

ALCOHOL TAX FUND of Johnson County, Kansas
2019 REQUEST FOR PROPOSAL (RFP)

Drug and Alcoholism Council of Johnson County
A program of United Community Services of Johnson County (UCS)

RFP Meeting: May 17, 2018, 8:30 a.m. at Johnson County Court Services, Olathe
Applications Due: August 2, 2018, 4:30 p.m. at UCS

ALCOHOL TAX FUND

The Alcohol Tax Fund (ATF) is collected from a state tax on liquor by the drink. Part of the revenue generated by the tax is returned to the jurisdiction (city or county) in which it was collected, **and must be used for services or programs “whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.”** KSA §79-41a04 (as amended).

The Drug and Alcoholism Council of Johnson County (DAC) coordinates a review and recommendation process that allows eligible programs to access the ATF from the Board of County Commissioners and nine cities (Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, and Shawnee). The DAC submits funding recommendations to participating jurisdictions. The Board of County Commissioners and cities have ultimate authority and responsibility for determining which recommended programs receive ATF grants.

2019 ATF Funding Priorities

By legislative mandate (see above: KSA §79-41a04-as amended), ATF dollars must be used to fund services or programs whose principal purpose is substance abuse education, prevention, detoxification, intervention and/or treatment. For the purpose of this application, education, prevention, intervention, and treatment programs are generally defined as:

- Education and Prevention programs are designed to promote awareness and self-efficacy, and provide information, activities, and skill building to prevent problems with, or addiction to, alcohol and/or drugs.
- Intervention programs are designed to interrupt alcohol and/or drug use, and may include activities applied during early stages of drug use which encompass preventing the transition from drug use to abuse.
- Substance Abuse Treatment programs are licensed by the State of Kansas to provide substance abuse treatment services, and are designed to assist clients with stopping use of alcohol and drugs and avoiding relapse.

*Overall priority is given to:

1. Programs that target populations who are at-risk for substance use or abuse such as individuals who have mental health issues, individuals who are homeless and/or have other co-occurring issues, and individuals involved in the child welfare or criminal justice system.

2. Programs that address barriers to service including hours of operation, transportation, lack of care for children of parents seeking services, and physical location.
3. If fees are charged for services, there are accommodations for those clients with no ability, or limited ability, to pay the fees (such as a sliding fee scale based upon income).
4. Programs that demonstrate competency in addressing language and cultural barriers, and provide bi-lingual services in high demand languages, such as Spanish.
5. Programs that provide services to meet a current community need (defined through indicator data or *Kansas Communities That Care* survey trends).
6. Programs that demonstrate an awareness of the role of trauma in prevention and treatment of substance use and utilize a trauma informed care approach in delivery of services.
7. Programs that are evidence-based or reflect a best or promising practice, and include measures to ensure fidelity.
8. Programs that utilize measurable outcome data to improve service delivery.
9. Strategies and services that involve families, parents, guardians, and/or other support systems.
10. Programs that demonstrate through service delivery, competency in addressing the interrelationship between substance use/abuse and other risk factors as defined above in priority number one.

*Priorities for Education and Prevention Programs include:

1. Strategies that seek to delay onset of first use of substances.
2. Programs that target use of gateway drugs and address new trends in drug use across all age groups.
3. Programs that utilize *Risk and Protective Factors* strategies.

*Priorities for Treatment and Intervention Programs include:

1. Programs that provide effective treatment strategies for individuals with co-occurring substance use and mental health disorders.
2. Programs that serve targeted populations with early intervention strategies.
3. Programs that collaborate with other organizations and sectors, and provide linkage to community supports.
4. Programs that incorporate Recovery Oriented Systems of Care (ROSC) which sustain and support recovery, including but not limited to providing peer support, housing, case management, and/or to linkages to recovery communities and activities.

** Numbering of priorities does not indicate one is more important than another.*

All grant applicants are responsible for clearly describing the proposed programs and services for which they request funding, why that program or service was chosen (e.g. addresses identified risk factors), the population they are targeting, and the evidence that proposed activities are effective and appropriate with that population. The basis upon which the applications will be scored and recommendations prioritized is the grantee's description and clear exposition of the program(s) and/or service(s), why it was chosen, the targeted population(s), and the evidence for effectiveness.

