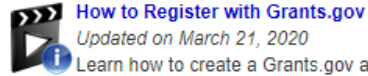
This manual will provide applicants with valuable information about how to prepare a strong grant application.

Additional information can be found on: <https://www.samhsa.gov/grants/grants-training-materials>

APPLYING FOR A NEW SAMHSA GRANT - AVAILABLE RESOURCES (CONT'D.)

Introduction to Grants.gov Video Series

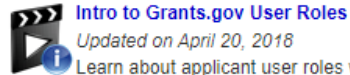
The [Introduction to Grants.gov Video Series](#) covers the complete Grants.gov application process, from registering and creating a Grants.gov account to finding funding opportunities and completing an application package.



[How to Register with Grants.gov](#)

Updated on March 21, 2020

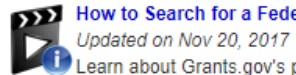
Learn how to create a Grants.gov account so you can subscribe to funding opportunity notifications and apply for federal grants using Grants.gov Workspace. This video also explains how to associate a DUNS number with an applicant account. (Note: This is an optional step).



[Intro to Grants.gov User Roles](#)

Updated on April 20, 2018

Learn about applicant user roles within the Grants.gov system and how these roles impact the application process.



[How to Search for a Federal Grant on Grants.gov](#)

Updated on Nov 20, 2017

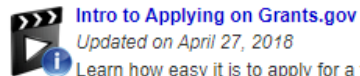
Learn about Grants.gov's powerful search engine, which allows users to find and apply for federal grants in a variety of ways. This video also shows how registered users can subscribe to opportunity notifications generated from saved search criteria.



[What's in a Grant Opportunity on Grants.gov?](#)

Updated on April 27, 2018

Learn about the information that is included with every posting of a federal grant opportunity on Grants.gov.



[Intro to Applying on Grants.gov](#)

Updated on April 27, 2018

Learn how easy it is to apply for a federal grant using Grants.gov Workspace. This video serves as an introduction to the apply process.

Learn more about registering, searching, and applying for federal grant opportunities.

- [Recording of the SAMHSA Applicant Webinar \(39 minutes\)](#)
- [NOFO Applicant Webinar Presentation \(PDF | 7 MB\)](#)
- [Grants.gov Video Series](#)

For more information refer to:

<https://www.samhsa.gov/grants/applying>

- **Note:** Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number has been replaced by a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov). For more information, please refer to <https://sam.gov/content/duns-uei>.

APPLICABLE POLICIES & REGULATIONS

- **45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** - <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>
- **HHS Grants Policy Statement** - The HHS Grants Policy Statement document contains important information on the general terms and conditions for discretionary grants and cooperative agreement awards - <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>
- **Financial Management Requirements** - the financial management control areas provide recipients with guidance for ensuring their existing accounting and personnel policies and procedures (P&P) include the necessary controls. ***The guidance is also used by SAMHSA to complete Financial Capability Reviews (FCRs) of new and prospective grantees.*** Learn more about [grantee financial management requirements](#).
- **The Notice of Funding Opportunity (NOFO)**

APPLICABLE POLICIES & REGULATIONS (CONT'D.)

45 CFR PART 75—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS

Recipient Type	Uniform Admin Requirements	Cost Principles	Audit Requirements
State & Local Governments	45 CFR 75, Subpart C and D	45 CFR Part 75, Subpart E	45 CFR Part 75, Subpart F
Colleges & Universities	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	
Non-Profits	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	

FACTORS AFFECTING ALLOWABILITY OF COSTS

Proposed budgets must contain allowable, reasonable, and allocable costs, as defined under [45 CFR 75.403](#), [75.404](#), and [75.405](#).

- **Allowable** costs, unless otherwise authorized by program statute are necessary and reasonable for award performance and allowable under the cost principles.
- **Reasonable** costs are not in excess of what would normally be incurred by a prudent person under the circumstances prevailing at the time the decision was made, given market rates, effort and the organization's documented policies.
- **Allocable** costs can be charged to a federal award if the goods or services are chargeable in accordance with relative benefits received.

BUDGET NARRATIVE & JUSTIFICATION

- All applications must include a detailed budget and narrative justification that explains the federal expenditures.
- The detailed budget and narrative justification must be consistent with and support the Project Narrative.
- The Budget Narrative and justification must be concrete and specific, providing justification for the basis of each proposed cost in the budget and how that cost was calculated.

BUDGET NARRATIVE & JUSTIFICATION (CONT'D.)

