



RESOLUTION NO. 07-86-VJB

**RESOLUTION OF THE GOVERNING BODY
OF THE THREE AFFILIATED TRIBES
OF THE FORT BERTHOLD INDIAN RESERVATION**

A Resolution entitled, "Tribal Business Council's Approval to Grant the Boys & Girls Club of Three Affiliated Tribes Authority to Apply for the ND State and Tribal Youth Suicide Prevention Grant."

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act and having adopted a Constitution and By-laws under said Act; and

WHEREAS, pursuant to Article III, Section 1 of the Constitution and By Laws of the Three Affiliated Tribes, the Tribal Business Council is the governing body of the Tribes; and

WHEREAS, pursuant to Article VI, Section 5 (1) of said Constitution, the Tribal Business Council has the power to adopt resolutions regulating the procedures of the Tribal Business Council and other Tribal agencies and Tribal officials on the Reservation; and

WHEREAS, The Three Affiliated Tribes' Constitution authorizes and empowers the Mandan, Hidatsa & Arikara Tribal Business Council to engage in activity on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and

WHEREAS, The North Dakota Department of Health(NDDoH), Division of Injury Prevention and Control, Suicide Prevention Program, has announced the availability of cooperative agreements for grantees to act as fiscal agents for the six areas of highest youth suicide in North Dakota to build on the foundation of prior suicide prevention efforts in order to support rural and tribal communities in developing and implementing youth suicide prevention and early intervention strategies; and

WHEREAS, The Boys' & Girls' Club of the Three Affiliated Tribes recognizes the importance of suicide prevention and as such desires to provide services required under the scope of work for the grant and that it has the commitment, expertise and the administrative capability to perform said services; and

WHEREAS, The Tribal Business Council desires to authorize the Boys' & Girls' Club of the Three Affiliated Tribes to apply for funding to implement the State and Tribal Youth Suicide Prevention Grant.

**State and Tribal Youth Suicide Prevention
Grants Application
North Dakota Department of Health
Division of Injury Prevention and Control**

1. INTRODUCTION

The North Dakota Department of Health (NDDoH), Division of Injury Prevention and Control, Suicide Prevention Program announces the availability of cooperative agreements for grantees to act as fiscal agents for the six areas (see map) of highest youth suicide in ND to build on the foundation of prior suicide prevention efforts in order to support rural and tribal communities in developing and implementing youth suicide prevention and early intervention strategies.

2. PURPOSE

The purpose of the state and tribal youth suicide prevention cooperative agreements is to build on the foundation of prior suicide prevention efforts in order to support rural and tribal communities in developing and implementing youth suicide prevention and early intervention strategies by:

- Promoting collaboration between and within North Dakota communities to create sustainable infrastructure and programs in suicide prevention for youth (aged 10-24 years).
- Increasing public awareness that suicide is a leading cause of death among ND youth and that suicide is preventable.
- Reducing the danger and harm of suicidal behavior.
- Planning for sustainable youth suicide prevention programming in North Dakota.

These cooperative agreements must involve public and private collaboration among youth serving institutions and agencies and include schools, educational institutions, juvenile justice systems, foster care systems, substance abuse and mental health programs, and other child and youth supporting organizations (Appendix A: Purpose, Goals, and Objectives, NDDoH, Suicide Prevention Program).

The State and Tribal Youth Suicide Prevention Grants Program is authorized under the Garrett Lee Smith Memorial Act (Section 520E-2 of the Public Health Service Act, as amended).

3. KEY DATES

Application Deadline: Applications must be postmarked by May 21, 2007 to be reviewed by the ND Suicide Prevention Coalition Scoring Committee. Your application must be received by the application deadline, or you must have proof of its timely submission. Mail **one** copy of completed unbound application to:

Dorcas Kunkel, RN, MSN
Suicide Prevention Program Director
North Dakota Department of Health
Division of Injury Prevention and Control
600 E. Boulevard Ave., Dept 301
Bismarck, ND 58505-0200

4. TECHNICAL ASSISTANCE

Technical assistance, consultation for plan development, monitoring and evaluation will be available from state suicide prevention program staff.

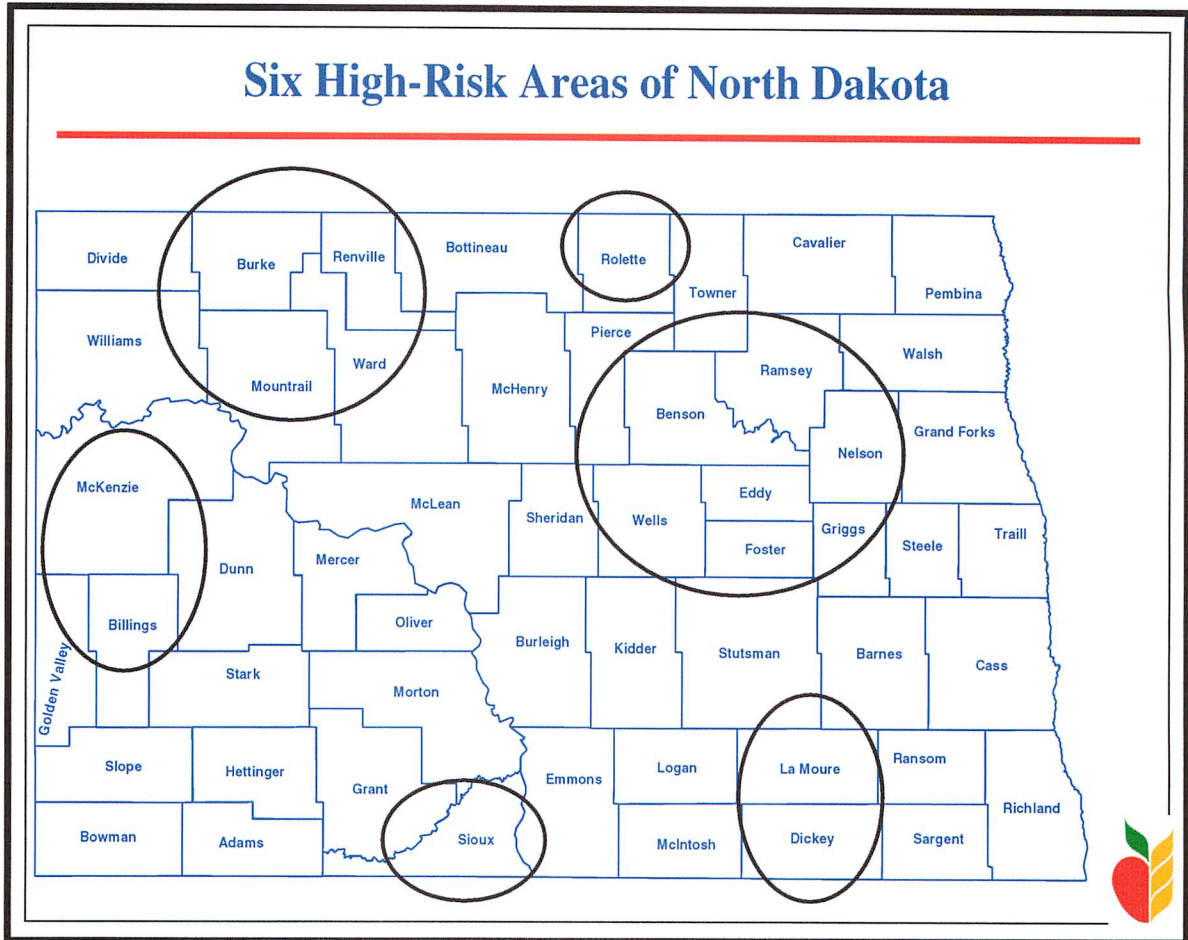
Dorcas Kunkel
701-328-4580 Telephone
701-328-1412 Fax
dkunkel@nd.gov Email

