



KDADS Grant Request for Application (RFA)

Kansas Suicide Prevention Coalition

Behavioral Health Services Commission

Release Date: 06/20/2024

RFA Submission Deadline: 07/08/2024

Contract Manager: Alex Zelkovitz

State Suicide Prevention Coordinator

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I. Overview:

The Kansas Department for Aging and Disability Services (KDADS), Behavioral Health Services Commission (BHS), announces the release of a Request for Applications (RFA) which will allow eligible applicants to become the **Fiscal Agent** to support the Kansas Suicide Prevention Coalition, which seeks to address and assist in suicide prevention efforts for all Kansans through access to partnerships, advocacy, resources, ideas and data.

II. Purpose:

The Kansas Suicide Prevention Coalition agreement is intended to address the ongoing crisis of suicide in Kansas through the execution of the Kansas Suicide Prevention State Plan, which supports the funding and creation of the coalition.

The Kansas Suicide Prevention Coalition represents both public and private sectors and works to provide opportunities for these partners to align current and newly developing suicide prevention efforts that aim to reduce and prevent suicide and suicide risk through the implementation of effective, culturally competent suicide prevention strategies and activities.

This statewide approach seeks to bring together individuals who represent various communities across Kansas to better improve and sustain Kansas's suicide prevention infrastructure.

III. ELIGIBILITY

Kansas Department for Aging and Disability Services invites applications from private, nonprofit and/or community organizations and agencies to become the fiscal agent for the Kansas Suicide Prevention Coalition.

Applicants must be able to financially support the multiple sector partnership that makes up the coalition as its mobilized at the local level. Applying agencies and organizations should possess a stable and operative organizational structure with clearly defined roles and responsibilities.

IV. OUTCOMES/GOALS

The Kansas Suicide Prevention Coalition continues to approach suicide prevention through the connection of these public and private partnerships with a unified vision and voice, which includes various members representing suicide prevention coalitions, healthcare and behavioral health care providers, educators, researchers, individuals with lived experience of suicide attempts and loss, as well as public agencies.

The coalition supports and promotes resource and data sharing, identifying populations most at risk, community-based suicide prevention services and activities, evidence-based strategies aimed at reducing suicidal ideation, attempts, and deaths, address shared risk and protective factors, address behavioral health disparities, and produce sustainable systems change for vulnerable populations in Kansas. The coalition serves individuals across the lifespan.

KDADS State Suicide Prevention Coordinator provides support to the Kansas Suicide Prevention Coalition in their execution of comprehensive plans that generate/expand upon prevention strategies, efforts, and activities. The applying Fiscal Agent would work with KDADS and the Kansas Suicide Prevention Coalition to achieve these goals.

V. TERMS OF THE AGREEMENT

The award is for a ten-month term, starting 09/01/2024 through 06/30/2025.

The Fiscal Agent awarded will enter a binding legal agreement between the Kansas Department for Aging and Disability Services and Kansas Suicide Prevention Coalition to support their goals and objectives through the Scope of Work outlined in the contract and the approved budget.

VI. OVERVIEW OF AGREEMENT

The Fiscal Agent selected will be awarded \$185,000.00 each with a term of ten months, beginning from the effective date identified in the agreement.

The agreement requires the awarded grantee to comply with specific grant criteria, which includes quarterly written reporting, monthly financial reports, and monthly data collection.

This contract will include a full-time position of Policy and Program Coordinator for the Coalition who will work with the coalition to execute their goals and objectives.

Budgets submitted with this application will be reviewed. Any adjustments to budgets must fit within the Scope of Work outlined in the contract and will require prior approval by both KDADS and the Kansas Suicide Prevention Coalition. Adjustments must be completed on a written budget request template (*provided by KDADS*), along with the adjusted budget in the excel format, and must include an updated justification for each category that is reallocated. Should an awardee not meet these requirements, a review of expectations as well as a delay expense reimbursement can be expected.

VII. NOTIFICATION OF AGREEMENT AWARD

The Fiscal Agent selected will be notified via email by the State Suicide Prevention Coordinator no later than 07/16/2024 (*subject to change*).

VIII. APPLICATION

A. Submission Information

Those interested in applying shall submit any questions regarding the RFA by 5:00 p.m. on 06/26/2024 via email Alex.Zelkovitz@ks.gov. Responses to all questions will be posted on the Kansas Department for Aging and Disability website by 07/01/2024. Applications and required documents shall be submitted via email to Alex.Zelkovitz@ks.gov by 07/08/2024 by **5:00** p.m. **Applications submitted after that time frame will not be scored.** Failure to submit an application that contains all the specified information may negatively affect the review of the application.

B. Application & Required Documentation

- Completed Coversheet (*attached*)
- Support Documents (*attached*)
 - Current W9 (*not provided*)
 - DA-130 & Voided Check
 - Boycott of Israel Certification (IBC)
 - Sexual Harassment Acknowledgement form (SHA)
 - Covered Technologies Certification of Company (CTCC)
- Program Narrative: The program narrative must include the following sections:
 1. Implementation Efforts
 2. Personnel/ Organization Descriptions
- Budget/Cost Sample Sheet (*attached*)

This worksheet will outline how funds will be allocated. (*These are estimates and can be revised if awarded*) Cost Sample Sheet **and justification** should thoroughly and clearly describe every category of expenses listed. Any indirect cost should be capped at 10%.
- Tax Clearance Certificate (*not provided*)

All applicants must submit a “Tax Clearance Certificate.” 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, 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). This may take up to 24 hours to obtain. This is not the same as an entity being tax-exempt. **DO NOT SUBMIT YOUR TAX-EXEMPT CERTIFICATE.**

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 the following working day to see if KDOR will issue the certificate
 - If issued an official certificate, print it or save and attach it to your signed renewal document
 - If denied a certificate, contact the Kansas Department of Revenue, Director of Taxation about why a certificate wasn't issued
 - It may take up to 24 hours to obtain the certificate/tax clearance and are only valid for 30 days
 - **Please note this is not the same as tax-exempt status**
- 501(c)(3) Verification as appropriate

C. Application Instructions

Applications must contain the Project Narrative. Project Narrative Headings for each section should be clearly labeled. Applicants should clearly and comprehensively respond to each bullet within each of the sections described below. Format the Project Narrative using one-inch margins at the top, bottom, and both sides; a font size of 12 points; and sequentially paginated pages. Please limit the Project Narrative to no more than 12 pages. A breakdown of maximum pages expected for each section are indicated next to the title headings.

D. Narrative

The narrative should describe in detail the applicant's capability and planning process to support the Kansas Suicide Prevention Coalition in their following efforts as their fiscal agent. This should be detailed clearly, with easy-to-understand language. The following guidance outlines the elements the narrative requests.

1. Implementation Efforts *(please limit to 6 pages)*
 - a. Describe your ability to support the execution of section IX. Kansas Suicide Prevention Goals & Objectives as the Fiscal Agent.
 - b. Describe your understanding of the collaborative partnership that will be necessary between KDADS as the funder, the Kansas Suicide Prevention Coalition carrying out the goals and objectives, and your agency/organization as the fiscal agent.
 - c. Describe the intended realistic timeline for supporting the execution of the Kansas Suicide Prevention Coalition's goals and objectives listed in section IX. This should include detailing your ability to begin work within the first 30 days of the agreement.
 - d. Discuss any anticipated challenges or barriers and describe how those may be addressed.
 - e. Describe how your agency/organization currently works to ensure cultural competency.

2. Personnel/ Organization Descriptions *(please limit to 6 pages)*
 - a. Discuss how long your organization/community has been involved in infrastructure building at the local and/or state level.
 - b. Describe all who will participate in this project, what their role and title is within the organization currently (paid and in kind), any members authorized to sign contracts and monthly financial reports.
 - c. Describe applicants experience working with coalitions, grants/contracts, and strategic planning.
 - d. Due to funding being reimbursed retroactively, please describe your organization's ability to remain financially sustainable during the course of this agreement.
 - e. This contract will include a full-time position of Policy and Program Coordinator for the Coalition. As the Kansas Suicide Prevention Coalition currently operates, section X. Policy and Program Coordinator Job Description describes this position's duties and responsibilities. Please describe your ability to hire a full-time staff person to fill this position, within your organization or outside of it. This needs to include your anticipated timeline for onboarding this key personnel and your expectation of how they will assist the coalition in operationalizing their intended goals and objectives. This position's salary will need to be reflected in your submitted budget/cost sheet *(attached)*.

IX. KANSAS SUICIDE PREVENTION GOALS & OBJECTIVES

- A. Provide oversight, recordkeeping, communications, social media and website hosting, logistical, budgetary, and strategic planning support to the Kansas Suicide Prevention Coalition's general body, the executive committee, and designated workgroups.
 - 1. This includes but is not limited to the continued development (in partnership with Wildman Web Solutions) of the Kansas Suicide Prevention Coalitions website to ensure its accessibility and functionality meets the needs of the Coalition, the hosting of a financial record keeping software for expense, dues, and donation tracking, as well as the hosting of an email address, email list serve, and contracts tracking, as well as the provision of any necessary technology needed to support these tasks such as a computer equipment, and printing and scanning equipment.
- B. Facilitating the annual review and quinquennial re-write of the Kansas Suicide Prevention Plan and submit to the KDADS State Suicide Prevention Coordinator.
- C. Provide enrollment support to KDADS funded community grantees to recruit members for Kansas Suicide Prevention Coalition.
- D. Actively attempt to recruit new members of the coalition, including individual members as well as county coalitions. This includes special attention to high-risk populations, diverse sector representation, and those with lived experience.
 - 1. This would include supporting the recruitment and outreach efforts through the facilitation of KSPC tabling at events including, but not limited to, conferences, health and resource fairs, and cultural events
- E. Provide travel support in the form of mileage reimbursements, per diems, and other supports included but not limited to taxis and ride share payments associated with travel for Coalition business as detailed here:
 - 1. Attendance of the American Association of Suicidology Conference for grant staff and up to five members of the KSPC Executive Committee or Subcommittee Chair Roster
 - 2. In-State travel for grant staff and Executive Committee members for coalition meetings, grantee visits, tabling, outreach and TA.
 - 3. Travel costs (mileage and hotel) incurred by Coalition Members when providing support for Coalition tabling efforts.
 - 4. Annual Meeting Scholarships covering travel costs for members traveling >200 miles and paying out-of-pocket for travel expenses to attend the Annual Meeting.
- F. Plan, organize, and support an in-person annual meeting of the Kansas Suicide Prevention Coalition which includes but is not limited to the support for suicide prevention/intervention trainers, educational opportunities for attendees, opportunities for the Executive Committee and Subcommittees to conduct business and provide a comprehensive report out to the general assembly, and the hosting of any needed elections.
- G. Support the Kansas Suicide Prevention Coalitions sub-committees in addressing goals and strategic directions from the state suicide prevention plan as well as items identified through strategic planning activities which focuses on the subcommittee's work as detailed here:
 - 1. Community Engagement subcommittee support included but not limited to the continuation of a public awareness campaign, the facilitation of tabling efforts across the state of Kansas, and the support of tabling efforts and tabling volunteer recruitment.

2. Systems of Care subcommittee support includes but is not limited to the continued provision of educational opportunities for Kansas communities, coalition members, and clinicians, with a focus on at-risk and marginalized groups in order to build suicide prevention knowledge and skill-base in evidence-based interventions.
 3. Surveillance Research, and Evaluation support includes but is not limited to providing annual published data within the Suicide Prevention State Plan.
 4. Resource Development support includes but is not limited to continuing the growth of the resource directory and suicide prevention activities interactive map to ensure accurate data is available and accessible and can be incorporated into communication strategies.
 5. This includes the fiscal agent's ability in providing a secure physical space to store any necessary Kansas Suicide Prevention Coalition materials, equipment, and tabling supplies which is reasonably accessible to grant staff work.
- H. Host the Statewide Youth Suicide Prevention Art Contest. This effort includes but is not limited to standing up and coordinating statewide meetings between partners to plan the event, performing, or identifying the agency performing outreach to youth, the provision of prizes as identified by the planning committee to youth participants, and the collection of artworks for the purpose of supporting marketing and awareness campaigns.
 - I. Provide support in completing the State Needs Assessment provided by the Suicide Prevention Resource Center (SPRC) as well as disseminating the results of the assessment.
 - J. All other duties not otherwise indicated to ensure the continued sustainability and functioning of the KSPC as agreed upon by KSPC Executive Committee and KDADS.
 - K. Receive approval from KDADS of proposed approaches prior to implementing proposed strategy if it differs from the scope of work outlined and accept the modification suggestions as mutually agreed upon with KDADS.
 - L. Ensure all Deliverables and Reporting are adhered to for timely payments to Kansas Suicide Prevention Coalition to support efforts.

X. POLICY AND PROGRAM COORDINATOR

A. Track New Members

1. Review the electronic or physical membership form or membership renewal form.
2. Track information for the following: Members, Contact Info, Dues Tracking, Updated Specializations, Detailed Specializations.

B. Track Dues

1. Ensure dues tracking is kept up to date.
2. Ensure all membership information is correct and all dues that have been paid for the year are accounted for to support the KSPC Treasurer in sending out dues invoices.
 - a. Follow-up with email reminders for unpaid dues as needed.

C. Participation in Executive Committee Meetings

1. Build the agenda, include upcoming events or needs, discuss financial reports, planning of general assembly meetings, organize completion of KDADS Quarterly Reports, provide support needed for ongoing tasks, provide reminders and updates, provide subcommittee updates.

