

**Department of Health and Human Services
Substance Abuse and Mental Health Services
Administration**

**“Now is the Time” Project AWARE
State Educational Agency Grants**

(Short Title: NITT-AWARE-SEA)

(Modified Announcement)

Request for Applications (RFA) No. SM-14-018

Catalogue of Federal Domestic Assistance (CFDA) No.: 93.243

Key Dates:

Application Deadline	Applications are due by June 16, 2014.
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EXECUTIVE SUMMARY

The U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS) is accepting applications for fiscal year (FY) 2014 **Now is the Time Project AWARE** (Advancing Wellness and Resilience in Education) **State Educational Agency Program (NITT-AWARE-SEA) cooperative agreements**. The purpose of the NITT-AWARE-SEA Cooperative Agreement program is to build and expand the capacity of State Educational Agencies to increase awareness of mental health issues among school-aged youth¹, provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues in children and young adults, and connect children, youth and families who may have behavioral health issues with appropriate services. The intent of NITT-AWARE-SEA is to develop a comprehensive, coordinated, and integrated program for advancing wellness and resilience in educational settings for school-aged youth. The President's Plan can be found at:

http://www.whitehouse.gov/sites/default/files/docs/wh_now_is_the_time_full.pdf

Funding Opportunity Title:	"Now Is the Time" Project AWARE State Educational Agency Grant Program (NITT-AWARE-SEA)
Funding Opportunity Number:	SM-14-018
Due Date for Applications:	June 16, 2014
Anticipated Total Available Funding:	\$34,129,000 million (Project AWARE) \$4,709,000 million (Mental Health First Aid)
Estimated Number of Awards:	up to 20
Estimated Award Amount:	Up to \$1.95 million per year. [NOTE: 87 percent of each grant award will be allocated for Component 1 and 13 percent of funds will be allocated for Component 2]
Cost Sharing/Match Required:	No
Length of Project Period:	Up to 5 years
Eligible Applicants:	State Educational Agencies (SEAs) as defined by section 9101(41) of the Elementary and Secondary Education Act.

¹ School-aged youth refers to children and youth in grades K through 12.

I FUNDING OPPORTUNITY DESCRIPTION

1. PURPOSE

The U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS) is accepting applications for fiscal year (FY) 2014 **Now is the Time Project AWARE** (Advancing Wellness and Resilience in Education) **State Educational Agency Program (NITT-AWARE-SEA) cooperative agreements**. The purpose of the NITT-AWARE-SEA Cooperative Agreement program is to build and expand the capacity of State Educational Agencies to increase awareness of mental health issues among school-aged youth², provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues in children and young adults, and connect children, youth, and families who may have behavioral health issues with appropriate services. The intent of NITT-AWARE-SEA is to develop a comprehensive, coordinated, and integrated program for advancing wellness and resilience in educational settings for school-aged youth. The President's Plan can be found at:

http://www.whitehouse.gov/sites/default/files/docs/wh_now_is_the_time_full.pdf.

The NITT-AWARE-SEA program supports the development and implementation of a comprehensive plan of activities, services, and strategies to decrease youth violence and promote the healthy development of children and youth. This program builds upon the successful strategies of the Safe Schools/Healthy Students (SS/HS) Initiative that, for over a decade, have proven to be successful in creating safe and secure schools and promoting the mental health of students in communities across the country. These strategies include facilitating a closer relationship between state policy and local implementation of policies and programs and supporting the development and coordination of integrated systems that create safe and respectful environments for learning and promote the behavioral health of school-aged children and youth. This approach to early identification, referral and systems development both in the school and community will allow SEAs to made strides in significantly advancing the mental health of the Nation's most valuable asset, its children. The intent of the NITT-AWARE-SEA grant is to build cross system capacity to effectively utilize the growing body of knowledge learned from prevention and implementation science for the purpose of supporting expanded adoption of similar approaches in states.

America's schools should be safe and secure settings where school-aged children can focus on learning and develop their full potentials, thereby helping them stay on a positive trajectory that will support academic success and help them to graduate and

² School-aged youth refers to children and youth in grades K through 12.

become productive citizens. As a nation we need to continually ensure that schools can be safe and healthy environments where our children and youth can learn and develop.

Schools play a critical role in ensuring that behavioral problems are identified early so that young people can grow and thrive in a healthy environment. Schools can lead coordination efforts in bringing youth-serving agencies together to guarantee that children, youth, and families can easily access services that are community based, child centered, family focused, and culturally and linguistically competent. Left untreated, childhood mental and emotional disorders can lead to poor outcomes in school, limited employment opportunities, and other negative economic impacts in adulthood.

Education about mental health includes an understanding about the importance of mental health; the relationship between mental health and improved overall health; precipitating factors, signs, and symptoms of mental distress; the prevention of mental and substance use disorders; and how communities and schools can support our nation's youth by getting them the help they need.

As more people and particularly youth experience mental distress, there is a need for increased mental health literacy and basic mental health training programs for the public and those working with youth. At times, mental health services are not provided to children who need them despite a national focus on the need for early identification of mental illness. Reasons include failure to recognize problems, fear of negative attitudes and discrimination, and lack of resources (Cowell 2013). Adolescents are particularly dependent on adults for recognition of mental health problems, provision of appropriate support and referrals to help (Jorm, Kitchener, Sawyer 2010). Developing the appropriate social support system has been shown to reduce the risk of developing mental, emotional and behavioral disorders (Jorm, Kitchener, Sawyer 2010).

NITT-AWARE-SEA will also support building cross-system capacity for comprehensive approaches in states and communities. It can assist by expanding state capacity to collect and utilize population data in order to develop and implement science informed policies and programs in schools and communities to ensure comprehensive approaches to create safe and supportive schools that address the mental health needs of young people. This will also include broadening efforts to coordinate and integrate across service systems including education, mental health, juvenile justice and law enforcement and supporting the development of approaches to integrate state and local comprehensive plans for infrastructure, services, and supports focused on the well-being and healthy development of children, youth, and young adults.

NITT-AWARE-SEA has two components:

Component 1: Address the Mental Health Needs of Children, Youth, Families/Caregivers and Communities:

Component 1 builds off of the Safe Schools/Healthy Students (SS/HS) model to support the enhanced coordination and integration of mental, emotional, and behavioral health services. It is expected that Component 1 will provide local

communities with increased access to school and community based mental health services through improved coordination of state and local policies and resources. Further, it is expected the NITT-AWARE-SEA will assist states in identifying strategies to access existing funding mechanisms to further support the provision of mental health services for school-aged youth. **Grantees will receive up to \$1.7 million per year (87 percent of the total grant award) for Component 1. Not less than 75 percent of Component 1 funding must be used to support LEA activities, not less than 15 percent of funding must be used to support SEA activities, and not more than 10 percent of funding can be used for evaluation activities.**

Component 2: Implement Mental Health First Aid/Youth Mental Health First Aid: State and Local Training Programs:

Component 2 is intended to train school personnel, emergency first responders, and other adults who interact with school-aged youth to detect and respond to mental illness in children, youth and young adults, including how to encourage adolescents and families experiencing these problems to seek and obtain treatment by widespread dissemination of Mental Health First Aid³ (MHFA)/Youth Mental Health First Aid (YMHFA). There are two types of Mental Health First Aid courses -- adult and youth. The adult MHFA course is appropriate for individuals, 18 years of age and older. The adult curriculum is available in both Spanish and English.

Youth MHFA, as distinguished from the Adult MHFA curriculum, is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, emergency responders, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis.

Because some jurisdictions may have a significant number of students over the age of 18, applicants should select whichever course is developmentally appropriate for the specific populations of focus. Mental Health First Aid USA is managed, operated, and disseminated by the National Council for Behavioral Health, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health. Applicants may contact these three authorities to train and certify instructors.

³ Mental Health First Aid is a basic mental health training program that has been implemented in at least 20 countries. The evidence for Mental Health First Aid indicates that participants gained the ability to better understand appropriate treatment options for individuals over the age of 18 years. Individuals who were trained in Mental Health First Aid reported having more confidence in providing help to others and lessened negative attitudes and decreased social distance from people with mental disorders.

It is expected that MHFA/YMHFA will increase awareness of mental health issues among school-aged youth, and increase the ability of adults within the LEA and community to appropriately intervene and support youth in crisis. **Grantees will receive up to \$236,000 per year (13 percent of the grant award) for Component 2.) The SEA may retain up to 100 percent of Component 2 funding for implementing the MHFA/YMHFA training activities.**

NITT AWARE– SEA grantees will be expected to involve families in the development and implementation of the grant activities.

In an effort to maximize funding under this announcement, applicants must demonstrate how they will build on, enhance, and not duplicate current activities should they receive funding under SAMHSA’s LEA grant program.

NITT-AWARE-SEA cooperative agreements are authorized under Section 520A of the Public Health Service Act, as amended. This announcement addresses Healthy People 2020 Mental Health and Mental Disorders Topic Area HP 2020-MHMD.

2. EXPECTATIONS

2.1. Overall Goals, Objectives, and Outcomes

The overall goals of NITT-AWARE-SEA are to build and/or expand capacity at the state and local levels to make schools safer, improve school climate, increase awareness of mental health issues, and connect children and youth with behavioral health issues with needed services. Program objectives include:

- Increasing access to school and community-based mental health services including improved coordination of state and local policies and resources;
- Linking planning and implementation of NITT-AWARE-SEA grant initiatives with efforts to coordinate planning across state and local education, mental health, juvenile justice, and other child serving systems;
- Implementing youth violence prevention strategies such as, conducting workshops on school safety issues for school staff and parents, instituting a district-wide, research-based violence prevention curriculum, and promoting good citizenship and character as part of a plan to improve overall school climate;
- Increasing awareness of mental health issues among school-aged youth;
- Connecting families, schools, and communities to increase engagement in planning and implementing programs;
- Implementing effective behavioral health promotion and mental illness prevention strategies, including universal, selected, and indicated approaches;

- Developing and implementing systems for early identification of signs and symptoms that are linked to existing services;
- Building the capacity and leadership to sustain community-based mental health promotion, illness prevention, early identification, and treatment services and initiatives;
- Conducting outreach and engagement with youth and families to increase awareness of mental health issues and promote positive mental health;
- Ensuring that the mental health services delivered are culturally specific and developmentally appropriate;
- Accessing existing funding systems to support the provision of mental health services to school-aged children and youth;
- Encouraging the implement or expand the usage of a multi-tiered behavioral framework (e.g., Positive Behavior Interventions and Supports); and
- Increasing mental health literacy of school personnel and other adults who come into contact with school-aged youth via MHFA/ YMHFA training.

Grantees must collaborate and coordinate grant activities with the Department of Education’s SEA School Climate Transformation Grants if they receive that grant.

With NITT-AWARE-SEA, states will work with local educational agencies and their respective communities to train teachers, counselors, other school personnel (e.g., administrators, athletic coaches, school bus drivers, cafeteria workers, playground attendants), emergency responders (e.g., police, firefighters, emergency services staff), parents, caregivers, and other youth-serving adults in MHFA/YMHFA. MHFA and YMHFA are public education programs that introduce participants to the unique risk factors and symptoms of mental health problems in adolescents, build understanding of the importance of early intervention, and most importantly – teach individuals how to help a youth in crisis or experiencing a mental health or substance use challenge. MHFA and YMHFA use role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect young people to professional, peer, social, and self-help care.

The Mental Health First Aid (MHFA) curriculum is offered in two core formats to participants 16 years and older. The adult curriculum is available in both Spanish and English. The course uses role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect persons over the age of 18 years to professional, peer and social supports as well as self-help resources.

Youth Mental Health First Aid (YMHFA), as distinguished from the adult MHFA curriculum, is designed to teach parents, family members, caregivers, teachers, school

staff, peers, neighbors, health and human services workers, emergency responders , and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. YMHFA is primarily designed for adults who regularly interact with young people. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including ADHD), and eating disorders.