5. RFP SCHEDULE

This schedule of events represents the State's best estimate of the schedule that will be followed for this RFP. The approximate RFP schedule is as follows:

- RFP Issued: **April 16, 2007**
- Deadline for receipt of questions and objections related to the RFP: **April 24, 2007**
- Responses to questions / RFP amendments (if required) **April 30, 2007**
- **Proposals due by: May 21, 2007**
- Proposals to Scoring Committees: **June 4, 2007**
- Scoring Committee review completed by: **June 18, 2007**
- State issues Notice of Intent to Award a Contract: **June 29, 2007**
- State issues contract: **July 13, 2007**
- Contract start: **August 1, 2007**

6. MAP OF THE SIX YOUTH (AGES 10-24) AREAS OF NORTH DAKOTA



7. STATE AND TRIBAL YOUTH SUICIDE PREVENTION GRANT

Application Kit Includes:

	Page
Application for Youth Suicide Prevention Grant Funds	5-12
Complete and submit pages 5-12 to apply for Youth Suicide Prevention Grant Funds.	
Grant Application Instructions.....	13-21
Program Purposes and Allowable Activities	6 -7
Evaluation Criteria	16-18
Grant Review Process.....	21-22
Grant Reviewer's Score Form.....	30-32
Purpose, Goals and Objectives NDDoH Suicide Prevention Program.....	Appendix A
Definitions Applicable to the Youth Suicide Prevention Program.....	Appendix B
Guidelines for Assessing Cultural Competence	Appendix C
Grant Reviewer's Score Form.....	Appendix D

8. STATE AND TRIBAL YOUTH SUICIDE PREVENTION GRANT APPLICATION

Application Date: _____

Applicant Organization: _____

Applicant Address: _____

Name and Title of Program Coordinator/Contact Person: _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Name and Title of Authorized Official: (If different than above) _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Type of Organization:

_____ Public Agency

Private Agency

_____ Non-Profit

_____ Profit

Indicate the amount of Suicide Prevention funds requested:

\$ _____

Check all of the Program Purposes being addressed in this application. (Pages 6 & 7).

1. Training _____
2. Assessment _____
3. Post Suicide Intervention services _____
4. Information and assistance with awareness campaigns _____
5. Other suicide prevention activities _____

Brief summary of the program:

Signature

Title

Date

9. BACKGROUND

The complex problem of suicide and suicidal behaviors among youth demands a multifaceted, collaborative, coordinated response. The planning process needs to include agencies and helping institutions from the broader community. A comprehensive approach to suicide prevention is needed. It should employ multiple strategies targeted at both the general population and identifiable at-risk populations (Surgeon General of the United States, 1999). Such a comprehensive approach will be more effective when it includes consistent and coordinated activities in all the social spheres in which the target audience live, study, work, and play. A comprehensive approach also needs to engage key players in the community in a planning process that focuses on assessment, design, implementation, and evaluation of suicide prevention activities. It should also promote help-seeking behavior among youth, and avoid stigmatizing or discouraging help-seeking behavior.

10. PROGRAM PURPOSES AND ALLOWABLE ACTIVITIES

Youth Suicide Prevention grants are intended for the following program purposes:

10.1 TRAINING

Develop training programs that respond effectively to youth with mental health and behavioral health problems, such as depression, substance abuse, and suicide attempts. Examples of trainees to be targeted are existing and potential trainers, community members, mental health personnel, teachers and secondary school staff, child welfare staff, probation officers and juvenile justice staff, primary care providers, university faculty, high-school and university students, police officers and law enforcement staff, caregivers, clergy, student advisors, athletic coaches, public safety personnel and those who are in frequent contact with youth aged 10-24.

Training programs can include those that train the trainer, screen for risk factors, risk factor awareness, risk reduction, provide general suicide prevention knowledge, teach effective intervention strategies, provide referral protocols and procedures for at risk youth (early identification, referral and follow-up), and identify and teach post-vention services. There are existing evidence based suicide prevention programs. Some examples are, Question, Persuade, Refer (QPR) , www.qprinstitute.com , Applied Suicide Intervention Skills Training (ASIST) www.livingworks.net , , Sources of Strength www.ndsuicideprevention.org , Yellow Ribbon International Suicide Prevention Program www.yellowribbon.org , A Promise for Tomorrow www.jasonfoundation.com , Suicide Awareness Voices of Education (SAVE) www.save.org/prevention , and others.

