



KDADS Grant Request for Proposal (RFP)

Projects for Assistance in Transition from Homelessness (PATH) Grant

Behavioral Health Commission

Release Date: February 15, 2018

Deadline: April 15, 2018

Contact Person: Misty Bosch-Hastings

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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 Proposal (RFP) for the Projects Assisting in the Transition from Homelessness (PATH) Grant.

In 1991, the Stewart B. McKinney Homeless Assistance Amendments Act of 1990 authorized the Projects of Assistance in Transition from Homelessness (PATH) program. PATH is administered by the Center for Mental Health Services (CMHS) Homeless Programs Branch within the

Substance Abuse and Mental Health Services Administration (SAMHSA). PATH allocations are made to states and territories on a formula grant basis, based upon the number of individuals residing in urbanized areas in the state as a percentage of the total United States population in urbanized areas.

The PATH Program is designed to support the delivery of eligible services to persons who are homeless or are at risk of becoming homeless and are experiencing Serious Mental Illness (SMI) and may also have co-occurring substance use disorders, with an emphasis on persons most in need of services.

The PATH program is a vital resource in communities as they seek to reduce and end homelessness. PATH programs across the country have led the way in developing and perfecting methods of outreach and engagement that are effective with people who are experiencing serious mental illnesses/co-occurring disorders and who are homeless. PATH programs serve as the front door to mental health, primary health care, and substance abuse service systems. It is the goal of the Kansas PATH program to connect eligible individuals to Social Security and Medicaid benefits using the SOAR approach. PATH follows these guiding principles:

Person Centered Services: The PATH program is committed to services that meet the needs and preferences of people who are homeless and who are experiencing mental illnesses/co-occurring disorders. Services are effective only if they meet needs identified by the individual. Service plans must be developed in partnership with individuals receiving services.

Culturally Competent Services: The PATH program is committed to meeting needs and preferences of individuals within the context of culture. For this to happen in a meaningful way, services must be offered in accordance with individually appropriate language, customs and cultural norms.

Peer Support Services: The history of the PATH program proves the effectiveness of services provided by people who have “been there.” Individuals who have achieved recovery serve as powerful examples, and peer support services are a strong tool in our efforts to address homelessness.

Commitment to Quality: State PATH Contacts are committed to helping providers achieve high quality in all areas of service provision. Encouragement of evidence based and exemplary practices within homeless services and mainstream systems is part of this strategy.

Request for Proposal Timeline

Release of Request for Proposal	February 15, 2018
Written Questions from Potential Bidders due by 5:00 p.m.	March 1, 2018
Letters of Intent are due by 5:00 p.m. CST on	March 12, 2018

Q&A Emailed & Posted by KDADS

March 7, 2018

Applications Due

2:00 P.M. CST on April 1, 2018 at
503 S. Kansas Avenue
Topeka, KS 66603

Notification of Award(s)

June 2018

Grant Start-Up

August 1, 2018

I. Introduction and Specific Information:

The Projects for Assistance in Transition from Homelessness (PATH) program provides funds to each state; the District of Columbia; Puerto Rico; and the U.S. Territories of the Northern Mariana Islands, Guam, American Samoa, and the U.S. Virgin Islands to support services for individuals with serious mental illnesses, as well as individuals with serious mental illnesses and substance use disorders, who are homeless or at risk of becoming homeless. Public Law 101-645, 42 U.S.C. 290cc-21, section 521 et seq. of the Public Health Service Act authorizes the PATH program.

The goal of the PATH program is to reduce or eliminate homelessness for individuals with serious mental illnesses or co-occurring serious mental illness and substance use disorders, who are experiencing homelessness or are at imminent risk of becoming homeless. PATH funds are used to provide an array of allowable services, including street outreach, case management, and services that are not supported by mainstream mental health programs.

Specific Definitions

The Kansas PATH program supports the delivery of eligible services to persons who are homeless or precariously housed and have Serious Mental Illness (SMI) and co-occurring substance use disorders, with an emphasis on (a) adults, (b) persons who are literally homeless, (c) street outreach, engagement and enrollment into the PATH program, and (d) PATH-funded case management. Following are program specific definitions:

Literally Homeless: An individual or family who is staying somewhere not meant for human habitation.