More information about MHFA and YMHFA can be found in [Appendix H](#).

In the Consolidated Appropriations Act, 2014, Congress appropriated \$15 million to SAMHSA for "Mental Health First Aid" and final Conference Report language directed SAMHSA "to focus on a broad public health safety approach when implementing the Mental Health First Aid program that offers training for both school officials and the range of actors in the public sphere that interact with youth." In Project AWARE, SAMHSA will evaluate the impact of MHFA on increasing mental health literacy, improving school climate, preventing school violence, and increasing access to mental health services.

Grant year one for Component 1 will be focused on SEA and LEA comprehensive plan development, infrastructure development, program implementation, and evaluation planning. Grant years two through five will be focused on program implementation. For Component 2, grantees will be expected to initiate MHFA/MHFA training in year one for the grant.

Applicants will be expected to submit one budget. The budget must include a separate column for the use of Component 1 and Component 2 funds. Grantees will be expected to track and report the Component 1 and 2 funds separately.

Applicants for this announcement are also required to apply for the Department of Education (ED) State Educational Agency (SEA) School Climate Transformation grant. These grants will go to SEAs to develop, enhance, or expand statewide systems of support for, and technical assistance to, local educational agencies (LEAs) and schools implementing an evidence-based, multi-tiered behavioral framework for improving behavioral outcomes and learning conditions for all students. The announcement number and hyperlink to the ED RFA will be posted on the SAMHSA website <http://beta.samhsa.gov> when it is available. Applicants should also visit <http://www.ed.gov> for available ED funding announcements.

SEAs that implement both programs as part of a coordinated strategy will enhance grantees ability to achieve the goals and objectives of both programs. The combination and coordination of these programs will facilitate interagency partnerships and strategies to address the issues of school climate, school safety, and mental health needs in a comprehensive manner.

To promote this coordinated strategy, SAMHSA expects that the office within the SEA responsible for implementing the NITT-AWARE-SEA grant will be the same, or have an explicit partnership with, the office responsible for implementing Education's SEA School Climate Transformation Grants.

2.2. Application Requirements

2.2.1. Develop Collaborative Partnerships

The development of partnerships will be required at both the state and community levels. As part of the application process, the SEA will select three local education agencies (LEAs) to partner with and develop a coordinated and integrated plan of services and strategies to address the Project NITT-AWARE-SEA goals and objectives. The SEA should describe in their application how Project AWARE will address the needs of high-need LEAs. These three LEAs must also demonstrate readiness and investment in engaging in these required activities and willingness to work collaboratively with the state in the development and implementation of the comprehensive plan. "Readiness" is defined as the ability of each LEA to identify the mental health need priorities of their children and youth. "Willingness" is defined as the capacity for each LEA to work with other sectors of the community to implement an intervention, strategy, or approach that addresses the mental health needs of school-aged children or creates safe and respectful school climates.

2.2.2 Create a State Management Team

As part of the application process, the SEA will create a State Management Team (SMT) that includes youth and family representatives as well as representatives from the state mental/behavioral health, the state criminal/juvenile justice agencies, and the three identified LEAs. The purpose of the SMT is to coordinate and support the development and implementation of an NITT-AWARE-SEA coordination and integration plan. Applicants are encouraged to coordinate with State Medicaid Directors and also consider involving additional partners such as child welfare, early childhood, faith-based organizations, and family and youth representatives. This collaborative partnership is expected to provide leadership and management to the state and community partners in supporting the NITT-AWARE-SEA vision.

2.2.3. Conduct a Needs Assessment and Environmental Scan

As part of the application process, the SEA will conduct a needs assessment and environmental scan that encompasses both the state and community levels. The needs assessment is a planned and purposeful process of gathering, analyzing, and reporting current data and information, including risk and protective factors, about the characteristics and needs of school-aged youth, schools, and communities in which NITT-AWARE-SEA services will be implemented. The needs assessment must include the following information:

- A description of characteristics and demographics of the three LEAs and respective local communities' schools, school-aged youth, and families to be served.
- A description of the individual, family, school, and community risk and protective factors that have an impact on the population to be served and that correspond to the NITT-AWARE-SEA program.
- A description of the three LEAs and communities' needs and gaps, including any challenges related to the accessibility to or quality of services related to the NITT-AWARE-SEA program.
- A description of the availability of school- and community-based mental health services.

The environmental scan is an internal and external review of systems and programs at both the state and local community level that serve school-aged youth and their families. The environmental scan identifies the available resources, systems, and programs within the state and the three LEAs.

2.2.4. Develop a MHFA/YMHFA Training Plan

As part of the application process, the SEA will select MHFA/YMHFA for implementation and develop a training plan. The training plan must be developed in partnership and collaboration with the three LEAs. The training plan should be included in the application narrative (not as an attachment or appendix) and address the following:

- The selection of MHFA/YMHFA, depending on the developmental appropriateness of the target population. [Note: developmental appropriateness is defined as the use of strategies and programs that are valid and appropriate for a specific age group or developmental level.]
- Identification of a 1.0 FTE MHFA/ YMHFA program coordinator to lead, manage, and oversee all aspects of NITT-AWARE-SEA. (NOTE: The Program Coordinator should be trained as a MHFA/YMHFA Instructor within 60 days after award.)
- Identification of the total number of individuals to be trained as MHFA/YMHFA instructors. [Note: At least six individuals at the state level must be trained as MHFA/YMHFA Instructors during Year 1. The number of state MHFA/YMHFA Instructors must be maintained throughout the project period.]
- Identification of the total number of people to be trained by the MHFA/YMHFA instructors. [Note: A minimum of 3 instructors and 125 "First Aiders" within each LEA and respective community must be trained in MHFA/YMHFA each year of the project period.]

- Based on the size of the community, identification of the number of additional youth-serving adults (i.e., more than the minimum of 125 persons per LEA per year) to ensure that a sufficient number of adults trained in MHFA/YMHFA will effectively saturate the community.
- Youth-serving adults should include teachers, counselors, other school personnel (e.g., administrators, athletic coaches, school bus drivers, cafeteria workers, playground attendants), emergency responders (e.g., police, firefighters, emergency services staff), parents, caregivers, and other youth-serving adults.
- .Development of a plan to track MHFA/YMHFA “first aider” certification and establish a cadre of trainers for each of the three LEAs and their respective communities.
- Identification of any current implementation of MHFA/ YMHFA training in the three communities, clearly identifying how AWARE-LEA will enhance or support any existing training activities.
- Obtaining the necessary materials for the trainers and trainees. This includes manuals, referral guides, reference resources, and other materials that may be necessary to successfully conduct trainings.
- Providing funding for any necessary supports (e.g., substitute teachers for LEA, school personnel, training facilities) as needed.

2.2.5. Letters of Commitment

As part of the application process, the SEA must include a Letter of Commitment (LOC) from each of the required partners (i.e., state offices of mental/behavioral health, and criminal/juvenile justice and the superintendents from each of the three LEAs) as well as youth and family representatives or organizations participating on the SMT. The LOC serves as the partner organization’s commitment to collaborate in the NITT-AWARE-SEA program. The LOCs should be included in Attachment 1 of your grant application. The LOCs must be signed by the authorized representative from each of the required partners and must include the following information:

- The organizational capacity of the agency or authority and its commitment to supporting the NITT-AWARE-SEA program.
- A statement of the willingness of the agency or authority to partner and collaborate on NITT-AWARE-SEA program.
- A description of the available resources, including staff, from each agency or authority that can be leveraged to support the development and implementation of the NITT-AWARE-SEA coordination and integration plan.

- A description of past experience with building collaborative relationships that engage state and community members in developing and implementing child and youth-focused programs.
- Identify a representative to serve as a member of the State Management Team (SMT).

The SEA letter of commitment should also include a description of how the SEA will support the Project Coordinator to lead, oversee, and manage all grant activities and be the liaisons between the other state agencies, the SMT, and the three LEAs.

2.3. NITT-AWARE-SEA Required Activities

2.3.1. Develop and Implement a NITT-AWARE-SEA Coordination and Integration Plan

A plan must be developed and submitted to SAMHSA that has a focus on the coordination and integration of multiple service systems (e.g. education, behavioral health, criminal/juvenile justice, law enforcement, child welfare, and early childhood) to address Components 1 and 2 and meet the goals and objectives in Section [1.2.1](#).

Data collected through the needs assessment and environmental scan in the application process should guide the development of the coordination and integration plan. The needs assessment and environmental scan data can be updated prior to developing the plan. The plan should include an analysis of the needs and gaps identified from the needs assessment and environmental scan are completed.

In addition to the objectives outlined above, the plan should also include the following:

- Establishing and developing a partnership between the LEAs and public mental health entities so that school-aged children and youth and their families can benefit from increased access to school-based universal prevention and early intervention services as well as the delivery of more intensive community-based mental health services.
- Establishing a referral process to ensure that school-aged youth have access to school- and community-based mental health service programs.
- Developing the capacity of LEAs to leverage state and local funding to support school-based mental health services.
- Developing a plan for collaboration and coordination among education and local juvenile justice/law enforcement agencies.
- Revising state and local policies and procedures to ensure enhanced communication and information-sharing across service systems.

- Reviewing and developing state policies to improve access to mental health services.
- Developing state policies to collect LEA level disaggregated data on school climate, school discipline, and mental health services.
- Developing an infrastructure that will increase the capacity to implement, sustain, and improve effective mental health promotion, illness prevention, and treatment services when federal funding ends.
- Identifying how the NITT- AWARE-SEA program will link with existing cross-system activities to enhance state prevention infrastructure.
- Engaging youth and families in promoting awareness of mental health

SEAs that receive both NITT-AWARE-SEA and ED SEA School Climate Transformation Grants: Within 60 days of award, an SEA that receives both grants will submit a description detailing the activities, timing, and personnel involved in implementing the NITT-AWARE-SEA and ED SEA School Climate Transformation grants in an aligned and complementary manner. The description will be reviewed, approved, and monitored by an interagency committee of staff from SAMHSA and ED.

2.3.2. Implement a MHFA/YMHFA Training Program

The SEA will be responsible for coordinating and providing oversight of the MHFA/ YMHFA training of LEA personnel (e.g., school personnel, administrators, families, and other key staff that support school programs such as ,school bus drivers, cafeteria workers, athletic coaches, and playground attendants), first responders (e.g., police, firefighters, emergency health) and other youth-serving adults within the LEAs communities.

Because some jurisdictions may have a significant number of students over the age of 18, applicants should select whichever course is developmentally appropriate for the specific populations of focus. Mental Health First Aid USA is managed, operated, and disseminated by the National Council for Behavioral Health, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health. Applicants may contact these three authorities to train and certify instructors.

The expectation for this part of the SAMHSA component includes the following:

- Coordinating and providing MHFA/ YMHFA training to school district staff and other adults who interact with youth within the three LEA communities.
- Developing and implementing a plan to provide MHFA/YMHFA to other LEAs and communities within the state.

- Providing supports to those being trained in MHFA/YMHFA including resources and information about existing mental health services and supports and how to utilize community referral systems and supports.
- Developing a plan to sustain MHFA/YMHFA competencies when federal funding ends.
- Ensuring that at least six individuals at the state level are trained as MHFA/YMHFA Instructors during Year 1 and this number of state Instructors is maintained throughout the project period.
- Ensuring that at least three Instructors and 125 “first aiders” within each LEA and respective community are trained in MHFA/YMHFA each year of the project period.