10.2 ASSESSMENT

Develop locally operated and sustainable early identification programs for youth at risk for mental health issues and suicidality using voluntary mental health check-ups. Include efforts to reach youth that are not in any academic setting or who are home schooled. Screening can take place in schools, doctors' offices, clinics, youth groups, shelters, and other youth-serving organizations and settings.

Screening programs identify symptoms of depression and suicidality in themselves or their friends and encourages help-seeking and identification of those at risk so they can be referred for treatment. Several prominent risk assessment screening programs are Columbia TeenScreen Program (CTSP) www.TeenScreen.org , and Signs of Suicide (SOS) www.mentalhealthscreening.org/highschool .

10.3 POST SUICIDE INTERVENTION SERVICES

Develop routine follow-up programs for family and friends who have experienced a loss through suicide, to identify and help those at risk for suicide themselves. Develop culturally competent community crisis teams to respond to suicides and suicide clusters. Some examples of programs are: Survivor resource packets that are sent out by medical examiners office to the next of kin after a suicide death, resource lists in print and on websites, survivor news letters, support group startups and trainings, life keeper quilt project, American Foundation for Suicide Prevention (AFSP) teleconference gatherings around the state, postvention training with funeral directors associations, police, and disaster response teams, and stigma reduction through the media.

10.4 INFORMATION AND ASSISTANCE WITH AWARENESS CAMPAIGNS

Develop and conduct culturally competent public awareness campaigns that inform and educate the public that suicide is preventable and that reduce the stigma of mental illness so that help seeking behavior is increased in those at risk for suicide. One example of an awareness campaign is the AntiStigma Campaign (SAMHSA) found at <http://www.stopstigma.samhsa.gov/index.html> .

10.5 OTHER SUICIDE PREVENTION ACTIVITIES

Direct services (Appendix B) can also include training of juvenile justice staff, cross-system collaboration with juvenile justice and other child and family systems, provision of services to justice involved youth in community programs, diversionary or preadmission screening programs, post release services, post-vention following a completed suicide or suicide attempt and services to families of incarcerated youth identified as at high risk for suicide or suicide attempts.

Applicants are encouraged to budget for one coalition member to take a comprehensive suicide prevention training course on-line or on-site each year (approximately \$300 – \$450/person) to increase the knowledge base of community members. One example of a

culturally competent Comprehensive Online Suicide Prevention Training Course is offered at United Tribes Technical College, Bismarck, ND and is an 8 week course providing continuing education credits, lcarlson@uttc.edu .

11. YOUTH SUICIDE PREVENTION HISTORY

Indicate current and past funding you have received for Suicide Prevention. List one funded program per section beginning with the current or most recent grant.

Year Funded	Amount of Funding	Program or Project Description

12. PROGRAM NARRATIVE (for guidance in completing the Program Narrative see the Grant Application Instructions on page of this application. Complete the Program Narrative in detail).

12.1. A. STATEMENT OF NEED

12.2 B. PROPOSED APPROACH

Identify Goals and Objectives for the Program.
Fill out (a-d) below for each new goal.

- a.) GOAL:
- b.) OBJECTIVES: (Measurable and include time frame for accomplishment)
- c.) ACTIVITIES:
- d.) EVALUATION CRITERIA:

12.3 C. STAFF AND MANAGEMENT

12.3 D. EVALUATION AND DATA

Definition of types of evaluation. Describe how the program will meet these criteria.

1. Process: Recipient demographics; satisfaction with services and/or materials received; accessibility of services and/or materials received.
2. Content: Recipients' perception of the relevance, helpfulness, and understandability of the services and/or materials received.
3. Impact: Recipients' report of what was learned; intent to do something differently as a result of services and/or materials received.

13. BUDGET

YOUTH SUICIDE PREVENTION BUDGET

BUDGET CATEGORY	FEDERAL FUNDS	TOTAL
Personnel		\$0.00
Fringe Benefits		\$0.00
Travel, Food & Lodging		\$0.00
Supplies		\$0.00
Rent / Utilities		\$0.00
Communications (Telephone / Postage)		\$0.00
Equipment (>\$5,000 per item)		\$0.00
Consultant / Contractual		\$0.00
Other		\$0.00
TOTAL BUDGET	\$0.00	\$0.00

13.1 BUDGET JUSTIFICATION

PERSONNEL - Describe the role and responsibilities of each position.

FRINGE BENEFITS - List all components of the fringe benefit rate.

TRAVEL, FOOD AND LODGING - Explain need for all travel, per Diem meals & Lodging.

SUPPLIES - Generally self-explanatory; however, if not, describe need. Include explanation of how the cost has been estimated.

RENT & UTILITIES-

COMMUNICATIONS (Telephone/Postage) -

EQUIPMENT - List equipment and describe the need and the purpose of the equipment in relation to the proposed program.

CONSULTANT/CONTRACTUAL COSTS - Explain the need for each consultant/contractual arrangement and how these components relate to the overall program goals.

OTHER, SPECIFY - Generally self-explanatory.

Explain in detail how the applicant arrived at each line item in the Youth Suicide Prevention Program budget

The total amount must match the Youth Suicide Prevention amount requested on page 5.

13.2 COMPLETE THE PROPOSED BUDGET FOUND IN ATTACHMENT 1 AND SUBMIT WITH APPLICATION.

14. CHECK LIST

Include this checklist with your Youth Suicide Prevention grant application.

Use this checklist to make sure your application is complete. Applications that do not comply with these requirements will be screened out and will not be reviewed.

