

# Staff Sergeant Parker Gordon Fox Suicide Prevention Grant Program (SSG Fox SPGP)

## Suicide Prevention Grant Program Application Guide

### Background:

The Staff Sergeant Parker Gordon Fox Suicide Prevention Grant Program (SSG Fox SPGP) directs efforts to reduce Veteran suicide by awarding grants to community-based organizations to provide or coordinate suicide prevention services to eligible Veterans and their families.

SSG Fox SPGP honors Veteran Parker Gordon Fox, a sniper instructor at the U.S. Army Infantry School at Fort Moore (formerly Fort Benning), Georgia. Known for a life of generosity and kindness to others in need, Parker Fox died by suicide on July 21, 2020, at the age of 25.

Since its launch in September 2022, the SSG Fox SPGP has awarded \$157.5 million to 95 organizations across 43 states, U.S. territories, and tribal lands. This NOFO is for services in fiscal year 2026, beginning on or after September 30, 2025.

### Considerations before applying:

#### 1) Is your organization an eligible entity, as described in the categories below?

- a) Incorporated, nonprofit private institutions or foundations with a governing board
- b) A corporation wholly owned or controlled by a nonprofit organization with a governing board

*Note: Most nonprofits, 501(c)(3)s, will fit into the top two categories depending upon the corporation structure.*

- c) Indian tribes

*Note: Indian tribes, federally recognized tribes, including Alaskan Natives*

- d) Community-based organizations that can effectively network with local civic organizations, regional health systems, and other settings where eligible individuals and their families are likely to have contact

*Note: Any other agency that does not fit into the above three categories. To be considered eligible under this category, the agency must submit supporting documentation that shows it is an agency in which eligible individuals and their families are likely to have contact.*

- e) State or local governments

*Note: Only state/government and tribal entities can subcontract with a "community partner" to provide direct services. In the context of this statute, community partner means a subcontractor.*

#### 2) What is the extent of the geography your agency is proposing to serve?

[The Commander John Scott Hannon Veterans Mental Health Care Improvement Act](#) (Hannon Act) clearly refers to geographic areas. It requires applicants to provide "a description of the geographic area the eligible entity plans to serve during the grant award period for which the application applies."

Your agency may be eligible if it has a set geographical area, like a county or several counties, and is established within the community, with one to two VA medical centers in the vicinity. In this case, your agency may use grantees' established linkages for VA and other community providers for cross-referrals. Agencies that serve a larger geographic area may need to identify counties within that area for services. VA linkage is key to the success of the program, so resources may need to focus on smaller geography and possibly expand as the program grows.

While there may be some applicants that desire to serve a geographically dispersed population, it would be logistically difficult for such organizations to provide necessary services. Also, VA notes that many of the additional suicide prevention services, particularly emergent services for those at immediate risk of suicide, could not be furnished by entities without a physical presence in the area.

This does not prohibit organizations that function at a national level or in multiple geographic areas

from applying for a grant in one or more locations, as long as they meet the requirements necessary to implement suicide prevention services for the specific geographic area.

VA shall ensure to the extent practicable that awards are placed in areas that have experienced high rates of suicide by eligible individuals to agencies that can assist eligible individuals at risk of suicide who are not currently receiving VA health care. It would be prudent to see if there are any current awards in your proposed area, what services are provided by them, and the resulting impact upon the area: [mentalhealth.va.gov/ssgfox-grants/docs/SSG-Fox-SPGP-FY24-Grantee-List-2025-03-12\\_508.pdf](https://mentalhealth.va.gov/ssgfox-grants/docs/SSG-Fox-SPGP-FY24-Grantee-List-2025-03-12_508.pdf).

### **3) Are you proposing clinical services?**

“Clinical services for emergency treatment” is the only allowable SSG Fox SPGP suicide prevention service that is clinical in nature. Recognizing that suicide prevention extends beyond clinical settings, the SSG Fox SPGP advances efforts into non-clinical areas, like financial, occupational, legal, and social support services. Services address both mental health and social determinants of health, such as economic hardship, access to care, and increasing social connections. Psychotherapy, psychiatry, or medical care beyond the narrow scope of emergency services cannot be funded.

If your organization is proposing clinical services for emergency treatment, take care to look at how narrowly “emergency” is defined in law and regulation. It is important to carefully consider this prior to applying if your program is primarily clinical. “Emergency” is not the same as a period of elevated risk. Note that staff with clinical training and licensure may be included in the budget if you choose to utilize them for allowable services, such as screening/assessment or administrative purposes (i.e., program coordinator, supervisor to peer support specialists, etc.). However, they are not able to provide direct non-emergent clinical services, such as individual therapy.

### **4) Do you have a Unique Entity ID (UEI)?**

Applicants must be registered on SAM.gov to obtain a UEI number prior to applying. A UEI is required for any organization receiving federal funding. Instructions on how to register your organization and obtain a UEI number are available on SAM.gov. If you do not currently have a UEI number, we strongly recommend you initiate the UEI process immediately to avoid any delay.



# INITIAL APPLICATION FOR SUICIDE PREVENTION GRANT

## Top Section

Test Data: No  
FAIN/Grant ID: FL-SSG-1000-26 (generated by system)  
Program Name: Office of Suicide Prevention  
Application Submission Deadline: (generated by system)  
Email Applicant: (generated by system)

## Tab 1: Instructions

**The Paperwork Reduction Act of 1995:** This information is collected in accordance with the clearance requirements of Section 3507 of the Paperwork Reduction Act of 1995. The public reporting burden for this collection of information is estimated to average 35 hours per response, including the time for reviewing instructions; searching existing data sources; gathering and maintaining data needed; and completing and reviewing the collection of information. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. This collection of information is intended to assist the SSG Fox SPGP team to determine eligibility to receive suicide prevention services grants under the SSG Fox SPGP and to rate and rank these applications.

