



## KDADS Grant Request for Application (RFA)

Kansas Prevention Collaborative- Problem Gambling Community Initiative (KPC-PGCI)  
FY18

Behavioral Health Services Commission

Release Date: April 3, 2017

RFP Submission Deadline: May 17, 2017 by 5pm

[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) for grants that will facilitate comprehensive community-based strategic planning resulting in local/regional plans to increase awareness of and provide education on problem gambling and related risk and protective factors.

The Kansas Prevention Collaborative-Problem Gambling Community Initiative (KPC-PGCI) is intended to develop strategic, data-driven, and effective awareness, education and prevention approaches for problem gambling and related harms. These efforts should be targeted toward increasing knowledge regarding problem gambling and toward promoting the availability of no-out of pocket cost treatment for problem gamblers and concerned others.

The KPC-PGCI has identified market regions that would benefit from strategic planning, implementation, and development of sustainability processes that promote effective, culturally competent education and awareness. The targeted Market Regions are identified in the table below.

<b>Region</b>	<b>Counties Impacted</b>
Northeast	Johnson, Leavenworth, Wyandotte
South Central	Reno, Harvey, Butler, Sedgwick, Kingman, Harper, Sumner, Cowley
Southwest	Barber, Clark, Comanche, Edwards, Finney, Ford, Gray, Haskell, Hodgeman, Kiowa, Lane, Meade, Ness, Pawnee, Pratt, Rush, Seward, Stafford
Southeast	Crawford, Cherokee
Statewide Coalition/Taskforce	Statewide including the tribal casino regions

Utilizing technological supports, learning processes, technical assistance, direct consultation, and other resources, grantees will be supported through each of the five steps of the Strategic Prevention Framework (SPF) process in order to increase awareness and provide education within the State.

## **Application Timeline**

Release of RFA	April 3, 2017
Pre-Bid Conference <b>*MANDATORY*</b> Face to Face or Webinar option available	April 14, 2017 10-11:30 AM  503 S Kansas Avenue, Room 331 Topeka KS, 66603 <a href="https://global.gotomeeting.com/join/951625485">https://global.gotomeeting.com/join/951625485</a>
Written Questions Due to <a href="mailto:kdads.prevention@ks.gov">kdads.prevention@ks.gov</a>	April 19, 2017-5PM
Q&A Posted	April 21, 2017
Applications Due	May 17, 2017-5PM
Notification of Awards	June 19, 2017
Grant Start Up	July 1, 2017

## **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, 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 priority of KDADS and the KPC is to build local/regional capacity to assess, plan, implement, and evaluate evidence based prevention, education, and awareness activities that address behavioral health concerns.

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 Kansas Department for Aging and Disability Services (KDADS) views 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 problem gambling prevention. KDADS and KPC are committed to working collaboratively with community coalitions to provide clarity through communication 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 problem gambling.

Successful grantees will be required to seek engagement of multidisciplinary partnerships committed to collaboratively working through each of the five steps of the 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 problem gambling prevention and related consequences. The 12 sector representatives that should be engaged member participants in each community coalition funded through the KPC-PGCI are provided in Figure 1.