- Cover sheet entirely completed
- Use online form found at <http://www.ndhealth.gov/injury/Publications.asp?ProgramID=111>
- To ensure equity among applications, the amount of space allowed for the Program Narrative cannot be exceeded. Applications would meet this requirement by adhering to the 5-page limit for the Program Narrative. Pages should be typed double-spaced in black ink, with one column per page. Please number pages consecutively from beginning to end so that information can be located easily during review of the application. The cover page should be page 1, the abstract page should be page 2, and the table of contents page should be page 3. Appendices should be labeled and separated from the Program Narrative and budget section, and the pages should be numbered to continue the sequence. The page limit of a total of 5 pages for Appendices should not be exceeded.
- Text legibility: Use a font of Times New Roman 12, line spacing of double space, and all margins (left, right, top, and bottom) of one inch each.
- Youth Suicide Prevention Funding History completed if applicable otherwise mark NA.
- Statement of Need
- Proposed Approach
- Staff and Management
- Evaluation and Data
- Youth Suicide Prevention Program Budget
- Budget Justification
- Future Funding Plans
- Agency has a written confidentiality policy in place.
- Program Description
 - Description of service area and population to be served
 - Goals
 - Measurable Outcomes
 - Evaluation

15. Youth Suicide Prevention GRANT APPLICATION INSTRUCTIONS

Funds received from the Youth Suicide Prevention grant must be used for direct services (Appendix B) for youth aged 10-24 to build on the foundation of prior suicide prevention efforts in order to support rural and tribal communities in developing and implementing youth suicide prevention and early intervention strategies.

15.1 Eligible Agencies/Organizations:

- Private or public non-profit
- Units of local government
- Indian tribal governments or organizations*
- Youth serving institutions
- Schools and educational institutions
- Juvenile justice systems
- Foster care systems
- Substance and mental health programs
- Other child and youth supporting institutions

*** Tribal Resolution of Endorsement by the governing body of the tribal government is required of the applicant. COMPLETE TRIBAL RESOLUTION OF ENDORSEMENT FOUND IN ATTACHMENT # 2 AND SUBMIT WITH APPLICATION.**

15.2 General Eligibility Requirements:

- Must address one or more of the five required purposes (pages 6 & 7)
- Recipients may not discriminate on grounds of race, color, religion, national origin, gender, disability.
- All recipients of Youth Suicide Prevention funds must have written confidentiality policy in place that prohibits the disclosure of an individual's name, address, telephone number, or any other identifying information without the prior voluntary written consent of the individual.
- Youth Suicide Prevention programs must not engage in activities that compromise youth safety.
- Cultural competence is a critical component of the Youth Suicide Prevention grant programs. The guidelines on the following Web page can help ensure appropriate attention to cultural competence in planning programs:
<http://alt.samhsa.gov/grants/TAManual/Module5SAMHSA-13.htm>.
(Appendix C.)

15.3 Activities Not Covered by the Youth Suicide Prevention Grant:

Funds may not be used for:

- Publicity or propaganda purposes, or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before the 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.
- To pay for the purchase or construction of any building or structure to house any part of the program including such seemingly minor activities as painting or carpeting.
- To pay for any lease beyond the program period.
- Providing food other than that required during travel (per diems).
- To 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).
- To pay for incentives to induce individuals to enter treatment. However, a grantee or treatment provider may provide up to \$20 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.
- To implement syringe exchange programs, such as the purchase and distribution of syringes and/or needles.
- To pay for pharmacologies for HIV antiretroviral therapy, sexually transmitted disease (STD)/sexually transmitted illnesses (STI), TB, and hepatitis B and C, or for psychotropic drugs.
- To pay for or refer for abortion.

15.4 Application for Youth Suicide Prevention Grants

- Complete this page in its entirety.
- Select at least one of the five required purposes (pages 6 & 7).

15.5 Youth Suicide Prevention Funding History

- If applicable, list and describe current and past Youth Suicide Prevention funded projects. Begin with the current or most recent project/program. If not applicable, mark NA and enclose with application.

15.6 Nature and Extent of the Local/Regional Problem Which This Proposal Addresses

- Always assume grant reviewers are unfamiliar with youth suicide prevention in your area, and your community's circumstances.
- Describe the prevalence of youth suicide in your service area.
- Focus on the specific problem(s) in the agency's service area.
- Try to get to the core of the problem, not just identify a lack of resources. Answer the question "Why is this true?" or "Why is this happening?"
- Provide supporting local or regional data and the results of any relevant assessments.
- Identify underserved populations in your areas and discuss systemic factors that contribute to their lack of available services.
- Discuss the needs of the identified underserved populations.
- Discuss how the problem is related to one or more of the five purpose areas.
- Identify the connection between the prevalence of youth suicide and the need for the Youth Suicide Prevention program.
- If services similar to those that the applicant is proposing already exist, explain why you feel additional resources are needed. Describe the effectiveness of existing services.

15.7. PROGRAM NARRATIVE

It is required that the application include a narrative (no more than 5 pages), explaining the proposed Youth Suicide Prevention program. **Use the following four sections/headings (A-F) to describe what you intend to do with your program.** Your application will be reviewed and scored according to the quality of your response to the requirements listed below for developing the Program Narrative. The program must relate to at least one of the five required purposes of the Youth Suicide Prevention grant (page 6 & 7). The number of points after each heading below is the maximum number of points a review committee may assign to that section of your Program Narrative. Bullet statements in each section do not have points assigned to them. They are provided to invite the attention of applicants and reviewers to important areas within each section. Reviewers will be looking for evidence of cultural competence in each section of the Program Narrative.

A. Statement of Need (10 points)

- To the extent possible, provide data on deaths by suicide and suicide attempts among youth in the service area. Describe the identified mental and behavioral health needs of students at the institution of higher learning, including the needs of students with diverse cultural backgrounds.
- Describe the target population (Appendix B), and justify the selection of the target population. Estimate the number of youth you expect to serve and provide demographic information about them, as well as information about their mental and behavioral health needs. Discuss the target population's cultural backgrounds, language, beliefs, norms, and values, as well as socioeconomic factors that must be considered in delivering programs to this population.
- Describe the need for each of the five fundable activities identified on pages 6 & 7 of this application, as well as current efforts to address those needs. Indicate which of those activities are proposed for funding under the Youth Suicide Prevention Grants Program.