**Privacy Act Statement:** VA is asking you to provide the information requested in this form under the authority of Section 201 of Public Law 116-171 for VA to determine your eligibility to receive a suicide prevention services grant under the SSG Fox SPGP. VA may disclose the information that you put on the form as permitted by law. VA may make a “routine use” disclosure of the information for: civil or criminal law enforcement; congressional communications; the collection of money owed to the United States; litigation in which the United States is a party or has interest; the administration of VA grant programs, including verification of your eligibility to participate; and personnel administration. You do not have to provide the requested information to VA, but if you do not, VA may be unable to process your request for consideration in this program. If you provide VA with your Employer Identification Number (EIN), VA will use it to obtain information relevant to determining whether to award a grant and to administer your grant, if awarded. This information also may be used for other purposes as authorized or required by law.

**Background:** This form is to be completed by eligible applicants for suicide prevention services grants under VA’s SSG Fox SPGP. VA will use the collected information to evaluate and select recipients for suicide prevention services grants. Applicants may be asked to provide additional supporting evidence or to quantify details during the review process.

**Definitions and SSG Fox SPGP Information:** Definitions and SSG Fox SPGP information can be found in the regulations (38 CFR Part 78) and the Notice of Funding Opportunity (NOFO) under which you are submitting this application. Both documents are included as attachments to this application package and are posted on the SSG Fox SPGP web page: [mentalhealth.va.gov/ssgfox-grants](https://mentalhealth.va.gov/ssgfox-grants).

Please note that to be eligible for a grant under the SSG Fox SPGP, the applicant must be: an incorporated private institution or foundation (i) in which no part of the net earnings inures to the benefit of any member, founder, contributor, or individual, and (ii) that has a governing board that would be responsible for the operation of the suicide prevention services; a corporation wholly owned

and controlled by an organization meeting the requirements of clauses (i) and (ii), above; an Indian tribe (Indian tribe is used throughout this document, per the statute, to include Alaskan Natives); a community-based organization that can effectively network with local civic organizations, regional health systems, and other settings where eligible individuals and their families are likely to have contact; or a state or local government. See 38 CFR 78.5 and Section 201(q) of Public Law 116-171 for definitions of these and other terms contained throughout the application.

**Submission:** The application must be submitted in accordance with the NOFO. The NOFO specifies the format in which the application must be submitted. Only timely and complete applications will be considered for funding; applications will not be reviewed if incomplete. To be considered timely, the application must be submitted by the time and date specified in the NOFO. Applications received after that time and date will not be accepted. Following the application deadline, applicants will be notified that their applications have been received. To be considered complete, all items requested in this grant application must arrive as a single application package. Materials arriving separately will not be considered and may result in the application being rejected or not funded.

**Documentation and Public Access Requirements:** VA will ensure that documentation and other information regarding each application submitted are sufficient to indicate the basis upon which assistance was provided or denied. This material will be made available for public inspection for a five-year period beginning not less than 30 days after the grant award. Material will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552).

**Warning:** It is a crime to knowingly make false statements to a federal agency. Penalties upon conviction can include a fine and imprisonment. For details, see 18 U.S.C. 1001. Misrepresentation of material facts may also be the basis for denial of grant assistance by VA.

**Technical Assistance:** Information on obtaining technical assistance with this application can be found on VA's SSG Fox SPGP web page: [mentalhealth.va.gov/ssgfox-grants](https://mentalhealth.va.gov/ssgfox-grants). In addition, questions may be directed to the SSG Fox SPGP via email at [vassgfoxgrants@va.gov](mailto:vassgfoxgrants@va.gov) or via telephone at 202-502-0002.

## APPLICATION CHECKLIST

- a) An application must include the following items.
  - i) Executive Summary
  - ii) Section A: Background, Qualifications, Experience, and Past Performance of Applicant and Any Identified Community Partners (30 maximum points)
    - (1) Background and Organizational History
    - (2) Staff Qualifications
    - (3) Organizational Qualifications and Past Performance, Including Experience with Veterans
  - iii) Section B: Program Concept and Suicide Prevention Services Plan (30 maximum points)
    - (1) Need for Program
    - (2) Outreach/Screening Plan
    - (3) Program Concept
    - (4) Program Implementation Timeline
    - (5) Coordination with VA
    - (6) Ability to Meet VA's Requirements, Goals, and Objectives for SSG Fox SPGP
    - (7) Capacity to Undertake Program
  - iv) Section C: Quality Assurance and Evaluation Plan (15 maximum points)
    - (1) Program Evaluation
    - (2) Monitoring
    - (3) Remediation
    - (4) Management and Reporting
  - v) Section D: Financial Capability and Plan (15 maximum points)
    - (1) Organizational Finances
    - (2) Financial Feasibility of Program
  - vi) Section E: Area Linkages and Relations (10 maximum points)
    - (1) Area Linkages
    - (2) Past Working Relationships
    - (3) Local Presence and Knowledge
    - (4) Integration of Linkages and Program Concept
  - vii) Section F: Certifications
  - viii) Section G: Reference Citations
  - ix) Exhibits
    - (1) Exhibit I: Applicant Organizational Chart
    - (2) Exhibit II: Key Personnel Resumes and Hiring Criteria for Proposed Staff
    - (3) Exhibit III: Program Budget (complete attached Microsoft Excel Applicant Budget Template)
    - (4) Exhibit IV: Documentation that your organization is an eligible entity (i.e., bylaws, articles of incorporation, 501(c)(3), etc.):
      - (a) An incorporated private institution or foundation (i) in which no part of the net earnings incurr to the benefit of any member, founder, contributor, or individual, and (ii) that has a governing board responsible for the operation of the suicide prevention services.
      - (b) A corporation wholly owned and controlled by an organization meeting the requirements of clauses (i) and (ii) above.
      - (c) A community-based organization that can effectively network with local civic organizations, regional health systems, and other settings where eligible individuals and their families are likely to have contact
      - (d) An Indian tribe