Homeless: The term “homeless”, “homeless individual”, and “homeless person” means:

- an individual or family who lacks a fixed, regular, and adequate nighttime residence;
- an individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- an individual or family living in a supervised publicly or privately-operated shelter

designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);

- an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- an individual or family who will imminently lose their housing, including:
 - housing they own, rent, or live in without paying rent;
 - housing they are sharing with others;
 - rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organization;
- has no subsequent residence identified;
- lacks the resources or support networks needed to obtain other permanent housing; and
- an individual or family experiencing a domestic violence or other dangerous or life-threatening condition. PATH providers shall consider to be homeless any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

Precariously Housed: an individual or family sleeping in conventional dwelling units, other than their own, but their housing situation must have arisen from an inability to pay for one's own housing, and must be of short anticipated duration (less than 60 days), and the person should have no plans or prospects for stable housing, and no financial resources to obtain housing.

Outreach: identifying and engaging people who are literally homeless and potentially PATH-eligible, but who are not currently connected to mainstream services. The process of outreach often includes the following:

- Locating individuals who would otherwise not be served;
- Engaging in a trusting relationship;
- Screening for housing and other service needs;
- Assessing health and behavioral health needs;
- Providing direct care and services as able;
- Referring to housing, health, and behavioral health treatment resources.

Serious Mental Illness: a diagnosable mental, behavioral or emotional disorder of sufficient duration to cause serious functional impairment in an individual's major life activities.

PATH Funded Case Management Services: Case management services include:

- aiding in obtaining and coordinating social and maintenance services for eligible individuals who experience homelessness, including services related to daily living activities, peer support services, individual financial planning, transportation services, habilitation and rehabilitation services, prevocational and vocational services, and housing services; and

- aiding eligible individuals who are experiencing homelessness in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits.

II. Terms of the Grant

Award Amounts and Length

Applicants should be aware that funding amounts are subject to the availability of funds. The federal portion of the Kansas State Fiscal Year (SFY) 2019 PATH allocation is expected to be \$377,262. PATH Grantees must match the federal portion by 25% with non-federal funds. If funds allow, the State of Kansas contributes up to an additional \$125,754 to the PATH program. The selected applicants of the SFY 2019 PATH Request for Proposal (RFP) will receive a two-year award. For SFY 2020, the PATH grantees will only submit changes to the Project design, Outcome Measures, and adjustments to line items in the previously-approved budget. In SFY 2020, the PATH RFP is expected to be open for competition again for another two-year award. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by law.

The Agreement shall begin on August 1, 2018 and shall end on July 31, 2019. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by law.

Allowable Uses of PATH Funds

PATH grant awards can be used to support staff positions to carry out the delivery of the PATH-eligible services or to contract with a provider to carry out the PATH-eligible services.

Kansas PATH grant awards will only be for services not supported by mainstream mental health systems. Allowable uses of funds include:

- outreach services;
- screening and diagnostic treatment services;
- habilitation and rehabilitation services;
- community mental health services;
- substance use treatment services;
- PATH funded case management services (specific to Kansas, PATH-funded case management is for persons who are homeless who require intensive services designed to develop case plans for delivering community services to PATH eligible recipients. KDADS expects the provision of PATH case management services to last no longer than 6 months. At the end of PATH case management service provision, PATH-enrolled consumers must have access to mainstream mental health services);
- residential support services;
- referral for community mental health services, substance use treatment, primary health services, job training, educational services, relevant housing services, housing placement assistance, income assistance, employment assistance, and medical assistance.

Non-Allowable Use of Funds

- to support emergency shelters;
- for inpatient psychiatric treatment;
- for inpatient substance abuse treatment;
- to make cash payments to intended recipients of mental health or substance abuse services;
- to enter into any lease arrangements in association with the proposed project utilizing PATH funds beyond the project period nor may the portion of the space leased with PATH funds be used for purposes not supported by the grant;
- to pay for the purchase or construction of any building or structure to house any part of the grant program;
- to pay for housing services beyond 2% of the grantee's total award.