B. Proposed Approach (40 points)

- Clearly state the purpose of the proposed suicide prevention project, with goals and objectives. Discuss how achievement of goals will address (1) the purposes of the Youth Suicide Prevention Grants Program, (2) the needs identified in Section A of your Program Narrative. Describe the specific activities that will be implemented through the proposed program.

Goal is a general, broad statement of the intended program purpose.

Objectives are more concise statements of separate actions to be implemented to accomplish the specified goal. All objectives should be reasonable and achievable, i.e., something you can do, specific, time-framed, and measurable.

Activities are to describe in detail and logical order what an agency will do to meet the objectives and solve the problems.

- Describe how the program will ensure public and private collaboration among youth serving institutions and agencies and include schools, educational institutions, juvenile justice systems, foster care systems, substance abuse and mental health programs, and other child and youth supporting organizations.
- Describe the local suicide prevention coalition if it exists or the plans to build a local suicide prevention coalition that will send representative to quarterly ND Suicide Prevention Coalition meetings. Include a statement indicating your intention to work collaboratively with the North Dakota Suicide Prevention Coalition and NDDoH, Division of Injury Prevention and Control

- The grantee shall oversee broad based, sustainable, suicide prevention programs in their defined service area and will be expected to build a local coalition with a vested interest in youth suicide prevention, and to have membership on the state coalition.
- The local coalitions shall support their community to build infrastructure and programs for suicide prevention and individual resiliency strengthening that will decrease completed and attempted suicides in their population.
- Describe how the proposed project will address issues of age, race/ethnicity, culture, language, sexual orientation, disability, literacy, and gender in the target population.
- Provide a realistic time line for the project (chart or graph) showing key activities, milestones, and responsible staff.
- Describe how the proposed project will promote help-seeking in youth and how it fits into and advances your comprehensive suicide prevention strategy. If your agency has a suicide prevention and/or crisis response plan, include it/them in an Appendix.
- Since activities such as suicide prevention education and training may lead to the identification of individuals at immediate risk for suicide or suicide attempts, describe how access to emergency care will be assured for such youth.
- Describe the potential barriers to successful conduct of the proposed project and how you will overcome them.
- Provide a plan to secure resources to sustain the proposed program when Federal funding ends.

C. Staff and Management (10 points)

- Discuss the applicant's capability and experience in public health, mental and behavioral health, and suicide prevention. Include experience in providing culturally appropriate/competent services.
- Describe all services, organizations, or providers that will participate in the proposed program, including their roles and responsibilities and their relevant experience (public/school/campus health, mental and behavioral health, suicide prevention, and providing culturally appropriate/competent services).
- Provide a list of staff who will participate in the project, showing the role of each. Include the Program Director.

- If your proposed grant activities include suicide prevention education and training, provide evidence that these services will be provided in a location and using equipment that is adequate, accessible, compliant with the Americans with Disabilities Act (ADA), and appropriate for the target population.

D. Evaluation and Data (20 points)

- Describe how you will evaluate the actual program accomplishments against the program goals and objectives. Adequate monitoring and evaluation discovers if a program's objectives are being met. A good evaluation plan includes what information is collected, how it is collected, when it is collected, by whom it is collected, and by whom it is analyzed. Discuss how you will summarize findings in the progress reports and final program report. The reports must include grant program outcomes, including a summary of activities carried out with the grant and the results achieved through those activities.

Annual Project Self-Evaluations

Grantees must conduct annual program evaluations of process, outcomes, and activities. The evaluation shall be designed to provide regular feedback to the program that can translate into informed decision-making and ongoing project improvement.

- The grantees must participate in two additional evaluation efforts (national cross-site evaluation and the NDDoH state evaluation). When possible, NDDoH will attempt to minimize the burden on grantees by coordinating these ongoing efforts. State your willingness to (1) collaborate with the Suicide Prevention Evaluation Contractor in the cross-site evaluation and (2) comply with all necessary Department of Health requirements.

Cross-site Evaluation

A cross-site evaluation will be conducted under a separate SAMHSA contract (ORC/Macro). To support implementation of the cross-site evaluation, grantees will receive training and technical assistance from the granting agency. Applicants must state their commitment to cooperate with the ORC/Macro Cross-site evaluation in their applications. It is expected that this will entail completing data reports (Existing Database Inventory [EDI], Product and Services Inventory [PSI], Training Exit Survey [TES], Training Utilization and Penetration [TUP] Key Informant Interview, Referral Network Survey [RNS], and Early Identification, Referral and Follow-up [EIRF] Tracking).

NDDoH State Evaluation (in development)

E. Budget (10 points)

F. Budget Justification (10 points)

15.8. YOUTH SUICIDE PREVENTION BUDGET

- Complete the appropriate lines for this specific Youth Suicide Prevention funded program request.
- Include the total budget for the program. If other federal or non-federal funds are to be used to support the program, include those figures. Round all totals to the nearest dollar.

15.8.1. Budget Justification

- Budget must relate to the program goals and objectives.
- The purpose of the budget justification is to clarify and justify proposed expenditures for the requested Youth Suicide Prevention funds. Youth Suicide Prevention funds must be used to supplement existing funds for program activities and not replace funds that have been appropriated for the same purpose.

15.8.2. Personnel Salaries

- Indicate title of the individual to be funded with Youth Suicide Prevention Grant dollars, the total salary of the individual.

15.8.3 Fringe benefits

- Should be based on the percent of salary requested. If salary is requested for a part time person, than the fringe benefit package must be prorated accordingly.

15.8.4 Equipment

- Equipment must be used primarily to address youth suicide prevention programs.

15.8.5. Supplies

- Allowable costs include office supplies, materials for trainings and workshops provided by the program.

