**Department of Health and Human Services, Division of Public Health**

**RFA A387 Applicant Response Worksheet**

The following worksheet is to be used, as needed, to assist in outlining the project proposal. Answer the following questions in each section to ensure the proposal meets the criteria outlined in the Request for Applications. Once the questions have been completed, utilize the answers to piece together a cohesive application project narrative.

The project narrative must be 8 pages, typed, single-spaced, on 8.5” x 11” pages with 1” margins, in sized 11-point Arial font, with all pages numbered and should include the section headers below. Be as specific as possible since this will be the basis for evaluating applications and monitoring the selected organization’s performance.

Each content area will be weighted and the score of 1 to 4 will be multiplied by the assigned weight of the content area. (If the content area has a weight = 10 and it is rated 4 (excellent) the total will be 40 points.) The highest total score is 100 points. *Incomplete content areas will be scored at zero.*

The scoring procedure is described below:

1. **Proposal Summary (0 points) –** *Required, not scored*
2. **Project Narrative**
	1. **Organizational Readiness**

Weight = 5, Total maximum points = 20

Score distribution: 5 = poor; 10 = average; 15 = good; 20 = excellent.

**2. Assessment of Need**

Weight = 4, Total maximum points = 16

Score distribution: 4 = poor; 8 = average; 12 = good; 16 = excellent.

**3. Project Description and Sustainability**

Weight = 7, Total maximum points = 28

Score distribution is: 7 = poor; 14 = average; 21 = good; 28 = excellent.

**4. Evidence of Collaborations/Partnerships, Letters of Commitment**

Weight = 6, Total maximum points = 24

Score distribution: 6 = poor; 12 = average; 18 = good; 24 = excellent.

**5. Evaluation Plan**

Weight = 3, Total maximum points = 12

Score distribution is: 3 = poor; 6 = average; 9 = good; 12 = excellent.

**C. Project Budget (0 points)** - *Required, not scored*

**Proposal Summary (0 points) –** *Required, not scored*

*Provide a brief (no more than 250 words) overview of how you intend to achieve all 3 parts of this project. Must include a purpose statement describing how your application will address suicide prevention in your community in collaboration with entities that serve the identified vulnerable populations for this grant: men, rural counties, veterans, and youth. Applications without a proposal summary will be deducted 2 points.*

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| **In 2-3 sentences, describe the overall purpose of the project.** |
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| **In 2-3 sentences, describe how your application will address the needs of vulnerable populations in your community (particularly men, veterans, and youth).** |
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**Organizational Readiness (20 total points) – 1.5 pages**

*Explain your knowledge and experience with suicide as a public health problem and prevention strategies. The applicant must demonstrate an understanding of issues particularly affecting the people at risk of suicide. Additionally, explain your organization’s history promoting comprehensive suicide prevention activities.*

*Explain staff skills and education concerning both grant management and suicide prevention programming.*

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| **What is your understanding of suicide as a public health problem and how are you informing that understanding?** |
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| **What is your understanding of issues particularly affecting the people at risk of suicide?** |
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| **What is your organization’s history promoting comprehensive suicide prevention activities?** |
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| **What are some specific staff skills and education concerning both grant management and suicide prevention programming?** |
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**Assessment of Need (16 total points) – 1 ¼ pages**

*List the NC counties/geographic area to be served by the proposed project and the suicide burden in those counties. Provide demographics for the counties that you will serve, specifically information pertaining to the four identified vulnerable populations: men, veterans, rural counties, and youth.* ***NOTE: Provide citations/reference sources for any included community demographic or health status data. Scoring criteria will build in evaluation of need based on NC DPH IVPB surveillance data.***

*If data is not available, please elaborate on known risk factors for suicide specific to these populations within your county; for example, proximity to military bases, lack of employment opportunities, and/or geographic spread or isolation.*

*Provide any pertinent information as it relates to the need for this work in your community, including the needs of the priority population that this proposal will serve and how those needs were determined. Also describe your organizational needs and ability to meet the needs of the population to be served.*