- Detailed Breakdowns must be provided of the materials, quantities, number of persons, cost per unit/hour, number of hours/levels of effort, or other relevant basis to show how costs will be utilized towards achieving the grant's goals and objectives. This is to facilitate the determination of whether the proposed costs are allowable, reasonable, and allocable.
- The total for each budget category in your detailed budget with narrative justification must match the corresponding total of each Object Class Category on your SF-424A in Section B Budget Categories.
- Your detailed budget with narrative justification should reflect the project costs for the first year ONLY. In your budget summary table, you will show the amounts requested for future years and justify/explain any change in amounts requested for future years from what was requested in year 1.
- An illustration of a budget and narrative justification is included in Appendix L of the NOFO.

SAMPLE BUDGET TEMPLATE

In an effort to reduce errors and expedite the review of your budget, it is highly recommended you use the **SAMHSA Budget Template** to complete the Detailed Budget and Narrative Justification required for submission with your application.

- Over the years, numerous recipients requested a template to present budget information. We heard you!!
- The budget template was created with extensive recipient consultation and input and designed to avoid all the common budget preparation pitfalls.
- The SAMHSA Budget Template includes a wealth of helpful tooltips and resources to assist and guide you with preparation of your budget.
- The budget template is available at: <https://www.samhsa.gov/grants/applying/forms-resources>

Note: For SAMHSA to view all your budget data, you must flatten/convert the PDF to a non-editable format by **PRINTING TO PDF** before submission.

The following resources provide guidance on use of the budget template:

- [Key Features of the Budget Template](#)
- [Budget Template Users Guide](#)
- [Budget Review Checklist](#) (For review of your Detailed Budget before submission)

SAMPLE SF-424A (MATCH NOT REQUIRED)

Section	Direction for Completion
Section A – Budget Summary	On Row 1 input: “ NOFO#-Federal ” (e.g. XX-19-000-Federal)
	Under Catalog of Federal Domestic Assistance Number (b), Enter the CFDA# from the 1 st page of the NOFO
	Use the “ New or Revised Budget ” section for New Applications
	Complete only Column “ Federal (e) ” under the “ New or Revised Budget ” Header
	Totals in Section A: Column Total for Federal (e) and Total (g) must match
Section B – Budget Categories	Section A totals [Federal (e) and Total (g)] must match Section B total.

SAMPLE SF-424A (MATCH NOT REQUIRED)

Section	Direction for Completion
Section C – Non-Federal Resources	Section C is not applicable (match not required)
Section D - Forecasted Cash Needs	Section D is for the 1st Federal year of funding only (match not required). Show funds allocation PER Quarter
	All totals for Row 13 (Federal) and Row 15 [Total (sum of lines 13 and 14)] should match (this should also match sections A, B & D).
	Section D – Forecasted Cash Needs. Federal (line 13) amount must equal Section A Budget Summary and Section B Budget categories federal funding. Ensure that Section D “Total” amount = Section A and Section B Totals.
Section E - Budget Estimates of Federal Funds Needed For Balance of the Project	Section E is for the future budget period (year 2)
	Federal funds needed for 2 nd s budget period in column (b)First
	Federal funds needed for 3 rd budget period (c) Second
	Federal funds needed for 4 th budget period (d) Third
	Federal funds needed for 5 th budget period (e) Fourth

AVOIDING COMMON ISSUES WITH THE SF-424A

- **“SECTION D - FORECASTED CASH NEEDS”** column **“Total for 1st year”** line **“15. TOTAL”** **MUST EQUAL** **“SECTION A - BUDGET SUMMARY”** subsection **“New or Revised Budget”** column **“Total (g)”** line **“5. Totals”** amount.
- **“SECTION B – BUDGET CATEGORIES”** column **“Total (5)”** line **“K. TOTALS”** **MUST EQUAL** **“SECTION A -BUDGET SUMMARY”** subsection **“New or Revised Budget”** column **“Total (g)”** line **“5. Totals”** amount.
- The number of years indicated in **“SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS...”** subsection **“FUTURE FUNDING PERIODS (YEARS)”** **MUST** correlate with the number of years based on the **“Start Date”** and **“End Date”** in section **“17. Proposed Project”** on the SF 424. Enter data for the first budget period in Section D and enter future budget periods in Section E. Please refer to the Notice of Funding Opportunity (NOFO) for additional guidance.

KEY PERSONNEL

The Key Personnel for this program will be the Project Director with a minimum 50% LOE and Evaluator with a minimum 25% LOE.

List the positions within the detailed budget (even if funded in-kind or with matching contributions).