- (e) A state or local government
- (5) Exhibit V: (Optional) Letters of support from suicide prevention initiatives where services are proposed; relevant memoranda of understanding (MOUs) demonstrating area linkages and/or partnership agreements.

## Tab 2: Overview Executive Summary

- 1) Applicant's Legal Name (as identified in your articles of incorporation)
- 2) Other Names Under Which Applicant Does Business
- 3) Employer Identification Number (EIN) that Corresponds to the Applicant's IRS Ruling Certifying Tax-Exempt Status Under the IRS Code of 1986  
*Note: EIN will be used to determine whether applicant is delinquent or in default on any federal debt, in accordance with 31 U.S.C. 3701 and 5 U.S.C. 552a (note).*
- 4) Unique Entity Identifier (UEI)
- 5) Business Address
- 6) Mailing Address (if different from above)—include both U.S. mailing address and courier (i.e., no post office box) address
- 7) Contact Person Name
- 8) Contact Title
- 9) Mailing Address for Contact Person (if different from above)
- 10) Telephone for Contact Person (where the person can be reached during business hours)
- 11) Email for Contact Person
- 12) Community Partner (subcontractor)
  - a) Are you a state or local government or an Indian tribe? If yes, a pop-up window will show.
    - i. Are you proposing to make grant funds available to community partners?  
*Per 38 CFR 78, only state or local governments or an Indian tribe can use grant funds to enter into an agreement with a community partner under which the grantee may provide funds to the community partner for the provision of suicide prevention services to eligible individuals and their families. In the context of this statute, "community partner" means a subcontractor.*
    - ii. If yes, complete section
    - iii. If no, proceed with application
- 13) Amount of suicide prevention services funds requested under this Notice of Funding Opportunity
- 14) Enter fund request amount (not to exceed \$750,000)
- 15) Do you have a formally approved indirect cost rate?
  - a) If yes, a field will appear
    - i. Enter indirect cost rate
    - ii. Please upload the finalized indirect cost rate agreement
  - b) If no, proceed with application
- 16) Projected eligible individuals to be served  
*Per 38 CFR 78, an eligible individual is defined as an individual at risk of suicide per the screening tools provided by VA and one of the following: (1) A Veteran as defined in 38 U.S.C. 101, (2) an individual described in 38 U.S.C. 1720I(b), or (3) an individual described in 38 U.S.C. 1712A(a)(1)(C)(i) through (iv).*
- 17) Insert number of eligible individuals to be served
- 18) Average cost per eligible individual  
*This is calculated and auto-populated based on the amount of suicide prevention grant funds requested and projected number of eligible individuals to be served. The calculation occurs once "save draft" is clicked.*
- 19) Geographical Area Served
  - a) Click on state or states in which you propose to serve  
*If you propose to serve nationally, there is a national option to select. Please review narrative in Q3 above for consideration.*
- 20) Geographical Counties Served

- a) Click on county or counties for each state in which you propose to serve  
*If you select National as an option, "Not applicable" will be the only option under Geographical Counties Served. Please review narrative in Q2c above for consideration.*
- 21) Geographic Regions
- a) Please select all that apply from Rural Community; Urban Community; Tribal Land; or U.S. Territories
- 22) Veteran's Integrated Service Network (VISN)
- a) Provide the [VISN](#) number(s) in which the proposed program will operate. Select all that apply.
- 23) VA Healthcare Systems Station Codes
- a) Select the [VA healthcare facility](#) station code(s) in which the proposed program will operate. Select all that apply.  
*Please ensure that applicant has or plans to establish linkages for local VA and other community providers for cross-referrals. VA linkage is key to the success of the program, so resources may need to focus on smaller geography and possibly expand as program grows.*
- 24) Applicant Eligibility
- Please indicate the entity under which you are applying. Most nonprofits, 501(c)(3)s, will fit into category one and sometimes two depending upon the corporation structure. Number three is Indian tribes, federally recognized tribes, including Alaskan Natives. Number four is any other agency that does not fit into one, two, or three. In order to be considered eligible under this category, the agency must submit supporting documentation that it is an agency where eligible individuals and their families are likely to have contact. And, finally, number five is state or local governments.*
- a) An incorporated private institution or foundation that (i) has no part of the net earnings of which incurr to the benefit of any member, founder, contributor, or individual, and (ii) has a governing board that would be responsible for the operation of the suicide prevention services under this part.
  - b) A corporation wholly owned and controlled by an organization meeting the requirements of clauses (i) and (ii) above
  - c) A community-based organization that can effectively network with local civic organizations, regional health systems, and other settings where eligible individuals and their families are likely to have contact
  - d) An Indian tribe
  - e) A state or local government
- 25) Outstanding Obligations
- a) Does not have an outstanding obligation to the federal government that is in arrears and does not have an overdue or unsatisfactory response to an audit
  - b) Has an outstanding obligation to the federal government that is in arrears and/or an overdue or unsatisfactory response to an audit.
- 26) Default
- a) Is not in default by failing to meet the requirements for any previous federal assistance
  - b) Is in default by failing to meet the requirements for previous federal assistance.
- 27) For the following, identify yes or no and explain in reasonable detail each instance within the past 10 years in which the applicant, any identified community partner, or any principal, partner, director, or officer of the applicant was (complete questions below):
- a) Guilty of Crime
    - i. Convicted of or pleaded guilty or nolo contendere to a crime (other than a traffic offense)
    - ii. Subject to Order
      - (1) Subject to an order, judgment, or decree (including as a result of a settlement), whether by a court, an administrative agency, or other governmental body, or an arbitral or

other alternative dispute resolution tribunal, in any civil proceeding or action in which fraud, gross negligence, willful misconduct, misrepresentation, deceit, dishonesty, breach of any fiduciary duty, embezzlement, looting, conflict of interest, or any similar misdeed was alleged (regardless of whether any wrongdoing was admitted or proven).

(2) Subject to an Action

- (a) Subject to an action or other proceeding, whether before a court, an administrative agency, governmental body, or an arbitral or other alternative dispute resolution tribunal, which, if decided in a manner adverse to the applicant, identified subcontractor, principal, partner, director, or officer (as applicable), would reasonably be expected to adversely affect the ability of the applicant or identified subcontractor to perform its obligations with respect to the proposed program.
- (b) Debarred or Suspended
- (c) Debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any federal department or agency.
- (d) Notified in Default
- (e) Notified that it is in default of any federal contract or grant, the reason for the default, and whether the default was cured.
- (f) Terminated Public Transactions
- (g) Had one or more public transactions (federal, state, or local) terminated for cause or default.
- (h) Party to Litigation or a formal Alternative Dispute Resolution (ADR) process
- (i) Party to litigation or a formal ADR process (e.g., binding arbitration) involving a claim in excess of \$50,000. For those matters involving a claim equal to or in excess of \$50,000, describe in detail the litigation or ADR process.

For any Yes answer above, upload additional pages if necessary.

### **Tab 3: Application**

*Please respond to Sections A-G below. There is a 1,500-word limit per text box. Please cite all references in text and upload a reference page in Section G, using a numbering format.*

#### **Section A**

Background, Qualifications, Experience, and Past Performance of Applicant and Any Identified Community Partners (30 maximum points)

In scoring the application, VA will award up to 30 points based on the applicant's responses to questions in this section.

- a) Provide a general overview of the applicant's mission and organizational history, including
  - i) Number of years in operation.
  - ii) Total number of employees.
  - iii) A description of services provided (past and present).
  - iv) Geographic areas in which those services are provided.
  - v) Types of programs operated (past and present).
  - vi) Organizational competencies and/or areas of expertise.
- b) Describe the applicant's (and any identified community partners', if applicable):
  - i) Organizational experience in administering programs similar, in size and scope, to the proposed program and history of complying with agreements and not defaulting on financial obligations.
  - ii) Organizational structures with clear lines of reporting and defined responsibilities (this may be submitted through Section G, Exhibit I).
- c) Staff Qualifications
  - i) Describe the applicant's staff members' and any identified community partners' staff members' experience providing services to, or coordinating services for, eligible individuals and their families.
  - ii) Describe the applicant's staff members' and any identified community partners' staff members' experience administering programs similar, in size and scope, to the proposed program, including any experience with suicide prevention initiatives.
  - iii) Provide resumes for key personnel (including case managers and other suicide prevention services staff) who will be involved in operating the proposed program in Section G, Exhibit II. If the majority of staff for the proposed program will need to be hired, provide minimum hiring criteria.
- d) Organizational Qualifications and Past Performance, Including Experience with Veterans
  - i) Describe your organizational experience in providing suicide prevention services to or coordinating suicide prevention services for eligible individuals and families who are at risk for suicide and/or experience working with Veterans and their families.
  - ii) Describe applicant's and any identified community partners' organizational experience administering a program similar in type and scale to SSG Fox SPGP to eligible individuals and their families.
- e) Entity has Community Partners
  - i) If no, proceed with application
  - ii) If yes, the following questions will appear. If any community partners will be retained for the proposed program:

- (1) Identify which, if any, community partners the applicant would like VA to consider along with the applicant in the evaluation of this application (“identified community partners”).
- (2) Provide a description of the arrangements currently in place and how long such arrangements have been in place. Describe the applicant’s plan and ability to coordinate with such community partner(s) and a description of the suicide prevention services provided by such partner(s).
- (3) Provide a brief description of the qualifications of the community partners who will be retained and, if available, include in Section G, Exhibit V letters of support or other documents showing the applicant’s relationship to the community partner(s) and any memorandums of understandings (MOUs) or other agreements with such partners.

## **Section B**

### **Program Concept and Suicide Prevention Services Plan (30 maximum points)**

In scoring the application, VA will award up to 30 points based on the applicant’s responses to questions contained in this section.

*Applicants should reference the requirements set forth in the Notice of Funding Opportunity (NOFO) in preparing these responses.*

Eligible Individuals for SSG Fox SPGP include persons at risk for suicide.

#### **Eligible Military Status**

- i) Veterans under Title 38 (38 U.S.C. 101(2))
- ii) Former service members who were discharged from the armed forces under conditions that were not honorable but also not dishonorable or by court martial (38 U.S.C. 1720I(b))
- iii) Certain Veterans and members of the armed forces eligible for readjustment counseling services from VA (38 U.S.C. 1712A(a)(1)(C)(i) through (iv))

Risk of suicide is defined as exposure to, or the existence of, any of the following factors, to any degree, that increase the risk of suicidal ideation and/or behaviors:

- i) Health Risk Factors: Mental health challenges, substance use, serious or chronic health conditions or pain, and traumatic brain injury
- ii) Environmental Risk Factors: Prolonged stress, stressful life events, unemployment, homelessness, recent loss, and legal or financial challenge
- iii) Historical Risk Factors: Previous suicide attempts, family history of suicide, and history of abuse, neglect, or trauma

To assist grantees in determining risk of suicide (and thus an individual’s eligibility for suicide prevention services), VA provides grantees with a screening tool that determines the presence of suicide risk. Under this NOFO, grant recipients will be required to use the Columbia-Suicide Severity Rating Scale (C-SSRS) as the validated tool to determine if individuals screen as Low, Moderate, or High risk. The SSG Fox SPGP is not an acute high-risk program. An individual needs to screen at least low-risk on the C-SSRS to be eligible for services. Those with a zero score on the C-SSRS are referred out. The C-SSRS was chosen as a validated tool that can be administered by non-clinical staff and/or via self-report. VA ensures that grantees have access to training materials to support their use of this tool.

a) Need for Program

Demonstration of strong need for the program with supporting local data from reputable sources. Note: Need is defined by demand (numbers of eligible individuals) in relation to existing services already available to the area. A detailed and proactive outreach plan certain to find eligible individuals in need across the entire geographic region targeted; specificity with both traditional and non-traditional places or locations for outreach; and variety of services and options outlined should all be considered when developing the proposed outreach plan.

- i) Estimate the need for SSG Fox SPGP services. Include the basis for this estimate, highlighting areas and percentage of unmet need (for instance, overall numbers of Veterans at risk for suicide might be relatively low, but there may be few available services to meet these needs).
- ii) How many eligible individuals do you expect to serve, indicating an understanding of the unique needs of this population and how you expect to engage them? Include the estimated percentage of those individuals who are not currently receiving care furnished by VA.
- iii) Eligible Individuals
  - (1) Estimated Percentage (total 100)
    - (a) Receiving VA Care—insert # to indicate %
    - (b) Not Currently Receiving VA Care—insert # to indicate %

b) Outreach/Screening Plan

Please describe the proposed outreach, screening, and referral plans and include the following information:

- i) Detail how the program will identify and reach eligible individuals at risk of suicide and their families who are most in need of suicide prevention services?
- ii) Specify the locations (e.g., counties) where applicant will conduct outreach and rationale (e.g., high Veterans Crisis Line call rate) for the outreach.
- iii) Describe the types of outreach planned (e.g., individual contact, group meetings, trainings/workshops, conferences, presentations, etc.).
- iv) Describe the plan for screening eligible individuals at risk of suicide and their families.
- v) Describe the process for screening, assessing, and referring for other needs of incoming participants.
- vi) Detail how the coordination with local service providers (including VA) will occur
- vii) Describe the process for referring ineligible individuals at risk of suicide and their families to other providers.

c) Program Concept

Describe the proposed program and services (e.g., size, catchment area).

- i) Services provided to identify those at risk; maximize protective factors; and improve mental health status, well-being, financial stability, and social supports
- ii) Targeted outreach to identify those at risk of suicide or who are not receiving health care or other services furnished by VA
- iii) Baseline mental health screening for risk.

*Note: This is only for eligible individuals, not family members. This baseline mental health screening ensures that the service plan includes appropriate suicide prevention services specific to the assessed needs. Hence, the baseline mental health screening is recommended to be completed before the service plan is created and services begin. The screening consists of five evidence-based tools outlined in the NOFO. Baseline mental health screening is the only required suicide prevention service and, therefore, it must be selected and included in the table to successfully submit the application.*

- iv) Education on suicide risk and prevention to families and communities
- v) Provision of clinical services for emergency treatment.  
*Note: This is the only clinical service that is allowable. If your model is primarily clinical health care, it is not eligible for funding.*
- vi) Case management services
- vii) Peer support services
- viii) Assistance in obtaining VA benefits
- ix) Assistance regarding other benefits provided by the federal government, a state or local government, or an eligible entity.
- x) Assistance with obtaining and coordinating other benefits and assistance with emergent needs
- xi) Nontraditional and innovative approaches and treatment practices, as determined appropriate by VA
- xii) Other suicide prevention financial assistance (e.g., payments to a third party not to exceed \$750 per participant in any one-year period for expenses related to gaining or keeping employment or lethal means safety and secure storage, etc.)
- xiii) Other services necessary for improving the mental health status and well-being and reducing the suicide risk of eligible individuals and their families as determined appropriate by VA.

This is a table that you will open and add for each of the proposed services. Services may be provided directly with SSG Fox SPGP (if permitted by regulation) or coordinated and referred out. Please provide a detailed description of each proposed service.

- d) Are you proposing to provide nontraditional and innovative approaches and treatment practices? If no, proceed with application.  
*Note: Any applicant proposing nontraditional, innovative, or other services necessary for improving the mental health status and well-being and reducing the suicide risk for eligible individuals and their families must provide adequate detail and supply evidence or outcomes supporting the services' effectiveness of improving mental health or mitigating a risk factor for suicidal thoughts and behavior. Nontraditional, innovative, and other services are still subject to the requirement that medical or clinical services are not fundable unless emergent, as under 38 CFR 78.60.*
- i) If yes, for nontraditional and innovative approaches and treatment practices proposed by the applicant:
  - (1) Provide a clear description of the services.
  - (2) Briefly summarize and cite the literature supporting the evidence for effectiveness.
    - (a) The goal of the intended services with an indication of how those goals can be measured.
    - (b) A description of the plan to measure the proposed outcomes and evaluate the effectiveness of the services provided.
    - (c) Include in the proposed evaluation methodology whether the grantee is already providing the services. If the grantee is already providing services, any existing data should be included in the application to demonstrate the effectiveness. Existing data can include outcomes, participant exit interviews, participant self-report, and participant satisfaction surveys.
- e) Are you proposing to provide other suicide prevention services that are demonstrated, evidence-informed interventions for improving mental health status and well-being and reducing the risk of eligible individuals and their families? If no, please proceed with the application.

*Note: Any applicant proposing nontraditional, innovative, or other services necessary for improving the mental health status and well-being and reducing the suicide risk for eligible individuals and their families must provide adequate detail and supply evidence or outcomes supporting the services' effectiveness of improving mental health or mitigating a risk factor for suicidal thoughts and behavior. Nontraditional, innovative, and other services are still subject to the requirement that medical or clinical services are not fundable unless emergent, as under 38 CFR 78.60.*

- i) If yes, for other suicide prevention services proposed by the applicant that are demonstrated, evidence-informed interventions for improving mental health status and well-being and reducing the suicide risk of eligible individuals and their families:
  - (1) Provide a clear description of the services, including their intended short- and long-term goals.
  - (2) Briefly summarize and cite the literature supporting the evidence for effectiveness.
    - (a) Provide data clearly demonstrating the effectiveness of the services.
    - (b) Describe program evaluation design (including citing analytic models) to study outcomes.
- f) Describe the applicant's staffing plan and the proposed ratio of staff to participants.
- g) Describe the frequency with which services will be provided to participants (e.g., daily, weekly, biweekly).
- h) Describe how the applicant will coordinate the provision of suicide prevention services across other partner and community organizations that are involved (e.g., use of vendor for legal services if applicable).
- i) Describe the process and methods that will be used to maintain the confidentiality of participants and participants' records (e.g., HIPAA compliance).
- j) Describe the process and methods that will be used to maintain the safety of participants.
- k) Describe how individual goals will be set for participants (e.g., plan developed in consultation with eligible individual and family members).
- l) Program Implementation Timeline
  - i) Complete the following fields regarding the proposed program's implementation timeline by entering the number of days anticipated for each element of the implementation
    - (i) Program setup complete
    - (ii) Implementation of hiring plan (if applicable)
    - (iii) New staff begin work (if applicable)
    - (iv) Outreach services begin
    - (v) Services begin
  - ii) Describe the program implementation plan that will accomplish the above timeline, including any hiring plan if required.
  - iii) Describe possible obstacles to program implementation and potential mitigation strategies.
- m) Coordination with VA
  - i) Describe the applicant's plan to coordinate outreach and services with local VA facilities.
  - ii) Provide a description of how the applicant will communicate with local VA facilities, including local VA suicide prevention coordinators.
- n) Ability to meet VA's requirements, goals, and objectives for SSG Fox SPGP
  - i) Describe how the applicant will ensure that its program meets VA's requirements, goals, and objectives for SSG Fox SPGP, identified as to reduce Veteran suicide through community-based grants to provide or coordinate the provision of suicide prevention services to eligible individuals and their families; to improve mental health status and well-being; and to reduce the suicide risk of eligible individuals and their families

- o) Capacity to Undertake Program
  - i) Describe the managerial and technological capacity of the applicant to
    - (1) Coordinate the provision of suicide prevention services
    - (2) Assess on an ongoing basis the needs of eligible individuals and their families for suicide prevention services
    - (3) Coordinate the provision of suicide prevention services with VA services for which eligible individuals are also eligible
    - (4) Tailor (i.e., provide individualized) suicide prevention services to the needs of eligible individuals and their families
    - (5) Seek continuously new sources of assistance to ensure the continuity of suicide prevention services for eligible individuals and their families as long as the eligible individuals are determined to be at risk of suicide.

## **Section C**

### **Quality Assurance and Evaluation Plan (15 maximum points)**

In scoring the application, VA will award up to 15 points based on the applicant's responses to questions in this section.