2.4. LEA Required Activities

The three selected local education agencies (LEAs) are expected to have a focus on: (1) improving collaboration across all child, youth, and family serving systems; (2) improving access to and availability of school- and community-based mental health services; (3) implementing mental health promotion and prevention strategies; (4) increasing awareness of mental health issues among school-aged youth; (5) ensuring that school personnel and other adults who interact with youth receive MHFA/YMHFA training; (6) connecting families, schools, and communities to increase engagement in planning and implementing programs; (7) engaging youth and their families in the promotion and awareness of positive mental health and connecting them to needed mental health services; (8) building the capacity and leadership to sustain school- and community-based mental health strategies; and. (9) accessing existing funding systems to support the provision of mental health services to school-aged youth.

Each of the three LEAs will use funds to support infrastructure development and implementation of direct services. **The required activities for each LEA are:**

- Identify a LEA Manager to lead the project and be the liaison with the NITT-AWARE-SEA Project Coordinator and State Management Team. The LEA Manager should have experience managing projects between local service systems and have expertise in the field of education, mental health, substance abuse, or juvenile justice.
- Assist the SEA in training school personnel and other adults who interact with school-aged youth in MHFA/YMHFA.
- Work with the SEA and its partners to develop the NITT-AWARE-SEA coordination and integration plan.
- Identify available mental health resources within the community for use by school-aged youth and their families.

- Implement the SEA coordination and integration plan program(s) and strategies designed to meet the goals and objectives of NITT-AWARE-SEA.
- Identify and implement community outreach and other engagement strategies to increase participation in MHFA/YMHFA training and access to diverse populations.
- Develop and implement a mental health services referral system to ensure that school-aged youth who need services can receive them.
- Collect and report all data required by the SEA evaluation and local data that is important for ongoing quality improvement and sustainability. [NOTE: Baseline data for all performance measures must be collected prior to actual program implementation].
- Fully participate with the SEA in the national multi-site evaluation (MSE), including but not limited to: ongoing training on the MSE protocols, data collection, management and reporting procedures, and common data collection tools and measures; collect and report data; enter data into the MSE web based portal; and participate in periodic telephone interviews and/or site-visits by the MSE team.

The Applicant should encourage service providers to utilize 3rd party and other revenue realized from provision of services to the extent possible and use a small portion of SAMHSA grant funds only for services to individuals who are ineligible for public health insurance programs, individuals for whom coverage has been formally determined to be unaffordable, or for services that are not sufficiently covered by an individual's health insurance plan (co-pay or other cost sharing requirements are an acceptable use of SAMHSA grant funds). The LEAs should include "payer of last resort" stipulation in all contracts with partnering provider organizations.

2.5. Performance Assessment and Evaluation

2.5.1 SEA Performance Measures

The SEA is required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010. You must document your ability to collect and report the required data in ["Section D: Data Collection and Performance Measurement"](#) of your application.

The SEA will be required to report performance quarterly on the following performance measures:

- The number of individuals who have received training in prevention or mental health promotion;

- The number of people in mental health and related workforce who are trained in mental health related practices and activities that are consistent with the goals of the grant; and
- The number of individuals referred to mental health or other related services.

This information will be gathered using the Transformation Accountability System (TRAC), which can be found at <https://www.cmhs-gpra.samhsa.gov>, along with instructions for completing it. Data will be collected quarterly after entry of annual goals. Data are to be entered into a web-based system supported by quarterly written fiscal reports and written annual reports. Technical assistance for the web-based data entry, fiscal and annual report generation is available.

The collection of these data will enable SAMHSA to report on the National Outcome Measures (NOMs), which have been defined as key priority areas relating to mental health. Applicants should be aware that the TRAC reporting system will migrate to the Common Data Platform (CDP) during the life of the grant.

Performance data will be reported to the public, the Office of Management and Budget (OMB) and Congress as part of SAMHSA's budget request.

2.5.2. LEA Performance Measures

The three LEAs are required to collect Government Performance and Results Act (GPRA) data **annually** throughout the five years of the NITT-AWARE-SEA program and report these data to the SEA. The GPRA performance measures for the three LEAs are as follows:

- The total number of school-aged youth served as a result of implementing strategies identified in the SEA comprehensive plan.
- The total number of school-aged youth who received school-based mental health services.
- The percentage of mental health service referrals for school-aged youth which resulted in mental health services being provided in the community.

2.5.3. SEA Project Evaluation

The SEA, in partnership with the three LEAs, is expected to design and implement a comprehensive project evaluation of the NITT-SEA program. The purpose is to systematically assess the ongoing status of NITT-AWARE-SEA by providing timely information for creating strategic plans, measuring progress, and keeping the project focused on the overall objectives. The project evaluation must be designed to determine achievement of the goals, objectives and outcomes and if adjustments need to be made to the project. The SEA will be required to report on progress achieved, barriers encountered, and efforts to overcome these barriers in a project performance

assessment report to be submitted to the assigned Federal Project Officer (FPO) at least annually as part of the annual progress report.

The project evaluation must describe the evaluation planning process, including but not limited to how data will be collected, reported, and analyzed for the required TRAC and GPRA performance measures; and how the project evaluation will support data-driven decision-making with the goal of a continuous improvement process. The project evaluation plan must describe the specific strategies used to implement both process and outcome evaluations.

The following outcome and process questions for the planning and implementation phases of NITT-AWARE-SEA should also be considered:

Outcome Questions:

- What was the effect of the strategic planning process and implementation of selected intervention(s) on the key outcome goals identified by the SEA and three LEAs?
- What program/contextual/cultural factors were associated with SEA, LEA and local community outcomes?
- What factors were associated with outcomes, including race/ethnicity/sexual identity (sexual orientation/gender identity)?
- How effectively did the project reach populations at high risk for mental, emotional, and behavioral health disorders and violence?
- What were the barriers to interagency collaboration, partnership development, and shared decision-making and how were they addressed?

Process Questions:

- How closely did implementation match the comprehensive plan at the state and community levels?
- As the grant progressed, what types of changes were made to the original comprehensive plan? What led to any changes in the original comprehensive plan?
- What factors facilitated or hindered the development of the comprehensive plan?
- How did the project engage families and youth?
- What policies at the state and community level facilitate or hinder implementation of the comprehensive plan?

- What types of changes were made to address behavioral health disparities and disparities in school discipline, including the use of CLAS standards, and best practices for cultural and linguistic competence?
- What types of activities did partners engage in that supported coordination of services and programs to improve outcomes for the school and community?
- Who provided (program staff) what services (modality, type, intensity, duration), to whom (individual characteristics), in what context (system, community), and at what cost (facilities, personnel, dollars)?
- How did collaborative decision making with the state partnership and LEA and local community partnerships support or hinder implementation of the comprehensive plan?
- Information on implementation of services, strategies, and programs in the LEAs and respective local communities must include updates on service delivery, including client and system outcomes.

The state must hire or contract with an evaluator to oversee and conduct the evaluation components of the project

2.5.4. National Multi-Site Evaluation (MSE)

The SEA and three LEAs are expected to participate fully in the MSE and will receive ongoing training on the MSE protocols, including data collection, management, and reporting procedures, as well as common data collection tools and measures.

To the extent possible, TRAC and GPRA performance measures will be aligned with measures in the MSE to minimize duplication of effort in data collection and reporting. All attempts will be made to collect data in a streamlined and minimally burdensome manner.

2.6. Grantee Meetings

Grantees must plan to send a representative team (including the Project Director) to at least one joint grantee meeting in Years 1, 3, and 5 of the grant. You must include a detailed budget and narrative for this travel in your budget. At these meetings, grantees will present the results of their projects and federal staff will provide technical assistance. Each meeting will be up to 3 days. These meetings are usually held in the Washington, D.C., area and attendance is mandatory.

II. AWARD INFORMATION

Proposed budgets cannot exceed a total of \$1.95 million in total costs (direct and indirect) in any year of the proposed project. Each grant award will consist of 87% of Component 1 funds (Integrating and Coordinating Mental, Emotional, and Behavioral Health Services) and 13 percent of Component 2 funds (Implementing Mental Health

First Aid or Youth Mental Health First Aid), even if an applicant requests less than the maximum award amount. Not less than 75 percent of Component 1 funding must be used to support LEA activities, not less than 15 percent of funding must be used to support SEA activities, and not more than 10 percent of funding can be used for evaluation activities. The SEA may retain up to 100 percent of Component 2 funding for implementing the MHFA/YMHFA training activities.

Annual continuation awards will depend on the availability of funds, grantee progress in meeting project goals and objectives, timely submission of required data and reports, and compliance with all terms and conditions of award.

Applicants with existing or past funding to improve or coordinate the infrastructure of child and youth serving systems, the behavioral health system or increase collaboration between mental health, education and juvenile justice are encouraged to leverage the work done under these other funding streams. This may include aligning goals, objectives, visions and processes with other infrastructure building initiatives and leveraging existing partnerships developed under these initiatives.

These awards will be made as cooperative agreements.

Cooperative Agreement

These awards are being made as cooperative agreements because they require substantial post-award federal programmatic participation in the conduct of the project. Under this cooperative agreement, the roles and responsibilities of grantees and SAMHSA staff are:

Role of Grantee:

- Comply with the terms of the Cooperative Agreement, including implementation activities described in the approved grant proposal and fulfillment of requirements described in the “Funding Opportunity Description” of the RFA;
- Provide SAMHSA with all required performance data;
- Collaborate with SAMHSA/CMHS staff in all aspects of the cooperative agreement;
- Submit all required forms, data, and reports, in a timely fashion;
- Participate in grantee meetings;
- Collaborate with the evaluation contractor to support the multi-site evaluation, with the technical assistance provider, and other federally-funded resources; and
- Hold joint state and pilot community meetings on a regular basis and conduct a site visit to each pilot community at least annually.

Role of SAMHSA Staff:

- Review and approve key staff.
- Assume overall responsibility for monitoring the conduct and progress of NITT-AWARE-SEA;
- Review all Year 1 implementation planning documents (e.g., environmental scan, needs assessment, comprehensive plan, evaluation plan, logic model, memorandum of agreement) prior to implementation of services, activities, and strategies;
- Participate as needed on policy, steering, advisory, and other task forces for the grant program;
- Conduct site visits and facilitate linkages to other SAMHSA/Federal resources;
- Assist grantees with identifying and accessing appropriate technical assistance;
- Monitor the development and collection of all process and outcome measures and ensure compliance with GPRA data requirements;
- Collaborate with the U.S. Departments of Education and Justice to facilitate program integration and linkages with other federal work groups.

III. ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

Eligible applicants are:

- State Educational Agencies (SEAs) as defined by section 9101(41) of the Elementary and Secondary Education Act; and
- Applicants for this grant announcement are required to also apply for the ED SEA School Climate Transformation grant or applications will be screened out. [NOTE: The announcement number and hyperlink to the ED RFA will be posted on the SAMHSA website <http://beta.samhsa.gov>. when it is available.

The purpose of the program is to build and expand the capacity of State Educational Agencies to increase awareness of mental health issues among school-aged youth⁴, provide training for school personnel and other adults who interact with school-aged

⁴ School-aged youth refers to children and youth in grades K through 12.

youth to detect and respond to mental health issues in children and young adults, and connect children, youth and families who may have behavioral health issues with appropriate services. Therefore, eligibility for this program is limited to State Educational Agencies since they are uniquely qualified to reach school aged students and build the capacity of the program to take statewide to reach more students.

2. COST SHARING and MATCH REQUIREMENTS

Cost sharing/match is not required in this program

3. OTHER

You must comply with the following three requirements, or your application will be screened out and will not be reviewed:

1. use of the SF-424 application form; Budget Information form SF-424A; Project/Performance Site Location(s) form; Disclosure of Lobbying Activities, if applicable; and Checklist.
2. application submission requirements in [Section IV-2](#) of this document; and
3. Formatting requirements provided in [Appendix A](#) of this document.