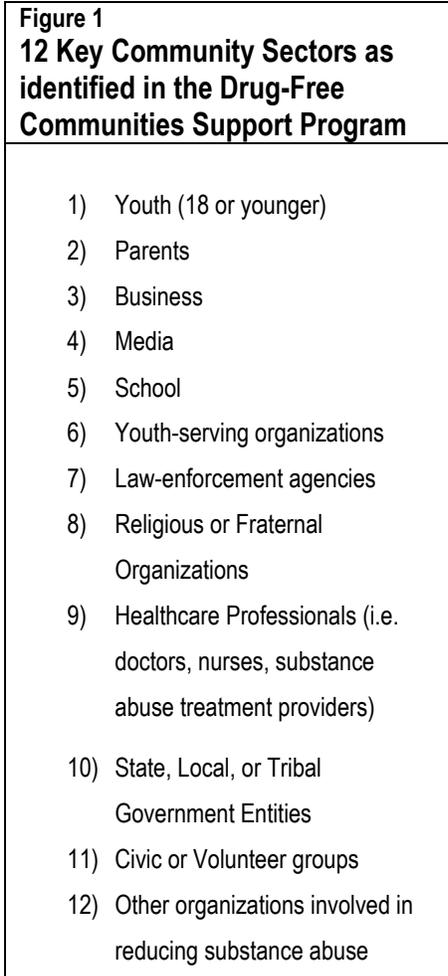
**Purpose of the Grant**

The KPC-PGCI is intended to promote awareness and recovery while working to reduce and prevent problem gambling in the gaming regions. This effort will enrich prevention 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.

Utilizing KPC-PGCI funding and technical assistance, community coalitions will analyze local conditions that are contributing to problem gambling within their identified geographic area. Resources and technical assistance supports will be provided to develop a local assessment profile, logic model, and action plan to address these issues using the five-step SPF process (i.e., assessment, capacity building, planning, implementation, and evaluation). This will also include plans for sustainability, cultural competence, and evaluation.

**Overview of Grant Awards**

This is a five (5) year process. During year one of the award (July 1, 2017-June 30, 2018) it is anticipated that market region awards will be no more than \$38,000 and an award for a statewide coalition/taskforce will be made for no more than \$18,000. Actual awards will vary based on appropriateness of budget, comprehensiveness of strategies, and actual travel expenses (mileage, lodging, and per diem) from the target community for required grant activity.



Successful applicants, who complete all year one required deliverables and comply with all award terms and conditions, will be eligible for additional funding for up to 4 years.

**Kansas Prevention Collaborative Supports**

Each grantee shall utilize guidance, training, and technical assistance in all phases of the grant process. The Kansas Prevention Collaborative is comprised of content area experts, instructional designers, prevention consultants, and other resources which will be available throughout each of the five steps of the Strategic Prevention Framework.

PreventionWorKS is a statewide prevention coalition comprised of members from 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 in all PreventionWorKS activities is strongly encouraged and grant funding may be utilized for costs associated with participation. 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 training and technical assistance opportunities provided by the KS Prevention Collaborative. Training may be offered virtually or face to face.

**Overview of the 12-Month Grant**

This section is provided as a brief overview of the grant phase and is intended for information purposes only. During the first year, up to nine months will consist of a strategic planning process; once grant awards are initiated KDADS and KPC Staff will work closely with grantees to facilitate a strategic planning phase. Upon completion of the planning phase, which is expected to be no greater than nine months, grantees will implement and evaluate approved strategies. Grantees will be required to participate in centralized learning events and fully engage in technical assistance which will be provided throughout the process. The table below identifies required milestones and key deliverables for each of the Strategic Prevention Framework steps that will be completed during this grant period.

**Grant Deliverables/Key Products:**

SPF Step	Milestone/Key Product	Supports
Step 1: Assessment	<ul style="list-style-type: none"> <li>• Completion of community needs assessment               <ul style="list-style-type: none"> <li>○ data will be provided by KPC</li> <li>○ local community data (as available)</li> <li>○ other data sources (as available)</li> </ul> </li> <li>• Cultural competence assessment (tool to be provided)</li> <li>• Components of logic model (standard template will be provided; full Logic Model to be finalized in Step 3)               <ul style="list-style-type: none"> <li>○ Data-driven problem statements addressing gaps or areas of need</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Data</li> <li>• Technical Assistance</li> <li>• Learning Events</li> </ul>