*Examples of strong responses in Section C would include: Evidence of a plan to regularly analyze program data to assess performance outcomes relative to the SSG Fox SPGP goal of improving mental health status and well-being and reducing suicide risk of eligible individuals and their families; intention to conduct systematic reviews of performance and compliance, such as performing sample case file checks and an oversight system to ensure timely handoffs for elevated risk or need; goal to conduct periodic process evaluation reviews of the overall program approach; specific remediation plan outlined for underperforming aspects; method to assess the individual plans for stability for the individual served; specific plan to ensure timeliness, quality, and accuracy of information and data submitted to VA; evidence of a clear grasp of the challenge of identifying and engaging at-risk individuals in sustained services; and an understanding that only allowing or retaining those in the program who seem to have high probability of success is not aligned with the program's goals.*

- 1) Program Evaluation
  - a) Explain how the applicant intends to measure the effects of suicide prevention services provided by the applicant or partner organization using pre- and post-evaluations on validated measures of suicide risk and mood-related symptoms.
    - i) Describe applicant's defined objectives for the provision of suicide prevention services.
    - ii) Describe how applicant plans to continually assess the program and comply with VA program evaluation methods, tools, and requirements for the purposes of measuring program effectiveness in improving mental health status and well-being and reducing suicide risk and suicide deaths of eligible individuals and their families.
- 2) Monitoring
  - a) Describe how the applicant will regularly monitor the quality of the suicide prevention services provided to participants and the program's compliance with all applicable laws, regulations, and guidelines.
  - b) Explain how the applicant will evaluate the performance of case managers and other suicide prevention services staff, including any community partners that will be retained for the proposed program.

- c) Describe the applicant's and any identified community partners' ongoing staff training and/or certification requirements, as they relates to overall proposed program goals and objectives.
  - d) Describe the applicant's operational and financial controls that will be put in place to ensure compliance with SSG Fox SPGP requirements and the proper use of suicide prevention services grant funds.
- 3) Remediation
- a) Describe the process by which the applicant will remediate non-compliant aspects of the program if and when they are identified and who will coordinate the remediation plan.
- 4) Management and Reporting
- a) Describe the role of the management team in overseeing the ongoing reporting activities of the proposed program.
  - b) Describe the applicant's plan to ensure the timeliness, quality, and accuracy of information and data submitted to VA for use in monitoring program outcomes.

### **Section D**

#### Financial Capability and Plan (15 maximum points)

In scoring the application, VA will award up to 15 points based on the applicant's responses to questions contained in this section.

*Exhibit III below must also be provided in the Microsoft Excel template. Examples of strong responses in Section D would include: Evidence of sound financial controls; clear explanations for all assumptions in budget; smart tracking system for balancing budget between SSG Fox SPGP program categories; detailed explanation of the third-party payment on behalf of participants; evidence of additional, sustainable resources to complement SSG Fox SPGP budget.*

- 1) Organizational Finances
  - a) Describe financial controls in place to ensure that program funds are used appropriately. Using the template, provide a detailed one-year program budget that is itemized. Include a detailed description of each of the line items contained in the budget narrative template and the underlying assumptions associated with each line-item amount.
  - b) Specify all sources of funds to be used to operate the proposed program. Identify each source in a separate line item and the status of the funding, whether the funding is requested, committed, or received.
- 2) Financial Feasibility of Program
  - a) Describe the applicant plan for obtaining all funding required to operate the program for the time period of the suicide prevention services grant; whether the applicant's program is cost-effective; and whether it can be effectively implemented on budget.

### **Section E**

#### Area Linkages and Relations (10 maximum points)

In scoring the application, VA will award up to 10 points based on the applicant's responses to questions contained in this section.

*Evidence of strong linkages with all identified areas (federal government, including VA, state, local or tribal governmental agencies, or private entities); evidence of coordination and alignment with existing suicide prevention service providers (especially Veteran-specific providers); depth of engagement and*

*length of relationship with linked organizations; identification of links to specific VA programs; evidence of active participation in local or state suicide prevention coalitions or Mayor/Governor's Challenges.*

*Note: Letters of support are OPTIONAL. But if submitted, letters of support should provide evidence with detail and specificity for each of the key community linkages.*

- 1) Evidence of Established Linkages
  - a) Provide evidence of established linkages (e.g., MOUs or letters of support) with the federal government (including VA); state, local, or tribal governmental agencies; or private entities for the purposes of providing additional services to participants. Applicant may also include a plan to establish such linkages for the purposes of providing additional services to participants.
  - b) Provide evidence of the applicant's and any identified community partners' current and/or planned coordination and outreach with state and/or county (parish) Veterans affairs departments/agencies.
  - c) Provide evidence of the applicant's and any identified community partners' current coordination and outreach with federal VA health care facilities in the geographic area where services will be provided. If more than one VA health care facility, list name and location of all and provide evidence for each.
- 2) Past Working Relationships
  - a) Describe the applicant's (or applicant's staff) and any identified community partners' (or any community partner's staff) successful past working relationships with public and/or private institutions providing services to Veterans and/or individuals at risk of suicide. Provide the name of each institution and the nature and dates of the relationships, including measurable benefits and positive outcomes from those relationships. Include evidence (e.g., MOUs or letters of support) if past working relationships will be reinstated for the proposed program.
- 3) Local Presence and Knowledge
  - a) Provide evidence of knowledge of and presence in the area or community in which the proposed program will be operated.
- 4) Integration of Linkages and Program Concept
  - a) Describe how linkages to the local area or community are expected to enhance the effectiveness of the proposed program and the provision of suicide prevention services to participants.

## **Section F**

### **Certifications**

The following items require certification by an authorized representative of the applicant requesting a suicide prevention services grant. VA may require that applicants provide documentation of these certifications.