15.8.6 Travel-Food-Lodging

- Indicate the estimated number of miles and the cost per mile, the estimated number of meals and per diem rate, the estimated number of nights needed for lodging and the rate of lodging costs for the project period. Mileage and per diem rates may not exceed current state rates. Current state mileage rate \$.375/mile. Current state per diem rate \$25/day (Breakfast 6 a.m. – noon, \$5; Lunch noon – 6 p.m., \$7.50; supper 6 p.m. – MN, \$12.50)

- Explain need for all travel. Include travel and costs for local and national trainings for personnel and travel and costs for local suicide prevention coalition member (if this is personnel) to travel to ND Suicide Prevention Coalition meetings quarterly.

15.8.7 Rent and Utilities

- Indicate the estimated monthly rent and utilities for the program period.

15.8.8 Communications (Telephone/Postage)

- Indicate the estimate monthly telephone and fax costs for the program period.
- Indicate the estimated monthly amount of postage for the program period.

15.8.9 Consultant/Contractual:

- General amount paid to non-employees for services or products. A consultant is a non-employee who provides advice and expertise in a specific program area.
- Include travel and costs for local coalition member to travel to ND Suicide Prevention Coalition meetings quarterly if they are not designated personnel as above or if they attend local/state/national trainings. All other consultant/contractual costs would be placed in this section – eg. Public information campaign, evaluation report, contracted training/screening programs, etc.

15.9.10. Other:

- Expenses not covered in any of the previous categories, eg. Rent, brochures, student surveys, telephone, etc.

15.9.11 Administrative and Indirect Costs: Claim EITHER administrative or indirect costs (if applicable to your organization) but NOT BOTH administrative and indirect costs.

- **Administrative Costs:** Costs for administering the program. These must be actual administrative costs and NOT a percentage rate. Provide the actual dollar amount.
- **Indirect Costs:** **Indirect Costs can only be claimed if your organization has a negotiated indirect cost rate agreement (most will not have this).** Indirect costs are those shared between more programs and that can not be specifically identified to one program such as secretary, office/secretary telephone or internet access, some printing costs, and utilities.

15.9.12 Future Funding Plans

- Provide a brief narrative describing how this program will continue to be funded in the future.

16. AWARD INFORMATION

16.1. AWARD AMOUNT

Approximately \$253,534.00 per year for 3 years will be available to fund up to 6 awards. Proposed budgets cannot exceed \$42,250 any year of the proposed program. The actual amount available for the awards may vary, depending on unanticipated program requirements and the number and quality of the applications received. Annual continuation awards will depend on the availability of funds, sub-grantee progress in meeting program goals and objectives, and timely submission of required data and reports.

16.2 FUNDING MECHANISM

Awards will be made as cooperative agreements.

17. ELIGIBILITY INFORMATION

17.1 ELIGIBLE APPLICANTS

Applicants from both public and private youth serving institutions in North Dakota may apply.

17.2 COST SHARING

Cost Sharing/Matching Funds are not required.

18. GRANT REVIEW PROCESS

Included for your information is the score form (see Appendix D) utilized by the ND Youth Suicide Prevention Scoring Committee. The score is only a part of the grant review process and is not the determining factor.

- Youth Suicide Prevention grant applications are reviewed for eligibility and completeness by the Suicide Prevention Program Director.
- The ND Youth Suicide Prevention grant application review committee scores each of the grant applications utilizing points as described in the application.

- The ND Youth Suicide Prevention Coalition considers the results of the grant application review committee and provides advice to Program Director regarding funding awards to applicant agencies.
- Approved applications will receive an awards letter and a contract agreement.
- Denied applications will receive a letter indicating the reason(s) for the denial.

19. AWARD NOTICES

After your application has been reviewed, you will receive a letter from NDDOH through postal mail that describes the general results of the review, including the score that your application received. If you are approved for funding, you will receive an additional notice, the Notice of Grant Award, signed by NDDOH Grants Management Officer. The Notice of Grant Award is the sole obligating document that allows the grantee to receive grant funds for work on the program. It is sent by postal mail and is addressed to the contact person listed on the face page of the application. If you are not funded, you can re-apply if there is another receipt date for the program.

20. REPORTING REQUIREMENTS

Progress and Financial Reports

The progress reports shall include information on the effectiveness of the program and goals achieved based on the accomplishments of the objectives and activities completed during the reporting period. Local grantees are required to submit quarterly progress reports outlining progress in meeting objectives, barriers to implementation **and funds expended**.

- Quarterly Progress Reports are due:
 - October 15, 2007 (Reporting period August 1, 2007 – September 30, 2007)
 - January 15, 2008 (Reporting period October 1, 2007 – December 31, 2007)
 - April 15, 2008 (Reporting period January 1, 2008 – March 31, 2008)
 - July 15, 2008 (Reporting period April 1, 2008 – June 30, 2008)
 - Final Program Report (Include Reporting period July 1, 2007 – Sept. 30, 2008)
October 15, 2008

All progress and reports must be sent by mail to:

Dorcas Kunkel, RN, MSN
Suicide Prevention Project Director
North Dakota Department of Health
Division of Injury Prevention and Control
600 E. Boulevard Ave., Dept 301
Bismarck, ND 58505-0200

Requests for Reimbursement

Local grantees are required to submit requests for reimbursement at least quarterly. Funding will be distributed based on expenditures on a monthly or quarterly basis. Grantees may file monthly requests for reimbursement to facilitate local budgeting and accounting efforts. **The request for reimbursement will not be processed if progress reports are not submitted by designated deadlines as stated above.**

All requests for reimbursement may be sent by mail to:

North Dakota Department of Health
Dorcas Kunkel, RN, MSN
Suicide Prevention Project Director
Division of Injury Prevention and Control
600 E. Boulevard Ave., Dept 301
Bismarck, ND 58505-0200

Appendix A
**Purpose, Goals, and Objectives, North Dakota Department of Health,
Division of Injury Prevention and Control, Suicide Prevention Program.**

Vision: Resilient individuals in supportive communities.

Mission: To empower communities to create suicide prevention programs and strengthen resiliency to reduce injury and death.

Work Plan: January 2007 – September 2009

Purpose: Reduce attempted and completed youth suicides in North Dakota (aged 10-24 year olds).

