



Grant Request for Application

Kansas Prevention Collaborative-Community Initiative (KPCCI)
Substance Abuse Prevention Planning Grant-Cohort IV



Kansas Behavioral Health Services Commission Mission

“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”.

Request for Application Timeline

Release of Request for Application	May 1, 2019
Questions submitted by	May 13, 2019
Pre-Application Webinar	May 21, 2019
Applications Due	May 31, 2019 by 5:00 p.m. CST
Awards Announced	No later than June 7, 2019
Grant Phase	July 1, 2019 – June 30, 2020

Submit application and questions to: KDADS.prevention@ks.gov

Overview

The Kansas Department for Aging and Disability Services (KDADS), Behavioral Health Services Commission, announces the release of a Request for Applications (RFA) for planning grant (Cohort IV) that will allow eligible applicants to engage in a comprehensive community-based strategic plan that will result in community driven strategies to reduce underage drinking, youth marijuana use, shared risk and protective factors and produce sustainable systems change.

This 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. Grantees will be supported by each of the Kansas Prevention Collaborative partners. You can find out more about each of these partners at <http://kansaspreventioncollaborative.org/About/Partner-Information>.

With the use of Substance Abuse Block Grant funds, the Kansas Prevention Collaborative has a primary objective to help communities plan, implement, and evaluate activities that prevent and treat substance abuse. Integration of other identified priority behavioral health areas is encouraged when possible to supplement substance abuse prevention. These funds are intended for the focus of **primary prevention** efforts directed at individuals not identified to be in need of treatment services.

This initiative will utilize the five steps of the SAMHSA Strategic Prevention Framework (SPF) with focus on Steps 1, 2, 3 & 5. The 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 SAMHSA and the 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.

Click [SAMHSA SPF Model](#) to learn more about the Strategic Prevention Framework.

Step 1: ASSESSMENT--*Profile population needs, resources, and readiness to address needs and gaps.*

Fig. 1

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

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

Step 4: IMPLEMENTATION--*Implement evidence-based prevention programs, policies, and practices.*

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



I. PURPOSE

The KPCCI Planning 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. The grant is intended for primary prevention planning only.

Community coalitions that are awarded this planning grant, will be better prepared to apply for, and secure, other state and national resources to support the implementation and evaluation of their comprehensive prevention plans. KDADS and the Kansas Prevention Collaborative will provide communities with support to make the best use of their efforts throughout the planning phase, to include capacity building and sustainability planning.

Utilizing funding and technical assistance, community coalitions will analyze local data that is contributing to substance abuse within their identified geographic area. Resources and technical assistance 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.

II. ELIGIBILITY

Kansas Department for Aging and Disability Services invites applications from private, nonprofit and/or community organizations.

Eligible applicants and their fiscal agents must be community coalitions and may 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. Effective community coalitions must possess a stable and effective organizational structure with clearly defined roles, responsibilities, and 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).

III. OUTCOMES/GOAL(S)

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. Planning grantees will demonstrate progress made toward community assessment and readiness, building capacity, addressing cultural competency, by developing a solid coalition infrastructure to create a comprehensive strategic plan that will make positive change in their community. This will be done by utilizing the strategic prevention framework model. Emphasis will be placed on steps one, two, three and five as planning grantees will not be implementing strategies during this grant phase but preparing for the implementation process.

IV. TERMS OF THE GRANT

The award is for a 12- month planning year. Grantees successfully completing the planning grant year will be eligible for implementation grant funds, based on performance, budget and compliance. The awarded planning grantees will enter a binding legal agreement between the Kansas Department for Aging and Disability Services and the awarded recipient. The agreement requires the

awarded grantee to comply with specific grant criteria, which includes; mandatory trainings, weekly reporting in the Community Checkbox system, quarterly reports, monthly fiscal reports, and data collection. Should a grantee not meet these requirements, they will be placed on high-risk status which could delay expense reimbursement, and/or affect future funding opportunities provided by the Kansas Department for Aging and Disability Services.