	<ul style="list-style-type: none"> <li>○ Measures of success/need (what risk factors are driving this and how do we measure that?)</li> <li>○ Evaluation plan (not a full plan but preparing for accountability)</li> <li>● Identify target area “community” and target populations</li> </ul>	
Step 2: Capacity	<ul style="list-style-type: none"> <li>● Assess Coalition and Describe Readiness and Capacity; tools to do this will be provided by KDADS</li> <li>● Demonstrate participation of 12 key sectors and/or plan for recruiting representatives. (template provided by KDADS)</li> <li>● Mission and Vision Statement (template provided by KPC)</li> <li>● Clear organizational structure with formalized leadership (template provided by KDADS)</li> <li>● Build capacity for evaluation</li> </ul>	
Step 3: Planning	<ul style="list-style-type: none"> <li>● Complete strategic plan (including logic model, strategic goals, objectives, and performance targets). Templates provided by KDADS</li> <li>● Selection of evidence based strategies tied to identified needs</li> </ul>	
Step 4: Implementation	<ul style="list-style-type: none"> <li>● Submit a detailed implementation budget</li> </ul>	
Step 5: Evaluation (plan development)	<ul style="list-style-type: none"> <li>● Timeline for evaluation (template provided by KDADS)</li> <li>● Monthly use of community checkbox to document steps of planning (process evaluation)</li> </ul>	

All five steps of the Strategic Prevention Framework will be implemented. The planning grant will involve a local needs assessment using state and local data as available. (Step One), building capacity through identification and recruiting new participants to the planning process (Step Two), the planning process itself (Step Three) Implementation of the plan(Step Four) and planning for participation in the an evaluation process (Step Five).

### *Community Plan*

At the conclusion of the planning process the coalition/task force will submit a comprehensive plan that addresses problem gambling and shared risk protective factors in their targeted community.

Each community’s plan should emphasize policies and practices that identify risk factors, and influencing factors of problem gambling and related behavioral health concerns. The planning component should also include the following:

- Capacity development plan
- Logic Model
- Action Plan

- Sustainability Plan
  - Cultural Competency Assessment and Plan
  - Evaluation plan
- (Templates will be provided for each)

### **Training/Technical Assistance Supports**

The grantee will receive substantial support to be successful. Problem Gambling Specialists from the KDADS team will act as liaison to the grantee and KDADS in partnership with the Kansas Prevention Collaborative will ensure that appropriate training and technical assistance is provided; face to face meetings and training sessions will be established to support completion of project milestones and grant deliverables.

### **Allowable Uses of Funds**

The emphasis for this funding is to reduce problem gambling through the provision of evidence-based, education and awareness. Grant recipients will also promote treatment and recovery services. Priority should be placed on strategic planning and implementation of efforts to achieve targeted outcomes.

Funding may **not** be utilized to:

- Fund political advertisements or costs associated with lobbying
- Solely promote an agency, coalition, and/or community

## **II. Terms of the Grant**

The award is for a 12 month period. Grantees successfully completing year 1 will be eligible to apply for funding for up to four additional years.

## **III. Eligibility**

KDADS invites applications from private, nonprofit and/or community organizations. Regional Partnerships and/or collaborations are encouraged.

Eligible applicants and fiscal agents must represent community coalitions/task forces and may include local government agencies, schools, public universities and colleges, private and/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. Effective community coalitions possess a stable and effective organizational structure with clearly defined roles, responsibilities, and Community coalitions may include multiple geographic areas or school district boundaries that are efficiently and effectively able to work together (e.g., a rural, multi-county partnership).

Selected applicants shall sign a Notice of Grant Award, an agreement that KDADS will provide. The 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.

Applicants must also obtain a state of Kansas Tax Clearance; a “Tax Clearance” 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

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

Grantees shall establish a 12 month work plan that targets objectives. The work plan shall outline specific action steps and include projected outcomes. In addition strategies outlined in the work plan should be specific, measureable and grounded in evidence-based and best practices. Grantees should work toward implementing long range environmental practice and/or policy changes and efforts should be inclusive of the Center for Substance Abuse Prevention's (CSAP) Core Strategies which are summarized below:

**Information Dissemination**

This strategy provides awareness knowledge of the nature and extent of problem gambling and its effect on individuals, families, and communities. Information dissemination is characterized by one-way communication from the source to the audience with limited contact between the two. This strategy is recommended to be used a part of a comprehensive plan since research has shown that information dissemination alone is not enough to create long-term changes.

