STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING

Youth and Young Adult Suicide Prevention and Mental Health Awareness

TENNESSEE FISCAL YEAR 2020

July 1, 2019- June 30, 2020

Completed proposals due: June 18, 2019

Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services
Andrew Jackson Building, 5th Floor, 500 Deaderick Street
Nashville, TN 37243
tn.gov/behavioral-health
Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health

Youth and Young Adult Suicide Prevention and Mental Health Awareness
Announcement of Funding

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1. INTRODUCTION

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Mental Health Services (DMHS), is seeking proposals from public and private not-for-profit entities to implement youth and young adult suicide prevention and mental health awareness activities, specifically to expand and enhance current activities across the state, for individuals up to 25 years of age.

The Youth and Young Adult Suicide Prevention and Mental Health Awareness grant goals include:

- To expand and enhance existing, outcome-based suicide prevention activities in Tennessee.
- To educate key stakeholders on the risk and warning signs of youth and young adult suicide, and how it can be prevented.
- To reduce the stigma associated with mental illnesses, increase public awareness through mental health education, and create a positive change in attitudes and beliefs on mental health.
- To establish, expand, and strengthen partnerships between community behavioral health providers, child welfare, education, youth and families, and other key stakeholders to maximize awareness of local, state, and/or national resources.

2. GENERAL CONDITIONS

2.1 Funding Information

2.1.1 Project Period: Funding term for selected proposals will be July 1, 2019 through June 30, 2020. As funds are available and subject to provider performance, there may be additional Grant Contract periods for this service. Subject to the availability of funds, the funds for this project are expected to be recurring and future years of funding would follow the state fiscal year, July 1- June 30.

2.1.2 Funding: State of Tennessee Cost Reimbursement Grant Contracts may be available to eligible proposers up to the amount of $500,000 annually. Proposers should submit a budget based upon a full year of program implementation. The budget may be prorated based on the remaining time for FY202 if selected for contracting. Preference
shall be given to proposals that have a statewide approach with an emphasis on rural counties. An applicant may propose to expand existing services.

2.1.3 **Allocations:** Funding allocations will be awarded on the basis of how well a Proposer addresses guidelines and criteria of this Announcement. The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received. Preference will be given to applicants that address the needs of rural areas. Up to 5 awards will be allocated.

2.1.4 **Subject to Funds Availability:** Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

### 2.2. Timelines

The following schedule of events represents the State’s best estimate of the schedule that shall be followed. The State reserves the right in its sole discretion to adjust this schedule as it deems necessary. In the event such action is taken, notice of such action will be posted on the State’s website at [https://www.tn.gov/behavioral-health/department-funding-opportunities.html](https://www.tn.gov/behavioral-health/department-funding-opportunities.html) and notice of the posting will be distributed via the proposer e-mail list.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 30, 2019</td>
<td>TDMHSAS releases Announcement</td>
</tr>
<tr>
<td>June 5, 2019</td>
<td>Proposers’ Written Questions Regarding the Announcement are due by 4:30 P.M. (CST) on June 5, 2019.</td>
</tr>
<tr>
<td>June 10, 2019</td>
<td>TDMHSAS hosts a conference call to respond to questions AND/OR TDMHSAS issues written responses to questions posed by June 5, 2019.</td>
</tr>
<tr>
<td>June 18, 2019</td>
<td>Proposals are due via email by 4:30 P.M. (CST) on June 18, 2019.</td>
</tr>
<tr>
<td>June 28, 2019</td>
<td>TDMHSAS sends a written notice to applicants and opens files for public inspection.</td>
</tr>
<tr>
<td>July 1, 2019</td>
<td>Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with Section D.1 Required Approvals</td>
</tr>
</tbody>
</table>
2.3 **Eligibility**

2.3.1 A proposer, for purposes of this Announcement, must be:

A public or private not-for-profit entity in Tennessee with proven effective experience providing youth and young adult suicide prevention and mental health awareness activities.

Questions specific to eligibility for this Announcement may be submitted in writing at any time. Please email Vicki.Carter@tn.gov for all eligibility-related questions.

2.3.2 A proposer, for purposes of this Announcement, must not be:

- An entity which employees an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purposes of furthering the private interest or personal profit of any person; and

- For purposes of applying the requirements above, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

2.4 **Scope of Services**

The scope of services will be developed when a selection is made and will reflect the contents of the proposal. Please note that the State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

2.5 **Communications**

2.5.1 The following Coordinator shall be the main point of contract for this Announcement of Funding:

Vicki Carter: Vicki.Carter@tn.gov

All proposer communications concerning this procurement must be directed to the Coordinator listed immediately above. Unauthorized contact regarding this Announcement of Funding with other state employees of TDMHSAS may result in disqualification.