- a) Provide the PD & Evaluator resumes and job/position descriptions.
1. List the Principal Investigator (PI) or PD to be designated as “Contact” in section 8f and reflect their commons ID in Field #4 of the SF-424. Either the PI or the PD can be designated as “Contact” in eRA to take actions and receive notifications **but not both**.
2. If the PD position is being filled by a contractor/consultant, you must provide a copy of the formal written agreement tor that specifies the official relationship and addresses performance of all the required duties and responsibilities.

INDIRECT COST RATE AGREEMENT OR COST ALLOCATION PLAN

- Ensure that you submit your organization's current negotiated Indirect Cost (IDC) rate agreement or cost allocation plan to support the charge of indirect costs.
- If your organization is opting to use 10% of Modified Total Direct Costs (MTDC), then a clear statement must be made in your IDC narrative as follows: "XYZ Organization elects to use the de minimis rate of 10 percent of modified total direct costs (MTDC)".
- Ensure that you accurately calculate the MTDC base to which your IDC rate is applicable.
- Include calculations to show how you arrived at your IDC base and IDC total.

FUNDING LIMITATIONS/RESTRICTIONS

Refer to the program specific Funding Restrictions/Limitations in section IV and the Standard Funding Restrictions in Appendix I of NOFO, as well as to [45 CFR Part 75](#), for applicable administrative requirements and cost principles.

The funding restrictions for this project are as follows:

- No more than 15 percent (15%) of the total grant award for the budget period may be used for developing the infrastructure necessary for expansion of services.
- No more than 15 percent (15%) of the total award for the budget period may be used for data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.

Your proposed budget must also adhere to the funding limitations/restrictions specified in Appendix I

ANY QUESTIONS? CONSULT THE FOLLOWING:

Program/eligibility questions?

Center for Mental Health Services, SAMHSA

LCDR Katie Hager

(240) 276-1268

Email: Katie.hager@samhsa.hhs.gov

Fiscal/budget related questions?

Office of Financial Resources, Division of Grants Management, SAMHSA

(240) 276-1400

Email: FOACMHS@samhsa.hhs.gov

Review process/application status questions?

Office of Financial Resources, Division of Grant Review, SAMHSA

Tony Davidson

(240) 276-2571

Email: Toni.Davidson@samhsa.hss.gov

Problems submitting your application on Grants.gov?

Contact the Grants.gov Helpdesk:

Email: support@grants.gov

Phone: 1-800-518-4726 (1-800-518-GRANTS)

eRA Commons Technical Questions?

Contact the eRA Service Desk

[Web Support](#)

[Submit a Web Ticket](#) (preferred method of contact)

Toll-Free: 1-866-504-9552

Phone: 301-402-7469 (Press 4 for SAMHSA Grantees)

Hours: Mon-Fri, 7 a.m. to 8 p.m. EST
(closed on federal holidays)

Eligibility

Eligible applicants are domestic public and private non-profit entities, for example:

- States and territories including the District of Columbia
- Political sub-divisions 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 or other public or private non-profit entities.

All non-profit entities must submit documentation of their non-profit status in **Attachment 8** of your application.

Appendix C – General Eligibility Information (NOFO, Pg. 49)

Eligibility cont.

SAMHSA seeks to expand its existing homelessness portfolio- the following applicants **will not be eligible** to receive funding through this award process:

- o TI-17-009 (GBHI) – funded in FY2019
 - o TI-20-001 (GBHI) – funded in FY2020 and FY2022
 - o SM-18-014 (TIEH) – funded in FY2019 and FY2020
- SM-18-014 (TIEH) - that received funding with start dates of September 30, 2018, OR November 30, 2018, **are eligible** to apply to this funding opportunity
 - Applicants are eligible to apply for both TI-23-005 (Grants for the Benefit for Homelessness Initiative) and SM-23-006 (TIEH). Applicants applying for both programs will only be awarded funding under one program if both applications are in the fundable range.

Attachments

Attachment 1: Letters of Commitment/Service Providers/Evidence of Experience and Credentials

Attachment 2: Data Collection Instruments/Interview Protocols

Attachment 3: Sample Consent Forms

Attachment 4: Project Timeline

Attachment 5: Biographical Sketches and Position Descriptions – See Appendix G (page 60)

Attachment 6: Letter to the SSA – if applicable. See Appendix J (pages 68-69)

Attachment 7: Confidentiality and SAMHSA Participant Protection/Human Subjects Guidelines. See Appendix D (pages 50-54)

Attachment 8: Documentation of Non-profit status

Attachment 9: Form SMA 170 – Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations

Application Submission

All applicants must register with NIH's eRA Commons in order to submit an application. This process takes up to six weeks. If you believe you are interested in applying for this opportunity, start the registration process immediately. Do not wait to start this process.