IV. APPLICATION AND SUBMISSION INFORMATION

1. CONTENT AND GRANT APPLICATION SUBMISSION

You must go to both Grants.gov (<http://www.Grants.gov>) and the SAMHSA website (<http://beta.samhsa.gov/grants/applying>) to download the required documents you will need to apply for a SAMHSA grant.

Grants.gov

How to Download Forms from Grants.gov (see [Appendix B](#) for information on applying through Grants.gov)

To view and/or download the required application forms, you must first search for the appropriate funding announcement number (called the opportunity number).

On the Grants.gov site (<http://www.Grants.gov>), select the Apply for Grants option from the Applicants Tab at top of the screen. Under STEP 1, click on the red button labeled: 'Download a Grant Application Package'. Enter either the Funding Opportunity Number (SAMHSA's Funding Announcement #) or the Catalogue of Federal Domestic Assistance (CFDA) Number exactly as they appear on the cover page of this RFA, then click the Download Package button. In the Instructions column, click the Download link.

You can view, print or save all of the forms. You can complete the forms for electronic submission to Grants.gov. Completed forms can also be saved and printed for your records. These required forms include:

- Application for Federal Assistance (SF-424);
- Budget Information – Non-Construction Programs (SF-424A);
- Project/Performance Site Location(s) Form;
- Disclosure of Lobbying Activities; and
- Checklist.

Applications that do not include these required forms will be screened out and will not be reviewed.

SAMHSA's Grants Website

You will find additional materials you will need to complete your application on SAMHSA's website (<http://beta.samhsa.gov/grants/applying>). These include:

- Request for Applications (RFA) – Provides a description of the program, specific information about the availability of funds, and instructions for completing the grant application. This document is the RFA;
- Assurances – Non-Construction Programs;
- Certifications; and
- Charitable Choice Form SMA 170.

See [Section IV-1.1](#)-Assurances of this RFA to determine if you are required to submit Charitable Choice Form SMA 170. If you are, you can upload this form to Grants.gov when you submit your application.

Be sure to check the SAMHSA website periodically for any updates on this program.

1.1 Required Application Components

Applications must include the following 12 required application components:

- **Application for Federal Assistance (SF-424)** – This form must be completed by applicants for all SAMHSA grants. [Note: Applicants must provide a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the federal government. SAMHSA applicants are required to provide their DUNS number on the first page of the application. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the Dun

and Bradstreet website at <http://www.dnb.com> or call 1-866-705-5711. To expedite the process, let Dun and Bradstreet know that you are a public/private nonprofit organization getting ready to submit a federal grant application. In addition, you must be registered in the new System for Award Management (SAM). The former Central Contractor Registration (CCR) transitioned to the SAM on July 30, 2012. **SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients).** Once you update your record in SAM, it will take 48 to 72 hours to complete the validation processes. **Grants.gov will reject submissions from applicants who are not registered in SAM or those with expired SAM registrations (Entity Registrations). The DUNS number you use on your application must be registered and active in the SAM. To create a user account, Register/Update entity and/or Search Records from CCR, go to <https://www.sam.gov>.]**

- **Abstract** – Your total abstract must not be longer than 35 lines. It should include the project name, population(s) to be served (demographics and clinical characteristics), strategies/interventions, project goals and measurable objectives, including the number of people to be served annually and throughout the lifetime of the project, etc. In the first five lines or less of your abstract, write a summary of your project that can be used, if your project is funded, in publications, reporting to Congress, or press releases.
- **Table of Contents** – Include page numbers for each of the major sections of your application and for each attachment.
- **Budget Information Form** – Use SF-424A. Fill out Sections B, C, and E of the SF-424A. A sample budget and justification is included in Appendix E of this document.
- **Project Narrative and Supporting Documentation** – The Project Narrative describes your project. It consists of Sections A through D. Sections A-D together may not be longer than 30 pages. (Remember that if your Project Narrative starts on page 5 and ends on page 35, it is 31 pages long, not 30 pages. More detailed instructions for completing each section of the Project Narrative are provided in “Section V – Application Review Information” of this document.

The Supporting Documentation provides additional information necessary for the review of your application. This supporting documentation should be provided immediately following your Project Narrative in Sections E through G. There are no page limits for these sections, except for Section G, Biographical Sketches/Job Descriptions. Additional instructions for completing these sections are included in Section V under “Supporting Documentation.” Supporting documentation should be submitted in black and white (no color).

- **Attachments 1 through 3** – Use only the attachments listed below. If your application includes any attachments not required in this document, they will be disregarded. Do not use more than a total of 30 pages for Attachments 1 and 3 combined. There are no page limitations for Attachment 2. Do not use attachments to extend or replace any of the sections of the Project Narrative. Reviewers will not consider them if you do. Please label the attachments as: Attachment 1, Attachment 2, etc.
 - *Attachment 1:* Letters of Commitment from any organization(s) participating in the proposed project.
 - *Attachment 2:* Data Collection Instruments/Interview Protocols – if you are using standardized data collection instruments/interview protocols, you do not need to include these in your application. Instead, provide a web link to the appropriate instrument/protocol. If the data collection instrument(s) or interview protocol(s) is/are not standardized, you must include a copy in Attachment 2.
 - *Attachment 3:* Sample Consent Forms
- **Project/Performance Site Location(s) Form** – The purpose of this form is to collect location information on the site(s) where work funded under this grant announcement will be performed. This form will be posted on SAMHSA’s website with the RFA.
- **Assurances** – Non-Construction Programs. You must read the list of assurances provided on the SAMHSA website and **check the box marked ‘I Agree’** before signing the first page (SF-424) of the application
- **Certifications** – You must read the list of certifications provided on the SAMHSA website and **check the box marked ‘I Agree’** before signing the first page (SF-424) of the application.
- **Disclosure of Lobbying Activities** – Federal law prohibits the use of appropriated funds for publicity or propaganda purposes or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before Congress or state legislatures. This includes “grass roots” lobbying, which consists of appeals to members of the public suggesting that they contact their elected representatives to indicate their support for or opposition to pending legislation or to urge those representatives to vote in a particular way. You must sign and submit this form, if applicable.
- **Checklist** – The Checklist ensures that you have obtained the proper signatures, assurances and certifications. **You must complete the entire form**, including the top portion, “Type of Application”, indicating if this is a new, noncompeting continuation, competing continuation or supplemental application, as well as Parts A through D.

- **Documentation of nonprofit status** as required in the Checklist.

1.2 Application Formatting Requirements

Please refer to **Appendix A, Checklist for Formatting Requirements and Screen-out Criteria for SAMHSA Grant Applications**, for SAMHSA's basic application formatting requirements. Applications that do not comply with these requirements will be screened out and will not be reviewed.

2. APPLICATION SUBMISSION REQUIREMENTS

Applications are due by **11:59 PM** (Eastern Time) on **June 16, 2014**.

Your application must be submitted through <http://www.Grants.gov>. Please refer to **Appendix B**, "Guidance for Electronic Submission of Applications."

3. FUNDING LIMITATIONS/RESTRICTIONS

Cost principles describing allowable and unallowable expenditures for federal grantees, including SAMHSA grantees, are provided in the following documents, which are available at <http://www.samhsa.gov/grants/management.aspx>:

- Educational Institutions: 2 CFR Part 220 and OMB Circular A-21
- State, Local and Indian Tribal Governments: 2 CFR Part 225 (OMB Circular A-87)
- Nonprofit Organizations: 2 CFR Part 230 (OMB Circular A-122)

In addition, SAMHSA's Project NITT-AWARE-SEA grant recipients must comply with the following funding restrictions:

- Not more than 10 percent of Component 1 grant funds can be used for data collection, performance measurement, and performance assessment expenses, (i.e., evaluation activities).
- Not less than 15 percent of Component 1 grant funds can be used by the SEA.
- Not less than 75 percent of Component 1 grant funds can be used for the three LEAS
- For Component 2, the SEA may retain up to 100 percent of the funds for MHFA/YMHFA activities.

Be sure to identify these expenses in your proposed budget.

SAMHSA grantees also must comply with SAMHSA's standard funding restrictions, which are included in [Appendix C](#).

V. APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

The Project Narrative describes what you intend to do with your project and includes the Evaluation Criteria in Sections A-D below. Your application will be reviewed and scored according to the quality of your response to the requirements in Sections A-D.

- In developing the Project Narrative section of your application, use these instructions, which have been tailored to this program.
- The Project Narrative (Sections A-D) together may be no longer than 30 pages.
- You must use the four sections/headings listed below in developing your Project Narrative. You must place the required information in the correct section, **or it will not be considered**. Your application will be scored according to how well you address the requirements for each section of the Project Narrative.
- The Budget Justification and Supporting Documentation you provide in Sections E-G and Attachments 1-3 will be considered by reviewers in assessing your response, along with the material in the Project Narrative.
- The number of points after each heading is the maximum number of points a review committee may assign to that section of your Project Narrative. Although scoring weights are not assigned to individual bullets, each bullet is assessed in deriving the overall Section score.

Section A: Statement of Need (15 points)

- Document the need for an enhanced infrastructure to increase the capacity to implement, sustain and improve the delivery of mental health services that is consistent with the purpose of the program and intent of the RFA. Describe the service gaps and other problems related to the need for infrastructure development and capacity-building.
- Identify the three LEAs and provide demographic information on the population(s) in those LEAs to receive services through the targeted systems or agencies, e.g., race, ethnicity, federally recognized tribe, language, age, socioeconomic status, sexual identity (sexual orientation, gender identity) and other relevant factors, such as literacy. Describe the stakeholders and resources in the LEAs that can help implement the needed infrastructure development.
- Document the needs and gaps identified through the needs assessment process and how they relate to the project goals and objectives

- From the results of the environmental scan, identify the available resources, systems, and programs within the state and three LEAS and how they relate to the project goals and objectives.
- Describe the service gaps and other problems related to the need for infrastructure development. Identify the source of the data. [Documentation of need may come from a variety of qualitative and quantitative sources. Examples of data sources for the quantitative data that could be used are local epidemiologic data, state data (e.g., from state needs assessments, SAMHSA's National Survey on Drug Use and Health), and/or national data (e.g., from SAMHSA's National Survey on Drug Use and Health or from National Center for Health Statistics/Centers for Disease Control reports, and Census data). This list is not exhaustive; applicants may submit other valid data, as appropriate for your program.]

Section B: Proposed Approach (40 points)

- Describe the purpose of the proposed project, including a clear statement of the goals and objectives that link to the objectives in Section 2.1. These must also relate to the performance measures you identify in Section D, Data Collection and Performance Measurement. Describe how achievement of goals will increase system capacity to support effective mental health services.
- Describe the proposed project activities, how they meet your infrastructure needs, and how they relate to your goals and objectives.
- Provide a chart or graph depicting a realistic time line for the entire project period, showing key activities, milestones, and responsible staff. These key activities should include the requirements outlined in Section 1-2: Expectations. [Note: the time line should be part of the Project Narrative. It should not be placed in the application as an attachment.]
- Identify all other organization(s) that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment to the project. Include a letter of commitment from these organizations in **Attachment 1** of your application.
- Describe the process and criteria you used to select MHFA/YMHFA to train school personnel and other adults serving school-aged youth.
- Describe the readiness and willingness of the three LEAs to work collaboratively with the SEA and other required state partners in the development and implementation of a coordination and integration plan.
- Describe how you will work with the three LEAs to improve collaboration across all child, youth, and family serving organizations, improve access to school- and community-based mental, emotional, and behavioral health services.