Goals and Objectives:

Goal 1: Promote collaboration between and within North Dakota communities to create sustainable infrastructure and programs in suicide prevention for youth (aged 10 - 24 years).

Objectives:

- 1.1 By March 2007, develop a broad based, statewide coalition of public and private members to be advisors and provide recommendations for suicide prevention in 10- 24 year olds under the mandates of the GLS Grant and the necessary policies of the North Dakota Department of Health.
- 1.2 By September 2007, award grant funds to develop community based, culturally competent youth suicide prevention programs in six high risk areas of the state (4 tribal and 2 rural), that have the highest rates of youth suicide in ND.
- 1.3 By February 2008, implement community based youth suicide prevention programs in six areas of the state (4 tribal and 2 rural), that have the highest rates of youth suicide in ND.

Goal 2: Increase public awareness that suicide is a leading cause of death among ND youth and that suicide is preventable.

Objectives:

- 2.1 Collaborate with statewide public and private partners (Mental Health, Anti-Stigma, Substance Abuse, and charitable foundations) to create a

Suicide Prevention Week in North Dakota each September starting in 2007.

- 2.2 Include Anti Stigma message and how to access care in the public awareness campaign each year.

Goal 3: Reduce the danger and harm of suicidal behavior.

Objectives:

- 3.1 By September 2007, sub-grantees (supported by the local and state suicide prevention coalitions) will develop plans to provide training for recognition of at-risk behavior and delivery of effective services.
- 3.2 By February 2008, sub-grantees (supported by the NDDoH, local and state suicide prevention coalitions) will begin to implement training for recognition of at-risk behavior and delivery of effective services.
- 3.3 By project completion, provide wide ranging Early Identification, Referral, and Follow-up training for delivery of effective treatment or services.

Goal 4: Plan for sustainable youth suicide prevention programming in North Dakota

Objectives:

- 4.1 Participate in the ongoing and Cross-site Evaluation of the Garrett Lee Smith Youth Suicide Prevention and Early Intervention Program (ORC/Macro) evaluation for the GLS grant throughout the program.
- 4.2 Conduct a utilization focused evaluation of the Suicide Prevention Program within the Division of Injury Prevention and Control, North Dakota Department of Health and the six community grantee suicide prevention programs as they are funded by the GLS grant with a preliminary report due November 30, 2008 and a final report due at the completion of the program.
- 4.3 By December 2008 improve surveillance on completed and attempted suicides of North Dakota youth aged 10-24.
- 4.4 Identify potential ongoing future funding sources for the North Dakota Suicide Prevention Program.

Appendix B

Definitions Applicable to the Youth Suicide Prevention Program

- **Administrative Costs:** Costs for administering the program. These must be actual administrative costs and NOT a percentage rate. Provide the actual dollar amount.
- **Crisis Response Plan:** A crisis response plan is a document that describes an institution's protocol or procedures for responding to a crisis, such as a suicide attempt or death by suicide.
- **Cross-site Evaluation:** The systematic collection of context, product, process, and impact information across Garrett Lee Smith Memorial Suicide Prevention Program sites, which will inform SAMHSA regarding the magnitude, import, reach, and effectiveness of campus-based suicide prevention activities.
- **Cultural Competence:** Cultural competence is a critical component of all SAMHSA grant programs. The guidelines on the following Web page can help ensure appropriate attention to cultural competence in planning programs: <http://alt.samhsa.gov/grants/TAManual/Module5SAMHSA-13.htm>.
- **Direct Costs:** Costs identified directly to the program such as manager/director salary, some supplies, some printing costs used to administer the program, conference (local, state, and national – must be preapproved by NDDoH Suicide Prevention Director)/coalition meetings, rent for specific personnel (director/manager), consultant fees and expenses (provide scope of work in application), cellular phone that is used specifically for the program.
- **Direct Services:** Refer to youth suicide early intervention and prevention services. Such services include training, assessment, post suicide intervention services, information and awareness campaigns, and other suicide prevention services. The purpose of the grant is to support suicide prevention activities rather than to increase the general availability of mental health services. Use of grant funds for direct clinical services must be clearly linked to the ND Strategic Plan.
- **Gatekeepers:** Individuals in a community who have face-to-face contact with large numbers of community members as part of their usual routine; they can be trained to identify persons at risk of suicide and refer them to treatment or supporting services as appropriate.
- **Grant:** A grant is the funding mechanism used by the Federal Government when the principal purpose of the transaction is the transfer of money, property, services, or anything of value to accomplish a public purpose of support or stimulation authorized by Federal statute. The primary beneficiary under a grant or cooperative agreement is the public, as opposed to the Federal Government.

- **Indian Tribe:** The term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or Village Corporation that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- **Indirect Costs: Indirect Costs can only be claimed if your organization has a negotiated indirect cost rate agreement.** Costs shared between more than one program and that can not be specifically identified to one program such as secretary, office/secretary telephone or internet access, some printing costs, and utilities.
- **National Suicide Prevention Lifeline:** The federally funded National Suicide Prevention Lifeline, 1-800-273-TALK, is a network of crisis centers located in communities across the country that is committed to suicide prevention. People in emotional distress or suicidal crisis can call anytime from anywhere in the Nation and speak to a trained worker who will listen to and assist callers with getting the help they need. Calls are routed to the nearest available certified crisis center in the United States (of the more than 110 centers) that currently is participating in the National Suicide Prevention Lifeline network (www.suicidepreventionlifeline.org).
- **Stakeholder:** A stakeholder is an individual, organization, constituent group, or other entity that has an interest in and will be affected by a proposed grant program.
- **Suicide Prevention Plan:** A comprehensive suicide prevention plan uses a multi-faceted approach to addressing the problem, for example, including interventions targeting biopsychosocial, social, and environmental factors.
- **Suicide Prevention Resource Center:** Funded by the Garrett Lee Smith Memorial Act, the national Suicide Prevention Resource Center (www.sprc.org) supports the technical assistance and information needs of SAMHSA’s State/Tribal Youth Suicide Prevention and Campus Suicide Prevention grantees and State, Territorial, and Tribal suicide prevention coordinators and coalition members with customized assistance and technical resources. They also plan and implement conferences and training events create publications and Web content on suicide and suicide prevention for professionals, advocates, and consumers; identify and disseminate best practices; facilitate informational exchanges and peer-to-peer mentoring using listservs and other technologies; and promote suicide prevention as a component of mental health transformation.
- **Sustainability:** Sustainability is the ability to continue a program or practice after Youth Suicide Prevention grant funding has ended.

