

## **2022 APPLICATION**

**ALCOHOL TAX FUND (ATF) of Johnson County, Kansas  
Drug and Alcoholism Council of Johnson County (DAC)  
A program of United Community Services of Johnson County (UCS)**

**Applications Due August 5, 2021, 4:00 p.m. at UCS, 9001 W 110th St., Ste 100, Overland Park, KS 66210**

### **GRANT SUBMISSION INSTRUCTIONS**

- **Application Checklist:** Submit an electronic copy of each application document to both Christina Ashie Guidry at [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org) and Cathy Goodwin at [cathyg@ucsjoco.org](mailto:cathyg@ucsjoco.org). Please ensure that your files are named as follows:  
Application: *[AGENCY NAME] – Application – 2022*  
Program Budget: *[AGENCY NAME] – Program Budget – 2022*  
Board-approved Agency Budget: *[AGENCY NAME] – Agency Budget – 2022*  
Agency Standards Form: *[AGENCY NAME] – Agency Standards – 2022*
- Submit two (2) hard copies Cover Page with **wet signatures**, Application, Program Budget, Board-approved Agency Budget, and Agency Standards to the UCS office by August 5, 2021 at 4:00 p.m.

**COVER PAGE:** The executive director or equivalent and an officer of the governing board must **sign** the cover page and submit with the application.

**APPLICATION, including FINANCIAL INFORMATION AND SERVICE STATISTICS:** List the number of participants served by the program(s) or service, by jurisdiction, for which Alcohol Tax Funds are requested. **Define the unit of service** for which data is provided. List the total unduplicated participants, total units of service delivered, and units of service delivered to Johnson County residents, for program for which ATF support is requested. If the ATF supported program receives funds from other sources, the service statistics should reflect all program participants, not just participants directly supported by ATF.

**PROGRAM AND AGENCY BUDGET:** The ATF Program Budget must reflect the program(s) or service(s) for which ATF funding is requested. Submit a copy of your board-approved agency budget as well.

**AGENCY STANDARDS and DOCUMENTATION:** Attach one copy of documentation as required by the Agency Standards (see 2022 ATF RFP and Agency Standards form). Assemble attachments in the order of the Agency Standards checklist.

Address completed application to: Christina Ashie Guidry, Director of Resource Allocation  
United Community Services of Johnson County, Inc.  
9001 W 110<sup>th</sup> St., Ste 100, Overland Park, KS 66210

Questions may be directed to [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org).

## 2022 ALCOHOL TAX FUND: COVER PAGE

Legal Name of Agency:

Address:

Grant Contact and Title:

Phone Number:

Email:

Executive Director:

Phone:

Email:

Mission Statement:

(525 characters)

### Funding Request for 2022

Amount:

Program Name:

Funds requested are for a (check one):      Existing program      Proposed program (give an estimated start date):

Please describe the use of funds: “*Funds from ATF will enable (agency) to (...) to achieve (...)*”: (525 characters)

Alcohol Tax Fund History: (Answer only if current or previous ATF grantee; list grant amount)

2019	Program:
2020	Program:
2021	Program:

Sign below, acknowledging:

- the information contained in this application is accurate and complete,
- the program offers equal access to all clients and prospective clients who could benefit from the program,
- the applicant is in compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Alcohol Tax Fund,\*
- the applicant follows agency standards, to the extent applicable, as outlined on the Agency Standards and Documentation form completed with this application.

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Print name of Executive Director/CEO

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Signature of Executive Director/CEO

Date

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Print name and office held (for officer of Board)

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Signature of officer, board of directors

Date

**\*ATF PARTICIPATING JURISDICTIONS:** Johnson County and cities of DeSoto, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, Shawnee (Contact UCS for information about applicable nondiscrimination ordinances and/or policies.)

## 2022 ALCOHOL TAX FUND APPLICATION NARRATIVE

**A. Program Basis, Description, and Implementation (30 points)**

1. Provide a brief agency description and services offered. (900 characters)
2. Briefly explain the program for which you are seeking ATF funding, including how it aligns with KSA §79-41a04 (as amended). (900 characters) (See RFP, pg 1.)
3. What services are being provided and by whom? (600 characters)
4. If requesting funding for staff, identify staffing positions and required qualifications, licensing, and certification for the staff. (900 characters)

5. Evidence-based and Promising Practice: What Practice(s) do you use? For each Practice, explain: a) how and why you selected it; b) who created it, *e.g.*, CSAP, SAMHSA, OJJDP, or CDC; c) how you ensure that model is effective for your clients; d) how you ensure fidelity to the program model. (1,800 characters)

6. Trauma-Informed Care happens on a continuum; examine the [Missouri Model](#) and identify where your organization falls on that continuum. (600 characters)

**B. Need for Services and Return on Investment (ROI) (25 points)** *Other factors in this score include applicant's mission, financial position, and legal issues.*

1. What community need is addressed (including supporting data): (1,500 characters)

2. How this program fits within your organization: (600 characters)

3. How it coordinates with other organizations in the area: (900 characters)

4. Why it is a good investment for the contributing jurisdictions, including ROI, where possible.(1,500 characters)

**C. Program Outcomes (20 points):** *Other factors in this score include applicant's service statistics.*

1. Identify measurable outcomes for 2022 and data that will be collected to measure achievement of outcomes. (2,500 characters) (Outcomes are benefits or changes that result from the program and describe the impact, change, or value to clients as a result of participation; for example, data reflecting abstinence from substances, access or entry to housing, reduction in criminal activity, and access to/retention in services.)

