



## KDADS Grant Request for Application (RFA)

Kansas Prevention Collaborative-Community Initiative (KPCCI)

### **Implementation Cohort II**

Behavioral Health Services Commission

Release Date: March 20, 2018

RFA Submission Deadline: April 27, 2018

[KDADS.prevention@ks.gov](mailto:KDADS.prevention@ks.gov)

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## **Overview**

The Kansas Department for Aging and Disability Services (KDADS), Behavioral Health Services Commission, announces the release of a Request for Applications (RFA) that will allow eligible applicants to implement programs that address shared risk and protective factors of underage drinking and other behavioral health issues and produce sustainable systems change.

The Kansas Prevention Collaborative-Community Initiative (KPCCI) is intended to reduce and prevent substance abuse in identified communities and enrich prevention efforts across the state through the implementation and sustainability of effective, culturally competent prevention strategies. Through the advancement of technological supports, learning processes, technical assistance, direct consultation, and other resources, grantees will be supported through each of the five steps of the SPF.

Eligibility for this RFA is limited to coalitions who have previously been funded by a KPCCI Grant.

Cohort II of the Implementation grant is a three-year award, based upon performance and compliance with all grant terms and conditions. Years two and three will require a local match of 10% in year two and 20% in year three.

### **Request for Proposal Timeline**

RFP Implementation	March 20, 2018
Q&A	March 29, 2018
Pre-bid conference	April 12, 2018
Applications due	April 27, 2018
Awards announced	May 28, 2018
Grant start up	July 1, 2018

If you have questions regarding this RFP please contact [KDADS.prevention@ks.gov](mailto:KDADS.prevention@ks.gov)

## **I. Introduction and Summary**

The mission of the Behavioral Health Services Commission is: partnering to promote prevention, treatment, and recovery to ensure Kansans with behavioral health needs live safe, healthy, successful and self-determined lives in their communities. The commission's vision is that Kansas communities support prevention and recovery throughout the lifespan.

In 2015, KDADS recognized an opportunity to expand prevention efforts to be more inclusive of mental health promotion, suicide prevention, and problem gambling education and awareness. Multiple factors in the state and nation influenced this change, with two primary goals:

1. Integrate behavioral health prevention efforts
2. Allocate greater resources to local level, community-driven prevention efforts

This resulted in the formation and development of the Kansas Prevention Collaborative (KPC), with a focus on connecting communities through behavioral health promotion, education, awareness, and advocacy across the continuum of care. With these changes in mind, the Kansas Prevention Collaborative has a primary objective of implementing and evaluating activities that prevent substance abuse. The KPC encourages integration of other behavioral health prevention efforts.

This initiative will utilize the five steps of the SAMHSA Strategic Prevention Framework. The Strategic Prevention Framework (SPF) is a community-based approach to substance abuse prevention that cuts across existing programs and systems. SPF executes a data-driven, five-step process known to promote youth development, reduce risk-taking behaviors, build assets and resilience, and prevent problem behaviors across the life span. The SPF was initiated by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention (CSAP). The five steps of the SPF are designed to help states and communities build prevention competencies and infrastructure necessary to implement and sustain effective prevention policies, practices, and programs. An outline of the five-step process of the Strategic Prevention Framework follows.



**Step 1: ASSESSMENT**--*Profile population needs, resources, and readiness to address needs and gaps.* Assessment involves the collection of data to define problems within a geographic area. Assessment also involves mobilizing key stakeholders to collect the needed data and foster the SPF process. Part of this mobilization, is the creation of an assessment workgroup. A coalition's assessment workgroup may spearhead the data collection process and be responsible for defining the problems and the underlying factors that will be addressed in Step 4 of the full SPF process: Implementation. Assessing resources includes assessing cultural competence, identifying service gaps, and identifying the existing prevention infrastructure in the State and/or community.

Step 1 also involves an assessment of readiness and leadership to implement policies, programs, and practices.

**Step 2: CAPACITY BUILDING--*Mobilize and/or build capacity to address needs.***

Building capacity involves the mobilization of resources within a community. A key aspect of capacity building is convening key stakeholders, coalitions, and service providers to plan and implement sustainable prevention efforts in Steps 3-4 of the SPF. The mobilization of resources includes both financial and organizational resources as well as the creation of partnerships. Readiness, cultural competence, and leadership capacity are addressed and strengthened through education and training. Additionally, capacity building should include a focus on sustainability as well as evaluation capacity.

