

## **2024 Substance Use Continuum of Care (SUF) APPLICATION**

**SUF: Joint Alcohol Tax (ATF) & Opioid Settlement Fund (OSF) Grant Review Process  
Drug and Alcoholism Council of Johnson County (DAC)  
Supported by United Community Services of Johnson County (UCS)**

**APPLICATIONS DUE: August 2, 2023, 12:00 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 – 2024
  - ☐ Program Budget and Service Statistics: [AGENCY NAME] – Program Budget and Service Statistics – 2024
  - ☐ Board-approved Agency Budget: [AGENCY NAME] – Agency Budget – 2023
  - ☐ Agency Standards Form: [AGENCY NAME] – Agency Standards – 2024
- Submit four (4) hard copies Cover Page (1 with a **wet signature**), Application, Program Budget, Board-approved Agency Budget, and one (1) copy of the Agency Standards, with attachments, to the UCS office by August 2, 2023 at 12:00 p.m.

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

**APPLICATION, including FINANCIAL INFORMATION AND SERVICE STATISTICS:** Budget information and service statistics must be tracked separately for Alcohol Tax Funds (ATF) and Opioid Settlement Funds (OSF) requests. Define the unit of service for the program(s) seeking funding and identify the number of participants served by the program(s) or service, by jurisdiction. Calculate the total unduplicated participants, total units of service delivered, and units of service delivered to Johnson County residents, for **each** program for which OSF and/or ATF support is requested. **If the program receives funds from other sources, the service statistics should reflect all program participants, not just participants directly supported by the SUF.**

*Some fields have character limits; character limits include spaces.*

**PROGRAM AND AGENCY BUDGET:** The Program Budget must reflect the program(s) or service(s) for which ATF and/or OSF funding is requested; ATF and OSF dollars must be accounted for separately. Submit a copy of your board-approved agency budget.

**AGENCY STANDARDS and DOCUMENTATION:** Attach **one** copy of documentation as required by the Agency Standards (see 2024 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).

**SUF PARTICIPATING JURISDICTIONS:** \*Johnson County Government and cities of DeSoto, Gardner, Leawood+, Lenexa+, Merriam, Mission, Olathe+, Overland Park+, Prairie Village+, Shawnee+ (+indicates jurisdictions also pooling OSF dollars)

Contact UCS for information about applicable nondiscrimination ordinances and/or policies

**2024 SUF: COVER PAGE**

Legal Name of Agency:

Address:

Grant Contact and Title:

Phone Number:

Email:

Executive Director:

Phone:

Email:

Mission  
Statement:  
(600 characters)

	ATF Funding History		OSF Funding History	
	Program	Funding Amount	Program	Funding Amount
2021 Award				
2022 Award				
2023 Award				
2024 Request				
Are there any funds to carry over to 2024 from a prior grant? If so, what amount:				

ATF funds requested are for a: \_\_\_\_ Existing Program \_\_\_\_ New program (please list proposed start date:\_\_\_\_)

OSF funds requested are for a: \_\_\_\_ Existing Program \_\_\_\_ New program (please list proposed start date:\_\_\_\_)

Please describe the use of funds: “Funds from ATF and/or OSF will enable (agency) to (...) to achieve (...)”: (600 characters)

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 Substance Use Continuum of Care Fund (SUF),\*
- the applicant follows agency standards, to the extent applicable, as outlined on the Agency Standards and Documentation form completed with this application.

\_\_\_\_\_  
Print name of Executive Director/CEO

\_\_\_\_\_  
Signature of Executive Director/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and office held (for officer of Board)

\_\_\_\_\_  
Signature of officer, board of directors

\_\_\_\_\_  
Date

\*See page 1 for SUF jurisdictions

**2024 SUBSTANCE USE CONTINUUM OF CARE FUND (SUF)**

**AGENCY FINANCIAL INFORMATION**

Agency Fiscal Year:                      Calendar                      Other (explain):

Year Founded:

Financial Contact and Title:

Phone Number:    Email:

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

Yes                                      No - please explain below (350 characters)

Does the agency have an endowment?

No                                      Yes (how much?):

If yes, what is the intent of the endowment funds and how are endowment earnings used? (350 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? 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? If yes, please explain. (600 characters)

## 2024 SUF APPLICATION

### COMMON APPLICATION NARRATIVE

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

- a. Provide a brief agency description and services offered. (900 characters)

- b. If applicable, address "additional review comments" from your Oct. 2022 Preliminary Notification; how have the comments been addressed during 2023 and/or are addressed in the 2024 ATF application? (1500 characters)

- c. What community need is addressed (include specific supporting data): (1500 characters)

d. How this program(s) fits within your organization: (900 characters)

e. How do you coordinate with other organizations in the area to support the substance use continuum of care: (900 characters)

f. Why is this a good investment for the contributing jurisdictions? Include ROI, where possible. (1500 characters)