**Community Based Processes**

This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services. Activities in this strategy include organizing, planning, enhancing the efficiency and effectiveness of service implementation, building and enhancing coalitions and networking.

**Education**

This strategy involves two-way communication and is distinguished from merely disseminating information by the fact that it is based on interaction between the educator and the participants. Activities under this strategy aim to affect critical life and social skills, including decision

making, refusal skills, and critical analysis.

### **Environmental**

This strategy seeks to establish or change community standards, norms, codes, and attitudes, thereby influencing the incidence and prevalence of problem gambling and associated behaviors in the general population. This strategy seeks to change practices and policies

### **Alternative Activities**

This strategy provides the opportunity to participate in healthy, positive, and constructive activities that exclude problem gambling. These efforts seek to offset the attraction to and/or meet the needs filled by gambling, thereby reducing the likelihood of problem behaviors. It is recommended to implement alternatives as part of a comprehensive plan since research has shown that implementing these activities alone is not sufficient.

### **Problem ID and Referral**

This strategy aims to identify those who have indulged in the problem gambling behavior in order to assess if their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if an individual is in need of treatment.

## **V. Services to be provided**

Taskforces/coalitions are expected to work in partnership with the KDADS Prevention team and KPC Partners whose partnership and cooperation are essential to the provision of problem gambling services in Kansas. Taskforces/coalitions should engage in the following activities:

- Mobilize and engage diverse community stakeholders in efforts to increase awareness around problem gambling and associated harms and to promote the availability of treatment.
- Assess the need, capacity, and readiness to engage in the process and develop a strategic implementation plan.
- Provide education and awareness to local organizations, businesses, schools, and other interested groups across the market region
- Implement effective prevention strategies that are grounded in evidence and aligned with CSAP's core prevention strategies
- Collaborate with other established coalitions and task forces to increase the local capacity to address shared risk and protective factors.

## **VI. Deliverables and Reporting**

Grantees will be required to complete the following deliverables:

- Assessment of need, readiness and capacity
- A strategic plan based on the SPF (Strategic Prevention Framework) plan. (Templates will be provided)
- An action plan (Templates will be provided.) The plan should be data-driven and include specific and measureable outcomes.
  
- Monthly fiscal and supplemental reports must be submitted by the 10th day of the month each month reports as specified in the Notification of Award  
  
(Templates will be provided).
- Quarterly Progress Reports are due each quarter according to the schedule that is provided upon announcement of awards. Quarterly Fiscal documentation may be requested.
- Weekly documentation of the processes utilizing the Community Check Box (CCB). Taskforces shall enter data into the CCB system by end of business every Friday. Grantees will also participate in evaluation as directed.
- Grantees shall utilize the Problem Gambling Workstation to upload coalition meeting minutes and reports, and to share announcements as appropriate.
- A year-end report summarizing annual outcomes and achievements.

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

Grantees shall participate in monthly technical assistance calls.

## **VII. Proposal Process**

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

Applications should be submitted electronically by **5:00 p.m. CST on May 17, 2017**. Applicants are required to submit one electronic copy to the KDADS prevention mailbox ([KDADS.Prevention@ks.gov](mailto:KDADS.Prevention@ks.gov))

The application must be arranged in the order indicated in the “Application Checklist”.

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. Applicant should also submit 501 (c)(3) Verification as appropriate and a list of board members. Additionally a State of Kansas Tax Clearance must be submitted; a “Tax Clearance” 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:** *(this can take up to 24 hours)*

- 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

***Program Narrative Application (Attachment B)*** (80 points)

The program narrative must include the following sections:

- Community/Region Description *(20 points)*
- Coalition/Region/Task Force Capacity for Collaboration and Planning *(20 points)*
- Cultural Competency *(20 points)*
- Organizational Description *(20 points)*

***Budget Detail Worksheet (Attachment C) and Budget Narrative/Justification*** (15 points)

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

The Budget Narrative 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

### **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 Problem gambling 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/Region</b>	<b>80</b>
<i>Community Description</i>	20
<i>Coalition/Region/Task Force Capacity for Collaboration and Planning</i>	20
<i>Cultural Competency</i>	20
<i>Organizational Description</i>	20
<b>Budget &amp; Budget Narrative</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 Application (Attachment B)
- \_\_\_ Budget Sheet (Attachment C)
- \_\_\_ Budget Narrative
- \_\_\_ 501 (c)(3) verification as appropriate
- \_\_\_ Tax Clearance

**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:		
Business 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:

## **Attachment B- Program Narrative Application Guidelines**

**Instructions-** The narrative should describe the target community/region and the coalition's capability to engage in comprehensive community-based strategic planning that will result in a plan to reduce problem gambling, shared risk and protective factors and produce sustainable systems change.

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 with in each of the sections described below.

### **1) Community/Region Description**

- Describe and define the community that will be targeted by the efforts of this planning process. Include demographic, geographic, and other unique elements, Describe how Problem Gambling is related to other Behavioral Health concerns.
- Describe the challenges that problem gambling presents in your community/region.
- Describe what efforts, if any, have been made to address problem gambling in the past.

### **2) Community Capacity for Collaboration and Planning**

- Describe your community's experience in collaborating with other community resources to provide prevention programming, including promotion, education, creating awareness etc. Identify which of the 12 key community sectors have participated
- Identify previous prevention projects and their funding sources. Identify if your community has been or is involved with the Drug-Free Communities Support Program
- Discuss your community coalition/ task force's experience using data to assess the need in your community and to guide prevention planning and program design.
- Describe your community coalition/ task force's experience in the development of strategic plans for the purpose of prevention and/or promotion.
- Identify and describe any evidence-based policies, practices, or programs implemented in your community and discuss successes or barriers to implementation and how those were overcome.
- Describe your community coalition/task force's experience in evaluating coalition activities.
- Describe the participation of leaders/champions within your community coalition. Is there an intentional strategy in place to engage and support leaders/champions?

### **3) Cultural Competency**

- Briefly describe the community's culture and its diversity.
- Describe how your community coalition/task force represents the cultural groups in your community and what changes are needed in order to ensure cultural competence.

- Discuss the challenges and the opportunities that cultural diversity present in your community.

#### **4) Organizational Description**

- If coalition is not fiscal agency for this application please identify fiscal agent and their role in project.
- Describe how the community coalition/task force intends to structure its staffing and resources to ensure completion of deliverables.
- Describe experience and capability in ensuring compliance with grant requirements including fiscal and progress reporting.
- Discuss unique strengths that demonstrate your coalition/task forces ability to manage this grant process.

#### **Problem Gambling Task Force Grant Budget Guidelines & Narrative Instructions**

Please complete the Budget & Justification Worksheet (Attachment C) and provide a detailed justification for all requested funds for planning. Provide an estimate for implementation costs (once plans are completed, a comprehensive implementation budget will be required) refer to Non-Negotiable Budget Guidelines when preparing your budgets.

##### **A. Personnel**

Provide position title, salary/rate, and level of effort and total costs for all staffing necessary to carry out the deliverables as described in the grant. Describe the role and responsibilities for each position.

##### **B. Contractual/ Consultant**

Indicate individuals or organizations to be reimbursed for services on a fee basis, or those individuals who are non-employees who provide services or products. Specify type of contractor, number of days, rate charged, and calculated total cost.

##### **C. Public Awareness**

Individual task forces will provide awareness knowledge of the nature and extent of problem gambling and its effect on individuals, families, and communities. Dedicated costs for public awareness will include all forms of media spending; radio PSA's, television, booth registration, promo booth items, all forms of internet media, etc.