**Step 3: STRATEGIC PLANNING--*Develop a comprehensive strategic plan.***

Planning involves the development of a strategic plan that includes policies, programs, and practices that create a logical, data-driven plan to address the problems identified in Step 1 of the SPF. The planning process produces strategic goals, objectives, and performance targets as well as logic models and preliminary action plans. In addition to the strategic goals, objectives, and performance targets, Step 3 also involves the identification and selection of evidence-based strategies.

**Step 4: IMPLEMENTATION--*Implement evidence-based prevention programs, policies, and practices.*** Implementation involves taking action guided by the strategic plan created in Step 3 of the SPF. If action planning, or the selection of specific policies, programs, and practices, was not completed in full during the planning process in Step 3, it should occur in Step 4. Step 4 also includes the creation of an evaluation plan, the collection of process measure data, and the ongoing monitoring of implementation fidelity.

**Step 5: EVALUATION--*Monitor, evaluate, sustain, and improve or replace those that fail.***

Evaluation involves measuring the impact of the SPF and the implemented programs, policies, and practices. An important part of the ongoing process is identifying areas for improvement and course correction. Step 5 also emphasizes sustainability since it involves measuring the impact of the implemented policies, programs, and practices. Evaluation also includes reviewing the effectiveness, efficiency, and fidelity of implementation in relation to the strategic plan, action plans, and desired outcome measures.

The Department for Aging and Disability Services (KDADS) views KPCCI community grant applicants and grantees as learning partners; while specific guidance, consultation, and deliverables have been identified by federal and state partners, much will be learned as community leaders engage in building sustainable capacity within targeted populations to infuse a prevention mindset into multiple disciplines which have a direct impact on attitudes, beliefs, and actions related to substance abuse prevention. KDADS and Kansas Prevention Collaborative partners are committed to work collaboratively with community coalitions to provide clarity through communications and support services, as needed. As part of its commitment to lead and foster learning, KDADS will strive to create an environment in which the expertise of community stakeholders is honored and supported through competent supports in both face-to-face and virtual settings. In this way, the Kansas Prevention Collaborative and community coalitions can contribute to existing statewide efforts to reduce substance abuse.

Successful grantees will be required to engage a multidisciplinary partnership committed to collaboratively work through each of the five steps of the Strategic Prevention Framework (SPF) process. To ensure diverse representation within SPF community coalitions, KDADS has elected to align the SPF award process with the 12-key community sectors required through the national Drug-Free Communities Support Program. This approach ensures the involvement of representatives from key community organizations and institutions who provide varying perspectives and interests in substance abuse prevention and related consequences. Coalition alignment with federal grant program requirements will position Kansas communities to apply for additional resources to support and sustain local efforts. The 12 sector representatives required as member participants in each community coalition funded through the KPCCI are provided in Figure 2. Eligible applicants will have successfully completed the KPCCI planning year and will continue to monitor all steps of SPF process.

**Purpose of the Grant**

The Implementation Grant is intended to reduce and prevent substance abuse in identified communities and enrich prevention efforts across the state through the implementation and sustainability of effective, culturally competent prevention strategies. Through the advancement of technological supports, learning processes, technical assistance, direct consultation, and other resources, grantees will be supported throughout the implementation phase.

Utilizing the Implementation funding and technical assistance, community coalitions will implement approved strategic plans within their identified geographical areas. To ensure effective implementation of applicable strategies, action plans, continuous capacity building and mobilization are carried out while maintaining focus on cultural competence and evaluation.

**Figure 2  
12 Key Community Sectors as identified in the Drug-Free Communities Support Program**

- 1) Youth (18 or younger)
- 2) Parents
- 3) Business
- 4) Media
- 5) School
- 6) Youth-serving organizations
- 7) Law-enforcement agencies
- 8) Religious or Fraternal Organizations
- 9) Healthcare Professionals (i.e. doctors, nurses, substance abuse treatment providers)
- 10) State, Local, or Tribal Government Entities
- 11) Civic or Volunteer groups
- 12) Other organizations involved in reducing substance abuse

**Overview of Grant Awards**

KDADS will award four, three-year implementation grants for cohort II (SFY 18,19,20) for a total of \$541,800.

Implementation grant projects will begin on July 1, 2018 and continue through June 30, 2021. Grant funding is contingent upon community’s progress and compliance with grant terms and conditions.

Implementation	SABG Funds	Match Requirement
Year I	\$50,166.50	0
Year II	\$45,150.00	\$5,016.50
Year III	\$40,133.50	\$10,033.30

### **Kansas Prevention Collaborative Supports**

Each grantee will utilize guidance, training, and technical assistance during the implementation process. The Kansas Prevention Collaborative is comprised of content area experts, instructional designers, prevention consultants, and other resources which will be available to provide training and technical assistance.

PreventionWorKS is a statewide prevention coalition comprised of members of local community coalitions. One of the goals of PreventionWorKS is to connect coalitions across the state in a way that allows them to be resources and supports to each other. Participation by applicants in PreventionWorKS is strongly encouraged. This statewide coalition provides an opportunity for local coalitions to connect, share successes and lessons learned resources and strengthen statewide efforts.

Community coalitions applying for grant awards must demonstrate an ability and willingness to participate in all required training and technical assistance opportunities provided by the KS Prevention Collaborative. Training may be offered virtually or face to face.

### **Overview of the 3-year Implementation Grant Process**

This section is provided as a brief overview of the Implementation phase and is intended for information purposes only. Once grant awards are announced, the KPC Project Team will work closely with each of the grantees to initiate assist with implementation of each community's individual plan. The table below identifies required milestones and key deliverables for each of the Strategic Prevention Framework steps that will occur during this implementation grant.

During implementation, communities will implement approved strategic plans, carry out individualized implementation action plans and ensure fidelity with all steps of the SPF framework to decrease rates of underage drinking and binge drinking, suicide, and alcohol, tobacco and other drugs, as well as work to address associated risk and protective factors. It is especially important to integrate the principals of cultural competence and sustainability into the implementation phase, so that the intervention is accessible to and effective with the identified target populations and can be sustained after the award period.

During years two and three of the implementation award, communities will be required to demonstrate a community match; 10% during year two and 20% during year three. Grant funding will be reduced by these percentages during years two and three.

### **Grant Deliverables/Key Products:**

<b>SPF Step</b>	<b>Milestone/Key Product</b>	<b>Supports</b>
Step 1: Assessment	<ul style="list-style-type: none"><li>On-going assessment of local level underage drinking prevalence; suicide, alcohol, tobacco and other drugs.</li></ul>	<ul style="list-style-type: none"><li>Data</li><li>Technical Assistance</li><li>Learning Events</li></ul>
Step 2: Capacity	<ul style="list-style-type: none"><li>Creation and continuation of partnerships</li><li>Implementation of capacity development plan</li><li>Meetings and workshops with key stakeholders and service providers</li></ul>	
Step 4: Implementation	<ul style="list-style-type: none"><li>Develop an implementation plan for identified strategies</li></ul>	

	<ul style="list-style-type: none"> <li>• Implementation of evidence-based programs, policies and practices with fidelity</li> <li>• Implementation of evaluation plan</li> <li>• Collection of process data and additional implementation data</li> </ul>	
Step 5: Evaluation	<ul style="list-style-type: none"> <li>• Consult and collaborate with evaluation team</li> <li>• Review effectiveness of policies, programs, and practices</li> <li>• Complete required local level evaluation and reporting including National Outcome Measures (NOMs)</li> <li>• Communicate findings to the SPF project team</li> <li>• Maintain accountability for both fiscal and programmatic deliverables</li> </ul>	

**Training/Technical Assistance Supports**

Each community coalition will receive substantial support to be successful. A member of KDADS team will act as liaison to the grantee. A KPC contractor will be available to provide technical assistance. KDADS will provide an orientation and up to two statewide meetings during the first year of the implementation phase. A number of online tools are available on the KPC website and will be available to provide assistance with the completion of project milestones and work products. Grantees are encouraged to budget travel accordingly as well as plan to attend Prevention WorKS which occurs quarterly.

**Allowable Uses of Funds**

This funding is intended to implement strategic plans with the focus on preventing or reducing the incidence of targeted risk and protective factors and other common risk and protective factors. It may include suicide, alcohol, tobacco and other drugs.

Funding may not be utilized to:

- Purchase food
- Fund political advertisements or costs associated with lobbying
- Solely promote an agency, coalition, and/or community
- Fund the enforcement of alcohol, tobacco, or drug laws

**II. Terms of the Grant**

The award is for three years dependent upon funding availability, grantee performance and compliance with the grant terms and conditions.