III. Eligibility

Community Mental Health Centers and nonprofit organizations, including faith-based organizations, are eligible to apply for a PATH Grant. Under the PATH formula grant program, Section 522 (c) Coordination, of the Public Health Service Act (Part C, Projects For Assistance In Transition From Homelessness), grants will be available only to entities that have the capacity to provide, directly or through arrangements, the services specified in Part C, Section 522 (b) of the Public Health Service Act (see RFP Section 3.1.2, Specification of Services), including coordinating the provision of services "in order to meet the needs of eligible homeless individuals who are both mentally ill and suffering from substance abuse." The State is requesting proposals from eligible entities that have experience in providing services to homeless persons with a Serious Mental Illness (SMI), including veterans, and can demonstrate all those enrolled in the PATH Program will have access to comprehensive mental health services, including housing, at the time of PATH service closure. If a non-Community Mental Health Center organization is interested in applying for a grant under this program they must also include a Letter of Agreement with a local licensed mental health center, that ensures on-going comprehensive mental health services at the time of PATH service closure for each individual will be offered and available.

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.

IV. Outcomes/Goal(s)

Individuals who are literally homeless have many unmet needs that interfere with attending or participating in mental health services. It is critical for the PATH program to address the basic survival needs immediately upon enrollment. It is expected individuals enrolled in PATH may agree to assistance in meeting basic needs, housing, or benefits, but not mental health services. After basic needs are addressed, there is greater likelihood the individual will accept mental health services.

The following goals must be addressed throughout the project narrative and part of the project's design and implementation plan:

Goal 1: Outreach the literally homeless. The most critical service a PATH program will offer is outreach. 100% of the people who are literally homeless are to receive outreach, engagement, and an informal screening for PATH services. The purpose of outreach is to meet basic needs, build trust and establish rapport with individuals who do not access traditional services, and help connect people with housing, community mental health and other services, and supports. Outreach is face-to-face interaction with people experiencing homelessness. It takes place on the streets, in camps, under bridges, in temporary motels, and all places where persons experiencing homelessness may be found. In active outreach, workers seek out and connect with individuals and families who are experiencing homelessness. Contact with an outreach worker is often the first step toward housing and stability. At a minimum, 58% of individuals outreached should be enrolled in PATH services.

Goal 2: Provide services that will enable persons who are homeless and are experiencing serious mental illness to obtain appropriate housing while engaging them in formal mental health treatment and systems which improve their mental health functioning; and, for those enrolled in the PATH program, short-term PATH case management services. 66% of persons enrolled in PATH should receive community mental health services.

Goal 3: Provide permanent affordable housing that is linked to health, mental health, employment and other supportive services. This will include individuals with substance abuse disorders. Supportive housing can reduce public service costs and provide stability for those experiencing homelessness. Consideration will be given for those agencies/programs who can demonstrate success in housing individuals who are homeless in supportive and permanent housing and are able to describe how suitable housing for eligible individuals will be accompanied by a provision of services/supports.

Goal 3: Provide certified SOAR services to eligible PATH enrolled individuals. For most individuals that are homeless and experiencing mental illnesses that may impair cognition, or individuals returning to the community from institutions (jails, prisons or hospitals), access to disability income benefits can be extremely challenging. The application for SSI/SSDI is complicated, detailed, and often difficult to navigate. Using the SOAR approach can help increase access to disability benefits, especially for those who are homeless and have a mental illness. PATH grant evaluation criteria will provide special consideration for those agencies/programs that have invested in ensuring the SOAR model is implemented through Kansas SOAR staff. For more information on SOAR, visit: <https://soarworks.prainc.com/>

Goal 4: Track referral and attainment of all supports listed below to better understand the impact of the PATH program and respond to a performance based Congressional reporting environment.

- Number of persons referred to and attaining housing;
- Number of persons referred to and attaining mental health services;
- Number of persons referred to and attaining substance use services;
- Number of persons referred to and attaining primary health services;
- Number of persons referred to and attaining job training;
- Number of persons referred to and attaining educational services;
- Number of persons referred to and attaining income assistance;
- Number of persons referred to and attaining employment assistance;
- Number of persons referred to and attaining medical assistance.

Goal 5: Reduce barriers to accessing effective services that sustain recovery for individuals with mental and substance use disorders who experience homelessness.

Goal 6: Address the behavioral health needs of veterans and their families and consider prioritizing this population for services when appropriate.

Goal 7: Minimize the challenges and foster support for PATH clients with a criminal history, such as jail diversion, reentry and other state programs, policies and laws.

Goal 8: Engage with the local coordinated-entry processes of the Continuums of Care (CoCs) and know the roles of key partners.

