



# **2019 TRAUMA RECOVERY DEMONSTRATION GRANT COMPETITION**

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# FOLLOW-UP QUESTIONS

If your question is not addressed in this webinar, please email  
[TraumaRecovery@ed.gov](mailto:TraumaRecovery@ed.gov).



# AGENDA

- Program Overview
- Program Priorities
- Application Requirements
- Review Process
- Selection Criteria
- Reporting and Accountability
- Grant Application Instructions
- Frequently Asked Questions



# PROGRAM OVERVIEW



# PROGRAM OVERVIEW

- **Application Deadline Date:** August 14, 2019
- **Application Submission:** Applications must be submitted electronically via [www.Grants.gov](http://www.Grants.gov).
- **Project Performance Period:** Up to 60 months
- **Estimated Available Funds for FY19:** \$5 million
- **Number of Awards:** 4-10 awards
- **Estimated Range of Awards:** \$500,000 to \$1,500,000
- **Eligible Applicants:** SEA(s). An SEA, at its discretion, may partner with one or more nonprofit organizations, institutions of higher education (IHEs), or State or local mental health agencies to carry out its project.



# PROGRAM OVERVIEW

**Purpose:** The Trauma Recovery Demonstration Grant Program provides competitive grants to State educational agencies (SEAs) to support model programs that enable a student from a low-income family (as defined) who has experienced trauma that negatively affects the student's educational experience to access the trauma-specific mental-health services from the provider that best meets the student's needs. The parent (as defined) of such a student from a low-income family may request services on behalf of the student.

# PROGRAM OVERVIEW

## KEY DEFINITIONS

- *Student from a low-income family* means any student who is determined by an SEA, LEA, or school to be from a low-income family using a measure(s) of poverty identified in ESEA section 1113(a)(5)(A) by applying the measure(s) and threshold(s) specified by the SEA in its application.
- *Trauma* means an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual's functioning and mental, physical, social, or emotional well-being.

# PROGRAM OVERVIEW

## KEY DEFINITIONS CONT.

- *Parent* means a legal guardian or other person standing in loco parentis (such as a grandparent) or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

# PROGRAM OVERVIEW

## KEY DEFINITIONS CONT.

- *Trauma-specific mental health services* are mental health treatment approaches designed specifically to treat trauma-related symptoms, trauma-related disorders, and specific disorders of traumatic stress, such as trauma-focused cognitive behavioral therapy, trauma-related cognitive processing therapy, relaxation training, biofeedback, breathing training, exposure therapy, eye movement desensitization and reprocessing, narrative therapy, skills training in affective and interpersonal regulation, stress inoculation training, trauma incident reduction, or other interventions focused on supporting trauma recovery.

# PROGRAM OVERVIEW

## NOTE ABOUT KEY DEFINITIONS

- Note: Medical services are not allowable uses of funds under this grant. In general, mental health counseling is not prohibited by this limitation. However, any mental health services provided by a psychiatrist would need to be carefully evaluated by the grantee before services are rendered. Because psychiatrists are trained medical doctors, they can prescribe medications, and may spend time with patients on medication management as part of treatment. Funding from this program must not be used to provide these medical services or any medical procedure.

# PROGRAM OVERVIEW

**Eligible Applicants:** SEAs are eligible to apply for grants under this competition. An SEA, at its discretion, may partner with one or more nonprofit organizations, institutions of higher education (IHEs), or State or local mental health agencies to carry out its project. If an SEA establishes a partnership for this purpose, the SEA may apply under the competitive preference priority on the basis of such a partnership.

# PROGRAM OVERVIEW

**Resources:** The Application Package for the Trauma Recovery Demonstration Program can be found at:

- [www.grants.gov](http://www.grants.gov)
- <https://safesupportivelearning.ed.gov/trauma-recovery>

Instructions for the Application can be found at:

- <https://www.federalregister.gov/documents/2019/07/05/2019-14408/applications-for-new-awards-trauma-recovery-demonstration-grant-program>

Please be sure to read through the entire application package before preparing your application!



# PROGRAM PRIORITIES



# PROGRAM PRIORITIES

The FY19 Notice Inviting Applications (NIA) features (1) Absolute Priority and (1) Competitive Preference Priority:

- **Absolute Priority**: Empowering Individual Students (or their Parents on Behalf of the Students, as appropriate) from Low-Income Families Who Have Experienced Trauma to Obtain Trauma-Specific Mental Health Services from the Providers that Best Meet Their Needs.