2019-2020 REQUIRED TRAINING EVENTS		
Orientation	July 23, 2019	Wichita, KS
Assessment & Capacity	August 21, 2019	Wichita, KS
Community Check Box Assessment & Capacity Training	August 23, 2019	ONLINE
Planning, Implementation, & Evaluation	November 12, 2019	Wichita, KS
Community Check Box Planning, Implementation & Evaluation Training	November 15, 2019	ONLINE
Cultural Competency & Sustainability	February 12, 2020	WEBINAR
Community Check Box Cultural Competency & Sustainability Training	February 14, 2020	ONLINE
Data & Evaluation Workshop	April 21, 2020	Wichita, KS
Sensemaking Review	May, 2020	Online/ Date TBD

Deliverables and Reporting

- Grantees will be required to collect and report relevant National Outcome Measures (NOMs) which is data that is required for the State to report to the Federal Government.
- To assist 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 also participate in evaluation, as directed, through documentation in the Community Checkbox system which will be submitted weekly on Fridays at the end of business or 5:00 p.m.
- Grantees will be required to submit quarterly reports and monthly budget reports as specified in the Notification of Award.
- Designated coalition members must demonstrate an ability to participate in **all** required training and technical assistance provided by the Kansas Prevention Collaborative. Training may be offered virtually or face to face. Funds may be used to assist with travel to and from these events.

Grant Deliverables/Key Components:

SPF Step	Milestone/Key Product	Supports
Step 1: Assessment	<ul style="list-style-type: none"> • Completion of community needs assessment <ul style="list-style-type: none"> ○ data will be provided by KPC ○ local community data (optional) ○ other data sources (optional) • Cultural competence assessment • Components of logic model • Identify target area and target populations 	<ul style="list-style-type: none"> • Data • Technical Assistance • Learning Events
Step 2: Capacity	<ul style="list-style-type: none"> • Assess Coalition and Describe Readiness and Capacity • Demonstrate participation of 12 key sectors and/or plan for recruiting representatives • Mission and Vision Statement • Clear organizational structure with formalized leadership • Build capacity for evaluation 	
Step 3: Planning	<ul style="list-style-type: none"> • Memoranda of understanding with school districts for the Kansas Communities That Care (KCTC) survey participation • Complete logic model and action plans • Selection of evidence- based strategies tied to identified needs 	
Step 5: Evaluation (plan development)	<ul style="list-style-type: none"> • Timeline for evaluation • Monthly use of community checkbox to document steps of planning 	

Although all five steps of the Strategic Prevention Framework will be implemented, grantees will not be expected to place emphasis on Step Four: Implementation during the planning process.

V. OVERVIEW OF GRANT AWARDS

Planning grants will be awarded to four (4) Kansas communities. Amounts will be \$15,050 per community for one year, for a total of \$60,200.00.

Grantees will be **required** to engage in a multidisciplinary partnership committed to collaboratively work through each of the five steps of the SPF process identified community. 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.

Alignment with federal grant program requirements is hoped to position Kansas communities for additional resources to support and sustain local efforts. The 12 sector representatives required as member participants in each community coalition funded through the KPC are provided in Figure 2.

Community Plan

At conclusion, each community will submit a comprehensive plan to address targeted substance use and shared risk and protective factors which includes a broad array of prevention strategies directed at individuals not identified to be in need of treatment.

Each community's plan will be required to contain at a minimum the following components:

- Demographics
- Staffing patterns/Organizing Structures
- Logic model to address underage drinking
- Action Plan
- Cultural competency assessment and integration in to action plan
- Evaluation plan
- Capacity development plan
- Sustainability

Upon successful completion of this Planning Grant, grantees will then be eligible for an implementation award contingent upon budget, compliance and performance. Implementation funding will allow communities to implement the strategies identified in their plans and evaluate outcomes.

VI. NOTIFICATION OF GRANT AWARDS

Awarded grantees will be notified via email no later than June 7, 2019. The Kansas Prevention Collaborative partners will work closely with each of the grantees to initiate the community planning

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

process. Community mobilizers will be required to participate in the virtual and in-person learning events. In addition, technical assistance will be provided throughout the planning process. Community plans and supporting documents will be expected to be completed and approved by the Kansas Prevention Collaborative.

Training/Technical Assistance Support

Each community coalition will receive substantial support from the Kansas Prevention Collaborative partners.

- KDADS prevention team will provide support to the grantee regarding compliance and fiscal management.
- DCCCA Community Support Specialists will provide guidance to the grantee on training and technical assistance.
- The Greenbush Research & Evaluation Team will support grantees with data and evaluation tools.
- The University of Kansas, Center for Community Health and Development will provide support and training on the Community Check Box reporting system.
- Wichita State University, Community Engagement Institute will support communication through the KPC, training events, workshops, etc.

The Kansas Prevention Collaborative partners will assist with tools and resources to ensure a successful outcome. Grantees will also have additional opportunities to attend training events to strengthen their coalition. While it is not required, it is encouraged to budget travel to PreventionWorKS meetings that are held quarterly. In addition, several online tools and resources are available to grantees to provide assistance with the completion of project milestones and work documents.