**B. Reduction of Barriers and Diversity, Equity, & Inclusion (15 points)**

a. Who is your primary population? What strategies do you use to reach that population? (500 characters)

- b. Describe how your services and approach to serving clients reduce barriers to client participation, such as finances, transportation, hours of operation, and childcare and addresses cultural diversity. (1500 characters)

- c. Provide the racial or ethnic demographics of program participants in percentages. (500 characters)

- d. Trauma-Informed Care happens on a continuum; examine the [Missouri Model](#) and identify where your organization falls on that continuum. (500 characters)

- e. List training staff have received in the past two years to support cultural competency (i.e., trauma-informed training or racial equity training). (900 characters)

### C. Qualifications, Licensing and Accreditation

- a. If applicable, identify 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. (500 characters)
- b. 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. (900 characters)

**2024 SUF APPLICATION - FUNDING REQUESTS AND OUTCOMES (60 points)**

**D. ALCOHOL TAX FUNDS (ATF) - FUNDING REQUEST (40 points)**

- 1. Program Description:** If you are seeking ATF funds, briefly explain the program for which you are seeking ATF funding, including how it aligns with KSA §79-41a04 (as amended). Identify what services are being provided, and by whom.  
(1500 characters) (See RFP, pg 1.)

**2. Evidence-based and Promising Practices (2000 characters)**

What Practice(s) do you use? For each Practice, explain:

- a. how and why you selected it;
- b. who created it or endorses 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.



**3. Staff Certification:** If requesting funding for staff, identify staffing positions and required qualifications, licensing, and certification for the staff. (900 characters)

**4. Contractors:** If funding 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), will be required. (900 characters)

**5. Funding and Sustainability** (1500 characters)

- a. Why is funding critical to achieving the desired outcomes? Be specific.
- b. What is your plan or approach for sustainability of this program without ATF funds?

**6. Funding changes**

- a. If requesting to carryover unused funds, please identify the amount and explain why the funds were unused and how you plan to use them in 2024. (900 characters)

- b. If asking for an increase from a current ATF grant, explain why. (600 characters)
- c. 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)
- d. For 2022, 2023, and proposed 2024 program budget, justify surplusage or deficits of 10% or greater. If the program has had surplusage, why is funding needed? If a deficit, how is the program being sustained? (900 characters)

**E. ALCOHOL TAX FUNDS (ATF) – OUTCOMES (20 points)**

Outcomes are benefits or changes that result from the program and describe the impact, change, or value to clients as a result of participation in your program; for example, data reflecting abstinence from substances, access or entry to housing, reduction in criminal activity, and access to/retention in services.

- 1. Please identify measurable outcomes for 2024 and data that will be collected to measure the achievement of outcomes. Identify outcomes (3 minimum) and data that will be used to indicate success. (3000 characters)

2. If you have received ATF funding for the program the past, please list the outcomes and data submitted in your last three semi-annual reports (submitted in July 2022, January 2023, and/or July 2023). (3000 characters)

3. Identify what portion of the program is requesting ATF funds (in percentages) falls into these categories, if applicable:
- % Education/Prevention/Intervention
  - % Intervention/Treatment/Recovery

**2024 SUF APPLICATION - FUNDING REQUESTS AND OUTCOMES (60 points)**

**D. OPIOID SETTLEMENT FUNDS (OSF) - FUNDING REQUEST (40 points)**

- 1. Program Description:** If you are seeking OSF funds, briefly explain the program for which you are seeking OSF funding, including how it aligns with KSA §75-775—781. Identify what services are being provided, and by whom. Is this a new program or an expansion of an existing program? (1500 characters) (See RFP, pg. 1)

**2. Evidence-based and Promising Practices (2100 characters)**

What Practice(s) do you use? For each Practice, explain:

- a. how and why you selected it;
- b. who created it or endorsed 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.

3. **Staff Certification:** If requesting funding for staff, identify staffing positions and required qualifications, licensing, and certification for the staff. (900 characters)

4. **Contractors:** If funding 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), will be required. (900 characters)

5. **Funding and Sustainability** (1500 characters)

- a. Why is funding critical to achieving the desired outcomes? Be specific.
- b. What is your plan or approach for sustainability of this program without OSF funds?

**E. OPIOID SETTLEMENT FUNDS (OSF) – OUTCOMES (20 points)**

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.

1. Please identify measurable outcomes for 2024 and data that will be collected to measure the achievement of outcomes. Identify outcomes (3 minimum) and data that will be collected to indicate success. (3000 characters)

2. How does the program requesting OSF funding support the substance use continuum of care? Check all of the categories that apply:

Prevention

Treatment

Recovery

Linkage to Care

Harm Reduction

Providers & Health

Public Safety & First Responders

Other – identify: