

Grant Request for Application

Kansas Prevention Collaborative Community Initiative (KPCCI)
Substance Use Prevention Planning Grant - Cohort IX (FY 25)



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	March 29, 2024,
Applicants may submit any questions they may have to KDADS. All questions must be submitted by 5 pm	April 12, 2024
KDADS Response to Questions Posted by 5 pm	April 19, 2024, www.kdads.ks.gov
Completed Applications Due by 5 pm	April 26, 2024,
Grant Term (State Fiscal Year 2025)	July 1, 2024 – June 30, 2025
Announcement of Awards by 5 pm	May 20, 2024

Submit questions and completed application to:

KDADS.Prevention@ks.gov, Cc: Stephanie.Rhinehart@ks.gov

Grant Announcement

Utilizing federal funding provided through the Substance Abuse and Mental Health Services Administration’s (SAMHSA’s)¹ Substance Use Prevention, Treatment, and Recovery Services Block Grant program (SUPTRS BG or SUBG, for short), the Behavioral Health Services Commission Prevention Team of the Kansas Department for Aging and Disability Services (KDADS), in partnership with the Kansas Prevention Collaborative (KPC), announces the release of a Request for Application (RFA) for *Substance Use Prevention Planning Grants* (Cohort IX). These one-year planning grants will allow eligible tax-exempt community-based organizations to receive funding, training, and technical support to engage their communities in a prevention planning process utilizing the nationally proven Strategic Prevention Framework (SPF)². Within and by the end of the grant year, planning grantees will be expected to have developed their organization’s ready-to-implement, sustainable strategic *Comprehensive Community Prevention Plan*. The purpose of this planning grant is to support grantees in the development of strong foundations before launching into the implementation of their Comprehensive Community Prevention Plans, with the intended result that grantees will continue with the successful implementation of prevention efforts in their communities.

These one-year planning grants will be \$40,000.00 per awarded grantee for Fiscal Year 2025 with the 12 months starting July 1, 2024, ending June 30, 2025. The number of awards will be determined by KDADS based on the funds available to distribute to eligible organizations with approved applications.

Background and Overview

The **Substance Abuse and Mental Health Services Administration (SAMHSA)** reports that “Prevention and early intervention strategies can reduce the impact of substance use and mental disorders in America’s communities. *Prevention activities work* to educate and support individuals and communities to prevent the use and misuse of drugs and the development of substance use disorders [SUD]. Substance use and mental disorders can make daily activities difficult and impair a person’s ability to work, interact with family, and fulfill other major life functions. Mental and substance use disorders are among the top conditions that cause disability in the United States. Preventing mental and/or substance use disorders or co-occurring disorders and related problems is critical to behavioral and physical health.”

The Kansas Prevention Collaborative Community Initiative (KPCCI) enriches community prevention efforts across the state through the implementation of sustainable, culturally competent, evidence-based, proven prevention strategies. KPCCI partners across Kansas collaborate to produce sustainable, prosocial changes at the individual, community, and systems levels. Local community prevention coalitions are key partners in this statewide initiative to prevent substance misuse and abuse. **Kansan Prevention Collaborative (KPC) partners** are dedicated to supporting citizens, agencies, and organizations in selecting, planning, and implementing evidence-based strategies for the prevention of behavioral health challenges to enact lasting change and build a better future for their communities. KPC partners provide training, technical assistance, prevention tools, and resources to community coalitions who are awarded prevention grants. In partnership with the Kansas Prevention Collaborative, Coalitions are doing the important work of prevention in their communities across Kansas.

Prevention Planning Grant Awardees (Grantees) will receive support from **the KPC Partners**.³

- **Kansas Department for Aging and Disability Services:** The **KDADS** Behavioral Health Prevention Team will provide support to Grantees regarding Agreement compliance and fiscal management.
- **Wichita State University Community Engagement Institute:** The **WSU** prevention team will provide coordination of communications, connections, and resources, including information about KPC trainings, workshops, and conferences, e.g., the annual state-wide KPC Conference held in October.
- **DCCCA Prevention Services:** **DCCCA** prevention specialists provide support and guidance through coalition trainings, technical assistance, and resources.
- **Greenbush, the Education Service Center:** The **Greenbush** prevention evaluation team provides support with data collection, analysis, and evaluation, as well as trainings about the use of data in prevention science.
- **The University of Kansas Center of Community Health and Development:** **KU** prevention specialists provide support with data collection, analysis, and evaluation through the use of the Community Toolbox.

