

ALCOHOL TAX FUND of Johnson County, Kansas
2023 REQUEST FOR PROPOSAL (RFP)
Drug and Alcoholism Council of Johnson County
A program of United Community Services of Johnson County, Inc (UCS)

RFP Meeting: May 12, 2022, 9 a.m. via ZOOM
RSVP to christinag@ucsjoco.org by May 10 for meeting information
Applications Due (not postmarked): August 4, 2022, 3:00 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 ten cities (De Soto, 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 programs receive ATF grants.

2023-2028 Alcohol Tax Fund Funding Priorities

By legislative mandate (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. Programs funded through the ATF grant process create a substance use continuum of services. Programs are defined as follows:

- 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 involvement in activities applied during early stages of substance use which may prevent the transition from drug use to abuse.
- Substance Abuse Treatment programs are licensed by the State of Kansas to provide substance use disorder treatment services, including detoxification, and are designed to assist clients with discontinuing the use of alcohol and drugs and recovery programs supporting a reduction in relapse.

Overall priority is given to:

- Programs that target populations who are at-risk for substance use or abuse including individuals who have mental health issues, people who are homeless and/or have other co-occurring issues, and those involved in the child welfare or criminal justice system.
- Programs that address barriers to service including hours of operation, transportation, lack of care for children of parents seeking services, and physical location.
- If fees are charged for services, there are accommodations for clients with no ability, or limited ability, to pay the fees including a sliding fee scale based upon income.
- Programs that demonstrate competency in addressing language and cultural barriers and provide bi-lingual services in multiple languages, such as Spanish.

- Programs that provide services to meet a current community need defined through indicator data or *Communities That Care* survey trends.
- Programs that demonstrate an awareness of the negative impact of trauma in the prevention and treatment of substance use and utilize a trauma-informed care approach in the delivery of services.
- Programs that are evidence-based or reflect a best or promising practice and include measures to ensure fidelity.
- Programs that utilize measurable outcome data to improve service delivery.
- Strategies and services that involve families, parents, guardians, and/or other support systems.
- Programs that demonstrate coordination and collaboration with other agencies that support the substance abuse continuum of services in Johnson County and provide connection to community supports.
- Programs that demonstrate through service delivery, competency in addressing the interrelationship between substance use/abuse and other risk factors as defined above.

Priorities for Education and Prevention Programs include:

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

Priorities for Treatment and Intervention Programs include:

- Programs that provide effective treatment strategies for individuals with co-occurring substance use and mental health disorders.
- Programs that serve targeted populations and introduce early intervention strategies.
- Programs that incorporate Recovery Oriented Systems of Care (ROSC) which sustain and support recovery. These include providing peer support, housing, case management, and/or to linkages to recovery communities and activities.

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 service population, and the evidence that proposed activities are effective and appropriate in that population. Applications will be scored and recommendations prioritized based on applicant descriptions.

Applications will be evaluated according to these criteria:

- Community Need
 - The program addresses a clearly-stated community need or provides an opportunity to address a community need;
 - the program coordination with other community services to maximize the impact of available resources and meet needs of population;
 - the program benefits to the local jurisdictions; and
 - 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 explanation of:
 - the identity and number of client population, strategies for reaching the client population, and client access to services (*e.g.* how barriers to activities/services are reduced or eliminated). If applying for substance abuse prevention and education programming for *youth*, how program addresses risk and protective factors of client population;
 - delivery of services/activities that are responsive to needs of population;
 - the evidence-base for the effectiveness of the program or services with the client population;
 - the ability to accommodate cultural diversity within the population; and
 - the use of trauma-informed practices.

- Measurable Outcomes
 - The program includes clear and measurable outcomes and details a plan for related data collection in order to evaluate success. 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 2022

Applicants not receiving an ATF grant in 2022 must contact and meet with Christina Ashie Guidry (christinag@ucsjoco.org), UCS Director of Resource Allocation, to discuss the purpose of ATF allocations and potential applicant eligibility. Applicants should be prepared to describe their proposed activities and total anticipated grant request. An on-site interview by DAC members and/or UCS staff may be required.

GRANT CYCLE and FUND AVAILABILITY

2023 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 interviews or site visits. Applicants will be notified of the DAC’s funding recommendations in November 2022 and of final action by the jurisdictions in January 2023.

NOTIFICATION

Notification of funding recommendations will be made by email to the agency’s email 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 emails 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, fundraising (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 and Missouri, if

applicable, 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 separate 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).
- 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 otherwise would not be available.
- The program clearly defines and measures outcomes for participants.
- Applicants must affirm compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Alcohol Tax Fund and must attest that equal access is provided to the program.
- For nonprofit agencies, an independent certified audit of the previous year's financial records must be submitted; 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, but agencies may apply for a discrete program. For example, discrete programs are ones which record expenses separately and may have different purposes or populations and employ distinct strategies and outcomes.

AGENCY STANDARDS and DOCUMENTATION

Applicants must comply with Agency Standards (available at www.ucsjoco.org) to the extent applicable, including completing the Agency Standards form and submitting required documentation.

GRANT CONDITIONS

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

- Timely submission of semiannual financial reports.
- Timely submission of semiannual program reports that include outcome data and statistics by participants' city of residence.
- Agreement to make available all program and financial records for audits by UCS and participating jurisdictions and to retain all documentation for five years after completion of the grant term.
- Agreement to acknowledge Johnson County Government and participating cities as funders. **(UCS is not and should not be acknowledged as a funder.)**
- Participation in quarterly meetings facilitated by UCS to develop a comprehensive resource and referral network among providers of alcohol and substance abuse services.
- Compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Alcohol Tax Fund.*

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 termination, forfeiture of funds, and/or repayment of funds, as described in the Letter of Agreement.

2023 GRANT CYCLE TIMELINE

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| May 5, 2022 | RFP and Application available electronically from UCS. |
| May 12, 2022 | RFP meeting for current ATF grantees and other applicants regarding eligibility, funding criteria, grant conditions and priorities. Meeting via ZOOM at 9:00 a.m. RSVP to christinag@ucsjoco.org by May 10 for meeting information. (After May 12, applicants not receiving a grant in 2022 must contact UCS and arrange a meeting to discuss eligibility and the proposed application.) |
| August 4, 2022 | Electronic and Hard-Copy Applications due by 3:00 p.m. at UCS. |
| November 2022 | Preliminary notification of funding recommendations to applicants. |
| January 2023 | Final notification of funding awards and Letters of Agreement available for signature. |
| First quarter 2023 | 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 2023 RFP, Application, and Agency Standards are available electronically. Applicants not receiving an ATF grant in 2022 must contact and meet with UCS staff prior to submitting the 2023 application, as described earlier in this RFP. For additional information, contact Christina Ashie Guidry, Director of Resource Allocation, 913.689.2326, or christinag@ucsjoco.org. Applications must be complete and documentation submitted in a timely manner to be eligible for consideration.

*Johnson County Government and cities of De Soto, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, Shawnee
(Contact UCS for information about applicable nondiscrimination ordinances and/or policies.)