Kansas Prevention Collaborative Resources

PreventionWorKS is a statewide prevention coalition led by 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 one another. Participation in PreventionWorKS is strongly encouraged. This statewide coalition provides an opportunity for local coalitions to connect, share successes and lessons learned to strengthen statewide efforts. This coalition of coalitions is led by a steering committee comprised of community coalition members and other professionals. This peer led committee incorporates local level needs into the resources provided during these quarterly events.

Prevention TalKS is a monthly podcast that is offered and led by experts who address a variety of topics around Behavioral Health issues and other factors associated to prevention and promotion.

The annual Kansas Prevention Conference will be held on October 1-3, 2019 at the Hyatt Regency Hotel in Wichita, Kansas. Scholarships will be made possible to Planning Grantees who would like to attend the conference.

VII. APPLICATION INSTRUCTIONS

Submission Information

Those interested in applying shall submit any questions regarding the RFA prior to May 13, 2019 via email kdads.prevention@ks.gov

Applications and required documents shall be submitted via email by 5:00 p.m. CST on May 31, 2019. 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 the specified information may negatively affect the review of the application.

Applicants are required to be registered with SAM.gov (System Award Management) and hold a DUNS number at time of submission. This is a unique nine-digit identification number provided by Dun & Bradstreet. It may be obtained at no cost at the following website: <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by calling 866-705-5711. Verification of the DUNS number must be submitted as part of the funding proposal.

Application & Required Documentation

- Completed Applicant Information- (Attachment A) This is a standard form used for submission of proposals and related information. The Application page must be signed by an official authorized to sign.
- 501(c)(3) Verification as appropriate
- Current list of board members
- Budget Worksheet- (Attachment B) outlining how funds will be allocated. *(These are estimates and can be revised if awarded)* The Budget Worksheet and justification should thoroughly and clearly describe every category of expenses listed.
- Program Narrative- The program narrative must include the following sections:
 - Community Description *(20 points)*
 - Community Capacity for Collaboration and Planning *(20 points)*
 - Cultural Competency *(20 points)*
 - Organizational Description *(20 points)*
- Tax Clearance Certificate
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, 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). This may take up to 24 hours to obtain. This is not the same as an entity being tax-exempt. **DO NOT SUBMIT YOUR TAX-EXEMPT CERTIFICATE.**
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 or save and attach it to your signed renewal document
 - If denied a certificate, contact the Kansas Department of Revenue, Director of Taxation about why a certificate wasn’t issued
 - It may take up to 24 hours to obtain the certificate/tax clearance and are only valid for 30 days
 - **Please note this is not the same as tax-exempt status**

Program Narrative (*No template provided*)

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 Alcohol, Tobacco, or other Drugs, (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 the coalition membership by sector in Figure 2.

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

- Describe the coalition's capacity to engage in community organizing.
 - Describe the ability to build on partnerships during the planning process.
 - Who will participate in the planning process, how or what role?
- Discuss your community coalition's experience utilizing data to inform the decision making;
 - Describe any community needs assessment that has been done.
 - Describe both the readiness and capacity of your coalition to begin the planning phase.
- Discuss what activities have been implemented to increase readiness and capacity, discuss how the capacity and readiness for implementation will be increased during the planning phase.
- Describe the community mobilization that was required for the coalition to apply for this funding opportunity.
- Describe the coalition's experience working with grants and with strategic planning.
- Discuss any anticipated challenges or barriers and describe how those may be addressed.
- List any coalition needs for training or technical assistance.

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 what will be required to improve cultural competency during the planning phase.
- Discuss how long your coalition has been involved in prevention and what other sources of funding your community provides to the coalition's prevention efforts.

4) Organizational Description

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

VIII. 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. Selection will also be given to those who demonstrate the willingness to support this grant and all key players involved. The quality and strength of the application narrative will also be considered. Grant applications will be reviewed based upon the following criteria.

APPLICATION COMPONENT	<i>Points Possible</i>
Applicant Information & Required Documentation (Attachment A)	5
<ul style="list-style-type: none"> • 501(c)(3) Verification as appropriate • List of Board Members and a Board Member Conflict of Interest Statement if a 501(c)(3) 	
Budget Worksheet (Attachment B)	15
Narrative	80
<i>Community Description</i>	20
<i>Community Capacity for Collaboration and Planning</i>	20
<i>Cultural Competency</i>	20
<i>Organizational Description</i>	20
TOTAL	100

Application Checklist

The following sections must be submitted in this order, in a combined pdf format (*one complete document*):

- ___ Applicant Information (Attachment A)
- ___ 501(c)(3) verification as appropriate (Applicant provides)
- ___ List of Board Members (Applicant provides)
- ___ Budget Justification Worksheet (Attachment B)
- ___ Project Narrative (Applicant provides)
- ___ Tax Clearance Certificate (Applicant provides)

Kansas Department for Aging and Disability Services 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. This will have a direct impact on attitudes, beliefs, and actions related to substance abuse prevention specific to their community. The Kansas Prevention Collaborative is committed to working mutually with community coalitions to provide clarity through email, telephone or in person, 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 both face-to-face and virtual settings.