**SEE APPENDIX A
FOR DETAILED INSTRUCTIONS**

Application Submission

- Applicants are required to complete **four (4) registration processes**:
 - Dun & Bradstreet Data Universal Numbering System (to obtain a DUNS number);
 - System for Award Management (SAM);
 - Grants.gov; and
 - eRA Commons.
- If you have already completed registrations for DUNS, SAM, and Grants.gov, you need to ensure that your accounts are still active, and then register in **eRA Commons**.

**SEE APPENDIX A
FOR DETAILED INSTRUCTIONS**

Key Personnel

- Key personnel for this program are:
 - **Project Director** – minimum 50% level of effort (LOE).
 - **Evaluator** – minimum 25% LOE

These positions require prior approval by SAMHSA after a review of job descriptions and staff credentials.

Required Activities

- Identify and implement outreach and other types of engagement strategies to identify individuals, youth, and families who have SMI, SED, or COD who are experiencing homelessness (including encampments), or are at imminent risk of homelessness, who could benefit from enrollment in TIEH.
- Develop and implement a service delivery plan that addresses the following:
 - Screening for mental health, substance use, or co-occurring disorders.
 - Enrollment in TIEH and referral to mental health and substance use disorder treatment.
 - Delivery of trauma-informed, culturally competent, client-centered, evidence-based, and Integrated mental health and substance use services in collaboration and consultation with medical providers.

Required Activities, cont.

- Treatment must be provided in outpatient, intensive outpatient, short-term residential, or Implement outreach strategies that effectively target the populations in need of these services to inform individuals of available behavioral health services, HIV and hepatitis primary care, and prevention services. recovery housing programs. Short-term residential programs must be for 30 days or less in duration and at a cost of no more than 5 percent of the total annual award. Special attention should be paid to underserved populations.
- Case management, care coordination, and supports for TIEH-enrolled individuals for linkages to housing and other necessary services, including a focus on supporting stability across service and housing transitions and during other critical periods (e.g., discharge from inpatient or residential treatment).
- Referrals for individuals and families not eligible for enrollment and follow-up after referral to ensure connection to services and housing.
- Hire staff that represent the population of the community (see Culturally and Linguistically Appropriate Services in Health and Health Care

Required Activities, cont.

- Enroll eligible individuals in health insurance, Medicaid, and other mainstream benefits (e.g., publicly-funded assistance).
- Provide or ensure linkage to and support engagement with recovery support services to improve access to and retention in services and to continue treatment gains (e.g., vocational rehabilitation; childcare, educational, and transportation services; independent living skills (e.g., budgeting, financial education); occupational therapy; and psychosocial rehabilitation services).
- Assist with identifying sustainable permanent housing by collaborating with homeless services organizations and housing providers, including public housing agencies. Coordinate with local HUD Continuums of Care (CoCs) to enroll individuals in the local CoC Coordinated Entry System (CES).

Required Activities, cont.

- Coordinate with crisis and 988 systems to connect people in crisis who are experiencing homelessness or at risk of imminent homelessness to services and housing.
- Utilize or establish a culturally and linguistically diverse steering committee that meets at least quarterly to monitor the goals outlined in the program. Membership must be comprised of, at a minimum; local or regional representatives from substance abuse and mental health authorities, Medicaid agency, health department, public housing authorities; service providers; community members, employees, individuals (including youth) and/or families who are currently experiencing homelessness or have experienced homelessness and are recovering from SUDs or CODs; and the SAMHSA Government Project Officer (GPO). Recipients are encouraged to add additional members based on the goals, objectives, or specific population of focus of the project (e.g., criminal justice, veterans' affairs).
- Use of telehealth and/or telemedicine services
- Peer-related supports and services (e.g., peer-led or peer-supported activities, hiring of staff with lived experience).

Data Collection and Performance Measurement (NOMs)

*Recipients will also be expected to collect and report National Outcome Measures: **Report performance on the following:***

- Demographic data,
 - Behavioral Health Diagnosis(es)
 - Functioning in everyday life
 - Stability in Housing
 - Education and Employment
 - Criminal and Criminal Justice Status
 - Perception of Care
 - Social Connectedness
-
- Data must be collected at baseline, 6 months after baseline, and at discharge.

Data Collection and Performance Measurement (IPP)

Recipients are required to report performance on the following measures: Infrastructure, Development, Prevention, and Mental Health Promotion Indicators (IPP):

Infrastructure, Prevention and Promotion Indicators:

- The number of individuals screened for mental health or related interventions
- The number and percentage of individuals receiving mental health or related services after referral.
- The number of communities that enhance health information sharing for provision of services between agencies and programs.
- The number of organizations collaborating/coordinates/sharing resources with other organizations as a result of the grant
- Data is collected and reported quarterly into SPARS

Funding Restrictions

SAMHSA funds may not be used to:

- Pay for housing other than recovery housing which includes application fees and security deposits.
- Make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services (See 42 U.S.C. § 1320a-7b).
- Provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.