- Describe how you will ensure the involvement of school-aged youth and families in assessing, planning and implementing NITT-AWARE-SEA,
- Describe the process to be used in developing a coordination and integration plan as specified in Section 2.3.1. Describe how you will work with the three LEAs in implementing the plan.
- Describe how you will collaborate and coordinate grant activities and funding with the Department of Education’s SEA School Climate Transformation Grants.
- Describe how you will ensure youth violence prevention strategies are included in implementing the NITT-AWARE-SEA.
- Describe how your proposed project will build on, enhance, and not duplicate, current and/or planned activities under similar programs, such as existing or past funding to improve or coordinate the infrastructure of child and youth serving systems, the behavioral health system or increase collaboration between mental health, education and juvenile justice.
- Describe the MHFA/YMHFA training plan and how it will increase the mental health literacy of school personnel and other adults who come into contact with school-aged youth; and, how it will ensure that the minimum number of Instructors and “First Aiders” are trained.
- Demonstrate each required partner’s commitment to the project. Include a Letter of Commitment from each that responds to the following requirements
 - The organizational capacity of the agency or authority and its commitment to supporting the NITT-AWARE-SEA program.
 - A statement of the willingness of the agency or authority to partner and collaborate on NITT-AWARE-SEA program.
 - A description of the available resources, including staff, from each agency or authority that can be leveraged to support the development and implementation of the NITT-AWARE-SEA coordination and integration plan.
 - A description of past experience with building collaborative relationships that engage state and community members in developing and implementing child and youth-focused programs.
 - Identify a representative to serve as a member of the State Management Team (SMT).
 - The SEA letter of commitment should also include a description of how the SEA will support the Project Coordinator to lead, oversee, and manage all

grant activities and be the liaisons between the other state agencies, the SMT, and the three LEAs.

Section C: Staff, Management, and Relevant Experience (25 points)

- Discuss the capability and experience of the applicant organization and other participating organizations with similar projects and populations, including experience in providing culturally appropriate/competent services. Describe the applicant organization's experience engaging LEAs and community organizations in work related to NITT-AWARE-SEA.
- Provide a complete list of all staff positions for the project including the SEA Project Coordinator and the LEA Project Managers. Describe the roles and responsibility of each, their level of effort, and qualifications.
- Discuss how key staff have demonstrated experience and are qualified to develop the infrastructure for the population(s) to receive services, are familiar with their culture(s) and language(s), and can effectively lead and manage the project.
- Describe the State Management Team and its ability to coordinate and support Components 1 and 2.

Section D: Data Collection and Performance Measurement (20 points)

- Document your ability to collect and report on the required performance measures as specified in [Section I-2.4.1 and 2.4.2](#) of this RFA. Describe your plan for data collection, management, analysis and reporting of data for the population served by your infrastructure program. Specify and justify any additional measures you plan to use for your grant project.
- Describe the plan for evaluating the coordination and integration plan; ensuring fidelity in the implementation of evidence-based programs; coordinating the management, analysis, and reporting of data for the populations served by NITT-AWARE-SEA; and specify and justify any additional measures to be used for the project.
- Describe how data will be used to manage the project and assure that the goals and objectives at a systems level will be tracked and achieved. Goals and objectives of your infrastructure program should map onto any continuous quality improvement plan, including consideration of behavioral health disparities. Describe how information related to process and outcomes will be routinely communicated to program staff, governing and advisory bodies, and stakeholders.
- Describe the plan for collecting and reporting GPRA data from the three LEAs on the performance measures specified in Section I.2.4.2 of this RFA.

- Describe your plan for conducting the project evaluation as specified in [Section I-2.4.3](#) of this RFA and document your ability to conduct the evaluation.

NOTE: Although the budget for the proposed project is not a scored review criterion, the Review Group will be asked to comment on the appropriateness of the budget after the merits of the application have been considered.

Budget Justification, Existing Resources, Other Support (other federal and non-federal sources).

You must provide a narrative justification of the items included in your proposed budget, as well as a description of existing resources and other support you expect to receive for the proposed project. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-federal means. (This should correspond to Item #18 on your SF-424, Estimated Funding.) Other sources of funds may be used for unallowable costs, e.g., meals, sporting events, entertainment.

Be sure to show that no more than 10 percent of the Component 1 funds awarded can be used for data collection, performance measurement and performance assessment. **Specifically identify the items associated with these costs in your budget.** An illustration of a budget and narrative justification is included in [Appendix E](#), Sample Budget and Justification, of this document.

Regardless of the total amount of grant funding requested by the applicant, the total project costs in the proposed budget must reflect a split of 87 percent for Component 1 funds (Integrating and Coordinating Mental, Emotional, and Behavioral Health Services) and 13 percent for Component 2 funds (Implementing Mental Health First Aid or Youth Mental Health First Aid). You must budget accordingly using the sample budget format provided in Appendix E.

The budget justification and narrative must be submitted as file BNF when you submit your application into Grants.gov. (See [Appendix B, Guidance for Electronic Submission of Applications.](#))

SUPPORTING DOCUMENTATION

Section E: Literature Citations. This section must contain complete citations, including titles and all authors, for any literature you cite in your application.

Section F: Biographical Sketches and Job Descriptions.

- Include position descriptions for the Project Director and all key personnel. Position descriptions should be no longer than 1 page each.
- For staff that have been identified, include a biographical sketch for the Project Director and other key positions. Each sketch should be 2 pages or less. Reviewers will not consider information past page 2.

- Information on what you should include in your biographical sketches and job descriptions can be found in [Appendix D](#) of this document.

Section G: Confidentiality and SAMHSA Participant Protection/Human Subjects: You must describe procedures relating to Confidentiality, Participant Protection and the Protection of Human Subjects Regulations in Section G of your application. See [Appendix F](#) for guidelines on these requirements.

2. REVIEW AND SELECTION PROCESS

SAMHSA applications are peer-reviewed according to the evaluation criteria listed above.

Decisions to fund a grant are based on:

- the strengths and weaknesses of the application as identified by peer reviewers and;
- SAMHSA will prioritize funding based on applicants receiving an ED SEA School Climate Transformation grant.

VI. ADMINISTRATION INFORMATION

1. AWARD NOTICES

You will receive a letter from SAMHSA through postal mail that describes the general results of the review of your application, including the score that your application received.

If you are approved for funding, you will receive an **additional** notice through postal mail, the Notice of Award (NoA), signed by SAMHSA's Grants Management Officer. The NoA is the sole obligating document that allows you to receive federal funding for work on the grant project.

If you are not funded, you will receive notification from SAMHSA.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

- If your application is funded, you must comply with all terms and conditions of the grant award. SAMHSA's standard terms and conditions are available on the SAMHSA website at <http://www.samhsa.gov/grants/management.aspx>.
- If your application is funded, you must also comply with the administrative requirements outlined in 45 CFR Part 74 or 45 CFR Part 92, as appropriate. For more information see the SAMHSA website (<http://www.samhsa.gov/grants/management.aspx>).

- Depending on the nature of the specific funding opportunity and/or your proposed project as identified during review, SAMHSA may negotiate additional terms and conditions with you prior to grant award. These may include, for example:
 - actions required to be in compliance with confidentiality and participant protection/human subjects requirements;
 - requirements relating to additional data collection and reporting;
 - requirements relating to participation in a cross-site evaluation;
 - requirements to address problems identified in review of the application; or
 - revised budget and narrative justification.
- If your application is funded, you will be held accountable for the information provided in the application relating to performance targets. SAMHSA program officials will consider your progress in meeting goals and objectives, as well as your failures and strategies for overcoming them, when making an annual recommendation to continue the grant and the amount of any continuation award. Failure to meet stated goals and objectives may result in suspension or termination of the grant award, or in reduction or withholding of continuation awards.
- If your application is funded, you must comply with Executive Order 13166, which requires that recipients of federal financial assistance provide meaningful access to limited English proficient (LEP) persons in their programs and activities. You may assess the extent to which language assistance services are necessary in your grant program by utilizing the HHS *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, available at <http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html>.
- Grant funds cannot be used to supplant current funding of existing activities. “Supplant” is defined as replacing funding of a recipient’s existing program with funds from a federal grant.

3. REPORTING REQUIREMENTS

In addition to the data reporting requirements listed in [Section I-2.4](#), grantees must comply with the reporting requirements listed on the SAMHSA website at <http://beta.samhsa.gov/grants/applying>.

VII. AGENCY CONTACTS

For questions on grants management and budget issues contact:

Gwendolyn Simpson
Office of Financial Resources, Division of Grants Management
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 7-1091
Rockville, Maryland 20857
(240) 276-1408
gwendolyn.simpson@samhsa.hhs.gov

For questions on program issues, contact

Michelle Bechard
Mental Health Promotion Branch
Center for Mental Health Services
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road,
Room 6-1097
Rockville, MD 20857
240-276-1872
SEA_AWARE@samhsa.hhs.gov

Appendix A – Checklist for Formatting Requirements and Screen-out Criteria for SAMHSA Grant Applications

*SAMHSA's goal is to review all applications submitted for grant funding. However, this goal must be balanced against SAMHSA's obligation to ensure equitable treatment of applications. For this reason, SAMHSA has established certain formatting requirements for its applications. **If you do not adhere to these requirements, your application will be screened out and returned to you without review.***

- Use the SF-424 Application form; Budget Information form SF-424A; Project/Performance Site Location(s) form; Disclosure of Lobbying Activities, if applicable; and Checklist.
- Applications must be received by the application due date and time, as detailed in [Section IV-2](#) of this grant announcement.
- You must be registered in the System Award Management (SAM) prior to submitting your application. The DUNS number used on your application must be registered and active in the SAM prior to submitting your application.
- Information provided must be sufficient for review.
- Text must be legible. Pages must be typed in black, single-spaced, using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each. **You may use Times New Roman 10 only for charts or tables.** (See additional requirements in [Appendix B, "Guidance for Electronic Submission of Applications."](#))
- To ensure equity among applications, page limits for the Project Narrative cannot be exceeded.

To facilitate review of your application, follow these additional guidelines. Failure to adhere to the following guidelines will not, in itself, result in your application being screened out and returned without review. However, the information provided in your application must be sufficient for review. Following these guidelines will help ensure your application is complete, and will help reviewers to consider your application.

- Applications should comply with the following requirements:
 - Provisions relating to confidentiality and participant protection/human subjects specified in [Appendix F](#) of this announcement.
 - Budgetary limitations as specified in Sections I, II, and IV-5 of this announcement.
 - Documentation of nonprofit status as required in the Checklist.

- Black print should be used throughout your application, including charts and graphs (no color). **Materials with printing on both sides will be excluded from the application and not sent to peer reviewers.**
- Pages should be numbered consecutively from beginning to end so that information can be located easily during review of the application. The abstract page should be page 1, the table of contents should be page 2, etc. The four pages of SF-424 are not to be numbered. Attachments should be labeled and separated from the Project Narrative and budget section, and the pages should be numbered to continue the sequence.
- The page limits for Attachments stated in [Section IV-1.1](#) of this announcement should not be exceeded.

Appendix B – Guidance for Electronic Submission of Applications

SAMHSA discretionary grant applications must be submitted electronically through Grants.gov. **SAMHSA will not accept paper applications**, except when a waiver of this requirement is approved by SAMHSA. The process for applying for a waiver is described later in this appendix.

If this is the first time you have submitted an application through Grants.gov, you must complete **three separate registration processes** before you can submit your application. Allow at least two weeks (10 business days) for these registration processes, prior to submitting your application. The processes are:

1. DUNS Number registration:

The DUNS number you use on your application must be registered and active in the SAM.

2. System for Award Management (SAM) registration:

The **System for Award Management (SAM)** is a federal government owned and operated free website that replaces capabilities of the former Central Contractor Registry (CCR) system, as well as EPLS. Future phases of SAM will add the capabilities of other systems used in federal awards processes.

SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). Once you update your record in SAM, it will take 48 to 72 hours to complete the validation processes.

Grants.gov will reject electronic submissions from applicants with expired registrations. To Create a user account, Register/Update entity and/or Search Records from CCR, go to <https://www.sam.gov>.

You will find a ***Quick Start Guide for Entities Interested in Being Eligible for Grants through SAM*** at https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf.