Applications will be evaluated according to these criteria:

- Community Need
 - How the program addresses a clearly-stated community need, or opportunity to address a community need.
 - Does the program coordinate with other community services to maximize the impact of available resources and meet needs of population?
 - How the program benefits local jurisdictions.
 - The purpose of proposed program or services is consistent with ATF funding priorities.
- Responsiveness of Proposed Program Activities: A detailed description of program activities proposed for funding, including a clear exposition of:
 - the targeted population, strategies for reaching the target population, and access to services (e.g. are barriers to activities/services reduced or eliminated). If applying for substance abuse prevention and education programming for youth, how program addresses risk and protective factors of target population.
 - services/activities that are responsive to needs of population.
 - the evidence base for the effectiveness of the prevention or treatment program or services with the targeted population.
 - the ability to accommodate for cultural differences within the population.
- Measurable Outcomes
 - The program includes clear and measurable outcomes, and includes a plan for related data collection in order to evaluate success in achieving those outcomes. Outcome data reflecting on abstinence, housing, employment, criminal activity, access to and/or retention in services are preferred.
 - The program demonstrates clear linkage between program activities and outcomes.
 - The program provides reasonable evidence of the achievement of previously identified outcome(s).
 - Reasonable levels of service are provided for resources expended.
- Organizational Capacity and Funding
 - The organization is stable (financial position, legal issues, etc.)
 - The program has attracted sufficient community resources from public, private, and volunteer sources, to produce proposed outcomes.
 - The program budget is realistic and reasonable in light of the proposed activities.
 - The application demonstrates that ATF funding is critical to achieving the stated outcomes.
 - The application and program comply with grant conditions.
- Qualifications, Licensing and Accreditation
 - If applicable, the agency is licensed/accredited.
 - Employees are qualified to provide services (accredited/licensed, if applicable)

APPLICANTS NOT RECEIVING ATF GRANT in 2018

Applicants not receiving an ATF grant in 2018 must contact and meet with UCS staff prior to submitting the 2019 application. Contact Marya Schott, UCS Director of Resource Allocation, to discuss the purpose of ATF allocations and the potential applicant's eligibility. Applicants should be prepared to describe their proposed activities and the total anticipated grant request. An on-site interview by DAC members and/or UCS staff will be required for applicants not receiving an ATF grant during 2018. The only new applications

that the DAC will consider are those that fall within the ATF funding priorities. Marya can be reached at 913-438-4764 or maryas@ucsjoco.org.

GRANT CYCLE and FUND AVAILABILITY

2019 grants will be awarded for a one-year period. The grant cycle follows the calendar year from January through December; applications must reflect programs delivered during that time. Grant payments are typically, but not always, made by participating jurisdictions at the end of each quarter. DAC members will review applications and may also conduct an interview or site visit to review record keeping procedures and address questions. Applicants will be notified of the DAC's funding recommendations in November 2018 and of final action by the jurisdictions in January 2019.

NOTIFICATION

Notification of funding recommendations will be made by mail to the address provided in the application. An applicant that deems its funding recommendation may have been affected by a substantial change in circumstances occurring after the date the application was submitted, a mistake of fact, or a procedural defect, may submit a written statement to the DAC to that effect. To ensure fairness, if received at UCS offices within one (1) week after the DAC mails its funding recommendations to applicants, such statement will be reviewed by the DAC and provided to participating jurisdictions.

USE OF GRANT FUNDS

Applications will be accepted for continuation and/or expansion of programs and services, and new programs and services. Applicants must state the specific manner in which funds will be used. No assumptions should be made that an ATF grant will be awarded annually. The ATF will not support advertising, capital campaigns or investments, endowments, fund raising (including events), research (excluding research to evaluate program effectiveness), religious purposes, or grants to individuals.

ELIGIBILITY

Applicants must either be recognized by the IRS under section §501(c)(3) and provide health and human services programming as their primary mission and be in good standing in Kansas or Missouri as a nonprofit corporation, or be a program of Johnson County, Kansas Government or the 10th Judicial District Court. Johnson County, Kansas public school districts are also eligible and utilize a distinct RFP and Application.

- The principal purpose of the proposed programs or services must be “alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.” KSA §79-41a04 (as amended).

Education, prevention, intervention, and treatment programs are generally defined as:

- ❖ Education and Prevention programs are designed to promote awareness and self-efficacy, and provide information, activities, and skill building to prevent problems with, or addiction to, alcohol and/or drugs.
- ❖ Intervention programs are designed to interrupt alcohol and/or drug use, and may include activities applied during early stages of drug use which encompass preventing the transition from drug use to abuse.
- ❖ Substance Abuse Treatment programs are licensed by the State of Kansas to provide substance abuse treatment services, and are designed to assist clients with stopping use of alcohol and drugs and avoiding relapse.