# PROGRAM PRIORITIES

The FY19 Notice Inviting Applications (NIA) features (1) Absolute Priority and (1) Competitive Preference Priority:

- **Competitive Preference Priority: (Optional/ Not a Requirement)** Building and Maintaining Partnership(s) to Support Students Recovering from Trauma. Projects that propose to work with one or more local or State entities, such as nonprofit organizations, IHEs, or State or local mental health agencies, to implement the project. (up to 5 additional points)



# APPLICATION REQUIREMENTS



# APPLICATION REQUIREMENTS

1. *Description of the SEA's approach to increasing access to trauma-specific mental health services using this grant and other resources*

# APPLICATION REQUIREMENTS

2. *Description of the approach to identifying, referring, and serving students in need of trauma-specific mental health services through this grant.*
  - (a) *Access to the program*
  - (b) *Determining eligibility*
  - (c) *Equitable participation for students in private schools*
  - (d) *Prior written, informed parental consent*
  - (e) *Funds support services that are unaffordable, not covered, or insufficiently covered by public or commercial health insurance programs*



# EQUITABLE SERVICES FOR STUDENTS IN NON-PUBLIC SCHOOLS

- **Consultation** – An SEA must engage in meaningful consultation by consulting with private school officials regarding the design of their program, including how the SEA will conduct outreach to eligible private school students and families and identify eligible private school students for services.
- **Allocation of funds** – An SEA must make services available under this program to both public and non-public school students on an equal basis. SEAs must be neutral, as between public school and private school students, in approving requests for services under the program. However, an SEA need not determine in advance a particular portion of funds that will be available for private school students as compared with public school students.



# APPLICATION REQUIREMENTS

- 3. A description of the approach to paying eligible providers of trauma-specific mental health services.*

A providers must be State-licensed for the trauma-specific mental health services s/he provides. An SEA has discretion to (1) establish a list of eligible providers proactively and review additional requested providers, or (2) solely review requested providers.



# APPLICATION REQUIREMENTS

4. *A project plan that includes a specific timeline for planning, outreach, and service delivery.*
5. *A list of key project personnel and a description of each of their qualifications to serve in the identified role.*
6. *A description of how an SEA will document the results of the funded project and continuously improve services provided with grant funds to support student academic success.*
7. *A detailed project budget.*



# REVIEW PROCESS



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Applications received by the deadline are screened by Federal staff for eligibility and to ensure requirements are met. (Agencies submitting ineligible applications will be notified)

Eligible applications are read and scored by a panel of 3 external peer reviewers.

All applicants (successful and unsuccessful) will be notified via letter in writing or email.

We anticipate making all awards by 9/30/19.



# SELECTION CRITERIA



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The maximum score for any applicant is 100 points based on the below breakdown:

*(not including competitive preference priority points)*

(A) Significance (up to 25 points)

(B) Quality of the Project Design (up to 15 points)

(C) Quality of Project Services (up to 30 points)

(D) Quality of Project Personnel (up to 10 points)

(E) Quality of the Management Plan (up to 20 points)

**= 100 points**



# SELECTION CRITERIA

## A. Significance (up to 25 points)

- i. The extent to which the proposed project is likely to yield findings that may be utilized by other appropriate agencies and organizations.
- ii. The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.
- iii. The potential replicability of the proposed project or strategies, including, as appropriate, the potential for implementation in a variety of settings.

# SELECTION CRITERIA

## **B. Quality of the Project Design (up to 15 points)**

- i.** The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
- ii.** The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.
- iii.** The quality of the proposed demonstration design and procedures for documenting project activities and results.

# SELECTION CRITERIA

## **C. Quality of Project Services (up to 30 points)**

- i. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
- ii. The quality of plans for providing an opportunity for participation in the proposed project of students enrolled in private schools.

# SELECTION CRITERIA

## **D. Quality of Project Personnel (up to 10 points)**

- i. The qualifications, including relevant training and experience, of the project director or principal investigator.
- ii. The qualifications, including relevant training and experience, of key project personnel.



# SELECTION CRITERIA

## **E. Quality of the Management Plan (up to 20 points)**

Adequacy of the Management Plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

# REPORTING AND ACCOUNTABILITY



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## PERFORMANCE MEASURES

The Department has established the following Government Performance and Results Act of 1993 performance measures for the Trauma Recovery Demonstration Grant Program:

- a. Cumulative, unduplicated number of students receiving trauma-specific mental health services from a provider chosen by the student or parent and supported by funds from this grant.
- b. Cumulative, unduplicated number and percentage of students or parents reporting satisfaction with the services provided under this grant as it relates to addressing the student's trauma symptoms.



