

**Substance Use Continuum of Care Fund (SUF)**  
**Joint Alcohol Tax & Opioid Settlement Fund Grant Process**  
**Johnson County, Kansas**

**2024 REQUEST FOR PROPOSAL (RFP)**  
**Drug and Alcoholism Council of Johnson County (DAC)**  
**Supported by United Community Services of Johnson County (UCS)**

RFP Meeting: May 11, 9 a.m. via ZOOM  
RSVP to [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org) by May 9 for meeting information  
Applications Due (not postmarked): Aug. 2, 2023, 12:00 p.m. at UCS

**DESCRIPTION OF SUF** – *SUF is a coordinated application review and funding recommendation process for both Alcohol Tax Fund (ATF) and local portions of the Opioid Settlement Fund (OSF).*

**ALCOHOL TAX FUND (ATF)**

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).

**2023-2028 Alcohol Tax Fund Funding Priorities**

By legislative mandate, 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.

**OPIOID SETTLEMENT FUNDS (OSF)**

OSF are special purpose, special revenue funds distributed by the Kansas Attorney General’s Office to municipalities that joined the statewide opioid settlement agreement. Pursuant to state statute and a Memorandum of Understanding, funds are distributed based on each municipality’s population and must be used for **“projects and activities that prevent, reduce, treat, or mitigate the effects of substance abuse and addiction or to reimburse the State or Political Subdivisions for previous expenses related to substance abuse mitigation or arising from covered conduct.”** [KSA 75-775—781](#).

The national opioid settlement agreements governing this funding provide a [List of Opioid Remediation Uses](#), including Core Strategies and nonexclusive Approved Uses to support treatment of Opioid Use Disorder (OUD) and co-occurring Substance Use Disorder (SUD) or Mental Health (MH) conditions through evidence-based or evidence-informed programs and strategies, such as:

- Naloxone and Medication-Assisted Treatment (MAT) distribution, education, and training.
- Treatment, intervention, and wrap-around services to specialized populations, such as pregnant and postpartum women and families and incarcerated individuals.
- Expansion of recovery and reintegration services for OUD, SUD and SUD/MH, including peer support and comprehensive wrap-around services such as housing, transportation, job training/placement, education, and/or childcare.
- Education and prevention programs, including media campaigns, K-12 education, drug disposal, diversion programs, and syringe service programs.

## **FUND GOVERNANCE**

The Drug and Alcoholism Council of Johnson County (DAC) has been tasked to coordinate a review and recommendation process, the Substance Use Continuum of Care Fund (SUF), that allows eligible programs to access **both** pooled OSF dollars contributed by the cities of Leawood, Lenexa, Olathe, Overland Park, Prairie Village, and Shawnee as well as pooled ATF from the Board of County Commissioners and ten cities (DeSoto, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, and Shawnee). UCS provides administrative support for this process. Annually, 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 these grants.

## **JOHNSON COUNTY REGION FUNDING PRIORITIES FOR SUF**

**In addition to consideration of core purposes of ATF and OSF referenced above, 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, women who are pregnant or nursing, and individuals 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 co-occurring substance use and mental health disorders 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 which sustain and support recovery. These include providing peer support, housing, case management, and/or to linkages to recovery communities and activities.

***For Opioid Settlement Funds only, priorities further include:***

- Programs that support early education evidence-based prevention programs and mental health services and supports in schools, including school-based contacts and outreach.
- Programs and services providing training and workforce development for individuals providing support for this population.
- New and/or expansions of existing evidence-based or evidence-informed programs specifically focused on OUD and OUD/MH.
- Programs that expand warm hand-off and recovery services for OUD, SUD and SUD/MH to provide comprehensive wrap-around services, including housing, transportation, education, job training, and childcare.
- Programs that expand reintegration services for individuals in recovery, including recovery centers and peer support as well as supportive housing, and community navigators.

**GRANT REVIEW SCORING CRITERIA**

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.

**If an agency is requesting or receives OSF dollars *and* ATF dollars, that funding must be accounted for separately in the program budget due to reporting requirements. Separate program outcomes must be identified for OSF funded programs and ATF funded programs and individuals served and units of service must also be tracked separately.** Due to potentially overlapping client populations, applicants are not required to de-duplicate clients or units of service where clients benefit from both ATF and OSF funded programs. For example, Client A receives ATF-funded in-patient treatment as well as OSF-funded MAT services; agency must track Client A in both programs, but Client A can be counted as an unduplicated ATF client *and* an unduplicated OSF client.

Criteria 1: 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.
- The purpose of proposed program or services is consistent with Johnson County Region Funding Priorities for SUF (see pages 2-3 of the RFP).

Criteria 2: 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.
- The 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.
- The use of trauma-informed practices.

Criteria 3: Measurable Outcomes

- The program includes clear and measurable outcomes and details a plan for related data collection to evaluate success. Outcome data reflecting on sobriety, housing, employment, recidivism, engagement with law

- enforcement and emergency services, 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.

#### Criteria 4: 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 considering the proposed activities.
- The application demonstrates that SUF funding is critical to achieving the stated outcomes.
- The application and program comply with grant conditions.