- The program primarily serves Johnson County residents, targeting those with limited ability to purchase services. Programs that do not meet these criteria may still be eligible if they provide services to Johnson County residents that would otherwise not be available.
- The program clearly defines and measures outcomes for participants.
- Nonprofit applicants must comply with Agency Standards. Programs of Johnson County Government or the Court or public school districts must comply with the Agency Standards to the extent applicable.
- Applicants must affirm that they do not discriminate on the basis of age, sex, ethnicity, disability, race, color, ancestry, political affiliation, religion, gender identity, sexual orientation, mental health disability, national origin, or any other characteristic protected by law.
- For nonprofit agencies, an independent certified audit of the previous year's financial records; or, if total agency revenues were less than \$250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must have been completed within nine (9) months of the close of the fiscal year.
- Applications will not be accepted from a nonprofit agency for both the ATF and Human Service Fund (a program of UCS) for the same program during the same funding cycle. However, applications may be submitted for both funds by the same agency for discrete programs during the same funding cycle. Criteria of discrete programs include, but are not limited to, programs for which expenses are recorded separately for purposes of functional accounting, programs that if serving a population targeted by another program, serve a distinct need of that population, and/or employs distinct strategies and projected outcomes.

AGENCY STANDARDS and DOCUMENTATION

Applicants must comply with Agency Standards (available at www.ucsjoco.org) to the extent applicable, by indicating which of the following best describes the applicant, and submitting required documentation as listed on the Agency Standards form:

- Nonprofit applicants receiving an ATF grant during 2018 that are currently **certified without conditions by United Way of GKC**, must complete and submit only page one of the Agency Standards form and one copy of documentation identified at Agency Standards 5, 6a, 9, 10b (if policy has been revised since last submitted to UCS) and 10f (if charge fees).
- Nonprofit applicants receiving an ATF grant during 2018 that are currently **certified with conditions by United Way of GKC**, must submit documentation identified at Agency Standards 5, 6a, 9, 10b (if policy has been revised since last submitted to UCS) and 10f (if charge fees), and complete and submit the entire Agency Standards form (complete it by initialing each item to indicate compliance).
- Nonprofit applicants **receiving an ATF grant during 2018** that are **not receiving 2018 funding from United Way of GKC**, must submit documentation identified at Agency Standards 2, 5, 6a, 9, 10b (if policy has been revised since last submitted to UCS) and 10f (if charge fees), and complete and submit Agency Standards checklist (complete it by initialing each item to indicate compliance).
- Nonprofit applicants **not receiving an ATF grant during 2018** must submit documentation identified at Agency Standards 1, 2, 3, 5, 6a, 9, 10b and 10f, and submit completed Agency Standards checklist (initial each item to indicate compliance).
- Programs of Johnson County, Kansas, Government or the 10th Judicial District Court must submit documentation and completed Agency Standards checklist, to the extent applicable.

GRANT CONDITIONS

Grantees must sign a Letter of Agreement containing grant conditions that include, but are not limited to:

- Agreement that grant awards are contingent upon compliance with semiannual financial and program reporting requirements. Program reports must include data collected on participant outcomes and

statistics by city of residence. If reports are not received in a timely manner or service is not being rendered as stated in the Application, jurisdictions will be notified and the DAC will recommend withholding ATF awards from grantees. Failure to submit timely reports, without cause, or to comply with the Letter of Agreement, may result in forfeiture of the balance of ATF grant awards.

- Agreement to make available all program and financial records for audits by participating jurisdictions.
- Agreement to acknowledge Johnson County Government and participating cities as funders. (**United Community Services should not be acknowledged as a funder.**)
- Grantees must affirm nondiscrimination on the basis of age, sex, ethnicity, disability, race, color, ancestry, political affiliation, religion, gender identity, sexual orientation, mental health disability, national origin, and any other characteristic protected by law.
- Full participation in quarterly meetings sponsored by the DAC to develop a comprehensive resource and referral network among providers of alcohol and substance abuse services.

2019 GRANT CYCLE TIME LINE

May 14, 2018	Request for Proposal and Application available electronically or by U.S. mail from UCS.
May 17, 2018	RFP meeting for current ATF grantees and other applicants regarding eligibility, funding criteria, grant conditions and priorities. Meeting is held at Court Services in Olathe, 8:30-9:30 a.m. (After May 17, new applicants MUST contact UCS and arrange a meeting to discuss eligibility and the proposed application.)
August 2, 2018	Applications due by 4:30 p.m. at UCS.
November 2018	Preliminary notification of funding recommendations to applicants.
January 2019	Final notification of funding awards and Letters of Agreement available for signature.
First quarter 2019	Funds available to grantees; grant payments are typically, but not always, made by participating jurisdictions at the end of each quarter.

HOW TO APPLY

The 2019 RFP, Application and Agency Standards are available electronically or by mail. Applicants not receiving an ATF grant in 2018 must contact and meet with UCS staff prior to submitting the 2019 application, as described earlier in this RFP. For additional information, contact Marya Schott, Director of Resource Allocation, 913.438.4764, or maryas@ucsjoco.org. Applications must be completed and documentation submitted in a timely manner to be eligible for consideration.