

2023 APPLICATION – SCHOOL DISTRICTS
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 4, 2022, 3:00 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 Christina Ashie Guidry, christinag@ucsjoco.org, copying Cathy Goodwin, cathyg@ucsjoco.org. Please ensure that your files are named as follows:
 - Application with Cover Page: *[DISTRICT NAME] – Application – 2023*
 - Program Budget: *[DISTRICT NAME] – Program Budget – 2023 (for calendar year 2023)*
 - School Board Policies and Committee Rosters: *[DISTRICT NAME] – Policies.Rosters - 2023*

- Submit three (3) hard copies of the Application (1 with **wet signatures**) and Program Budget to the UCS office by August 4, 2022 at 3 p.m.

APPLICATION, including COVER PAGE AND SERVICE STATISTICS: The superintendent and grant contact must **sign (wet signature)** the cover page and submit it with the application. Financial information should be reported by the *calendar year*. List the number of participants served by the program(s) or service, by jurisdiction, for which Alcohol Tax Funds are requested *by the school year*. **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.**

Some fields have character limits, character limits include spaces.

PROGRAM BUDGET: The ATF Program Budget must reflect the program(s) or service(s) for which ATF funding is requested by the calendar year.

DISTRICT'S SCHOOL-BOARD APPROVED POLICIES AND COMMITTEE ROSTERS: Attest that schoolboard approved policies regarding alcohol, tobacco, and other drug-free environment are unchanged from 2020 or attach one copy of the same; submit a current roster of Safe & Drug-Free Schools and Community Advisory Committee, or indicate the district does not have such committees.

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

Questions may be directed to christinag@ucsjoco.org.

2023 ALCOHOL TAX FUND: SCHOOL DISTRICT COVER PAGE

Public School District: _____

Mailing Address: _____

Contact Person and Title: _____

Phone Number: _____ Email: _____

Superintendent: _____ Phone: _____ Email: _____

District Enrollment for 2022: _____ Will the District administer the KS CTC survey in 2022? ____ (y/n) 2023? ____

District Policies and Committee Rosters:

- Submitted with this application are school board approved policies regarding alcohol, tobacco and other drug-free environment for students and employees (**or** check below)
 - Since the District’s last application for ATF, there have been no changes in school board approved policies regarding alcohol, tobacco and other drug-free environment for students and employees.
- Submitted with this application is the current roster of Safe & Drug-Free Schools and Communities Advisory Committee (**or** check below)
 - District does not have a Safe & Drug-Free Schools and Communities Advisory Committee.

Funding Request for calendar year

2023 Amount: _____ Program Name: _____

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

Please describe the use of funds: “Funds from ATF will enable (agency) to (...) to achieve (...)”: (300 characters)

Alcohol Tax Fund History:

2020	Program:
2021	Program:
2022	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,*

Print name of Superintendent

Signature of Superintendent Date

Print name and office held (for Grant Contact)

Signature of Grant Contact Date

***ATF PARTICIPATING JURISDICTIONS:** Johnson County 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.)

**2023 ALCOHOL TAX FUND SCHOOL DISTRICT
APPLICATION NARRATIVE**

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

1. Provide a brief summary of substance abuse programs/services for SY 2023. (1050 characters)
2. Briefly explain how the programs address risk and protective factors for students (see the CTC survey) and how these programs/services align with KSA §79-41a04 (as amended). (See RFP) (1050 characters)
3. Who is providing these services and what strategies are in place to ensure student population is reached? (1050 characters)
4. If requesting funding for staff, identify staffing positions and required qualifications, licensing, and certification for the staff. (1050 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. (2100 characters)

6. Trauma-Informed Care happens on a continuum; examine the [Missouri Model](#) and identify where your organization falls on that continuum. (700 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 need is addressed (including supporting data, including results of the most recent CTC survey). (1750 characters)

2. How this program fits within the district and course curricula. (700 characters)

3. How your district coordinates with other organizations in the area. (1050 characters)

4. Why is it a good investment for the contributing jurisdictions, including ROI, where possible. (1750 characters)

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

1. For each program or service that ATF support is requested, identify measurable outcomes for 2023 and data that will be collected to measure achievement of outcomes, including AlcoholEdu outcomes.

(3000 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; e.g., data reflecting abstinence from substances, 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. (3000 characters)

3. If applicable, address “additional review comments” from your Oct. 2021 Preliminary Notification; how have the comments been addressed and/or are addressed in the 2023 ATF application? (1800 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? (1050 characters)

2. If asking for an increase from a current ATF grant, explain why. (1050 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 2023. (1050 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. **(1050 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. **(700 characters)**
6. For 2021, 2022, and proposed 2023 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? **(1050 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? (1800 characters)

2. Provide the racial or ethnic demographics of program participants in percentages. (1200 characters)

3. List trainings school staff have received to support cultural competency (i.e. trauma-informed training or racial equity training). (1200 characters)

F. Qualifications, Licensing and Accreditation

1. Provide the **job title(s)** of district employees who will provide ATF supported programs/services. **Provide a statement attesting that all employees who will provide such services/programs are qualified**, or if not qualified, what steps will be taken to ensure compliance. (1200 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. (1200 characters)

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

CITY	# of Participants Served 2021	# of Participants Served January -June 30, 2022	# Participants Projected for 2022	# of Participants Projected 2023
De Soto				
Gardner				
Leawood				
Lenexa				
Merriam				
Mission				
Olathe				
Overland Park				
Prairie Village				
Shawnee				
Other, within County				
Johnson County total				
Outside County total				
TOTAL				

*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 2021	Units of Service Provided Jan. 1 – June 30, 2022	Units of Service Anticipated to be Provided 2023
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 2021, 2022, and anticipated in 2023, explain below: (1050 characters)