#### Criteria 5: Qualifications, Licensing and Accreditation

- If applicable, the agency is licensed/accredited.
- Employees are qualified to provide services (accredited/licensed, if applicable)

### **INCORPORATING DATA INTO YOUR APPLICATION**

**All applications are required to report data on the impact of their programs, including return on investment and cost savings generated by their programs.** Applicants should consult reputable Johnson County, regional, state and nationwide data sources, such as Johnson County Department of Health and Environment, Midwest HIDTA, CDC, SAMHSA, and NIDA, to demonstrate need for programs and benefits of programs and services.

One valuable longitudinal source of data regarding substance use is the **Kansas Communities that Care (CTC)**. Local CTC survey data measures the level of problem behaviors and the environmental factors that put children and youth at risk, or protect them from developing those behaviors (also referred to as risk and protective factors), and informs school district education and prevention program needs and choices. The anonymized data is publicly available on a county level and state level and that data is used by many agencies to evaluate substance use and mental health trends as well as strengths and gaps in programming.

The DAC is aware that as a result of the Kansas Student Data Privacy Act, some Johnson County school districts have chosen not to administer the CTC survey. However, the **DAC strongly encourages all districts to administer this survey** and applauds those that do. Districts that have statistically valid CTC data may use this information to ascertain long-term trends. All districts should include in the application an explanation of the district and/or grade level indicators related to risk for substance abuse which inform the district's selection and implementation of evidence-based and model prevention and education programs.

### **GRANT AWARDS**

2024 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, with the exception of school districts, which will report programs on a school year basis (Aug-May) and finances on a calendar year.

Applicants are asked to identify which funding sources, ATF and/or OSF, best fit their programs. The DAC is tasked with making funding recommendations for the SUF, which includes both ATF and OSF dollars. All applicants must be prepared to receive and separately track ATF and OSF dollars and related program outcomes and statistics, even if the DAC does not allocate those funds in the manner requested by the applicant.

The DAC reserves the right to fund only part of the application based on identified funding priorities and the differential strength of components of the proposal. For example, an applicant might ask for the funding of several activities, only one of which has a clear evidence base of effectiveness in reducing substance abuse. In that case, the DAC could choose to recommend the funding of only one activity, not the full proposal. Such a decision would clearly be delineated in the DAC's recommendation to the jurisdictions.

***No assumptions should be made that an SUF grant will be awarded annually. OSF funds will only be awarded so long as opioid settlement funds are distributed by cities.***

## **GRANT CYCLE and FUND AVAILABILITY**

Alcohol Tax Funds are collected, and distributed, annually by participating jurisdictions, in accordance with state statute. Opioid Settlement Funds are received first by the Kansas Attorney General's office, as dictated by settlement agreements, and are then distributed to cities. Opioid settlement distribution amounts will vary each year, based on the provisions of multiple settlement agreements, but are anticipated to run from 2022 through approximately 2040.

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 2023 and of final action by the jurisdictions in January 2024.

## **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**

For ATF dollars, applications will be accepted for continuation and/or expansion of programs and services and new programs and services.

For OSF dollars, applications are preferred for expansion of programs and services or new programs and services. Applicants must state the specific manner in which funds will be used. **Applicants for both ATF and OSF dollars must track expenditures for each funding source separately, pursuant to state statutes, and must track separate program outcomes, including individuals served and units of service.**

Grant dollars allocated pursuant to this RFP 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 a municipality government, Johnson County, Kansas Government or the 10<sup>th</sup> Judicial District Court, Johnson County, or
  - be a Kansas public school district (individual schools are not eligible and must apply as part of a school district application).
- The principal purpose of the proposed programs or services must accord with the statutory provisions for the ATF and/or the statutory provisions and settlement agreement provisions for OSF (see page 1).
- 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 contributing municipalities 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 SUF 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](http://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 including, but not limited to:

- Timely submission of semiannual financial reports, which must account separately for use of ATF and OSF dollars, if applicable.
- Timely submission of semiannual program reports that include outcome data and statistics by participants' city of residence, which must account separately for services provided through ATF and OSF dollars, if applicable.
- 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 SUF.\*

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 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.

## 2024 GRANT CYCLE TIMELINE

May 4, 2023	RFP and Application available electronically or by U.S. mail from UCS.
May 11, 2023	RFP meeting for current ATF grantees and other applicants regarding eligibility, funding criteria, grant conditions and priorities. <b>Meeting via ZOOM at 9:00 a.m. RSVP to <a href="mailto:christinag@ucsjoco.org">christinag@ucsjoco.org</a> by May 10 for meeting information.</b>  (After May 12, applicants not receiving a grant in 2023 or pursuing OSF must contact UCS and arrange a meeting to discuss eligibility and the proposed application.)
August 2, 2023	Electronic and Hard-Copy Applications due by 12:00 p.m. at UCS.
November 2023	Preliminary notification of funding recommendations to applicants.
January 2024	Final notification of funding awards and Letters of Agreement available for signature.

First quarter 2024	Funds available to grantees; grant payments are typically, but not always, made by participating jurisdictions at the end of each quarter.
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**HOW TO APPLY**

The 2024 SUF RFP, Application, and Agency Standards are available electronically. **Applications must be complete and documentation submitted in a timely manner to be eligible for consideration.**

*Applicants not receiving an ATF grant in 2023 or who wish to apply for Opioid Settlement Funds must contact and meet with Christina Ashie Guidry ([christinag@ucsjoco.org](mailto:christinag@ucsjoco.org)), UCS Director of Resource Allocation, to discuss the purpose of grant 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.*

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