

*(b) IHS Activities*

(1) IHS MHCSI project officers, and/or IHS contractor, will provide technical assistance and consultation to the cooperative agreement recipient on program planning, assessing, and designing of comprehensive "wraparound" programs focused on addressing mental health community safety needs;

(2) The IHS contractor will provide technical assistance oversight, regular conference calls, and annual site visits; and

(3) Depending on funding and need, IHS and the contractor will coordinate an annual training workshop for awardees to share lesson learned, successes, and strategies to reducing mental health and community safety needs in AI/AN communities.

**Eligible Applicants**

Any federally recognized Indian Tribe, Tribally sanctioned organization, or Indian population is eligible to apply for these cooperative agreements. For the purpose of this program, a Tribal organization can be a consortium or group of Tribes. Although there is no minimum population size required in order to apply, Tribes and Tribal organizations are encouraged to coordinate their applications with others to maximize the impact of cooperative agreement funding within AI/AN communities.

In addition, the funds available under the program are to develop or strengthen local infrastructure and capabilities in communities that have had difficulty in securing previous federal mental health funding (*i.e.*, grants, cooperative agreements) to develop mental health and community safety initiatives for children and families.

**Documentation**

**Tribal Resolution:** A resolution of the Indian Tribe served by the project must accompany the application submission. Applications that propose projects affecting more than one Indian Tribe must include resolutions from each Tribe to be served.

Applications from Tribal organizations will not require a specific Tribal resolution if the current Tribal resolution(s) under which they operate would encompass the proposed cooperative agreement activities. A copy of the current operational resolution must accompany the application.

A draft resolution is acceptable in lieu of an official resolution for purposes of submitting an application. (If you send a draft, please provide an approximate date regarding when it will come up for

a vote.) If a current resolution or a draft is not submitted by the time of review, the application will be considered incomplete and will be returned without consideration. If a draft resolution is submitted, an official resolution must be sent to the Grants Management Branch office when it is passed. A cooperative agreement award will not be made until a final resolution is submitted from each Tribe involved with the project.

**Award of Funds and Period of Support***(a) Award of Funds*

Approximately 3–4 new awards will be made. Awards will range between \$100,000 and \$125,000, inclusive of direct and indirect costs depending on whether 3 or 4 cooperative agreements are awarded.

*(b) Period of Support*

Projects will be funded for a project period of 3 years. Continuation of a cooperative agreement for the second and third year is contingent on satisfactory performance by the recipient, availability of funding for the project, and continuing need of the agency for the project.

**Application Kit**

An application kit, including the required PHS 5161–1 (Rev. 7/00) (OMB Approval No. 0920–0428) and the U.S. Government Standard Forms (SF–424, SF–424A, and SF–424B), may be obtained by writing or calling the Division of Acquisitions and Grants Management, Grants Management Branch, IHS, Twinbrook Metro Plaza, Suite 100, 12300 Twinbrook Parkway, Rockville, MD 20852, at (301) 443–5204. (Note: this is not a toll free number.)

*(a) Cooperative Agreement Application Lay Out Instructions*

(1) Applications—All applications should be single-spaced and typewritten; using consecutively numbered pages; use black typeface not smaller than 12 characters per inch; one inch border margins; printed on only one side of standard size 8½" x 11" paper; have a narrative that does not exceed 10 typed] pages; and not be tabbed, glued, or placed in a plastic holder.

Excluded from the 10-page limit are the Standard Forms, Tribal Resolution(s), Abstract, Table of Contents, Budget Justifications, Multi-year Narratives for budget periods, and/or the Appendix.

(2) Include in the application the following documents, preferably in the order presented: Assistance Application Receipt Card, IHS–815–1A (Rev. 4/97).

(a) FY 2003 MHCSI Application Checklist;

(b) Standard Form 424, Application for Federal Assistance;

(c) Standard Form 424A, Budget Information Non-Construction Programs (pages 1 and 2);

(d) Standard Form 424B, Assurances Non-Construction Programs (front and back);

(e) PHS–5161 Checklist (pages 25–26);

(f) PHS–5161 Certifications (pages 17–19);

(g) Disclosure of Lobbying Activities;

(h) Current Tribal Resolution(s);

(i) A Project Abstract (may not exceed one typewritten page) should present a summary view of "who-what-when-where-how-cost" to determine acceptability for review;

(j) A Table of Contents to correspond with numbered pages;

(k) Project Narrative (items A–G below; may not exceed 10 typewritten pages);

(1) Background, Need for Assistance, and Capacity

(2) Project Goals and Objectives

(3) Management Controls

(4) Key Personnel

(5) Budget

(6) Evaluation

(7) Previous Grant or Cooperative Agreement Awards

(l) Categorical Budget Justification;

(m) Multi-year Narratives and Budget Justifications; and

(n) Appendix to include: Resumes of key staff, position descriptions for key staff, consultant proposed scope of work, current organizational chart, and current negotiated Indirect Cost Rate (if claimed).

**Application Narrative Instructions, Evaluation Criteria, and Weights**

The instructions for preparing the application narrative also constitute the evaluation criteria for reviewing and scoring the application. Weights assigned to each section are noted in parentheses.

**Note:** There are Separate Instructions and Weights Assigned.

**Project Narrative:** Describe the complete project in clear and concise language. Application reviewers may have little or no knowledge of the Tribe/Tribal organization. The Project Narrative should be organized as described in items A–G above and must address the following evaluation criteria:

*(a) Background, Need for Assistance, and Capacity (25 points)*

The application will be evaluated based on the extent to which the applicant: