[Place organization logo here]

**Guam Behavioral Health and Wellness Center**

**Guam Focus on Life Youth Suicide Prevention Sub-Grants**

**HHS SAMHSA, Federal Grant, GFOL Sub-Grants**

**[insert name of organization]**

**Proposed Strategic Action Plan**

**GBHWC RFP 01-2021**

Project Period: 01/15/2020 – 01/14/2025

Budget Period: 01/15/2021 – 01/14/2022

Proposed by:

Organization’s Legal/Formal Name (signature & date)

Mailing Address Authorized Representative’s Name (date) City, Guam Title or Position

Tel: (671) xxx-xxxx

Fax: (671) xxx-xxxx

This template for the **Strategic Action Plan** must be included as part of the proposed response to GBHWC RFP 01-2021: Guam Focus on Life Youth Suicide Prevention Sub-Grants

* This template includes three required sections for the proposed Strategic Action Plan
  1. INTRODUCTION AND BACKGROUND
  2. Proposed Plan of Action
  3. Proposed Evaluation Plan
  4. SIGNATURE PAGE
* This document will be available in Word format at <http://gbhwc.guam.gov/rfps-ifbs> as “RFP 01-2021\_Guam Focus on Life Sub-Grants\_Proposed Strategic Action Plan Template.docx”
* Insert one (1) original and three (4) sets of copies in a sealed envelope as part of your proposal

**A. INTRODUCTION AND BACKGROUND**

1. **Organization Description:**

* What are your organization’s vision, mission and purpose?
* Describe the history of your organization. Include the number of years you have been in operation and the average number of your employees, if any, over the past 3 years.
* Describe your organization’s structure, including resources (staff, volunteers, in-kind support, trainings completed, office space, equipment, etc.), memberships, partners and relevant funding sources. Provide a current organizational chart, and information to describe your organization’s sound fiscal and operation condition to mobilize staff, volunteers, partners and other stakeholders.
* Which population(s) does your organization reach? Include demographic information and geographic location.
* Describe some examples of current and/or recent projects that are relevant to the Guam Focus on Life goals and objectives. Include information that demonstrates your ability to reach and engage the GFOL target population and your prior experience implementing evidence-based programs using the 5-Step Strategic Prevention Framework in a high-risk and high-need community in Guam.
* What unique characteristics does your organization have that aligns with the vision and mission of GBHWC, and the goals and objectives of the GFOL grant? Include information to demonstrate your organization’s current prevention skill sets to conduct the 5-Step Strategic Prevention Framework, and your commitment to further prevention knowledge, skills, competence and readiness among staff, community volunteers, and other stakeholders.
* Is there anything else in keeping with the grant goals and objectives would you like to include in this description?

1. **Statement of Need and Proposed Target Population:**

* Identify at least one area of focus (school, educational institution, mental health program, foster care system, or child/youth support organization) to be used as a site for the proposed implementation.
* Identify the target population(s) to be impacted by your proposed prevention strategies.
* Why is there a need to implement, sustain, and improve suicide early intervention efforts in this particular population? Include information on the service gaps and other problems related to the need for prevention program development. Identify the source of the data.

1. **National Strategy for Suicide Prevention**

* Identify how this proposal is in line with Goal 8 and 9 of the National Strategy for Suicide Prevention (available at <https://www.hhs.gov/sites/default/files/sprc-call-to-action.pdf>).
* Identify how you will ensure the framework for successful messaging/suicide safe messaging is utilized in this proposal.

**B. PROPOSED PLAN OF ACTION**

The approved overarching goals for the Guam Focus on Life grant program are that youth experiencing grief and feelings of pain and loss, or having suicidal thoughts and behaviors openly seek help from natural helpers and appropriate behavioral health services. An additional goal is for Guam’s service providers to operate in an integrated system of care that safely responds to individuals at risk for suicide. Offerors are to propose services and deliverables in that allow for capacity-building and promote an integration of services for safer suicide care.

The Guam Focus on Life grant objectives being flowed through to subaward subrecipients by 2025 are as follows:

1. Evidenced-based programs will be implemented that normalize positive coping skills and increase help-seeking behavior among youth (10-24) screened as “at risk” from Guam’s public school system, emergency departments, psychiatric in- or out-patient units, and other child and youth support organizations.
2. Identified key direct service staff will be trained to identify, screen, refer, treat, and follow-up on individuals experiencing grief and feelings of loss and pain, or having suicidal thoughts and behaviors.