Funding Restrictions cont.

- Pay for the purchase or construction of any building or structure to house any part of the program. Minor alterations and renovations (A&R) may be authorized for up to 25% of a given budget period or \$150,000 (whichever is less) for existing facilities, if necessary and appropriate to the project. Minor A&R may not include a structural change (e.g., to the foundation, roof, floor, or exterior or loadbearing walls of a facility, or extension of an existing facility) to achieve the following: Increase the floor area; and/or, change the function and purpose of the facility. All minor A&R must be approved by SAMHSA.
- Pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags. (See 45 CFR 75.421(e)(3))

Application Evaluation Criteria

Section A: Population of Focus and Statement of Need

(20 points – approximately 1 page)

Section B: Proposed Approach (30 points – approximately 5 pages)

Section C: Proposed Evidence-Based Practices

(15 points approximately 1 page)

Section D: Staff, Management and Relevant Experience

(25 points approximately 2 pages)

Section E: Data Collection and Performance Measurement

(10 points – approximately 1 page)

Section A: Population of Focus and Statement of Need

1. Identify and describe your population(s) of focus, the geographic catchment area where services will be delivered, and how you will coordinate with local HUD Continuums of Care(s) to provide services in the proposed geographic catchment area. Provide a demographic profile of the population of focus in terms of race, ethnicity, federally recognized tribe (if applicable), language, sex, gender identity, sexual orientation, age, and socioeconomic status; and identify if underserved individuals are the selected population of focus.
2. Describe the extent of the problem in the catchment area, including service gaps, and document the extent of the need (i.e., current prevalence rates or incidence data) for the population(s) of focus identified in your response to A.1. Provide specific documentation of the impact of the HIV epidemic in the catchment area and the lack of resources to effectively address the problem. Identify the source of the data.

Section B: Proposed Implementation Approach

1. Describe the goals and measurable objectives (see [Appendix F](#)) of the proposed project and align them with the Statement of Need described in A.2. Provide the following table:

Number of Unduplicated Individuals to Be Served with Award Funds					
Year 1	Year 2	Year 3	Year 4	Year 5	Total

2. Describe how you will implement all of the Required Activities in Section I.

3. In **Attachment 4**, provide a chart or graph depicting a realistic timeline for the entire four years of the project period showing dates, key activities, and responsible staff. These key activities must include the requirements outlined in Section I [**NOTE**: Be sure to show that the project can be implemented, and service delivery can begin as soon as possible and no later than four months after grant award. **The timeline cannot be more than two pages and should be submitted in Attachment 4.**] The recommendation of pages for this section does not include the timeline.

Section C: Proposed Evidence-Based Service or Practice

1. Identify the Evidence-Based Practice(s) (EBPs), evidence-informed, and/or culturally promising practices that will be used. Discuss how each intervention chosen is appropriate for your population(s) of focus and the outcomes you want to achieve. Describe any modifications that will be made to the EBP(s) and the reason the modifications are necessary. If you are not proposing any modifications, indicate so in your response.
2. Describe how you will monitor and ensure fidelity of EBPs, evidence-informed and/or promising practices that will be implemented.

Section D: Staff and Organizational Experience

1. Describe the experience of your organization with similar projects and/or providing services to the population(s) of focus for this NOFO. Identify other organization(s) that you will partner with in the proposed project. Describe their experience providing services to the population(s) of focus, and their specific roles and responsibilities for this project. If applicable, Letters of Commitment from each partner must be included **Attachment 1** of your application. If you are not partnering with any other organization(s), indicate so in your response.
2. Provide a complete list of staff positions for the project, including the Key Personnel (Project Director, Clinical Director and Evaluator) and other significant personnel. Describe the role of each, their level of effort, and qualifications, to include their experience providing services to the population(s) of focus and familiarity with their culture(s) and language(s).

Section E: Data Collection and Performance Measures

1. Provide specific information about how you will collect the required data for this program and how such data will be utilized to manage, monitor, and enhance the program (See Appendix F).
2. Describe your quality improvement efforts and explain how you will use the data to address your identified behavioral health disparity(ies) and close the gap(s).

Questions?

Program Contact:

LCDR Katie Hager

Center for Mental Health Services

Substance Abuse and Mental Health Services Administration

(240) 276-1268

TIEHresourcemailbox@samhsa.hhs.gov