3. Grants.gov Registration (get username and password):

Be sure the person submitting your application is properly registered with Grants.gov as the Authorized Organization Representative (AOR) for the specific DUNS number cited on the SF-424 (first page). See the Organization Registration User Guide for details at the following Grants.gov link: <http://www.grants.gov/web/grants/applicants/organization-registration.html>.

You can find additional information on the registration process at <http://www.grants.gov/web/grants/outreach/grantsgov-training.html>.

To submit your application electronically, you may search <http://www.Grants.gov> for the downloadable application package by the funding announcement number (called the opportunity number) or by the Catalogue of Federal Domestic Assistance (CFDA) number. You can find the funding announcement number and CFDA number on the cover page of this funding announcement.

You must follow the instructions in the User Guide available at the <http://www.Grants.gov> apply site, on the Help page. In addition to the User Guide, you may wish to use the following sources for technical (IT) help:

- By e-mail: support@Grants.gov
- By phone: 1-800-518-4726 (1-800-518-GRANTS). The Grants.gov Contact Center is available 24 hours a day, 7 days a week, excluding federal holidays.

Please allow sufficient time to enter your application into Grants.gov. When you submit your application, you will receive a notice that your application is being processed and that you will receive two e-mails from Grants.gov within the next 24-48 hours. One will confirm receipt of the application in Grants.gov, and the other will indicate that the application was either successfully validated by the system (with a tracking number) or rejected due to errors. It will also provide instructions that if you do not receive a receipt confirmation **and** a validation confirmation or a rejection e-mail within 48 hours, you must contact Grants.gov directly. It is important that you retain this tracking number. **Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated your application. If you do not receive a Grants.gov tracking number, you may want to contact the Grants.gov help desk for assistance.** Please note that it is incumbent on the applicant to monitor your application to ensure that it is successfully received and validated by Grants.gov. **If your application is not successfully validated by Grants.gov, it will not be forwarded to SAMHSA as the receiving institution.**

If you experience issues/problems with electronic submission of your application through Grants.gov, contact the Grants.gov helpdesk by email at support@grants.gov or by phone at 1-800-518-4726 (1-800-518-GRANTS). **Make sure you get a case/ticket/reference number that documents the issues/problems with Grants.gov.** It is critical that you initiate electronic submission in sufficient time to resolve any issues/problems that may prevent the electronic submission of your application. Grants.gov will reject applications submitted after 11:59 PM on the application due date.

SAMHSA highly recommends that you submit your application 24-48 hours before the submission deadline. Many submission issues can be fixed within that time and you can attempt to re-submit. However, if you have not completed your Grants.gov, SAM, and DUNS registration at least 2 weeks prior to the submission deadline, it is highly

unlikely that these issues will be resolved in time to successfully submit an electronic application.

It is strongly recommended that you prepare your Project Narrative and other attached documents in Adobe PDF format. If you do not have access to Adobe software, you may submit in Microsoft Office 2007 products (e.g., Microsoft Word 2007, Microsoft Excel 2007, etc.). Directions for creating PDF files can be found on the Grants.gov website. Use of file formats other than Adobe PDF or Microsoft Office 2007 may result in your file being unreadable by our staff.

The Abstract, Table of Contents, Project Narrative, Supporting Documentation, Budget Justification, and Attachments must be combined into 4 separate files in the electronic submission. **If the number of files exceeds 4, only the four files will be downloaded and considered in the peer review of applications.**

Formatting requirements for SAMHSA e-Grant application files are as follows:

- Project Narrative File (PNF): The PNF consists of the Abstract, Table of Contents, and Project Narrative (Sections A-D) in this order and numbered consecutively.
- Budget Narrative File (BNF): The BNF consists of only the budget justification narrative.
- Other Attachment File 1: The first Other Attachment file will consist of the Supporting Documentation (Sections E-G) in this order and lettered consecutively.
- Other Attachment File 2: The second Other Attachment file will consist of the Attachments (Attachments 1-3) in this order and numbered consecutively.

If you have documentation that does not pertain to any of the 4 listed attachment files, include that documentation in Other Attachment File 2.

Other Grants.gov Requirements

Applicants are limited to using the following characters in all attachment file names:

Valid file names may include only the following characters:

- A-Z
- a-z
- 0-9
- Underscore _
- Hyphen –
- Space
- Period.

If your application uses any other characters when naming your attachment files, your application will be rejected by Grants.gov.

Do not use special characters in file names, such as parenthesis (), #, ©, etc.

Scanned images must be scanned at 150-200 dpi/ppi resolution and saved as a jpeg or pdf file. Using a higher resolution setting or different file type could result in rejection of your application.

Waiver Request Process

Applicants may request a waiver of the requirement for electronic submission if they are unable to submit electronically through the Grants.gov portal because their physical location does not have adequate access to the Internet. Inadequate Internet access is defined as persistent and unavoidable access problems/issues that would make compliance with the electronic submission requirement a hardship. The process for applying for a waiver is described below. Questions on applying for a waiver may be directed to SAMHSA's Division of Grant Review, 240-276-1199.

All applicants must register in the System for Award Management (SAM) and Grants.gov, even those who intend to request a waiver. If you do not have an active SAM registration prior to submitting your paper application, it will be screened out and returned to you without review. Registration is necessary to ensure that information required for paper submission is available and that the applicant is ready to submit electronically if the waiver is denied. (See directions for registering in SAM and on Grants.gov above.)

A written waiver request must be received by SAMHSA at least 15 calendar days in advance of the application due date stated on the cover page of this RFA. The request must be either e-mailed to DGR.Waivers@samhsa.hhs.gov, or mailed to:

Diane Abbate, Director of Grant Review
Office of Financial Resources
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD 20857

Applicants are encouraged to request a waiver by e-mail, when possible. When requesting a waiver, the following information must be included:

- SAMHSA RFA title and announcement number;
- Name, address, and telephone number of the applicant organization as they will appear in the application;
- Applicant organization's DUNS number;
- Authorized Organization Representative (AOR) for the named applicant;

- Name, telephone number, and e-mail of the applicant organization's Contact Person for the waiver; and
- Details of why the organization is unable to submit electronically through the Grants.gov portal, explaining why their physical location does not have adequate access to the Internet.

The Office of Grant Review will either e-mail (if the waiver request was received by e-mail) or express mail/deliver (if the waiver request was received by mail) the waiver decision to the Contact Person no later than seven calendar days prior to the application due date. If the waiver is approved, a paper application must be submitted. (See instructions for submitting a paper application below.) SAMHSA will not accept any applications that are sent by e-mail or facsimile or hand carried. If the waiver is disapproved, the applicant organization must be prepared to submit through Grants.gov or forfeit the opportunity to apply. The written approval must be included as the cover page of the paper application and the application must be received by the due date.

A waiver approval is valid for the remainder of the fiscal year and may be used for other SAMHSA discretionary grant applications during that fiscal year. When submitting a subsequent paper application within the same fiscal year, this waiver approval must be included as the cover page of each paper application. The organization and DUNS number named in the waiver and any subsequent application must be identical.

A paper application will not be accepted without the waiver approval and will be returned to the applicant if it is not included. Paper applications received after the due date will not be accepted.

Instructions for Submitting a Paper Application with a Waiver

Paper submissions are due by **5:00 PM** on the application due date stated on the cover page of this RFA. **Applications may be shipped using only Federal Express (FedEx), United Parcel Service (UPS), or the United States Postal Service (USPS).** You will be notified by postal mail that your application has been received.

Note: If you use the USPS, you must use Express Mail.

SAMHSA will not accept or consider any applications that are sent by e-mail or facsimile or hand carried.

If you are submitting a paper application, you must submit an original application and 2 copies (including attachments). The original and copies must not be bound and nothing should be attached, stapled, folded, or pasted. Do not use staples, paper clips, or fasteners. You may use rubber bands.

Send applications to the address below:
For United States Postal Service:

Diane Abbate, Director of Grant Review
Office of Financial Resources
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD **20857**

Change the zip code to **20850** if you are using FedEx or UPS.

Do not send applications to other agency contacts, as this could delay receipt. Be sure to include “**NITT-AWARE-SEA RFA # SM-14-018**” in item number 12 on the first page (SF-424) of your paper application. If you require a phone number for delivery, you may use (240) 276-1199.

Your application must be received by the application deadline or it will not be considered for review. Please remember that mail sent to federal facilities undergoes a security screening prior to delivery. You are responsible for ensuring that you submit your application so that it will arrive by the application due date and time.

If an application is mailed to a location or office (including room number) that is not designated for receipt of the application and, as a result, the designated office does not receive your application by the deadline, your application will be considered late and ineligible for review.

If you are submitting a paper application, the application components required for SAMHSA applications should be submitted in the following order:

- Application for Federal Assistance (SF-424)
- Abstract
- Table of Contents
- Budget Information Form (SF-424A)
- Project Narrative and Supporting Documentation
- Attachments
- Project/Performance Site Location(s) Form
- Disclosure of Lobbying Activities (Standard Form LLL, if applicable)
- Checklist – the Checklist should be the last page of your application.
- Documentation of nonprofit status as required in the Checklist

Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments, such as posters, will not be copied or sent to reviewers. Do not include videotapes, audiotapes, or CD-ROMs.

Black print should be used throughout your application, including charts and graphs (no color). Pages should be typed single-spaced with one column per page. Pages should not have printing on both sides. Pages with printing on both sides run the risk of an incomplete application going to peer reviewers, since scanning and copying may not duplicate the second side. **Materials with printing on both sides will be excluded from the application and not sent to peer reviewers.**

With the exception of standard forms in the application package, all pages in your application should be numbered consecutively. **Documents containing scanned images must also contain page numbers to continue the sequence.** Failure to comply with these requirements may affect the successful transmission and consideration of your application.

Appendix C – Funding Restrictions

SAMHSA grant funds must be used for purposes supported by the program and may not be used to:

- Pay for any lease beyond the project period.
- Provide services to incarcerated populations (defined as those persons in jail, prison, detention facilities, or in custody where they are not free to move about in the community).
- Pay for the purchase or construction of any building or structure to house any part of the program. (Applicants may request up to \$75,000 for renovations and alterations of existing facilities, if necessary and appropriate to the project.)
- Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision. (Expansion or enhancement of existing residential services is permissible.)
- Pay for housing other than residential mental health and/or substance abuse treatment.
- Provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.
- Only allowable costs associated with the use of federal funds are permitted to fund evidence-based practices (EBPs). Other sources of funds may be used for unallowable costs (e.g., meals, sporting events, entertainment). Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, or in-kind contributions.
- Make direct payments to individuals to induce them to enter prevention or treatment services. However, SAMHSA discretionary grant funds may be used for non-clinical support services (e.g., bus tokens, child care) designed to improve access to and retention in prevention and treatment programs.
- Make direct payments to individuals to encourage attendance and/or attainment of prevention or treatment goals. However, SAMHSA discretionary grant funds may be used for non-cash incentives of up to \$30 to encourage attendance and/or attainment of prevention or treatment goals when the incentives are built into the program design and when the incentives are the minimum amount that is deemed necessary to meet program goals. SAMHSA policy allows an individual participant to receive more than one incentive over the course of the program. However, non-cash incentives should be limited to the minimum

number of times deemed necessary to achieve program outcomes. A grantee or treatment or prevention provider may also provide up to \$30 cash or equivalent (coupons, bus tokens, gifts, child care, and vouchers) to individuals as incentives to participate in required data collection follow up. This amount may be paid for participation in each required interview.

- Meals are generally unallowable unless they are an integral part of a conference grant or specifically stated as an allowable expense in the RFA. Grant funds may be used for light snacks, not to exceed \$2.50 per person.
- Funds may not be used to distribute sterile needles or syringes for the hypodermic injection of any illegal drug.
- Pay for pharmacologies for HIV antiretroviral therapy, sexually transmitted diseases (STD)/sexually transmitted illnesses (STI), TB, and hepatitis B and C, or for psychotropic drugs.

