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KDADS Grant Request for Application (RFA)

Consumer Run Organization(CRO) Grant

Behavioral Health Services Commission

Release Date: April 4, 2019

Submission Deadline: April 29, 2019

Contact Person: Carrie Billbe

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**Overview**

The Kansas Department for Aging and Disability Services (KDADS), Behavioral Health Services Commission, announces the release of a Request for Application (RFA) for the Consumer Run Organization(CRO) Grant. Eligible applicants are Kansas Consumer Run Organization’s that provide programs that develop, provide and maintain peer support services for individuals that self-identify as people who have experienced mental illness, substance abuse, or co-occurring disorders. Consumer Run Organizations (CRO’s) are legally incorporated non-profit consumer governed and operated organizations that use a peer recovery model built on self-direction, empowerment, peer support, and hope for living a full and meaningful life in recovery. CRO’s provide services that include leadership, education about community resources, one-on-one peer support, peer support groups, self-help groups, employment and housing support, life skills training, and health and wellness activities. CRO’s provide a connection between members and their home communities as they transition out of state psychiatric hospitals, nursing facilities, and other institutions.

Grantees awarded funds under this RFA shall receive one 12 month contract which represents the grant period for Year 1; July 1, 2019 to June 30, 2020, with a 12 month renewal option (Year 2; July 1, 2020 to June 30, 2021 and Year 3; July 1, 2021 to June 30, 2022). Funds for Year 2 and Year 3 are contingent upon funding availability and performance during each year of the contract.

**Request for Application Timeline**

Announcement Release April 4, 2019

Written Q’s from potential applicants due by 5:00 p.m. April 11, 2019

Q & A Emailed & Posted by KDADS April 18, 2019

Applications Due by 5:00 p.m. April 29, 2019

Notification of Award(s) May 29, 2019

Grant Start-Up July 1, 2019

1. **Statement of Purpose**

The mission of the Behavioral Health Services Commission is: Partnering to promote prevention, treatment, and recovery to ensure Kansans with behavioral health needs live safe, healthy, successful and self-determined lives in their communities.

The Kansas Network of Consumer-Run Organization programs exist to develop, support, and implement consumer-run peer support programs in order to support recovery for the individuals that self-identify as people who have experienced mental illness, substance abuse, or co-occurring disorders.

Kansas Department for Aging and Disability Services (KDADS) will provide support for this grant through grants with the Kansas Consumer Advisory Council for Adult Mental Health (CAC) and Wichita State University, Community Engagement Institute/Center of Behavioral Health.

1. **Eligibility**

These awards will support organizations that:

* Are independent 501c (3) corporations or have a fiscal agent that has the 501c (3) designation;
* Maintain a governing board with 100% consumer membership; with the optional addition of advisory committees/boards that represent 51% consumer membership. The optional advisory committees/boards do not legally represent the organization, but serves the board as the board sees fit.
* Maintain a 100% consumer paid staff. All paid employees must be a member of the organization.

1. Applicants are required to have a DUNS number at time of submission of funding proposal. This number is a unique nine-digit identification number provided by Dun & Bradstreet. It may be obtained at no cost at the following website: [www.fedgov.dnb.com/webform](http://www.fedgov.dnb.com/webform,%20or%20by%20calling%20866-705-5711) or by calling 866-705-5711. Verification of the DUNS number must be submitted as part of the funding proposal.
2. All applicants must submit a “Tax Clearance.” This is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

To obtain a Tax Clearance Certificate, you must:

* Go to <http://www.ksrevenue.org/taxclearance.html>to request a Tax Clearance Certificate.
* Return to the website within 1-2 working days to see if KDOR has issued the certificate.
* If issued a tax clearance certificate, download and include a copy with application documents.
* If denied a certificate, engage KDOR in a discussion about why a certificate wasn’t issued.
* May take 24-48 hours to obtain certificate/tax clearance.

1. **Outcomes/Goal(s)**

The following goals should be reflected throughout the Program Narrative.

* Ways to improve the quality of life for members;
* Ways to effectively communicate and measure the impact of peer supports to promote mental health recovery of peers with mental illness, substance abuse, or co-occurring disorders;
* Opportunities for members to develop their network of recovery support and develop their own strategies to address the challenges and opportunities of their individual and collective recovery journeys;
* Ways to establish connection between members and supports for reintegration into their home communities as they transition out of state psychiatric hospitals, nursing facilities, and other institutions;
* Ways that CRO personnel, board members and volunteers can work together to build and maintain infrastructure necessary to support the above.