Program Outcomes/Requirements

Grantee shall be responsible for providing direct or indirect services that support the implementation of evidence-based strategies which result in improvements in targeted state or community level factors. Some of the evidence-based practices suggested by SAMHSA are as follows:

- Assertive Community Treatment
- Critical Time Intervention
- Illness Management and Recovery
- Motivational Interviewing
- Permanent Supportive Housing
- Supported Employment
- Trauma-informed Care
- Cognitive Behavioral Social Skills Training
- Customized Employment Supports
- Dialectical Behavioral Therapy
- Integrated Dual Disorder Treatment

Grantee must also contribute to federal, state, and local outcomes as indicated below. In your narrative, your proposal must address these outcomes/requirements.

1. Exceed or maintain the Federal requirement that at least 58% of the individuals outreached are enrolled in PATH or adequately explain why your program cannot meet this outcome based on local factors.
2. Track referral and attainment of these supports:
 - a) Housing (transitional, supportive, or permanent)
 - b) Income Benefits
 - c) Earned Income (employment)
 - d) Medical Insurance Program (Medicaid, Medicare, and/or state/local plans)
 - e) Primary Medical Care
3. Participate in quarterly and annual reporting.
4. Ensure that all PATH service recipients who are potentially eligible are assisted by your agency to obtain federal disability benefits using the SOAR approach.

5. Ensure that your proposed program will offer PATH services to homeless veterans.
6. Affirm that your proposed program will participate in HMIS data collection system.

V. Services to be Provided

Allowable Uses of PATH Funds

The Kansas PATH grant awards will only be for services not supported by mainstream mental health systems. Allowable uses of funds include:

- outreach services
- case management services
- screening and diagnostic treatment services
- habilitation and rehabilitation services
- community mental health services
- substance use treatment services
- staff training
- supportive and supervisory services in residential settings.

Non-Allowable Use of Funds

- to support emergency shelters;
- for inpatient psychiatric treatment;
- for inpatient substance abuse treatment;
- to make cash payments to intended recipients of mental health or substance abuse services;
- to enter into any lease arrangements in association with the proposed project utilizing PATH funds beyond the project period nor may the portion of the space leased with PATH funds be used for purposes not supported by the grant;
- to pay for the purchase or construction of any building or structure to house any part of the grant program.

VI. Deliverables and Reporting

Financial Report: Grantee will submit financial report by the 20th of each month to receive payment.

Cumulative Quarterly Report: Grantee will submit a Cumulative Quarterly Report by the 20th of each of the following months: November, February, May, and August to KDADS Behavioral Health Services. This will be a report generated by HMIS.

Year-end Report: Grantee will submit a year-end report by mid-December. This will be a report generated by HMIS.

VII. Proposal Process

KDADS will accept questions until **March 1, 2018 at 5:00 pm**. Questions must be emailed to Misty Bosch-Hastings at misty.boschhastings@ks.gov. KDADS will post answers to the

questions by **March 7, 2018 at 5:00 pm** at <https://www.kdads.ks.gov/provider-home/providers/bhs-funding-opportunities>

Organizations are **required** to submit an electronic non-binding Letter of Intent (LOI) no later than **March 10, 2018 at 5:00 p.m.** The LOI must include the following:

- 1) Name and address of the applicant
- 2) Statement indicating intent to apply
- 3) Name of KDADS Grant Program
- 4) Telephone number and email address of the contact person.

The LOI should be emailed to Misty Bosch-Hastings at misty.boschhastings@ks.gov.

How to Apply:

To be considered for funding, an email copy of your application **must** be received by **April 1, 2018 by 2:00 pm** to Misty Bosch-Hastings at misty.boschhastings@ks.gov. Applications **must** be emailed in Word. PDF will not be accepted. Applications will not be accepted via fax. Late applications will not be accepted.

One original and 4 hard copies of the application **must** follow within one business day to:

Attn: Misty Bosch-Hastings
New England State Office Building
503 South Kansas Avenue
Topeka, Kansas, 66603
Email: misty.boschhastings@ks.gov

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

What a Proposal Should Include:

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

Table of Contents

Include page numbers for each of the major sections of your application and for each attachment. KDADS highly recommends a Table of Contents be included as part of the grant proposal.

Applicant Information (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) and Assurances (attachment C) must be signed by an official authorized to sign.