**III. Eligibility**

Eligible applicants are coalitions who have previously received funding through a KPCCI Planning Grant:

Eligible applicants or their fiscal agents include local government agencies, schools, public universities and colleges, private and/or or not-for-profit 501(c)(3) organizations based in the targeted community. Community coalitions shall be defined as a multiple sector partnership, mobilized at the local level to make their communities safer, healthier, and drug-free.

Selected applicants shall sign a Notice of Grant Award, an agreement that KDADS will provide. The grant application submitted to KDADS shall become part of the Notice of Grant Award.

Applicants are required to have a DUNS number at time of submission of funding proposal. This number is a unique nine-digit identification number provided by Dun & Bradstreet. It may be obtained at no cost at the following website: [www.fedgov.dnb.com/webform](http://www.fedgov.dnb.com/webform) or by calling 866-705-5711. Verification of the DUNS number must be submitted as part of the funding proposal.

All applicants must submit a “Tax Clearance.” This is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

**To obtain a Tax Clearance Certificate, you must:**

- Go to <http://www.ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your signed renewal document
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued
- May take up to 24 hours to obtain certificate/tax clearance are only valid for 30 days

#### **IV. Outcomes/Goal(s)**

Implementation strategies should be focused on the following outcomes:

- Reduction of underage and binge drinking
- Increased perception of harm around marijuana use
- Suicide, alcohol, tobacco and other drugs
- Addressing shared risk and protective factors

#### **V. Services to be Provided**

Within the implementation phase, coalitions will implement comprehensive, evidence-based community plans that include strategic action plans in an effort to impact community norms, beliefs, and policies that impact the incidence of underage drinking, ATOD, as well as evaluation requirements.

#### **VI. Deliverables and Reporting**

- Grantees will be required to collect and report relevant National Outcome Measures (NOMs) as directed.
- To facilitate the State's compliance with federal and community level evaluation requirements, grantees will participate in the Kansas Communities That Care (KCTC) Student Survey and achieve a 60% participation rate.
- Community coalitions will be expected to execute a Memorandum of Understanding with the school district in the area to be served, demonstrating an agreed upon plan for

administration of the KCTC Student Survey.

- Grantees will participate in evaluation, as specified in the Notice of Grant Award and shall document in the Community Checkbox system by the close of day each Friday.
- Grantees will be required to submit monthly fiscal reports and submit supplemental fiscal documentation once each quarter. Quarterly program reports will also be required, specific dates will be provided in the Notification of Grant Award (NOGA).
- Community coalitions applying for grant awards must participate in all required training and technical assistance opportunities provided by the Kansas Prevention Collaborative. Training may be offered virtually or face to face.
- All evidence-based strategies must be implemented with fidelity and any adaptations must be approved by KDADS.
- Site visits- KDADS staff will plan for at least one site-visit per year, during the implementation grant.

## **VII. Proposal Process**

### ***How to Apply***

Applications should be submitted by 5:00 p.m. CST on April 1, 2018. Applicants are required to submit one electronic copy to [KDADS.prevention@ks.gov](mailto:KDADS.prevention@ks.gov).

The application must be arranged in the order indicated in the “Application Checklist.” All attachments should be compiled in one pdf. instead of multiple documents.

Applications must include all the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the scoring of the application.

### ***Applicant Information & Required Documentation*** (5 points)

- Complete the Applicant Information Page (**Attachment A**). This is a standard form used for submission of proposals and related information. The Application page (attachment A) must be signed by an official authorized to sign.
- 501 (c) (3) verification as appropriate and a list of board members.
- Program Narrative Application (80 points)

The program narrative must include the following sections:

- Community Description (10 points)
- Community Capacity, Readiness, Mobilization, and Planning Efforts (45 points)
- Cultural Competency & Sustainability (15 points)
- Organizational Description (10 points)

### ***Budget Narrative/Justification*** (Attachment B) (15 points)

Applicants must submit a Budget Narrative/Justification outlining how grant funds will be used to support and implement the program.

The Budget should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. Each line item should reflect a strong justification for funds.

### **VIII. Review and Selection Process**

Applications will be evaluated according to the demonstrable capacity of the community coalition to create and implement a plan that produces community change. The community coalition must articulate its understanding of the challenges posed in addressing community-level factors related to underage drinking and/or marijuana use as well as shared risk and protective factors. The quality and strength of the application narrative will also be considered. Grant applications will be reviewed based upon the following criteria.