2. Provide a history of outcome achievement within this program, including data from ATF semi-annual reports, where available, and other relevant examples. (2,500 characters)

3. If applicable, address “additional review comments” from your Oct. 2020 Preliminary Notification; how have the comments been addressed during 2021 and/or is addressed in the 2022 ATF application? (1,800 characters)

**D. Funding Sources and Uses (15 points):** *Other factors in this score include applicant’s budget.*

1. How ATF funding is critical to achieving the desired outcomes? (900 characters)

2. If asking for an increase from a current ATF grant, explain why. (900 characters)

3. Will you carry over unused funds from the prior ATF grant year? If so, explain why the funds were not expended and how you plan to use them in 2022. (900 characters)

4. If ATF dollars will be used to pay for contractors or consultants, identify that contract amount, how the individual(s) will be selected, and what qualifications (license, credentialing, etc.) will be required. (900 characters)

5. If there is a variance of 25% or more in any expense line item on the program or agency budget from one year to the next, provide an explanation of the variance. (600 characters)

6. For 2020, 2021, and proposed 2022 program budget, justify surplusage or deficits of 10% or greater. If the program has had surplusage, why is ATF needed? If a deficit, how is the program being sustained? (1,500 characters)

### E. Diversity, Equity, and Inclusion (10 points)

1. Describe how your services and approach to serving clients reduce barriers to client participation, such as finances, transportation, hours of operation, childcare and addresses cultural diversity? (1,800 characters)
2. Provide the racial or ethnic demographics of program participants in percentages. (900 characters)
3. List trainings staff have received to support cultural competency (*i.e.*, trauma-informed training or racial equity training). (900 characters)

## F. Qualifications, Licensing and Accreditation

1. If applicable, describe agency's licensing and accreditation (including date of license/accreditation and standing) for services described in this application. Provide a statement that confirms all employees providing such services are in full compliance with the licensing/certification requirements necessary or explain in detail steps you are taking to ensure compliance. (1,200 characters)
2. If services do not require agency or employees to be licensed or accredited, describe qualifications required (e.g. educational degree, experience, training, certification) and provide a statement confirming that all employees are so qualified. If not qualified, explain what steps will be taken to ensure staff are qualified -- for example, training could be included in the grant request. (1,200 characters)

## AGENCY FINANCIAL INFORMATION

Agency Fiscal Year:              Calendar              Other (explain):

Year Founded:

Financial Contact and Title:

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Agency's total operating budget for 2021:

Is the agency current on all financial obligations such as debt payments, payroll, taxes, etc.?

Yes No (explain): (350 characters)

Does the agency have an endowment? No Yes (how much?):

What is the intent of the endowment funds and how are earnings from the endowment used? (600 characters)

Does the agency have an operating reserve? No Yes (how much?):

Is the agency, any of its officers, or Board members the subject of or involved in any legal issues such as, but not limited to, complaints or litigation, or aware of any pending or threatened legal action or complaints?

No Yes If yes, please explain: (600 characters)

Is the agency involved in any type of investigation, examination, or audit (other than a standard annual audit) by an outside entity regarding business practices or service delivery?

No Yes If yes, please explain: (600 characters)

Identify what portion of the program is requesting ATF funds (in percentages) falls into these categories:

Education/Prevention/Intervention

### Intervention/Treatment/Recovery

**SERVICE STATISTICS BY JURISDICTION**  
**Number of participants in ATF-supported program(s)\***

CITY	# of Participants Served 2020	# of Participants Served January - June 30, 2021	# Participants Projected for 2021	# of Participants Projected 2022
DeSoto				
Gardner				
Leawood				
Lenexa				
Merriam				
Mission				
Olathe				
Overland Park				
Prairie Village				
Shawnee				
Other, within County				
<b>Johnson County total</b>				
Outside County total				
<b>TOTAL</b>				

\*If the ATF supported program receives funds from other sources, service statistics include program participants supported by all funding sources, not just ATF, and program budget should all funding.

**UNITS OF SERVICE FOR ATF-SUPPORTED PROGRAM(S)**

**Define one unit of service:**

Service Statistics**	Units of Service Provided 2020	Units of Service Provided Jan. 1 – June 30, 2021	Units of Service Anticipated to be Provided 2022
Jo. Co. Residents	Adults: Youth:	Adults: Youth:	Adults: Youth:
All other Geo. Areas	Adults: Youth:	Adults: Youth:	Adults: Youth:
Total Units of Svc.			

\*\*If significant differences (greater than 10% change) in units of service between 2020, 2021, and anticipated in 2022, explain below: (900 characters)