# REPORTING AND ACCOUNTABILITY

## PERFORMANCE MEASURES

- c. Consistent with applicable privacy laws and regulations, the percentage of students who have received trauma-specific mental health services who improved their attendance compared with a baseline of the same students' attendance in the period prior to receiving services through this grant.

# GRANT APPLICATION INSTRUCTIONS



# ACCESSING THE GRANT APPLICATION

The Trauma Recovery Demonstration Grant Program application is available on [www.grants.gov](http://www.grants.gov) at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=317929>.



# GRANT APPLICATION INSTRUCTIONS

If you have not applied for a grant before, the first step in the process is obtaining a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. You can request a DUNS number for free in order to do business with the Federal government. Visit their website at <http://fedgov.dnb.com/webform>

It takes approximately 1-2 days to obtain a DUNS number.

Next you will need to ensure that your organization is registered with the System for Award Management (SAM), which is located at [www.sam.gov](http://www.sam.gov). In order to complete your SAM registration, you must have your organization's Taxpayer ID Number (TIN) and taxpayer name.

If you have a SAM registration and have not updated since last year, please make sure it is active. You may need to reactivate your account as accounts must be updated annually.



# GRANT APPLICATION INSTRUCTIONS

The SAM registration can take a couple of weeks, depending upon if you need to obtain a DUNS, TIN, reactivate your account, CAGE code validation, or have errors in your registration. Thus, it is recommended that you register immediately at the SAM website in order that this process is completed early and in time for submitting your application on Grants.gov. Please note: An active SAM account is needed in order to submit your application on Grants.gov. Also, once your SAM registration is active, it will take 24-48 hours for the information from SAM to upload to Grants.gov and be available so you can submit your application through Grants.gov.



# GRANT APPLICATION INSTRUCTIONS

For assistance registering on SAM, you may refer to the Quick Start Guide for Grant Registration under the HELP Section of the SAM website. You may also contact the Federal Service Desk located under the Help Section.

You must complete an Authorized Organization Representative (AOR) profile and enter a user name and password on Grants.gov in order to submit an application. Instructions for completing this are on the Grants.gov website under the Registration link. The E-Business (e-Biz) Point of Contact at your organization must confirm you as an AOR through the Grants.gov system. The time for this validation depends upon the responsiveness of your e-Biz point of contact. At any time, you can track your AOR status on the Grants.gov website



# GRANT APPLICATION INSTRUCTIONS

When submitting an application, please allow enough time for the file to upload by the deadline. We strongly recommend that you do not wait until the last day to upload your application because if there are problems with your submission, you still have time to fix your application and resubmit. Information regarding submitting your application and checking the status can be found in the application package.

**An application must be fully uploaded and received by the deadline of 11:59:59 pm Washington DC time on August 14, 2019.** This does not mean that as long as you hit the submit button by this timeframe, it is accepted. Since the baud rate of transmission, size of your application, internet connection, and firewalls within your organization may play a part in how fast your application transmits, it is recommended that you not wait until the application deadline date to begin transmitting your application.



# GRANT APPLICATION INSTRUCTIONS

After you submit your application to Grants.gov, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. This notification indicates receipt by Grants.gov only and is not a receipt by the Department. The Department will retrieve your application from Grants.gov and send a second notification to you by email. This second notification will let you know if your application was submitted successfully and will assign your application a PR/Award number, which identifies your application at the Department. Please make sure you have received this second notification before considering your application uploaded.



# GRANT APPLICATION INSTRUCTIONS

There are naming restrictions for files uploaded on Grants.gov as mentioned in the application package. An application cannot be processed if there are two or more files with the same name or if your application name is 50 characters in length or contains special characters. Applications will be rejected if they do not meet the Grants.gov guidelines.



# FREQUENTLY ASKED QUESTIONS



# FREQUENTLY ASKED QUESTIONS

**Is there a cap on how much money an SEA can provide to support a single student?**

No, there is no specific cap. Each traumatic event is unique, and each individual student's needs will vary. The SEA must ensure that it uses funds responsibly and only for allowable costs – those that are reasonable, necessary, and allocable under this program.



# FREQUENTLY ASKED QUESTIONS

## **Do I have to have a partner in order to apply?**

No, establishing a partnership with a nonprofit, IHE, or State or local mental health agency is optional. An applicant that does establish such a partnership receives competitive preference priority points, based on the strength of the partnership and the quality of the management plan, if the applicant describes the partnership in its application, including by providing evidence of any specific agreement, such as a memorandum of understanding.

# FREQUENTLY ASKED QUESTIONS

## **Can funds be used to support the mental health needs of a parent?**

No, funds are available exclusively to provide services for a student from a low-income family who has experienced trauma that is negatively impacting the student's educational experience. Funds must not be used for parents, but parents may request funds on behalf of their eligible student.

## **How does an SEA communicate eligible providers to students and their parents?**

An SEA may, but is not required to, provide a list of eligible providers to help students and their parents access services. However, even if an SEA creates such a list, an SEA must consider requests to access services from the provider that best meets an individual student's needs.

# FREQUENTLY ASKED QUESTIONS

## **Should I distribute funds to LEAs?**

Generally, no, an SEA will not distribute funds to LEAs. Rather, an SEA, or an SEA in partnership with a nonprofit organization, IHE, or State or local mental health agency, will provide for trauma-specific mental health services by paying providers of such services who meet the needs of individual students participating in the Trauma Recovery program. An SEA may, at its discretion, use some of the administrative portion of its funds to support training for schools, LEAs, and community members on how to use any trauma screener(s) or trauma assessment(s) the SEA, at its discretion, recommends.



# FREQUENTLY ASKED QUESTIONS

## **What services are allowable under this program?**

A broad range of services are allowable under this program including those SAMHSA identified in its “SAMHSA’s Concept of Trauma and Guidance for a Trauma-Informed Approach,” trauma-specific interventions such as trauma-focused cognitive behavioral therapy, trauma-related cognitive processing therapy, relaxation training, biofeedback, breathing training, exposure therapy, eye movement desensitization and reprocessing, narrative therapy, skills training in affective and interpersonal regulation, stress inoculation training, or trauma incident reduction, among others. Any provider of such services must be State-licensed for the services offered.



# FREQUENTLY ASKED QUESTIONS

## **What services are allowable under this program (contd.)?**

Grantees are encouraged but not required to focus their support on interventions that are evidence based. Medical services are not allowable uses of funds under this grant. In general, mental health counseling is not prohibited by this limitation. However, any mental health services provided by a psychiatrist would need to be carefully evaluated by the grantee before services are rendered. Psychiatrists are trained medical doctors who can prescribe medications and may spend time with patients on medication management as part of treatment. Funding from this program must not be used to provide these medical services or any medical procedure.



# FREQUENTLY ASKED QUESTIONS

**If a student has insurance, is that student still eligible to participate?**

Yes, depending on the circumstances. An individual may determine that services are unaffordable because, for example, the co-payment or deductible is too high. Likewise, an individual may determine that a service is insufficiently covered because the cost of the service would exceed an annual insurance cap. In either of these examples, Department grant funds *may* support services. In addition, SEAs are required to implement policies and procedures that ensure other sources of funding are utilized first when practicable and available for that individual.



# FREQUENTLY ASKED QUESTIONS

**If a student has insurance, is that student still eligible to participate (contd.)?**

SEAs should also refer appropriate individuals to other systems from which a student may be eligible to receive services (for example, the Children's Health Insurance Program (CHIP)), if appropriate for and desired by that individual student or parent to meet the needs of the student. Consistent with ESEA section 4001(a), an SEA must obtain prior written, informed consent from the parent of each child who is under 18 years of age to participate in any mental health assessment or service that is funded under this program. In obtaining such prior written, informed consent, an SEA could, for example, include a question about whether an individual student has access to public or commercial health insurance that would support access to the provider from whom an individual is requesting services. The inclusion of such a question on a form confirming written, informed consent for mental health assessment or services under this program would meet the SEA's obligation described above related to insurance.



# FREQUENTLY ASKED QUESTIONS

**How does an SEA demonstrate that funds are being distributed to low-income students at private schools equitably?**

SEAs must consult with private school officials (using whatever channels they normally use for communicating with private schools/organizations concerning services for students). Such consultation will address the requirement for meaningful consultation in section 8501(c) of the ESEA. Funds need not be set aside to provide equitable services under this program. Section 8501(a)(4) requires that expenditures for services for eligible private school children must be equal, “taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.” By making services available on an equal basis to all eligible students, regardless of attendance at a public or private school, SEAs will address the “number and educational needs” requirement of this provision. However, this means that SEAs must be neutral, as between public school and private school students, in approving requests for services under the program.





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