The awards from the CRO grant are NOT intended to support:

* Drop-in centers
* Food pantries or meal programs
* Activities that are purely social in nature

1. **Deliverables and Reporting**

Financial Report: By the 20th of each month the grantee shall submit a monthly financial report for payment in a format provided by KDADS. Amounts requested shall be in accordance with the budget submitted with the grant application. Any deviation from the approved budget shall require submittal of a revised budget and an amendment to the grant.

Quarterly Program Report: Grantees shall submit a quarterly program report in a format provided by KDADS. Quarterly program reports shall be submitted within (20) days following the end of each quarter.

Monthly Outcomes Report: Grantees shall submit a monthly outcomes report in a format provided by KDADS. Monthly Reports shall be due by the 20th of each month to KDADS. This report shall include:

* Total hours of operations
* Total days of operations
* Number of unduplicated members
* Average daily attendance
* Number of members provided Peer Support
* Number of members helped transition from a state hospital (Larned and Osawatomie)
* Number of members helped transition from NFMH
* Number of members helped transition from jail/prison to the community
* Number of members helped find adequate housing
* Number of members helped maintain adequate housing
* Number of members referred to community support or resources (home, health, community, purpose, basic daily needs)

1. **Proposal Process**

KDADS will accept questions until **April 11, 2019 at 5:00 pm**. Questions must be emailed to Carrie Billbe at [carrie.a.billbe@ks.gov](mailto:carrie.a.billbe@ks.gov). KDADS will post answers to the questions by **April 18, 2019 at 5:00 pm** at <https://www.kdads.ks.gov/provider-home/providers/bhs-funding-opportunities>.

**How to Apply**

To be considered for funding, an emailed copy of the application in a combined pdf format (one complete document) **must** be received by April 29, 2018 **by 5:00pm**. The applications are to be submitted by email to Carrie Billbe at [carrie.a.billbe@ks.gov](mailto:carrie.a.billbe@ks.gov).

Applications will not be accepted via fax. **Late applications will not be accepted**.

1. **Review and Selection Process**

**Peer Review Panel**

KDADS is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by a peer review process. Peer review is the process by which competitive discretionary grant applications are evaluated by internal reviewers. Peer reviewers evaluate applications to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

KDADS leadership uses the peer review summaries as guidance when selecting applicants for awards. The peer reviewers' ratings serve as a basis for recommending whether to consider an application for funding. Peer review evaluations are advisory only and KDADS Secretary has final determination in the selection of grantees.KDADS Secretary approval is final with no appeal or grievance rights. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, geographic balance, and available funding.

**Selection Criteria**

The Peer Review process uses a scoring guide when reviewing proposals. The scoring guide has 100 points total scoring system. The Scoring Guide scores as follows:

**Scoring of RFP**

|  |  |
| --- | --- |
| **APPLICATION COMPONENTS** | ***Points Possible*** |
| *Cover Page* | *5* |
| *Section 1 Program Narrative* | *70* |
| *Section 2 Sustainability Plan* | *10* |
| *Section 3 Budget & Budget Narrative* | *10* |
| *Section 4 Required Documentation* | *5* |
| **TOTAL** | **100** |

The application must be arranged in the order indicated in the “Application Checklist”.

Applicants must include all of the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the scoring of the application.

**Application Checklist**

The following sections must be submitted in this order in a combined pdf format (one complete document):

\_\_\_ Cover Page

*\_\_\_* Program Narrative

\_\_\_ Sustainability Plan

\_\_\_ Budget & Budget Narrative for FY2020 (blank form can be found on posting at): <https://www.kdads.ks.gov/provider-home/providers/bhs-funding-opportunities>

\_\_\_ Required Documentation

1. Tax Clearance Certificate
2. 501 (c) 3 documentation.
3. CRO’s Code of Conduct.
4. Employee Handbook.
5. CRO’s Financial Procedure Manual.
6. Board member and officer responsibilities/role descriptions.
7. A list of current board members, with length of service and positions they currently hold or have held in the past.
8. A list of all current employees and the number of hours per week they work.
9. The CRO’s membership criterion. If you have a membership application, please submit.
10. **Detailed Application/Proposal**

The following sections ask for detailed information about your organization’s proposed capacity building project. Applications must be typed or word processed; **no handwritten applications will be accepted.** Complete the following information (using additional paper if necessary) using a **12-point standard font (Arial, Times New Roman, or Verdana), on white paper, with black ink and 1-inch margins on all sides.** Please include a header or footer on each page with the name of your organization and the page number.

**You must provide required information in each section.** Some information provided may take more space than others in the section. You may adjust space as needed for each response, but please **retain all headings and questions in the document**.

