



KDADS Grant Request for Application (RFA)

Kansas Community Suicide Prevention Grant

Behavioral Health Services Commission

Release Date: 01/31/2024

RFA Submission Deadline: 03/31/2024

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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 engage in community-based **suicide prevention** services and activities which utilize evidence-based strategies aimed to reduce suicidal ideation, attempts, and deaths, address shared risk and protective factors, and produce sustainable systems change for vulnerable populations in Kansas.

II. Purpose:

The purpose of this Kansas Community Suicide Prevention Grant is intended to address the ongoing crisis of suicide in Kansas through community driven suicide prevention programs which aim to reduce and prevent suicidal behaviors through the implementation and sustainability of effective, culturally competent suicide prevention strategies and activities.

The grant is intended to serve individuals across the lifespan. Funds are intended for populations local communities have identified most at risk. The State Suicide Prevention Coordinator will provide support for the execution of comprehensive plans that generate/expand upon prevention efforts and activities within applicant communities.

III. ELIGIBILITY

Kansas Department for Aging and Disability Services invites applications from private, nonprofit and/or community organizations and coalitions located in Kansas.

Eligible applicants and their fiscal agents may include community coalitions, local government agencies, schools, public universities and colleges, private and/or or not-for-profit 501(c)(3) organizations based in the targeted community. Community coalitions shall be defined as a multiple sector partnership, mobilized at the local level. Effective community coalitions should possess a stable and operative organizational structure with clearly defined roles and responsibilities.

IV. OUTCOMES/GOALS

The intention of this grant is to reduce and prevent suicide and suicide risk in local Kansas communities that enrich suicide prevention efforts across the state. Grantees will demonstrate progress made toward conducting a community assessment, building suicide prevention infrastructure, and addressing cultural competency by developing a plan which executes suicide prevention activities that contribute to positive change within their community. This plan should include evidence-based strategies for suicide prevention efforts. Submission of this plan is required within 30 days of the grant award.

V. TERMS OF THE GRANT

The award is for a 12- month grant year. Applicants must be residents of Kansas who are actively engaged with and have knowledge of the members and needs of their community. Grantees are expected to become members of the Kansas Suicide Prevention Coalition and regularly attend and participate. Utilizing a portion of grant funds for coalition membership is allowable if necessary. The awarded grantees will enter a binding legal agreement between the

Kansas Department for Aging and Disability Services and the awarded recipient. The agreement requires the awarded grantee to comply with specific grant criteria, which includes quarterly written reporting, monthly financial reports, and monthly data collection. 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. They 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.

VI. OVERVIEW OF GRANT AWARDS

Grantees will be awarded \$35,000.00 each with a term of one year, beginning from the effective date identified in the agreement. Extension of this grant will be determined based on funding availability.

VII. NOTIFICATION OF GRANT AWARDS

Grantees who are selected will be notified via email by the State Suicide Prevention Coordinator no later than 05/16/2024 (*subject to change*).

VIII. APPLICATION

Submission Information

Those interested in applying shall submit any questions regarding the RFA by 5:00 on 02/14/2024 via email Alex.Zelkovitz@ks.gov. Responses to all questions will be posted on the Kansas Department for Aging and Disability website by 02/23/2024. Applications and required documents shall be submitted via email by 03/31/2024. Failure to submit an application that contains all the specified information may negatively affect the review of the application.

Application & Required Documentation

- Completed Coversheet (*attached*)
- Program Narrative- The program narrative must include the following sections:
 - A. Community Description
 - B. Population/Areas of Need
 - C. Project Description and Implementation Efforts
 - D. Data and Outcome Measures
 - E. Personnel/ Organization Descriptions
 - Letter(s) of Commitment if applicable (*see Section 5d below*)

- 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. Allocation of funding for personnel should be capped at 5%, including fringe, and any indirect cost capped at 10%.

- Tax Clearance Certificate

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, 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

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 6 pages. A breakdown of maximum pages expected for each section are indicated next to the title headings.

Project Narrative

The narrative should describe in detail the applicant's capability and planning process to implement evidence-based suicide prevention activities that aim to result in measurable outcomes which benefit their community. This should be detailed clearly, with easy-to-understand language. The following guidance outlines the elements the narrative requests.

1. Community Description (*please limit to one page*)
 - a. Define the geographical area served.
 - b. Describe residential demographics of the community served (*including but not limited to age, gender, race, ethnicity, social/economic features etc.*)
2. Population/Areas of Need (*please limit to two pages*)
 - a. Identify the population of focus for this award and provide an explanation as to why this population was selected.
 - b. Describe the community needs, gaps, and challenges as they relate to suicide prevention and social determinants of health.
3. Project Description and Implementation Efforts (*please limit to three pages*)
 - a. Describe, in detail, goals related to suicide prevention strategies, activities and/or trainings you intend to implement as a result of funding. Outline your plan as you would like to it appear in a scope of work.
 - b. Describe the intended realistic timeline for initiatives and activities. This should include detailing your ability to begin work within the first 60 days of the award cycle.
 - c. Discuss any anticipated challenges or barriers and describe how those may be addressed.
 - d. Describe a plan to ensure cultural competency.

4. Data and Outcome Measures (*please limit to two pages*)
 - a. Describe, in detail, your data collection plan and how it will be reported monthly to KDADS.
 - b. Provide a plan on how outcomes will be measured and reported that details the impact this project and funding made on your population of focus.
5. Personnel/ Organization Descriptions (*please limit to one page*)
 - a. Discuss how long your organization/community has been involved in suicide prevention work.
 - 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 grants and strategic planning.
 - d. If intending to contract with partners outside the organization applying, please provide their information, complete with a formal Letter of Commitment from intended partners as an attachment.
 - e. Due to funding being reimbursed retroactively, please describe your organization's ability to remain financially sustainable during the course of this grant.

IX. SELECTION PROCESS

Grant applications will be reviewed based upon the following criteria.

APPLICATION COMPONENT	<i>Points Possible</i>
Applicant Information & Required Documentation <ul style="list-style-type: none"> • 501(c)(3) Verification as appropriate • Tax Clearance Certificate 	5
Narrative	80
Community Description	16
Population/Areas of Need	16
Project Description and Implementation Efforts	16
Data and Outcome Measures	16
Personnel/ Organization Descriptions	16
Proposed Budget	15
TOTAL	100

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	1/31/2024
Written questions Submitted	02/14/2024 By 5:00 p.m.
Written Questions Answered	02/23/2024 By 5:00 p.m.
Applications Due	03/31/2024 By 5:00 p.m.
Awards Announced <i>*subject to change</i>	05/15/2024 By 5:00 p.m.
Grant Phase	07/01/2024 through 06/30/2025

Kansas Department for Aging and Disability Services views community grant 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. 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.