D. Participation in General Assembly Meetings

1. Subcommittee Work Overview
 - a. Create a copy of the most recent Work Meeting Agenda
 - b. Determine the length of subcommittee work & updates, including presenting tasks, requests, or questions, List order of Subcommittee Chairs presenting.
2. List out all Coalition updates, build in time for Member updates and/or questions.
3. Send out Email Reminders, including a detailed reminder including the meeting link, and the agenda.
4. Build the PowerPoint for general assembly meetings.
5. Educational Opportunity/Presentation/Etc. Meetings
 - a. Build the Agenda
 - i. Provide brief introduction for any presenters, as necessary, list out all Coalition Updates, build in time for Member updates and/or questions.

E. Website Updates Ongoing Responsibilities

1. Announcements & Calendar Events
 - a. Continually update the following:
 - b. An announcement slide with the Subcommittee meeting dates and times, calendar events for each Subcommittee meeting, the General Assembly meeting, and any other Coalition events that are occurring, list Member Events
2. Executive Committee
 - a. Following Elections: email new members to request their picture, pronouns, and a brief bio for the website, then provide information to Wildman Web Solutions, Update the Executive Committee Roster on the “Home” and “About” page as needed to remove members.
3. For other update needs, email Miles and/or Anna with Wildman Web Solutions.

F. Subcommittee Support

1. Attend Subcommittee Meetings, be able to understand/reference relevant information related to the KDADS contract’s Scope of Work and Kansas Suicide Prevention State Plan.

2. Debrief on the Year, review feedback from the Annual Meeting, and create timeline for the upcoming years' work, prepare reports for annual meeting regarding work completed within Fiscal Year, discuss next steps, utilize the state plan to help support identifying new work.
 3. Support Subcommittee chairs in sending emails (using the Coalition email address as needed) for reminders, agendas, notes, etc.
- G. Financials & Expenses
1. Review the Financial Manual and ensure it is updated annually.
 - a. This process should include the Executive Committee President and Treasurer, KDADs, and leadership from the Fiscal Agent. This must be signed annually by the President and Leadership of the Fiscal Agent.
 2. Track Coalition Expenses
 - a. Complete an Expense Reimbursement Form, send Expense Form and any receipts to the President and Treasurer for signature, send the signed form WITH receipts to the relevant Fiscal Agent Business/Financial Team member, follow any other expense protocols of the fiscal agent and the financial manual.
 3. Track Personal Expenses (Ex: Mileage for a conference)
 - a. Complete a Personal Reimbursement Form
 - i. Send Reimbursement Form and any receipts to the President and Treasurer for signature, send signed form and receipts to the relevant Fiscal Agent, follow any other expense protocols of the fiscal agent and the financial manual.
- H. Other Coordinating
- a. Send reports on time to KDADS State Suicide Prevention Coordinator
 - b. Stay connected with coalition President and KDADS Staff (State Suicide Prevention Coordinator and Prevention Program Manager)

XI. SELECTION PROCESS

A. Grant applications will be reviewed based upon the following criteria.

APPLICATION COMPONENT	POINTS POSSIBLE PER
Applicant Information & Required Documentation	20
• Current W9	
• DA-130 & Voided Check	
• Boycott of Israel Certification (IBC)	
• Sexual Harassment Acknowledgement form (SHA)	
• Covered Technologies Certification of Company (CTCC)	
• 501(c)(3) Verification as appropriate	
• Tax Clearance Certificate	
• Completed Coversheet	
Narrative	60
• Implementation Efforts	<i>30 points per section</i>
• Personnel/ Organization Descriptions	
Proposed Budget with Justifications	20
TOTAL	100

B. Below outlines a timeline and due dates for this RFA. If KDADS finds a need to alter the timelines listed herein, either an addendum or correction notice will be issued announcing the alternate timeline.

Release of Request for Application	06/20/2024
Written Questions Submitted	06/26/2024 By 5:00 p.m.
Written Questions Posted	07/01/2024 By 5:00 p.m.
Applications Due	07/08/2024 By 5:00 p.m.
Awards Announced <i>*subject to change</i>	07/16/2024
Grant Phase	09/01/2024 through 06/30/2025

Kansas Department for Aging and Disability Services views applicants and grantees as learning partners; while specific guidance, consultation, and deliverables have been identified, much will be learned while community organizations engage with their targeted populations to support a suicide prevention mindset. The goal is to positively impact on attitudes, beliefs, and actions related to suicide prevention specific to each community across Kansas. Kansas Department of Aging and Disability services and the State Suicide Prevention Coordinator are committed to working mutually with community coalitions and organizations to provide clarity through email, telephone or in person, as needed. As part of its commitment to lead and foster learning, KDADS will strive to create a respectful environment in which the expertise of community stakeholders is honored and supported through competent supports both face-to-face and virtual settings.