Program Abstract (10 points)

The program abstract should be no more than one double spaced page, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should identify the type of applicant (government agencies, public universities and colleges, and private, nonprofit and community organizations). It should also describe the proposed program for which funding

is being requested (including the purpose and program outcomes, the geographic area, description of target population, services to be provided and number of clients to be served).

Program Narrative (total 75 points)

The program narrative must include five sections:

- Statement of the Problem
- Project Design
- Implementation Plan
- Management Structure
- Sustainability Plan

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 30 pages. Please number pages “1 of XX” “2 of XX”, etc. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

Overview of the required program narrative:

Statement of the Problem (10 out of 75 points)

- Identify and describe the challenges or needs the program will address in the geographic area to be served. Provide data to show the nature and scope of the need.
- Explain previous or current efforts to address the problem, including an analysis of the outcome of these efforts.
- Provide a clear and concise statement of the purpose or goal of the program and how it will address the needs identified.

*If you are a current or previous PATH grantee, provide three-year trend data. Include existing gaps in service systems.

Project Design (30 out of 75 points) –

Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients.

- Indicate the projected number of adult clients to be contacted through outreach using PATH funds and geographic area to be served.
- Indicate projected number of adult clients to be enrolled using PATH funds (goal: 58% outreached are enrolled).
- Describe activities to maximize the use of PATH funds to serve adults who are literally homeless as a priority population.
- Describe strategies that will be used to target PATH funds for street outreach and case management as priority services.
- Describe in table format (**table format required**):
 - the demographics of the population in the area you are proposing to serve
 - the demographics of the individuals you are proposing to serve
 - the demographics of the staff serving the individuals
- Describe how staff providing services to the target population will be sensitive to age; gender and racial/ethnics differences of clients; and the extent to which staff receive periodic training in cultural competence.

- Describe services available for PATH clients who have both a serious mental illness and substance use disorder.
- Describe strategies for making suitable housing available to PATH clients (e.g., indicate the type of housing usually provided and the name of the agency that provides such housing).
- Describe outreach activities and community collaboration activities to increase PATH enrollment of homeless veterans.
- Provide a detailed description of the research-based or best-practice foundation of your proposed services, with references cited. Describe how the program design incorporates the referenced research or best practice foundation. Activities supporting fidelity to the model are described.

Implementation Plan (15 out of 75 points) –

- Describe strategies your project will implement to assure that enrolled PATH consumers will be assisted by a Kansas certified SOAR case manager to access federal disability benefits.
- Project the number of people your program will refer and the number of people who will attain these services and supports:
 - Housing (transitional, supportive, or permanent)
 - Income Benefits
 - Earned Income (employment)
 - Medical Insurance Program (Medicaid, Medicare, and/or State/local plans)
 - Primary Medical Care
- Describe community outreach/education activities to ensure that the public is aware of and is able to access the program.
- Describe any potential barriers to implementing the project and strategies to overcome them.
- Applicants should identify who will collect HMIS data, who will be responsible for performance measures, and how the information will be used to evaluate and guide the program.

Management Structure (10 out of 75 points)

- Describe the experience and capability of the applicant, staff, and contractors.
- Identify the agency that will serve as the grantee and fiscal agency responsible for the grant's administration.
- Identify the staff team supporting the project including the name, title, and affiliation of each member.
- Provide documentation of any collaboration that has or is occurring on the initiative.
- Attach Position Descriptions for key positions, Organizational Chart/Description,

Sustainability Plan (10 out of 75 points) Applicants should describe how the long-term financial sustainability of the project will be funded in the future, including strategies to cultivate alternate funding and community collaboration. If the project will not continue after the grant, provide a clear explanation of why. [Provide Letters of Support from all key partners or other community groups, detailing the commitment to work with partners to promote the mission of the project]

Budget Detail Worksheet and Budget Narrative/Justification (10 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 of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

VIII. Review and Selection Process

Peer Review Panel

KDADS is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by a peer review process. Peer review is the process by which competitive discretionary grant applications are evaluated by internal reviewers. Peer reviewers evaluate applications to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

KDADS leadership uses the peer review summaries as guidance when selecting applicants for awards. The peer reviewers' ratings serve as a basis for recommending whether to consider an application for funding. Peer review evaluations are advisory only and KDADS Secretary has final determination in the selection of grantees. KDADS Secretary approval is final with no appeal or grievance rights. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, geographic balance, and available funding.