- 1) Compliance
  - a) Applicant assures that the applicant and any community partners will comply with all requirements of 38 CFR Part 78, the suicide prevention services grant agreement, and other applicable federal, state, and local laws and regulations, including federal civil rights laws. If the applicant intends to request waivers to any requirements included in the preceding citation, please explain.
- 2) Accuracy of Application Information
  - a) All information submitted with this application is accurate, and does not contain any false, fictitious, or fraudulent statement or entry.
- 3) Non-Delinquency

- a) The applicant further certifies that the applicant is not currently in default or delinquent on any debt or loans provided or guaranteed by the federal government.
- 4) Debarment
  - a) The applicant further certifies that the applicant has not been in the preceding three years:
    - i) Debarred, suspended, or declared ineligible from participating in any federal program
    - ii) Formally proposed for debarment, with a final determination still pending
    - iii) Voluntarily excluded from participation in a federal transaction
    - iv) Indicted, convicted, or had a civil judgment rendered against it for any of the offenses listed in the Regulations Governing Debarment and Suspension (government-wide nonprocurement debarment and suspension regulations) 49 CFR Part 29.
- 5) Reports and Record Retention
  - i) If this suicide prevention services grant is awarded, applicant assures that any and all reports required by VA will be made available in such form and contain such information as VA may require. Applicant further assures that upon demand, VA has access to the records upon which such information is based.
- 6) Fiscal Control
  - a) If this suicide prevention services grant is awarded, applicant assures that it will establish and maintain such procedures for fiscal control and fund accounting as may be necessary to ensure proper disbursement and accounting with respect to the suicide prevention services grant.
- 7) Civil Rights
  - a) Applicant certifies that this program will comply with all provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). If applicant does not certify this, applicant has provided information explaining any exceptions to this certification
- 8) Lobbying
  - a) The undersigned certifies, to the best of their knowledge and belief, that:
    - i) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
    - ii) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Forms LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
    - iii) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

## **Section G**

### Citations

- 1) All literature that has been cited needs to be listed as a reference here and correspond via a numbering system for identifying the location within the document.

- 2) Reference for Citations
- 3) Exhibit I: Applicant Organizational Chart
- 4) Exhibit II: Key Personnel Resumes and Hiring Criteria for Proposed Staff
- 5) Exhibit III: Applicant Budget Template (Microsoft Excel file)
- 6) Exhibit IV: Please upload documentation that demonstrates your organization is one of the required eligible entities listed below (i.e., bylaws, articles of incorporation, 501(c)(3), etc.)
  - a) An incorporated private institution or foundation that (i) has no part of the net earnings of which inures to the benefit of any member, founder, contributor, or individual and (ii) has a governing board that would be responsible for the operation of the suicide prevention services under this part
  - b) A corporation wholly owned and controlled by an organization meeting the requirements of clauses (i) and (ii) above
  - c) A community-based organization that can effectively network with local civic organizations, regional health systems, and other settings where eligible individuals and their families are likely to have contact
  - d) An Indian tribe
  - e) A state or local government
- 7) Exhibit V: (Optional) Letters of coordination from area suicide prevention initiatives where services are proposed; relevant MOUs demonstrating area linkages and/or partnership agreements.
- 8) Signature

By submitting this application, the applicant certifies that the facts stated and the certifications and representations made in this application are true to the best of the applicant's knowledge and belief after due inquiry and that the applicant has not omitted any material facts. The undersigned is an authorized representative of the applicant.
- 9) Applicant Name
- 10) Applicant Title

**Grant writing best practices:**

- 1) Follow exact format and submission requirements.
- 2) Submit your application complete and on time within the electronic grant management system. VA will not be able to receive any applications submitted after the deadline of July 18, 2025, at 4:59 p.m. ET. It's important to note the ET for those who may be in other time zones.
- 3) Label each section and subsection clearly, use exact language from the NOFO and application.
- 4) Use NOFO and scoring criteria terms (Section 78.25 of Final Rule) to describe experience, proposed program, and need.
- 5) Provide citations and references for all statistics.
- 6) Cross-reference information provided in earlier and later sections to avoid redundancy and keep within the application size limits. Summarize key points and then refer to other section for details.
- 7) Be specific. Answer the who, what, when, how, and where for your past experience and any proposed plans.
- 8) Do not assume the reader understands the issue, problem, or the target population's needs.
- 9) Do not philosophize or argue with the NOFO and application's assumptions.
- 10) Be ambitious, but do not promise more than you can deliver. Your plan will seem unrealistic and not well thought out.
- 11) Do not surprise the reader (e.g., staff positions should not appear in a budget if they have not been discussed in other narrative or application sections).

**Application tips:**

- 1) Draft versions of the application can be saved. Return to drafts via the account login in order to avoid starting a new blank form.
- 2) Charitable organizations are considered nonprofit organizations registered within the IRS. This option will require entry of the organization's EIN, and UDPaaS will verify with the IRS database system.
- 3) All other organizations that are not a charitable organization, register with the "Eligible Entities that are Not Charitable Organizations" option. These may include local or state governments, tribal organizations, public/Indian housing authority, consumer cooperative, or any other eligible entity.
- 4) It is also important to note the Unique Entity Identifier (UEI) is a required field. You will not be able to submit the application without the UEI. The UEI is obtained through Sam.gov. VA has no influence with Sam.gov and the UEI may take time to obtain. Please do not delay obtaining the UEI.
- 5) It is important to continue saving frequently throughout the process of completing the questions as UDPaaS times out frequently, and this will prevent any information from being lost.
- 6) The bold, underlined "Download Microsoft Excel Budget Template" is the link to access the required budget template. Use the template ONLY within the application to ensure you have the correct budget template. Once the Excel template is downloaded, complete the budget. There is an upload field directly below the link for the completed budget to be uploaded.
- 7) The preview function is helpful to view your application in its entirety. It will generate a PDF that can be printed and/or saved. This can also be a helpful feature if more than one individual from your organization is working on the application.