SAMHSA will not accept a “research” indirect cost rate. The grantee must use the “other sponsored program rate” or the lowest rate available.

Appendix D – Biographical Sketches and Job Descriptions

Biographical Sketch

Existing curricula vitae of project staff members may be used if they are updated and contain all items of information requested below. You may add any information items listed below to complete existing documents. For development of new curricula vitae include items below in the most suitable format:

1. Name of staff member
2. Educational background: school(s), location, dates attended, degrees earned (specify year), major field of study
3. Professional experience
4. Honors received and dates
5. Recent relevant publications
6. Other sources of support [Other support is defined as all funds or resources, whether federal, non-federal, or institutional, available to the Project Director/Program Director (and other key personnel named in the application) in direct support of their activities through grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means.]

Job Description

1. Title of position
2. Description of duties and responsibilities
3. Qualifications for position
4. Supervisory relationships
5. Skills and knowledge required
6. Personal qualities
7. Amount of travel and any other special conditions or requirements
8. Salary range
9. Hours per day or week

Appendix E – Sample Budget and Justification (no match required)

THIS IS AN ILLUSTRATION OF A SAMPLE DETAILED BUDGET AND NARRATIVE JUSTIFICATION WITH GUIDANCE FOR COMPLETING SF-424A: SECTION B FOR THE BUDGET PERIOD

The proposed budgets cannot exceed \$1.95 million per year (up to \$1.7 million for Component 1 and up to \$236,000 for Component 2) for each year of the grant program.

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Component 1 Costs	Component 2 Costs	Grand Total
1.AWARE Project Coordinator	John Doe	\$70,000	100%	\$70,000		\$70,000
2.YMHFA Coordinator	Jane Smith	\$70,000	50%		\$35,000	\$35,000
3.AWARE Project Assistant	Sally Steward	\$50,000	50%	\$25,000		\$25,000
4.State YMHFA Instructors (6)	TBD	\$40,000	15%		\$36,000	\$36,000
5.Community / LEA YMHFA Instructors (9)	TBD	\$40,000	10%		\$36,000	\$36,000
6.EA Project Manager (3)	TBD	\$55,000	50%	\$165,000		\$165,000
			TOTAL	\$260,000	\$107,000	\$367,000

JUSTIFICATION: Describe the role and responsibilities of each position.

- 1.The AWARE Project Coordinator will provide daily oversight of the grant and will be considered key staff.
- 2.The YMHFA Coordinator will provide daily oversight of the YMHFA training component of the grant.
- 3.The AWARE Project Assistant will provide support services to the AWARE Project Coordinator
- 4,The State YMHFA Instructors will provide training to the three LEAS and other communities within the state.
- 5,The LEA/Community YMHFA Instructors will provide YMHFA training to youth-serving adults within each of the three LEAS and their respective communities.
- 6.The LEA Project Managers will oversee the local LEA/community implementation of Component 1 strategies and activities.

Key staff positions require prior approval by SAMHSA after review of credentials of resume and job description.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form S-424A)
\$367,000

B. Fringe Benefits: List all components that make up the fringe benefits rate

FEDERAL REQUEST

Component	Rate	Wage	Component 1 Costs	Component 2 Costs	Grand Total
FICA	7.5%	\$367,000	\$19,500	\$8,025	\$ 27,900
Workers Compensation	2.5%	\$367,000	\$ 6,500	\$ 2,675	\$ 9,300
Health Insurance	8%	\$367,600	\$20,800	\$8,560	\$ 29,760
		TOTAL	\$46,800	\$19,260	\$66,060

JUSTIFICATION: Fringe reflects current rate for agency.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF-424A) **\$66,060**

C. Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.

FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Component 1 Costs	Component 2 Costs	Grand Total
1. Project AWARE Grantee Conference	Washington , DC	Airfare	\$500/flight x 5 persons	\$2,500		\$2,500
		Hotel	\$180/night x 3 persons x 5 nights	\$2,700		\$2,700
		Per Diem (meals and incidentals)	\$60/day x 5 persons x 3 days	\$780		\$780
		Baggage	\$80/trip X 5 persons	\$400		\$400
2. Project AWARE Local Travel		Mileage	1,500 miles @ .50/mile	\$ 750		\$ 750
3. YMHFA Local Travel		Mileage	3,940 miles @ .50/mile		\$1,970	\$1,970
			TOTAL	\$7,130	\$1,970	\$9,100

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

1. Five Project AWARE Staff to attend mandatory grantee meeting in Washington, DC.
2. Project AWARE local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on organization's policies/procedures for privately owned vehicle reimbursement rate.
3. YMHFA local travel is needed for state instructors to travel to the three LEAs to provide training and technical assistance.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF-424A) **\$9,100**

D. Equipment: an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (federal definition).

FEDERAL REQUEST – (enter in Section B column 1 line 6d of form SF-424A) **\$ 0**

E. **Supplies:** materials costing less than \$5,000 per unit and often having one-time use

FEDERAL REQUEST

Item(s)	Rate	Component 1 Costs	Component 2 Costs	Grand Total
1. Project AWARE general office supplies	\$100/month x 12 mo.	\$1,200		\$ 1,200
2. YMHFA general office supplies	\$100/month X 12 months.		\$1,200	\$ 1,200
3. Project AWARE laptop computer	\$1,000 X 5 staff	\$5,000		\$5,000
4. YMHFA laptop computer	\$1,000 X 15 instructors		\$15,000	\$15,000
5. Printer	\$400/printer	\$400	\$1,200	\$1,600
6. Project AWARE LCD Projector	\$900/projector X 1	\$900		\$900
7. YMHFA LCD Projectors	\$900/projector X 6		\$5,400	\$5,400
8. Copies	8,000 copies @ .10/copy	\$800		\$800
9. YMHFA Manuals	\$20/manual X 375 persons		\$7,500	\$7,500
	TOTAL	\$8,300	\$30,300	\$38,600

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

1. Project AWARE general office supplies are needed for daily general operation of the project.
2. YMHFA office supplies are needed for the daily general operations if the training program.
3. Five laptop computers are needed for the Project AWARE staff (Project Coordinator, Project Assistant, and the three LEA Project Managers).
4. Fifteen laptop computers are needed for the YMHFA Instructors (6 state instructors and three instructors for each of the three LEAs).
5. One printer is needed for the Project AWARE staff and three printers are needed for the state YMHFA Instructors. The printers will be shared among staff. All costs were based on retail values at the time the application was written.
6. One LCD projector is needed for Project AWARE staff when conducting presentations.
7. Six YMHFA LCD projectors are needed for each of the 6 state instructors.
8. Approximately 8,000 copies will be made each year by Project AWARE staff.
9. At \$20/manual, there will be a need to purchase 375 manuals each year of the project.

FEDERAL REQUEST – (enter in Section B column 1 line 6e of form SF-424A) **\$38,600**

F. Contract: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consultant agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.

COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND A NARRATIVE JUSTIFICATION PROVIDED. IF APPLICABLE, NUMBERS OF CLIENTS SHOULD BE INCLUDED IN THE COSTS.

FEDERAL REQUEST

Name	Service	Rate	Other	Component 1 Costs	Component 2 Costs	Grand Total
1.YMHFA Instructor Training	Training	\$3,000 / individual X 15 persons	5 day training		\$45,000	\$45,000
2. YMHFA First Aider Training	Training	\$50/person X 375 persons	1 day training		\$18,750	\$18,750
3.LEA 1 Mental Health Clinician or Case Managers	Mental Health Services	1FTE @ \$59,000 inclusive of fringe benefits X 4 persons		\$236,000		\$236,000
4. LEA 2 Mental Health Clinicians or Case Managers	Mental Health Services	1.0 FTE @ \$62,000 X 8 persons		\$480,000		\$480,000
5.LEA 3 Mental Health Clinician or Case Manager	Mental Health Services	1.0 FTE @ \$62,000 X 6 persons		\$372,000		\$372,000

Name	Service	Rate	Other	Component 1 Costs	Component 2 Costs	Grand Total
6. Project Evaluation	Evaluation	.75 Principle Investigator @ \$75,000 .5 FTE Evaluator \$ \$50,000 = \$50,000 1FTE Data Analyst @ 35,000 = \$35,000 8,000 surveys @ \$1/survey = \$8,000 Local Travel @ .50/mile X 4000 miles		\$170,000		\$170,000
7. Mental Health Consultation	Mental Health Services	\$100/hour X 514 hours		\$51,400		\$51,400
			TOTAL	\$1,309,400	\$63,750	\$1,373,150

JUSTIFICATION: Explain the need for each contractual agreement and how it relates to the overall project.

Certified state and LEA YMHFA instructors are necessary to carry out the YMHFA training program by providing state and community level training, development of policies, and educating the public and local communities on how to effectively implement changes at the state level.

Annual cost to train a minimum of 375 persons per year in YMHFA.

3, 4, and 5. Mental health clinicians or case managers are needed to provide school-based mental health services and to link students in need of more intensive service to community-based services.

Project evaluation costs are a requirement of the grant.

Mental health consultation costs for school-aged youth not covered by 3rd party or other types of insurance.

FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF-424A)
\$1,373,150

G. Construction: NOT ALLOWED – Leave Section B columns 1& 2 line 6g on SF-424A blank.

H. Other: expenses not covered in any of the previous budget categories

FEDERAL REQUEST

Item	Rate	Component 1 Costs	Component 2 Costs	Grand Total
Substitute teacher costs for YMHFA training of teachers	\$100/day/teacher X 40 teachers X 3 LEAs = 120 teachers		\$12,000	\$12,000
	TOTAL		\$12,000	\$12,000

JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot). Explain the use of each item requested.

Substitute teachers will be needed when teachers are being trained in YMHFA,.

FEDERAL REQUEST – (enter in Section B column 1 line 6h of form SF-424A)
\$12,000

Indirect Cost Rate: Indirect costs can be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. For information on applying for the indirect rate go to: <http://rates.psc.gov/fms/dca/map1.html>.

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF-424A)

0% of personnel and fringe **\$00.00**

=====

TOTAL DIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF-424A) **\$172,713**

INDIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6j of form SF-424A) **\$59,360**

TOTALS: (sum of 6i and 6j)

FEDERAL REQUEST – (enter in Section B column 1 line 6k of form SF-424A)

\$1,194,067

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UNDER THIS SECTION REFLECT OTHER FEDERAL AND NON-FEDERAL SOURCES OF FUNDING BY DOLLAR AMOUNT AND NAME OF FUNDER (e.g., Applicant, State, Local, Other, Program Income, etc).

Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-federal means. [Note: Please see [Appendix C, Funding Restrictions](#), regarding allowable costs.]

Provide the total proposed project period and federal funding as follows:

Proposed Project Period:

a. Start Date: **09/30/2014** b. End Date: **09/29/2019**

BUDGET SUMMARY (should include future years and projected total)

Category	Y 1	Y 2*	Y 3*	Y 4*	Y 5 *	TOTAL COSTS
Personnel	\$367,000	\$367,000	\$367,000	\$367,000	\$367,000	\$1,835,000
Fringe	\$66,060	\$66,060	\$66,060	\$66,060	\$66,060	\$330,300
Travel	\$9,100	\$9,100	\$9,100	\$9,100	\$9,100	\$45,500
Equipment	0	0	0	0	0	0
Supplies	\$38,600	\$38,600	\$38,600	\$38,600	\$38,600	\$193,000

Category	Y 1	Y 2*	Y 3*	Y 4*	Y 5 *	TOTAL COSTS
Contractual	\$1,373,150	\$1,373,150	\$1,373,150,	\$1,373,150	\$1,373,350	\$6,865,750
Other	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$60,000
Total Direct Charges	\$1,865,910	\$1,865,910	\$1,865,910	\$1,865,910	\$1,865,910	\$9,329,550
Indirect Charges	\$0	0	0	0	0	0
Total Project Costs	\$1,865,910,	\$1,865,910	\$1,865,910	\$1,865,910	\$1,865,910	\$9,329,550

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF-424A)
\$9,329,550

***FOR REQUESTED FUTURE YEARS:**

1. Please justify and explain any changes to the budget that differs from the reflected amounts reported in the 01 Year Budget Summary.
2. If a cost of living adjustment (COLA) is included in future years, provide your organization's personnel policy and procedures that state all employees within the organization will receive a COLA.