- **Target Population:** The target population is the specific population of people whom a particular program or practice is designed to serve or reach.
- **Underserved Populations:** The term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alien status, or age), and any other population determined to be underserved by the state planning process in consultation with the Attorney General).

Appendix C

GUIDELINES FOR ASSESSING CULTURAL COMPETENCE*

o **Experience or track record of involvement with the target population** - The applicant organization should have a documented history of positive programmatic involvement with the population/community to be served; e.g., a history of involvement with the target population or community.

o **Training and staffing** - The staff of the organization should have training in gender/age/cultural competence. Attention should be placed on staffing the initiative with people who are familiar with, or who are themselves members of, the population/community.

o **Language** - If an organization is providing services to a multi-linguistic population, there should be multi-linguistic resources, including use of skilled bilingual and multicultural individuals whenever a significant percentage of the target population/community is more comfortable with a language other than English.

o **Materials** - It should be demonstrated that material and products such as audio-visual materials, PSA=s, training guides and print materials to be used in the project are gender/age/culturally appropriate or will be made consistent with the population/community to be served.

o **Evaluation** - Program evaluation methods and instrument(s) should be appropriate to the population/community being served. There should be rationale for the use of the evaluation instrument(s) that are chosen, and the rationale should include a discussion of the validity of the instrument(s) in terms of the gender/age/culture of the group(s) targeted. The evaluators should be sensitized to the culture and familiar with the gender/age/culture whenever possible and practical.

o **Community representation** - The population/community targeted to receive services should be a planned participant in all phases of program design. There should be an established mechanism to provide members, reflective of the target group to be served, with opportunities to influence and help shape the project=s proposed activities and interventions. A community advisory council or board of directors of the organizations (with legitimate and working agreements) with decision-making authority should be established to affect the course and direction of the proposed project. Members of the targeted group should be represented on the council/board.

o **Implementation** - There should be objective evidence/indicators in the application that the applicant organization understands the cultural aspects of the community that will contribute to the program's success and which will avoid pitfalls.

- These guidelines were taken from a Center for Substance Abuse Prevention publication, The Fact Is..., February 1993.

**Appendix D
GRANT REVIEWER'S SCORE FORM
ND YOUTH SUICIDE PREVENTION GRANTS**

Grant Application # _____

Applicant Agency _____

New Project _____

Continuation Project _____

**Youth Suicide Prevention
Funding History**

Yes

No

Comments: _____

**PROGRAM
NARRATIVE**

Section A. Statement of Need

10 points

This section should clearly describe the service area and population to be served. It should define the nature, scope, and duration of the specific problem to be addressed in the program service area. You should be able to understand the problem, whether the data supports the problem statement, is the data credible, meaningful, and recent. Description of need for training, assessment, post suicide intervention services, information and assistance with awareness campaigns, and other suicide prevention activities must be present.

Circle one: 0 5 10

Section Total _____

Comments

Section B. Proposed Approach

40 points

This section should link the core of the problem(s) that will be addressed through the program to the program goals. The program goal(s) must clearly address one or more of the required youth suicide prevention purposes (page 6 & 7). Program objectives must be specific, measurable, and attainable. Activities should be in logical order and describe in detail how the program will work. Potential barriers and challenges must be identified with a plan for approach to work through them. This section should demonstrate the agency's coordination and linkage with other programs in the service area related to youth suicide prevention and plans to build local suicide prevention coalition. There should be evidence of plan for incorporating culturally appropriate services.

Section Total _____

Comments: _____

Circle one: 0 5 10 15 20 25 35 40 45

C. Staff and Management

10 points

The application should describe the capability and experience of the staff in providing suicide prevention programs. Description of services, organizations, and providers of programs must be evident. Program director is identified.

Section Total _____

Comments: _____

Circle one: 0 5 10

D. Evaluation and Data

20 points

Should have description of how the program will evaluate itself against the program goals and objectives. Should have statement of cooperation with the SAMHSA contracted cross-site evaluation and with the NDDoH state evaluation of the youth suicide prevention program.

Section Total _____

Comments: _____

Circle one: 0 5 10 15 20

Budget

10 points

This application should include a detailed budget for the program. It must be complete, reasonable, and cost effective in relation to the proposed program. It must include budget work sheet for applicant and budget worksheet for consultant/contractor (if applicable).

Section Total _____

Comments: _____

Circle one: 0 5 10



RESOLUTION NO. 07-86-VJB

NOW, THEREFORE BE IT RESOLVED, The Tribal Business Council hereby grants the Boys' & Girls' Club of the Three Affiliated Tribes authority to apply for the State and Tribal Youth Suicide Prevention Grant.

BE IT FURTHER AND FINALLY RESOLVED, That should the application prove successful, the Tribal Business Council hereby authorizes the Boys' & Girls' Club of the Three Affiliated Tribes to administer the grant as necessary to meet the needs of the Tribe and fulfill the requirements of the grant.


CERTIFICATION

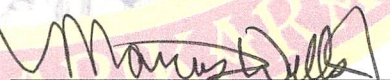
I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 7 members of whom 5 constitute a quorum 6 were present at a Regular Meeting thereof duly called, noticed, convened, and held on the 21 day of April 2007, that the foregoing Resolution was duly adopted at such Meeting by the affirmative vote of 6 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Chairman [] Voting. [] Not voting.

Dated this 21 day of April, 2007.

ATTEST:


Tribal Secretary, V. Judy Brugh
Tribal Business Council
Three Affiliated Tribes


Tribal Chairman, Marcus Wells Jr.
Tribal Business Council
Three Affiliated Tribes