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| **What is the suicide burden in the counties that your proposal will serve?**  |
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| **What are some of the known risk factors for suicide specific to the identified high-risk populations within your community?** |
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| **What is the need for this work in your community at large and specifically for people at risk of suicide in your community?** |
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| **How will your organization meet the needs of the priority population in your proposal?** |
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**Project Description and Sustainability (28 points) – 2.5 pages**

*Clearly outline each required comprehensive suicide prevention strategy (promoting Safe Storage practices including the development of a local Gun Safety Team, providing Counseling of Access to Lethal Means (CALM) trainings, and supporting participation in gatekeeper trainings) and how your proposed project will address these strategies. Describe any proposed supplemental activities beyond the required strategies to advance the goals of comprehensive suicide prevention in your community.*

*Address how you may include suicide survivors and those with lived experience in the development and implementation of your comprehensive suicide prevention strategies. Include SMARTIE (Appendix B) goals for each of the three strategies. Explain how the project will contribute to the capacity of your organization and community to prevent suicide deaths over time. Applications must describe how these improvements will be sustained.*

*Describe obstacles that may affect your organization’s ability to sustain this program and/or improvements after the funding period ends and potential solutions to these identified challenges. Detail any funding from other sources that will be used towards this project.*

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| **How will your proposed project address the promotion of Safe Storage practices including the development of a local Gun Safety Team?** |
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| **What are your SMARTIE goals for the promotion of Safe Storage practices including the development of a local Gun Safety Team?** |
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| **How will your proposed project provide Counseling of Access to Lethal Means (CALM) trainings?** |
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| **What are your SMARTIE goals for providing Counseling of Access to Lethal Means (CALM) trainings?** |
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| **How will your proposed project support participation in gatekeeper trainings?** |
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| **What are your SMARTIE goals for supporting participation in gatekeeper trainings?** |
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| **Are you proposing any supplemental activities beyond the required strategies to advance the goals of comprehensive suicide prevention in your community? If so, describe these activities and provide SMARTIE goals for each.** |
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| **How did you include suicide survivors and those with lived experience in the development and implementation of your comprehensive suicide prevention strategies?**  |
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| **How will this project contribute to the capacity of your organization and community to prevent suicide deaths over time? How will these contributions be sustained?** |
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| **What obstacle do you anticipate affecting your organization’s ability to sustain this program and/or improvements after the funding period ends and what are some potential solutions to these identified challenges?** |
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| **What other funding sources will be used towards this project?** |
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**Evidence of Collaborations/Partnerships (24 points) – 2 pages**

*Describe how you will collaborate on this project or initiative with other relevant organizations in your community,* *especially those that would interact with the identified vulnerable populations: men, veterans, rural counties, and youth. Describe how you will verify that projects or services are not being duplicated in the community and with the population served. Detail how you will fund, oversee and monitor subcontractors, if relevant.*

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| **How will this project integrate other organizations in the community to provide the best continuum of care for participants possible?** |
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| **How will you ensure that the proposed project or services are not being duplicated in the community?** |
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| **If applicable, how will you fund, oversee, and monitor subcontractors?** |
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**Evaluation Plan (12 points) – 1 page**

*Detail how you will evaluate your project, including short term and long-term outcomes you expect from program implementation. Describe the questions you’d like to answer through conducting an evaluation, and what kinds of information you will collect to answer those questions. Describe how you will gather that information, for example, through interviews, surveys, or tracking numbers.*

*Describe how you will know if your program is successful or not. List any additional metrics that you may choose to evaluate. Describe who will be responsible for collecting data and submission. If applicable, include any details about compensation for outside evaluation support or participant incentives.*

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| **What is your evaluation plan?** |
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| **What questions do you hope to answer through this evaluation and what type of data will you need to collect to answer these questions?** |
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| **How will you gather needed information and data for evaluation?** |
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