**Cover Page (5 points)**

Name of CRO:

CRO Address, City, State, Zip:

Telephone:

Valid business E-mail Address for questions:

Facebook address and/or website address:

Employer Identification Number:

Dun & Bradstreet Number (DUNS number):

Name and Title of Contact Person:

Telephone of Contact Person:

Total projected amount of funds that your CRO is requesting for FY2020: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total projected amount of funds that your CRO is requesting for FY2021: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total projected amount of funds that your CRO is requesting for FY2022: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list name and provide signatures of all who participated in the process of developing this proposal:

**Section 1 Program Narrative (70 Points)**

Please provide the following information with as much detail as possible.

1. Please provide your CRO’s projected 1st Quarter (FY2020) plans including details about types of support groups, event activities, and other major annual/seasonal events.
2. Explain how your CRO promotes behavioral health recovery among its members. Describe how you support members who are experiencing mental health disorders as well as those that experience substance use and addiction challenges.
3. Provide your projected total membership number for FY2020. Please explain your outreach plan to reach new potential members.
4. State by what percentage (%) you project to increase your membership for FY2020.
5. Provide your projected average weekly non-duplicated member attendance.
6. Provide your projected days and hours of operation in FY2020, and describe ways that your CRO will provide support to individuals who need support outside of your hours of operation.
7. Please provide your CRO’s staffing plan if the Executive Director has to be out for an extended period of time due to unforseen circumstances to ensure the CRO will be open for members and that KDADS required reporting gets completed on time.
8. State the mission and vision of your CRO.
9. Explain how your CRO engages with members or other individuals after they come out of crisis, rehab, incarceration, hospitalization or other institutional settings.
10. Describe specific ways that your CRO plans to engage and educate transitional age youth (ages 16-25) about your CRO and about the benefits of peer support and how to become a future member.
11. Explain how the CRO board, members, and staff create a sense of community and belonging. Describe how your board, members, and staff meet the needs of a diverse community (including age, ethnicity, gender and sexual identity). State how your CRO board reflects the diversified community it serves.
12. Describe how your CRO helps people find resources in the community and develop their own networks of support.
13. Explain how your CRO promotes whole-person health and wellness.
14. Describe how peer relationships and peer support serve as part of the day-to-day experience of members at your CRO.
15. Describe what volunteer and leadership opportunities are available to your membership.
16. Explain how your CRO board, members and staff maintain an environment that is safe,welcoming and provides a sense of acceptance and belonging.
17. State how your CRO addresses both discrimination and stigma within and outside of the behavioral health system, as well as within the CRO.
18. Please describe your relationships with key community partners (good or bad, extend beyond just CMHC, SUD providers, and landlord).
19. Describe how your CRO finds new members. Please include information about how potential new members find your CRO (marketing, community presence, social networking, etc.).
20. Explain your community outreach plan to address behavioral health stigma, connection with local community resources and ways to increase local community support for your CRO. Please describe how you have engaged with your community in the past and specifically how you will continue to expand community engagement moving forward.
21. Please describe the history of the types of funding that your CRO has applied for and was awarded(if applicable) other than KDADS.

**Section 2 Sustainability Plan** **(10 Points)**

**It should be the aim of every KDADS grantee to reach sustainability since funding is not guaranteed in subsequent years.** Development of a sound sustainability strategy is essential to financial viability and the ability of the program to continue. The prospect of being financially able to continue the project is increased if strategies for sustainability are identified during the planning stages of the program and implemented.

Include a plan for sustaining the project that is realistic and feasible for your program. The plan should include sustainability strategies that do not depend on one source of funding. It is suggested that you consider a range of possible options.

Applicants **must** address the following items in the *Sustainability Plan* section; **not necessarily in this order**:

• A realistic and feasible plan for sustaining the project

• An explanation of other sources of income for the project that will ensure continuance after the grant ends.

• Strategies that may be used to sustain this initiative or its programs after the grant ends that do not depend on one source of funding and considers a range of possible options.

**Section 3  Budget and Budget Narrative (10 Points)**

Please complete the attached budget and complete a budget narrative for line items.

**Section 4 Required Documentation (5 Points)**

Please provide the peer review panel with the following information:

1. Tax Clearance Certificate.
2. 501 (c) 3 documentation.
3. CRO’s Code of Conduct.
4. Employee Handbook.
5. CRO’s Financial Procedure Manual.
6. Board member and officer responsibilities/role descriptions.
7. A list of current board members, with length of service and positions they currently hold or have held in the past.
8. A list of all current employees and the number of hours per week they work.
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