By the end of the program period, each Guam Focus on Life subaward subrecipient should have:

1. Provided services to at least 100 at-risk youth (10-24), using an evidence-based intervention recognized by HHS SAMHSA and approved by GBHWC.
2. Integrated services and programming to the local system of care to safely respond to individuals at risk for suicide.
3. **Key staff**

Use the tables below to identify the individuals to be assigned as key staff for the proposed program: program manager, administrative staff, data analyst and cultural representative. **Include copies of resume and certifications for each individual.**

|  |  |
| --- | --- |
| Key staff position: **Program Manager**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

|  |  |
| --- | --- |
| Key staff position: **Administrative Staff**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

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| --- | --- |
| Key staff position: **Data Analyst**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

|  |  |
| --- | --- |
| Key staff position: **Direct Service Provider/Care Coordinator**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

|  |  |
| --- | --- |
| Key staff position: **Cultural Representative**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

1. **Proposed Objectives, Strategies and Timeline**

To achieve the overarching grant goals and objectives expected of Guam Focus on Life subaward subrecipients, and considering the statement of need, proposed population and selected you described in Section A, identify in the tables that follow:

* measurable objective(s), (NOTE: each objective must have a corresponding table)
* activities and deliverables

Ensure that the proposed objectives are SMART: Specific, Measurable, Achievable, Relevant and Time-bound. For tips on writing SMART objectives, refer to <https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf>. Offerors must also include all required services and deliverables included in the RFP Section III. Scope of Work, based on the budget periods (beginning of contract to 01/14/2022).

There must be one table for each proposed objective. Detail the expected action steps, deliverables, assigned personnel and timeline so that all required scope of work in budget period are addressed.

|  |  |  |
| --- | --- | --- |
| **GFOL objective 1:** Evidenced-based programs will be implemented that normalize positive coping skills and increase help-seeking behavior among youth (10-24) screened as “at risk” from Guam’s public school system, emergency departments, psychiatric in- or out-patient units, and other child and youth support organizations. | | |
| **What is your proposed measurable objective to be achieved by the end of Program Period- January 14, 2025? By the end of the current Project Period- January 14, 2022?** | | |
| **What evidence-based program do you propose to implement?**  Note: The proposed evidence-based program must be recognized by SAMHSA and had been evaluated effective on Guam. | | |
| **What action steps or deliverables are needed to implement this strategy in this current project year (by January 14, 2022)?**  Note: these steps must follow the 5-Step Strategic Prevention Framework. | **Who is responsible?** | **What is the expected deliverable?** |
| **What is the timeline for submission of the deliverable?**  **(Format: MM/YYYY)** |
| 1. |  |  |
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| 2. |  |  |
|  |
| 3. |  |  |
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|  |

***Reminder****: Duplicate the last row as needed to complete the proposed action steps for this strategy.*

|  |  |  |
| --- | --- | --- |
| **GFOL objective 2:**  Identified key direct service staff will be trained to identify, screen, refer, treat, and follow-up on individuals experiencing grief and feelings of loss and pain, or having suicidal thoughts and behaviors. | | |
| **What is your proposed measurable objective to be achieved by the end of Program Period- January 14, 2025? By the end of Project Period- January 14, 2022?** | | |
| **What strategy do you propose to implement?** | | |
| **What action steps or deliverables are needed to implement this strategy in this current project year (by January 14, 2022)?**  Note: these steps must follow the 5-Step Strategic Prevention Framework. | **Who is responsible?** | **What is the expected deliverable?** |
| **What is the timeline for submission of the deliverable?**  **(Format: MM/YYYY)** |
| 1. |  |  |
|  |
| 2. |  |  |
|  |
| 3. |  |  |
|  |

***Reminder****: Duplicate the last row as needed to complete the proposed action steps for this strategy.*

1. **Impact on Health Disparities in Guam**

* State how the proposed approach will address existing health disparities among high risk, high need populations identified in the RFP
* How will you ensure that the strategies your organization implements will be culturally and linguistically competent to your target audience whether it’s ethnicity, age, gender, etc.?

**C. PROPOSED EVALUATION PLAN**

* + 1. **Data Collection and Performance Assessment**

Identify in the table below which evaluation indicators you will collect and analyze to measure the effectiveness and efficiency of your proposed plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Identify the objectives, strategies and activities in your Plan of Action that will be evaluated for effectiveness and impact.** | **Which process or outcome indicators will you collect?** | **Who is responsible for collecting?** | **How and how often will this data be collected?** |
| **Who is responsible for analyzing?** | **When will results be reported to GBHWC?** |
| 1. |  |  |  |
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| 2. |  |  |  |
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| 4. |  |  |  |
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| 5. |  |  |  |
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***Reminder****: Duplicate the last row as needed to complete the proposed evaluation indicators.*

**D. SIGNATURE PAGE**

**Proposed Strategic Action Plan**

**GBHWC RFP 01-2021**

**PROPOSED BY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative’s Name Date

Title or Position

Organization