Appendix F – Confidentiality and SAMHSA Participant Protection/Human Subjects Guidelines

Confidentiality and Participant Protection:

Because of the confidential nature of the work in which many SAMHSA grantees are involved, it is important to have safeguards protecting individuals from risks associated with their participation in SAMHSA projects. All applicants (including those who plan to obtain IRB approval) must address the seven elements below. If some are not applicable or relevant to the proposed project, simply state that they are not applicable and indicate why. In addition to addressing these seven elements, read the section that follows entitled Protection of Human Subjects Regulations to determine if the regulations may apply to your project. If so, you are required to describe the process you will follow for obtaining Institutional Review Board (IRB) approval. While we encourage you to keep your responses brief, there are no page limits for this section and no points will be assigned by the Review Committee. Problems with confidentiality, participant protection, and the protection of human subjects identified during peer review of the application must be resolved prior to funding.

1. Protect Clients and Staff from Potential Risks

- Identify and describe any foreseeable physical, medical, psychological, social, and legal risks or potential adverse effects as a result of the project itself or any data collection activity.
- Describe the procedures you will follow to minimize or protect participants against potential risks, including risks to confidentiality.
- Identify plans to provide guidance and assistance in the event there are adverse effects to participants.
- Where appropriate, describe alternative treatments and procedures that may be beneficial to the participants. If you choose not to use these other beneficial treatments, provide the reasons for not using them.

2. Fair Selection of Participants

- Describe the population(s) of focus for the proposed project. Include age, gender, and racial/ethnic background and note if the population includes homeless youth, foster children, children of substance abusers, pregnant women, or other targeted groups.
- Explain the reasons for including groups of pregnant women, children, people with mental disabilities, people in institutions, prisoners, and individuals who are likely to be particularly vulnerable to HIV/AIDS.
- Explain the reasons for including or excluding participants.

- Explain how you will recruit and select participants. Identify who will select participants.

3. Absence of Coercion

- Explain if participation in the project is voluntary or required. Identify possible reasons why participation is required, for example, court orders requiring people to participate in a program.
- If you plan to compensate participants, state how participants will be awarded incentives (e.g., money, gifts, etc.). Provide justification that the use of incentives is appropriate, judicious, and conservative and that incentives do not provide an “undue inducement” which removes the voluntary nature of participation. Incentives should be the minimum amount necessary to meet the programmatic and performance assessment goals of the grant. Applicants should determine the minimum amount that is proven effective by consulting with existing local programs and reviewing the relevant literature. In no case may the value of an incentive paid for with SAMHSA discretionary grant funds exceed \$20.
- State how volunteer participants will be told that they may receive services intervention even if they do not participate in or complete the data collection component of the project.

4. Data Collection

- Identify from whom you will collect data (e.g., from participants themselves, family members, teachers, others). Describe the data collection procedures and specify the sources for obtaining data (e.g., school records, interviews, psychological assessments, questionnaires, observation, or other sources). Where data are to be collected through observational techniques, questionnaires, interviews, or other direct means, describe the data collection setting.
- Identify what type of specimens (e.g., urine, blood) will be used, if any. State if the material will be used just for evaluation or if other use(s) will be made. Also, if needed, describe how the material will be monitored to ensure the safety of participants.
- Provide in **Attachment 2, “Data Collection Instruments/Interview Protocols,”** copies of all available data collection instruments and interview protocols that you plan to use.

5. Privacy and Confidentiality

- Explain how you will ensure privacy and confidentiality. Include who will collect data and how it will be collected.

- Describe:
 - How you will use data collection instruments.
 - Where data will be stored.
 - Who will or will not have access to information.
 - How the identity of participants will be kept private, for example, through the use of a coding system on data records, limiting access to records, or storing identifiers separately from data.

NOTE: If applicable, grantees must agree to maintain the confidentiality of alcohol and drug abuse client records according to the provisions of **Title 42 of the Code of Federal Regulations, Part II.**

6. Adequate Consent Procedures

- List what information will be given to people who participate in the project. Include the type and purpose of their participation. Identify the data that will be collected, how the data will be used and how you will keep the data private.
- State:
 - Whether or not their participation is voluntary.
 - Their right to leave the project at any time without problems.
 - Possible risks from participation in the project.
 - Plans to protect clients from these risks.
- Explain how you will get consent for youth, the elderly, people with limited reading skills, and people who do not use English as their first language.

NOTE: If the project poses potential physical, medical, psychological, legal, social or other risks, you **must** obtain written informed consent.

- Indicate if you will obtain informed consent from participants or assent from minors along with consent from their parents or legal guardians. Describe how the consent will be documented. For example: Will you read the consent forms? Will you ask prospective participants questions to be sure they understand the forms? Will you give them copies of what they sign?
- Include, as appropriate, sample consent forms that provide for: (1) informed consent for participation in service intervention; (2) informed consent for participation in the data collection component of the project; and (3) informed consent for the exchange (releasing or requesting) of confidential information.

The sample forms must be included in **Attachment 3, “Sample Consent Forms”**, of your application. If needed, give English translations.

NOTE: Never imply that the participant waives or appears to waive any legal rights, may not end involvement with the project, or releases your project or its agents from liability for negligence.

- Describe if separate consents will be obtained for different stages or parts of the project. For example, will they be needed for both participant protection in treatment intervention and for the collection and use of data?
- Additionally, if other consents (e.g., consents to release information to others or gather information from others) will be used in your project, provide a description of the consents. Will individuals who do not consent to having individually identifiable data collected for evaluation purposes be allowed to participate in the project?

7. Risk/Benefit Discussion

- Discuss why the risks are reasonable compared to expected benefits and importance of the knowledge from the project.

Protection of Human Subjects Regulations

SAMHSA expects that most grantees funded under this announcement will not have to comply with the Protection of Human Subjects Regulations (45 CFR 46), which requires Institutional Review Board (IRB) approval. However, in some instances, the applicant’s proposed performance assessment design may meet the regulation’s criteria for research involving human subjects. For assistance in determining if your proposed performance assessment meets the criteria in 45 CFR 46, Protection of Human Subjects Regulations, refer to the SAMHSA decision tree on the SAMHSA website, under “Applying for a New SAMHSA Grant,” <http://beta.samhsa.gov/grants/applying>

In addition to the elements above, applicants whose projects must comply with the Human Subjects Regulations must fully describe the process for obtaining IRB approval. While IRB approval is not required at the time of grant award, these grantees will be required, as a condition of award, to provide documentation that an Assurance of Compliance is on file with the Office for Human Research Protections (OHRP). IRB approval must be received in these cases prior to enrolling participants in the project. General information about Human Subjects Regulations can be obtained through OHRP at <http://www.hhs.gov/ohrp>, or ohrp@osophs.dhhs.gov, or (240) 453-6900. SAMHSA–specific questions should be directed to the program contact listed in [Section VII](#) of this announcement.

Appendix G – Acronyms

AI/AN - American Indian/Alaskan Native
CDP – Common Data Platform
CFDA - Catalogue of Federal Domestic Assistance
CLAS - National Standards for Culturally and Linguistically Appropriate Services
DHHS - U.S. Department of Health and Human Services
DUNS (Number) – Data Universal Numbering System
EMS – Emergency Medical Services
GEPA - General Education Provisions Act
GPRA – Government Performance and Results Act
IRB - Institutional Review Board
LEA - Local Education Agency
LOC – Letter of Commitment
MHFA - Mental Health First Aid
MOU/MOA – Memorandum of Understanding/ Memorandum of Agreement
MSE – Multi-Site Evaluation
OMB – Office of Management and Budget
PHSIS - Public Health System Impact Statement
Project AWARE: Advancing Wellness and Resilience in Education
RFA – Request for Application
SAM – System of Award Management
SAMHSA - Substance Abuse and Mental Health Services Administration
SEA – State Education Authority
SMT – State Management Team
SPOC - State Single Points of Contact
SS/HS - Safe Schools/Healthy Students
TRAC – Transformation Accountability System
YMHFA - Youth Mental Health First Aid

Appendix H - Mental Health First Aid Background

Mental Health First Aid is a public education program that introduces participants to the risk factors and warning signs of mental health problems, builds an understanding of the importance of early intervention, and overviews common supports. This 8-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health or substance use crisis through a 5-step action plan, with the ultimate goal to connect persons to appropriate professional, peer, social, and self-help care. The program also teaches the common risk factors and warning signs of specific types of illnesses like anxiety, depression, substance use, bipolar disorder, eating disorders, and schizophrenia. Participants are introduced to local mental health resources, national organizations, support groups, and online tools for mental health and addictions treatment and support.

Originating in Australia in 2001, Mental Health First Aid has since expanded to more than 20 countries. The National Council for Behavioral Health, in partnership with Missouri and Maryland state departments of mental health, introduced Mental Health First Aid in the United States in 2008. These entities are collectively known as the National Authorities of Mental Health First Aid (USA and authorize all Mental Health First Aid certification in the United States. To date, more than 160 thousand individuals have been certified as Mental Health First Aiders, and more than 4 thousand have been certified as instructors.

The MHFA curriculum is offered in two core formats to participants 16 years and older. The adult curriculum is available in both Spanish and English. The course uses role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect persons to professional, peer and social supports as well as self-help resources.

Youth Mental Health First Aid, as distinguished from the Adult MHFA curriculum, is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with young people. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including ADHD), and eating disorders.

Curriculum modules are sets of materials designed for MHFA instructors to use when training key audiences. Modules are currently available for the following audiences: Rural, Public Safety, Higher Education, Faith-Based organizations, and Military Members, Veterans, and their families.

Estimated costs for implementing MHFA/YMHFA are as follows:

Item	Estimated Cost
Instructor Training	\$3,000 to \$4,000 per instructor
MHFA/YMHFA “First Aider” Training	\$50 to \$150 per person
MHFA/YMHFA Training Materials	\$20 per person
Approximate cost for substitute teachers	\$100 per substitute teacher

Because some jurisdictions may have a significant number of students over the age of 18, applicants should select whichever course is developmentally appropriate for the specific populations of focus. Mental Health First Aid USA is managed, operated, and disseminated by the National Council for Behavioral Health, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health. Applicants may contact these three authorities to train and certify instructors.

Instructor certification is offered through a five-day (40-hour) course which introduces the interactive program, overviews adult learning styles and teaching strategies, and provides in-depth instruction on implementing and managing the program in diverse communities. In order to attain certification, instructor candidates must demonstrate mastery of the program through a written exam and an evaluated presentation. Once certified, Instructors are required to teach at least three 8-hour courses per year to maintain certification.

The recommended MHFA/YMHFA class size and instructor ration for the 8-hour MHFA/YMHFA “First Aider” course is 20 to 25 participants who are taught by two certified instructors.

For more information on MHFA, please refer to

<http://www.thenationalcouncil.org/about/mental-health-first-aid/>

For more information on YMHFA, please refer to

<http://www.mentalhealthfirstaid.org/cs/take-a-course/course-types/youth>

For more information and guidance on how to set up MHFA/YMHFA training program in your community, please refer to

<http://www.integration.samhsa.gov/mental-health-first-aid>