Selection Criteria

The Peer Review process uses a scoring guide when reviewing proposals. The scoring guide has a 100 points total scoring system. The Scoring Guide scores as follows:

1. Applicant Information – Attachment A (5 points)
2. Program Abstract (10 points)
3. Program Narrative (75 points total)
 - A. Statement of the Problem (10 Points)
 - B. Project Design (30 points)
 - C. Implementation Plan (15 points)
 - D. Management Structure (10Points)
 - E. Sustainability (10 Points)
4. Budget Justification (10 Points)

Proposal Checklist

The following sections must be submitted in this order:

- Table of Contents
- Applicant Information (Attachment A)
- Program Abstract
- Statement of Problem*
- Project Design*
- Implementation Plan*
- Management Structure*
- Sustainability Plan*
- Budget Sheet (Attachment B)
- Budget Narrative

Attachments:

- Statement of Compliance with Assurances (Attachment C)
- Letters of Support (Optional)
- Organizational Chart/Description (Optional)

* These items are considered part of the narrative and should not exceed 30 pages in length.

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. Financial Officer

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:

L. Project Costs

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

Attachment B - Budget Sheet

PATH LINE ITEM BUDGET			
Personnel			
Description	Amount	# of Payments	Total
Wages			\$ -
Fringe Benefits			\$ -
Taxes			\$ -
Training/Education			\$ -
BUDGET LINE TOTAL			\$ -
SUPPLIES			
Description	Amount	# of Payments	Total
Outreach Supplies			\$ -
Office Supplies			\$ -
Equipment			\$ -
Promotional Items			\$ -
BUDGET LINE TOTAL			\$ -
RENT - UTILITIES			
Description	Amount	# of Payments	Total
Rent			\$ -
Utilities			\$ -
BUDGET LINE TOTAL			\$ -
TRAVEL			
Description	Amount	# of Payments	Total
Mileage			\$ -
Incidentals			\$ -
Conference(s)			\$ -
BUDGET LINE TOTAL			\$ -
OTHER (Please be specific)			
Description	Amount	# of Payments	Total
			\$ -
			\$ -
BUDGET LINE TOTAL			\$ -

Attachment C - Assurances

Supplantation of Grant Funds

The grantee shall not replace or supplant funding of another existing program with funds provided for in this Grant. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.

DUNS Number

Grant applicant agencies must obtain and provide verification of a DUNS number at the time of application. The DUNS number can be obtained by accessing the Dun & Bradstreet website at <http://www.dnb.com/get-a-duns-number.html>. The DUNS Number is a unique, nine-digit identification number provided by Dun & Bradstreet. Applicant agencies are responsible for submitting their DUNS Number verification with their grant application. Should your agency need assistance with your DUNS Number verification, please contact Dun & Bradstreet at (866)705-5711. *(There is no cost to obtain this information.)*

Tax Clearance

Grant applicant agencies must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an agency's account is compliant with all primary Kansas Tax Laws. The Tax Clearance expires every 90 days. Applicant agencies are responsible for submitting a Tax Clearance Certificate with their grant application that is valid at the time of application. This is in accordance with Executive Order 2004-03. Should your agency need assistance with your Tax Clearance, please contact Kansas Department of Revenue at (785)296-3199, or via email at tax.clearance@kdor.ks.gov *(There is no cost to obtain this information.)*

Debarment

As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of KDADS is authorized to impose debarment. The grant applicant agency must obtain the debarment status of the agency and its employees by accessing the System for Award Management website at <https://www.sam.gov/portal/public/SAM>.

Compliance with Laws and Regulations

The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to KDADS that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.

Nondiscrimination and Workplace Safety

The grantee agrees to abide by all state, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules and regulations may result in termination of this Grant.

ADA Compliance

The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et. seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-111 et seq.) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase “Equal Opportunity Employer@; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph Ae.@ (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.

State Audit and Monitoring

In general, audits must be conducted in accordance with the provisions contained in 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Final Rule.

All entities receiving funding are subject to internal monitoring (both fiscal and program) and to audits conducted by KDADS Audit Services.

If selected as the sub- recipient of this award, I agree on behalf of _____ to abide by the assurances described in this document.

Officer’s Name and Title *Date*