2.5.2 **Proposer E-Mail List:** The State will create an e-mail list to be used for sending communications related to this Announcement. If you wish to be added to this list, please promptly send your contact information, including e-mail address, to Vicki.Carter@tn.gov. Any delay in sending such information may result in some
communications not being received. The State assumes no responsibility for delays in being placed on the list.

2.5.3 Questions and Requests for Clarification: Questions and requests for clarification regarding this Announcement should be submitted in writing on or before June 5, 2019 to Vicki.Carter@tn.gov. Questions submitted after this deadline will not be answered. A conference call will be held to respond to questions submitted on June 10, 2019.

2.5.4 State’s Response to Questions and Requests for Clarification: By June 10, 2019, the State will provide written responses to all questions and requests for clarifications received by June 5, 2019. The State’s written responses will be posted on the State’s website at https://www.tn.gov/behavioral-health/department-funding-opportunities.html. Only the State’s official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be unofficial and non-binding. The State assumes no responsibility for a proper’s failure to view the State’s written responses to questions and requests for clarification.

2.6 Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection

2.6.1 Preparation of Proposal: The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

2.6.2 Proposal Formatting Requirements: The State’s goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting and content requirements have been established for proposals.

- Proposals must be received via e-mail by the deadline of 4:30 pm CST on 6/18/2019.
- Proposals must address all applicable project narrative questions and label the sections accordingly within the proposal.
- Proposal pages must be typed, single-spaced on standard 8 ½” x 11” papers, in font size twelve (12), with 1” margins. The spacing and margin requirements do not apply when preparing the attachment worksheets.
- All proposal pages and attachments must include a header with Proposer name and page number.
- The combined proposal length should not exceed twenty (20) pages, including all attachments. The length of the proposal is limited to 10 pages for the project narrative and one (1) page for the budget narrative summary.

2.6.3 Proposal Submission: Proposals should be submitted to the State via email to Vicki.Carter@tn.gov by 4:30 pm CST on 6/18/2019. Proposals must be complete and comply with all requirements of this Announcement in order to be eligible for review.
2.6.4 Proposal Withdrawal: Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements and all deadlines of this Announcement.

2.6.5 State’s Right to Reject Proposals: The State reserves the right to reject, in whole or in part, any and all proposals; to advertise new proposals; to arrange to perform the services herein, to abandon the need for such services, and to cancel this Announcement if it is in the best interest of the State as determined in the State’s sole discretion. In the event such action is taken, notice of such action will be posted on the State’s website at https://www.tn.gov/behavioral-health/department-funding-opportunities.html and notice of the posting will be distributed via the proposer e-mail list.

2.7 Proposal Review, Components, Scoring, and Selection

2.7.1 Proposal Review: Proposals will be scored based on the ability to demonstrate the intended success of the project. Incomplete and noncompliant proposals will not be reviewed. The State recognizes the need to ensure that funding provided for the Youth and Young Adult Suicide Prevention and Mental Health Awareness program provides the maximum benefit to the citizens of Tennessee. Grantees are selected in accordance with state policy, department duties, department powers, and commissioner duties and powers as related to service as the state’s mental health and substance abuse authority responsible for planning for and promoting the availability of a comprehensive array of high quality prevention, early intervention, treatment, and habilitation services and supports that meets the needs of service recipients in a community-based, family-oriented system.

2.7.2 Proposal Components: Each proposal should contain the following sections. Please note incomplete proposals will not be reviewed:

- Coversheet (Attachment A, signed by authorized representative)
- Table of Contents
- Project Narrative
- Organization Chart(s) (Attachment B)
- Proposed Budget and Budget Justification (Attachment C)
- Existing Agreements and Third Party Revenue Source (Attachment D)
- Evaluation Tools or methods used to determine project outcomes (Attachment E)
- Letters of Support (Attachment F)

