

KDADS Grant Request for Application (RFA)

Garrett Lee Smith Suicide Prevention Trainings

Behavioral Health Services Commission

Release Date: **09/03/2024**

RFA Submission Deadline: **10/11/2024** Contract

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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 Application (RFA) which will allow eligible applicants to provide trainings in communities across the state for The Kansas Garrett Lee Smith (GLS) State/Tribal Suicide Prevention and Early Intervention Program.

GLS is a multi-component initiative which will utilize evidence-based trainings to reduce suicide deaths, behaviors and ideation in youth and young adults aged 10-24 in Wyandotte County as well as the 12 counties in the southeast region of Kansas. The program goals are directly tied to the Kansas Suicide Prevention Plan which was revised in 2021 with a focus on addressing the four strategic directions identified by the National Strategy. The program goals and objectives are also aligned with recommendations created by the Kansas Governor's Mental Health Task Force (2017) and the Special Committee on Mental Health Modernization and Reform (2021-2022).

II. Purpose:

The purpose of this program is to support states and tribes with implementing youth suicide prevention and early intervention strategies. Kansas's program will focus this year's efforts in Wyandotte County as well as the 12 counties in the southeast region of Kansas.

Grantee will be required to both facilitate and offer certification to trainers to implement the following evidence-based trainings through the GLS program: Suicide Postvention training for counseling suicide grief trainers, Counseling on access to Lethal Means (CALM) training, Youth Mental Health First Aid training (YMHFA), Question, Persuade, Refer (QPR) and Sources of Strength.

The Grantee will be required to partner with schools, educational institutions, behavioral health programs and other youth serving organizations to increase the capacity to provide these trainings.

III. ELIGIBILITY

Kansas Department for Aging and Disability Services invites applications from private, nonprofit 501(c)(3) and/or community organizations located in Kansas. Effective agencies/organizations should possess a stable and operative organizational structure with clearly defined roles and responsibilities. Must have the capacity and ability to partner with State, Federal and community entities such as schools, educational institutions, behavioral health programs and other youth serving organizations, etc.

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. We aim to support the continuation and enhancement of suicide prevention efforts, goals and activities and allows for continued operation of the Kansas Garrett Lee Smith State/Tribal Suicide Prevention and Early Intervention Program.

It is expected that this program will complete the following goals:

Goal 1: Strengthen and broaden public communication efforts about risk and protective factors for suicide.

Goal 2: Improve suicide risk recognition among youth serving organizations and professionals by increasing connections to culturally sensitive, consumer-responsive treatment services.

Goal 3: Implement strategies to reduce access to lethal means among youth.

Goal 4: Utilize the latest approaches and evidence-based practices to implement Sources of Strength training to provide the programs comprehensive, upstream prevention approach that influences the whole student population and emphasizes peer leadership to the population of focus.

Goal 5: Implement crisis response to improve and enhance the safety net support including creation of safety plans and referrals to treatment.

Goal 6: Expand access to suicide postvention training.

Goal 7: Improve statewide capacity to collect and analyze data related to suicide prevention efforts, and suicide morbidity/mortality.

V. TERMS OF THE GRANT

The award is for a 12- month grant year. Grantees are expected to become members of the Garrett Lee Smith workgroup and encouraged, but not required to join the Kansas Suicide Prevention Coalition. Grantees are expected to regularly attend and participate in general GLS check-in meetings and workgroup meetings. The awarded Grantee will enter a binding legal agreement between the Kansas Department for Aging and Disability.

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

The Grantee will be awarded \$ 280,670.00 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 and performance. The Kansas Garrett Lee Smith (GLS) State/Tribal Suicide Prevention and Early Intervention Program is a SAMHSA federal discretionary grant ending 09/29/2028.

VII. NOTIFICATION OF GRANT AWARDS

Grantees who are selected will be notified via email by the Garrett Lee Smith Project Manager no later than **10/25/24** (*subject to change*).

VIII. APPLICATION

Submission Information

Those interested in applying shall submit any questions regarding the RFA by 5:00 on **09/13/24** via email to Ali.longstreet@ks.gov. Responses to all questions will be posted on the Kansas Department for Aging and Disability website by 5:00pm on **09/20/24**. Applications and required documents shall be submitted via email by 5:00pm on **10/11/24 to Ali.longstreet@ks.gov and cc stephanie.rhinehart@ks.gov**. 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:
- Cost Sample Sheet (*attached*) – *must be submitted via excel format*
 - 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 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/Times New Roman, single spaced; charts and graphs at 10-point font black and white and sequentially paginated pages. Please limit the Project Narrative to no more than 10 pages including any charts and graphs . 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 trainings as described below. This should be detailed clearly, with easy-to-understand language. The following guidance outlines the elements the narrative requests. Please ensure to number each question you are responding to. You **do not** need to restate the question.

Questions:

1. Describe your capacity to fully execute the trainings and/or oversee the execution of the trainings to carry out the service and deliverables indicated in the GLS project that are described below in section **IX (2 pages)**
2. Describe the ideal realistic timeline and how you plan to implement each training described in section **IX (half page)**

3. Describe your understanding of the collaborative partnership that will be necessary between KDADS as the Project Manager, the Project Coordinator, and your agency's responsibility to organize and implement the trainings. **(1 page)**
4. Describe any potential challenges or barriers and methods to address them **(half page)**
Describe how your agency/organization currently works to ensure cultural competency. **(half page)**
5. Describe your organizations partnerships/connections with tribal agencies/communities. **(half page)**
6. Describe your organization's history and efforts in youth suicide prevention. **(half page)**
7. Describe any current work, experience, or connections you have working within the catchment area, which includes Wyandotte County as well as the 12 counties in the southeast region of Kansas. **(1 page)**
8. 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. **(1 page)**
9. Describe applicants experience working with coalitions, grants/contracts, and strategic planning. **(1 page)**
10. Due to funding being reimbursed retroactively, please describe your organization's ability to remain financially sustainable during the course of this agreement. **(half page)**
11. Please describe your ability to complete the following data collection/tracking requirements described below in section **IX**. **(1 page)**

IX. Training Coordination Description

The Grantee will provide coordination and be responsible for the intended trainings as well as other tasks needed for the project. Subcontracts are allowed as long as it's understood that the vendor will be responsible for the trainings being executed and all other aspects of the contract.