<p>Kansas Prevention Collaborative Community Initiative Grant</p> <p>Applicant Information</p> <p>Attachment A</p>	<p>Type of agency</p> <p><input type="checkbox"/> Public <input type="checkbox"/> Private Non-profit</p> <p><input type="checkbox"/> Private Profit</p>	<p>Federal Identification Number:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>DUNS Number:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>1. Applicant Agency</p>	<p>1b. Mailing Address (City, State, Zip)</p>	
<p>1a. Name</p>	<p>Phone Number:</p> <p>Email address:</p>	
<p>1c. Name of official signing for Applicant Agency</p>	<p><input type="checkbox"/> I am aware of the requirements detailed in this grant application.</p>	
<p>Title _____ Date _____</p>	<p>Signature _____</p>	
<p>2. Coalition Name (if different than applicant agency)</p>	<p>2b. Mailing Address (City, State, Zip)</p>	
<p>2a. Coalition Name</p>	<p>Phone Number:</p> <p>Email address:</p>	
<p>3. Project Director (Individual overseeing this grant)</p>	<p>3b. Mailing Address (City, State, Zip)</p>	
<p>3a. Name</p>	<p>Phone Number:</p> <p>Email address:</p>	
<p>4. Fiscal Agent</p>	<p>4b. Mailing Address (City, State, Zip)</p>	
<p>4a. Name</p>	<p>Phone Number:</p> <p>Email address:</p>	
<p>Geographical Area to be served</p>	<p>Target Population</p>	
<p> </p>	<p> </p>	
<p>Amount of Funds Requested</p>	<p>Local Funds/Match (if any)</p>	
<p>\$15,050.00</p>	<p> </p>	
<p>Individual(s) to be notified if award is made</p>	<p>FOR KDADS OFFICIALS ONLY</p>	
<p>Name(s)</p> <p>Phone</p> <p>Email</p>	<p>Date:</p> <p>Reviewer:</p>	

Attachment B

BUDGET WORKSHEET & JUSTIFICATION -PLANNING

Applicant Name:	
Fiscal Agent Name:	

A. PERSONNEL:

Position	Name	Annual/Salary/Rate	Level of Effort (hours or %)	Cost
				TOTAL

Justification:

B. FRINGE BENEFITS: LIST ALL COMPONENTS OF FRINGE BENEFITS AND INDICATE RATES

Component	Rate	Wage	Cost	
			TOTAL	

Justification:

C. TRAVEL: EXPLAIN NEED FOR ALL TRAVEL-INCLUDE PREVENTION WORKS AND IN-STATE TRAINING

Purpose of Travel	Location	Item	Rate/Cost
			TOTAL

Justification: Describe the purpose of travel and how costs are determined.

D. EQUIPMENT: AN ARTICLE OF TANGIBLE, NONEXPENDABLE, PERSONAL PROPERTY HAVING A USEFUL LIFE OF MORE THAN ONE YEAR AND AN ACQUISITION COST OF \$5,000 OR MORE PER UNIT-FEDERAL DEFINITION.

Item	Cost
TOTAL	

Justification:

E. SUPPLIES:

Items	Rate	Cost
		TOTAL

Justification:

F. CONTRACTUAL: THIS INCLUDES ALL SERVICES SECURED TO SUPPORT IMPLEMENTATION AND CAN INCLUDE CONSULTANTS.

(Consultant) Name	Service	Rate	Cost	Other
			TOTAL	

Justification: Explain the need for each agreement and how they relate to the overall project.

G. OTHER: EXPENSES NOT COVERED IN ANY OF THE PREVIOUS BUDGET CATEGORIES.

Item	Rate	Cost
		TOTAL

Justification: Breakdown costs into cost/unit: i.e. cost/square foot. Explain the use of each item requested.

H. DIRECT REQUEST (A-H)

Total Request: \$

I. INDIRECT COST: (10% MAX)

Total Request: \$

Justification: Provide rationale and indicate percentage of total award being expended on indirect costs:

BUDGET SUMMARY:

Category	Request
A. Personnel	
B. Fringe	
C. Travel	
D. Equipment	
E. Supplies	
F. Contractual	
G. Other	
H. Direct Request	
I. Indirect Costs (10% max)	
J. Match (10%) If applicable	
Total Project Costs	