##### **D. Supplies**

Detail all costs associated with project materials, supplies, and other consumables. (Supplies are defined as materials costing less than \$5000 per unit and often having a one- time use). Costs under this category include, printing, postage, general office supplies, strategy supplies, etc.

**E. Equipment**

Detail all costs associated with equipment. (Equipment is defined as tangible property that has a useful life of more than 2 years and acquisition costs of \$5000 or more.)

**F. Implementation Estimate**

Provide an estimate for the implementation. A detailed budget will be once strategic plan is completed.

**G. Travel**

All costs associated with travel including mileage, lodging, and per diem should be paid in accordance with policies and procedures of the fiscal agent or be in accordance with the current amount specified by Kansas at the time the grant is issued. Current rates are determined by the Kansas Department of Administration.

**H. Other**

Provide justification for all other expenses necessary to achieve outcomes related to implementation of the proposed programs, policies, and practices that are not included in other categories.

**I. Indirect**

Describe costs attributed to overhead or general operating expenses. Indirect costs may not exceed 8% of total budget

**Attachment C-Budget and Justification Worksheet**

<b>Task Force/Coalition Name:</b>	
<b>Fiscal Agent Name:</b>	

A. **Personnel:** List all positions, name if known, annual salary/rate, level of effort and total cost for each staff person describe the role and responsibilities for each position.

<b>Position</b>	<b>Name</b>	<b>Annual Salary/Rate</b>	<b>Level of Effort</b>	<b>Cost</b>
<b>TOTAL</b>				

**JUSTIFICATION:**

**TOTAL REQUEST:**

B. **Contract/Consultant:** This includes all services secured to support implementation of specific services provided to meet grant objectives.

<b>Entity</b>	<b>Product/Service</b>	<b>Cost</b>
<b>TOTAL</b>		

**JUSTIFICATION:**

**TOTAL REQUEST:**

C. **Public Awareness:** List all components of public awareness to be utilized within the community through bill boards, banners, face book advertising, newsprint, purchase of ad space, radio, television, and internet advertising.

<b>Entity</b>	<b>Product/Service</b>	<b>Cost</b>

<b>TOTAL</b>		

**JUSTIFICATION:**  
**TOTAL REQUEST:**

**D. Supplies:**

<b>Item(s)</b>	<b>Rate</b>	<b>Cost</b>
<b>TOTAL</b>		

**JUSTIFICATION:**

**TOTAL REQUEST:**

**E. Equipment:** an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit.

<b>Item(s)</b>	<b>Rate</b>	<b>Cost</b>
<b>TOTAL</b>		

**JUSTIFICATION:**

**TOTAL REQUEST:**

**F. Implementation**

Provide an estimate of funds needed to carry out strategic plan; a more detailed implementation budget will be required at the completion of the planning phase.

<b><u>Implementation Cost Estimate:</u></b>	
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**G. Travel:** Explain need for all travel.

Purpose of Travel	Location	Rate	Cost
<b>Total:</b>			

**JUSTIFICATION:**

**TOTAL REQUEST:**

**H. Other:** Expenses not covered under any other line-item.

<u>Item</u>	<u>Rate</u>	<u>Cost</u>
<b>TOTAL</b>		

**JUSTIFICATION:**

**TOTAL REQUEST:**

**I. Indirect:** Describe costs attributed to overhead or general operating expenses. Indirect costs may not exceed 8% of total budget.

Entity	Service	Rate	Cost
<b>TOTAL</b>			

**JUSTIFICATION:**

**Attachment D- Budget Narrative**

**TOTAL REQUEST:**

**BUDGET SUMMARY:**

<b>Category</b>	<b>Request</b>
A. Personnel	
B. Contractual/Consultant	
C. Public Awareness	
D. Supplies	
E. Equipment	
F. Implementation Estimate	
G. Travel	
H. Other	
<i>Subtotal (Direct Costs)</i>	
I. Indirect Costs (not to exceed 8%)	
<b>Total Project Costs:</b>	