The Grantee will work with the Project Manager to review the training curriculum, schedule, and materials to ensure they are in line with the statement of work, ensure staff feedback is provided to assess the effectiveness of the training provided and will be responsible for maintaining fidelity for each of the intended trainings. KDADS does not expect any trainees to be charged for their attendance and participation.

The trainings and requirement details are described below:

1. Suicide Postvention training for counseling Suicide Grief trainers:

- **Type of Trainings:** The American Foundation Suicide Bereavement training teaches helping professionals how to respond in a coordinated and comprehensive way in the aftermath of a suicide.
- **Number of Trainings:** 18 trainers spread evenly across 6 regions of KS.
- **Number of Persons:** On an annual basis, upon execution of contract, there is an expectation of a minimum of 9 support groups created from the 18 trainers that are created.
- **Additional Summary:** Suicide Postvention training for counseling Suicide Grief trainers will provide staff as a state vendor/contractor with Suicide Postvention training for counseling Suicide Grief training experience equipped with current approaches and evidence-based practices. Identified training will be determined after consultation with the Kansas Suicide Prevention Coalition and those with lived experience.

2. CALM: Counseling on access to Lethal Means training:

- **Type of Trainings:** CALM trains mental health providers how to counsel suicidal individuals and those who support them on mean restriction during times of crisis. A comprehensive train the trainer course will be developed to prepare trainers to deliver high quality instruction to clinicians and prevention professionals on methods for reducing access to lethal means in individual counseling sessions as well as a community intervention.
- **Number of Trainings:** 12 CALM trainers created as a result, spread evenly across 6 regions of Kansas.
- **Number of Persons:** On an annual basis, starting upon execution of contract, there is an expectation of a minimum of 12 trainings.
- **Additional Summary:** Lethal Means Training trainers will provide staff as a state vendor/contractor with Lethal Means Training experience equipped with current approaches and evidence-based practices. Identified training will be determined after consultation with Roundtables and evaluation of the information gathered from these meetings.

3. Youth Mental Health First Aid training:

- **Type of Trainings:** Youth Mental Health First Aid training for trainers and training delivery costs are separated. Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis.
- **Number of Trainings:** 2 Youth Mental Health First Aid training trainers across 6 regions in Kansas (12)
- **Number of Persons:** On an annual basis, starting upon execution of contract, there is an expectation of a minimum of 6 trainings, 1 training per region.
- **Additional Summary:** Youth Mental Health First Aid trainers will provide staff as a state vendor/contractor with training experience equipped with current approaches and evidence-based practices.

4. Question, Persuade, Refer (QPR):

- **Type of Trainings:** QPR training for trainers and training delivery costs are separated. QPR is a suicide prevention training for participants to be able to recognize the warning signs of suicide and question, persuade, and refer people at risk for suicide for help.
- **Number of Trainings:** 36 trainings divided evenly across 6 regions.
- **Number of Persons:** On an annual basis, starting upon execution of contract, there is an expectation of a minimum of 6 Trainers per region across the 6 regions in KS. With a target population of MH professionals and primary care providers being inclusive of those 36 trainers.
- **Additional Summary:** QPR provides self-paced online training for trainers courses and materials for a fee. The Project Director will be responsible for identifying participants to complete the training for trainers. Those participants will provide training in their local communities with materials and costs funded by this grant. Project coordinator will be responsible for maintaining fidelity.

5. Sources of Strength training:

- **Type of Trainings:** Sources of Strength Programming includes a training for trainers' component and an implementation component. Sources of Strength is a comprehensive, upstream prevention approach that influences the whole student population and emphasizes peer leadership.
- **Number of Trainings:** 2 Sources of Strength trainers per school for 4 schools. 8 trainers in total.
- **Number of Persons:** On an annual basis, starting upon execution of contract, there is an expectation of a minimum of 4 trainings and implementations.

- **Additional Summary:** Sources of Strength will provide 4 schools in Kansas with this evidence-based programming to enhance protective factors and promote prevention for students. Project Director will be responsible for recruiting/selecting the 4 schools.

6. Data Collection and Performance Measurement for each training:

- Data will be collected through an online check in procedure the day of training and will include: an accurate count of numbers trained, and of those a self-reported demographic breakdown of age, race, gender, ethnicity (etc.), as well as training dates, location, and staff to monitor training quality and necessary improvement.
 - Post Training evaluation surveys will also be used to assess training quality, which will be tracked and submitted to KDADS, Greenbush and the Project Coordinator.

X. SELECTION PROCESS

APPLICATION COMPONENT	POINTS
Applicant Information & Required Documentation	
· 501(c)(3) Verification as appropriate	5
· Tax Clearance Certificate	
· Completed Coversheet	
· Narrative	80
· Proposed Budget with Justifications	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 Proposal	09/03/2024
Written Questions Submitted	09/13/2024 By 5:00 p.m.
Written Questions Posted	09/20/2024 By 5:00 p.m.
Applications Due	10/11/2024 By 5:00 p.m.
Awards Announced <i>*subject to change</i>	10/25/2024
Grant Phase	11/1/2024 through 9/30/25

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 Garrett Lee Smith Project Manager 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.