<b>APPLICATION COMPONENT</b>	<b><i>Points Possible</i></b>
<b>Narrative</b>	<b>80</b>
<i>Community Description</i>	<i>10</i>
<i>Community Capacity, Readiness, Mobilization, and Planning Efforts</i>	<i>45</i>
<i>Cultural Competency &amp; Sustainability</i>	<i>15</i>
<i>Organizational Description</i>	<i>10</i>
<b>Budget &amp; Budget Narrative (including budget for years two &amp; three)</b>	<b>15</b>
<b>Applicant Information &amp; Required Documentation</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• 501(c)(3) Verification as appropriate</li> <li>• List of Board Members and a Board Member Conflict of Interest Statement if a 501(c)(3)</li> </ul>	
<b>TOTAL</b>	<b>100</b>

#### **Proposal Checklist**

The following sections must be submitted in this order:

- \_\_\_ Applicant Information (Attachment A)
- \_\_\_ Project Narrative
- \_\_\_ Budget Narrative/Justification (Attachment B)- *Should include a three-year financial plan for the entirety of the grant*
- \_\_\_ Most recent strategic plan (needs assessment, capacity and readiness assessments, logic model, and action plans, etc.
- \_\_\_ 501(c)(3) verification as appropriate
- \_\_\_ List of Board Members
- \_\_\_ Tax Clearance Certificate

## **Attachment A – Applicant Information**

### **A. Applicant Agency**

Name:		
Address:		
City, ST Zip:		
Telephone:		Email:

B. Type of Agency Public Private Non-Profit Private Profit

### **C. Official Authorized to Sign Application**

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:
Signature:		

### **D. Project Director**

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

### **E. Fiscal Agent**

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

F. Type of Application New Revision Continuation of Grant # \_\_\_\_\_

G. Title of Project: \_\_\_\_\_

### **H. Geographic Area to be Served and Target Population**

Area:	
Population	

I. Federal Identification Number (FEIN): \_\_\_\_\_

J. DUNS Number: \_\_\_\_\_

### **K. Applicant's Fiscal Year:**

Grant Funds Requested:	\$
Local Funds/Cash Match	\$
In-Kind	\$
Total Cost	\$

## **Program Narrative**

**Instructions-** The narrative should describe the target community and the coalition's capability to engage in comprehensive community-based strategic planning that will result in a plan to reduce underage drinking and/or ATOD, shared risk and protective factors and produce sustainable systems change. The following guidance outlines the elements the narrative requests.

Please use 12-point font and standard 1-inch margins. Headings for each section (1-4) should be clearly labeled. Applicants should clearly and comprehensively respond to each bullet within each of the sections described below.

### **1) Community Description**

- Describe and define the community/geographical area served by the coalition that will be targeted by the efforts of this award.
- Describe the challenges that underage drinking and/or ATOD presents in your community.
- List of coalition membership by sector in Figure 2.

### **2) Community Capacity, Readiness, Mobilization, and Planning Efforts**

- Describe your communities planning process
  - Describe the efforts utilized to engage and build partnerships during the planning process
  - Who participated in the planning process, how or what role?
- Discuss your community coalition's experience utilizing data to inform the assessment phase
  - Describe the needs assessment data utilized and how that data informed your logic model
  - Describe both the readiness assessment and coalition capacity survey
- Discuss what activities have been implemented during the planning process to increase readiness and capacity, discuss how the capacity and readiness action plans will be implemented and enhanced during the implementation grant.
- Describe the evidence-based strategies, policies and practices that are included in the strategic plan, discuss how the strategies were chosen and provide a brief overview of the implementation plan including a timeline.
- Describe the evaluation plan
- Discuss any anticipated challenges or barriers and describe how those may be addressed

### **3) Cultural Competency & Sustainability**

- Briefly describe the community's culture and its diversity.
- Describe how your community coalition represents the cultural groups in your community and what changes are needed to ensure cultural competence.
- Describe and discuss your community's cultural competence action plan and what activities will be implemented during the first year of planning
- Discuss how you have planned for sustainability and how you will utilize your sustainability plan during the implementation phase.

### **4) Organizational Description**

- If the coalition is not the fiscal agency for this application please identify fiscal agent and their role in project.
- Describe how the community coalition intends to structure its staffing and resources to ensure completion of all implementation deliverables.
- Describe experience and capability in ensuring compliance with grant requirements including fiscal and progress reporting.