2.7.3 Proposal Scoring: Each proposal is allocated a maximum point value that determines a range within which reviewers will assign specific points. The number of points allocated to each component below is the maximum number of points the reviewer may assign. Reviewed proposals may receive a total score between zero (0) and one hundred (100).
<table>
<thead>
<tr>
<th>Proposal Component</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>Cover Letter</td>
<td>0 points, but essential</td>
</tr>
<tr>
<td>Cover Sheet (Attachment A)</td>
<td>0 points, but essential</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>0 points, but essential</td>
</tr>
<tr>
<td><strong>Project Narrative:</strong></td>
<td>70 points</td>
</tr>
<tr>
<td>• Relevant Experience (5 Points)</td>
<td></td>
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<tr>
<td>• Statement of Need (5 points)</td>
<td></td>
</tr>
<tr>
<td>• Project Abstract (5 points)</td>
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<tr>
<td>• Project Design (25 points)</td>
<td></td>
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<tr>
<td>• Community/Key Partners (10 points)</td>
<td></td>
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<tr>
<td>• Proposed Staffing (10 points)</td>
<td></td>
</tr>
<tr>
<td>• Project Sustainability (10 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Organizational Chart(s) (Attachment B)</strong></td>
<td>10 points</td>
</tr>
<tr>
<td><em>Organizational chart for the entity submitting the proposal, demonstrating where the Youth and Young Adults Mental Health Awareness and Promotion program fits within the overall structural organization of the entity submitting the proposal.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Proposed Budget and Budget Narrative (Attachment C)</strong></td>
<td>10 points</td>
</tr>
<tr>
<td><em>Appropriate and realistic budget must be submitted along with a narrative justifying the budget for the contract period of July 1, 2019 through June 30, 2020.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Existing Agreements and Third Party Revenue Source (Attachment D)</strong></td>
<td>5 points</td>
</tr>
<tr>
<td><em>Provide documentation of any existing agreements with community stakeholders that provide additional resources to the Youth and Young Adult Suicide Prevention and Mental Health Awareness program. List any current third party revenue sources that contribute to the long term sustainability of the Proposing entity. This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Evaluation Tools or Methods Used to Determine Program Outcomes (Attachment E)</strong></td>
<td>5 points</td>
</tr>
<tr>
<td><strong>Letters of Support (Attachment F)</strong></td>
<td>0 points</td>
</tr>
</tbody>
</table>
2.7.4 Proposal Selection: The State will notify all Proposers selected for contracting by close of business June 28, 2019.

All grant proposals are reviewed and evaluated by a group of state employees selected by TDMHSAS. Based upon the evaluations, proposal selections will be made and submitted for final approval to the Commissioner of the Department of Mental Health and Substance Abuse Services and/or Commissioner’s designee.

The State reserves the right to further negotiate proposals selected to be awarded funds. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts

2.8 State’s Rights and Obligations Under This Announcement

2.8.1 The State reserves the right to make any changes to this Announcement of Funding, timeline of events, proposals selected, the scope of services, the amount of funding, and any other aspect of this process as deemed necessary before issuing the final Grant Contract. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State’s website at https://www.tn.gov/behavioral-health/department-funding-opportunities.html and notice of this posting will be distributed via the proposer email list.

2.8.2 The State reserves the right to cancel, or to cancel and re-issue, this Announcement. In the event such action is taken, notice of such action will be posted on the State’s website at https://www.tn.gov/behavioral-health/department-funding-opportunities.html and notice of the posting will be distributed via the proposer email list.

2.8.3 The State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

2.8.4 The State reserves the right to not issue any Grant Contracts in response to this Announcement.

2.8.5 The State reserves the right to further negotiate proposals selected to be awarded funds prior to entering into a Grant Contract.

2.8.6 State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the Grantee and the State and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations. The State shall have no obligation for services rendered by the Grantee which are not period within the specified Grant Contract term.

2.8.7 Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.
3. **PROPOSAL NARRATIVE**

Proposal narrative responses should address each of the following items, as applicable. The narrative should be structured and titled consistently according to these narrative sections. There is a maximum of ten (10) pages for the proposal narrative section.

3.1 **Relevant Experience:** Briefly describe the proposer’s type of business, including the licenses and accreditations that are currently maintained. Briefly describe the service array offered to Tennesseans, providing thorough detail for those programs and initiatives that support youth and young adult suicide prevention and mental health awareness activities.

3.2 **Statement of Need:** Proposer shall provide a clear and succinct statement of need relative to the proposer’s targeted area(s). Describe the need for youth and young adult suicide prevention and mental health awareness and promotion for Tennesseans in service areas proposed to be served, and document the extent of the need (i.e. current prevalence rates or incidence data). Identify the source of the data. Include any current efforts the proposing entity is involved in for this same service area. If proposal seeks to expand on existing efforts, please describe.

3.2.0. **Project Abstract:** Your total abstract must not be longer than 20 lines. It should include the project name, population(s) to be served (demographics, etc.) and specific activities related to the project. 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 press releases, etc.

3.3 **Program Design:** The overall design of the program should clearly tie to the goals of the Youth and Young Adult Suicide Prevention and Mental Health Awareness program and align with the Statement of Need described in 3.2. Please describe, in detail, how you would carry out the process and program structure to meet the identified goals, including:

- Describe the methods to be used, citing specific activities related to the project.
- Include the total outputs projected by the program during the first year (such as trainings provided by type, outreach/awareness contacts, screenings provided, follow-up activities, etc.)
- Describe how this project will work to prevent suicide and improve mental health well-being.
- Describe your anticipated timeline for developing and implementing the project.
- Describe how you will evaluate the program effectiveness in reducing suicide behaviors and improving mental health wellness.
- Description of any promising practices or evidence based practices included in the program design
- If using projects or curriculums already in use, describe what these are and how it will assure that mental health awareness and suicide prevention is successfully implemented.
- Describe how special populations will be included in the project and describe the populations to be served.

3.4 Community/Key Partners: Describe the proposer’s core partners in the community and what role they could play in the implementation of your proposed program. Describe how you will collaborate with communities, schools etc. around the implementation of this project. Describe how the proposer will implement outreach and engagement strategies to develop or enhance partnerships throughout implementation of the program, and how this will improve outcomes and functioning of Tennesseans served. Describe how participant feedback will be used to guide project activities. Describe how the program will seek to engage agencies, staff, individuals, parents and youth directly as part of their project.

*Letters of support included with the proposal submission will not count toward the 10 page narrative page limit.*

3.5 Proposed Staffing: Detail the range and mix of professionals required to implement this project. Proposed staffing should be displayed on an organizational chart indicating the relationship among staff and identified core partners. Provide brief descriptions of the positions including duties and responsibilities, required skills and knowledge, and supervisory relationships.

3.6 Project Sustainability: Please detail any organizational plans for sustainment of this project once project-funding has been extinguished. Further, please detail any additional funding sources that will be used for planning, services, and/or sustainment of this project.
## Attachment A

### COVER SHEET

Youth and Young Adult Suicide Prevention and Mental Health Awareness

<table>
<thead>
<tr>
<th>Page 1 of 1</th>
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<table>
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<th>Legal Name of Proposer</th>
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<tbody>
<tr>
<td>Federal ID#</td>
<td></td>
</tr>
<tr>
<td>Edison Vendor ID#</td>
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</table>

| List of Targeted Coverage Area(s) being proposed |  |

### CONTACT INFORMATION

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<tbody>
<tr>
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<td>Phone Number of Contact Person</td>
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### AUTHORIZED REPRESENTATIVE INFORMATION

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<tr>
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<td>(For Non-Profit, if someone other than the Board Chairperson is named as the Authorized Representative, a signed copy of the resolution of appointment must be submitted.)</td>
<td></td>
</tr>
<tr>
<td>Title of Authorized Representative</td>
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<tr>
<th>E-mail Address of Authorized Representative</th>
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<td>Phone Number of Authorized Representative</td>
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Signature of Authorized Representative  Date
Attachment B
ORGANIZATIONAL CHART(S)

Provide organizational chart(s) for the entity submitting a proposal, demonstrating where the Youth and Young Adult Suicide Prevention and Mental Health Awareness staff will fit into the overall structural organization of the entity submitting the proposal.
Please download the Excel budget template to complete a proposed budget. The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Please review the Instructions tab before completing the proposed budget.

<table>
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<th>POLICY 03 Object Line-item Reference</th>
<th>EXPENSE OBJECT LINE-ITEM CATEGORY</th>
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1 Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. (posted on the Internet at: http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf)
BUDGET JUSTIFICATION

Youth and Young Adult Suicide Prevention and Mental Health Awareness

Please include a written budget justification of funds needed to support the Youth and Young Adult Suicide Prevention and Mental Health Awareness proposal.

The justification summary should provide detail to support the Grant Contract funds included in each line-item.

The budget justification should be no longer than one page, single spaced.
Attachment D

Existing Agreements and Third-Party Revenue Source(s)

Provide documentation of any existing agreements with community stakeholders that provide additional resources to support the Youth and Young Adult Suicide Prevention and Mental Health Awareness Grant

List any current third party revenue sources that contribute to the long term sustainability of the Proposing entity

This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.
Attachment E

Evaluation Tool(s)

Describe the tools and methods you will use to evaluate the successful impact of this project.
Attachment F

Letter(s) of Support

Include any relevant letters of support.