SUD Prevention work in Kansas focuses on:

- 1) **Promotion and Primary prevention** efforts prevent or reduce problem behavior and thus prevent or reduce the need for more costly treatment.

- Promotion, Prevention, and the Continuum of Care⁴

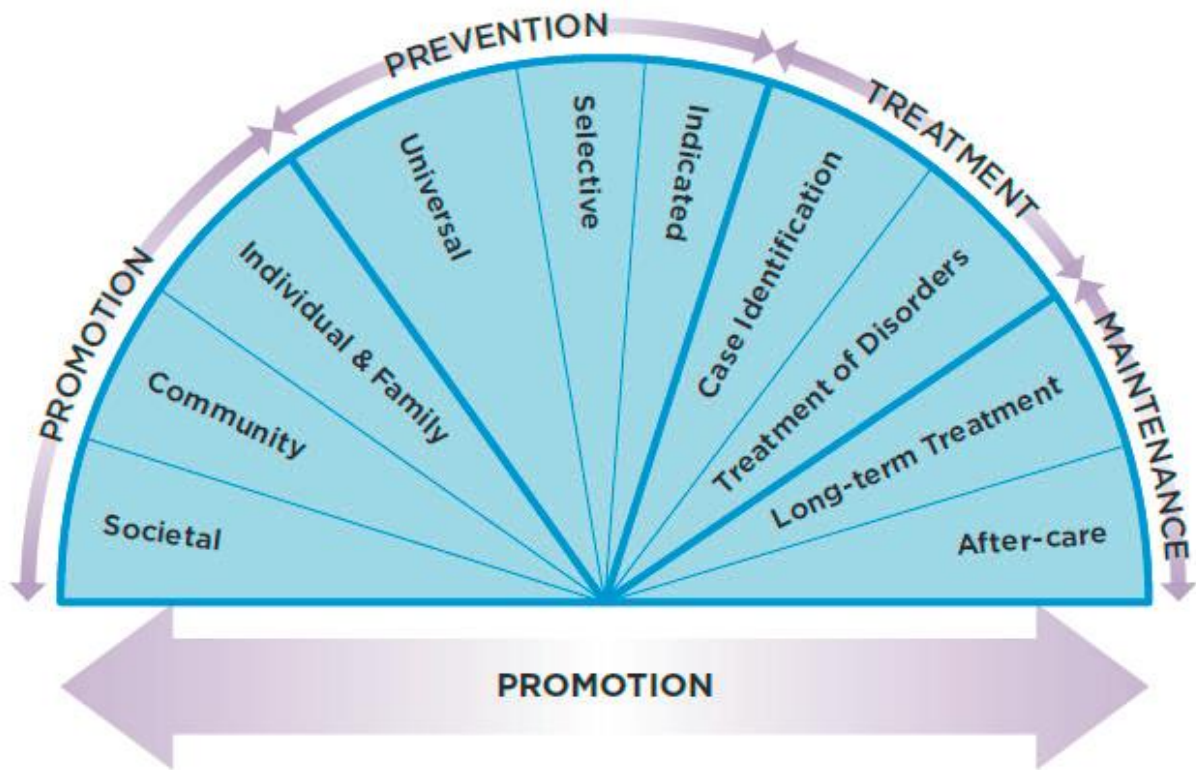


FIGURE 1-3 2019 update of the spectrum of MEB interventions. Source: [Fostering Healthy Mental, Emotional, and Behavioral Development in Children and Youth: A National Agenda | The National Academies Press](#)

- **Promotion:** “These strategies are designed to create environments and conditions that support behavioral health and the ability of individuals to withstand challenges. Promotion strategies also reinforce the entire continuum of behavioral health services.” (SAMHSA)
 - **Prevention:** “Delivered prior to the onset of a disorder, these interventions are intended to prevent or reduce the risk of developing a behavioral health problem, such as underage alcohol use, prescription drug misuse and abuse, and illicit drug use.” (SAMHSA)
- 2) **Targeted substance use prevention focus areas include:**
- reducing underage drinking, (under 18, as shown by surveying students in grades 6, 8, 10, and 12)
 - reducing problem drinking, including binge drinking, in young adults (18 to 20)
 - reducing marijuana use by youth and young adults.
 - reducing young adult use of E-cigarettes/vaping and other tobacco products
 - increasing awareness of Fentanyl
 - reducing risk factors and increasing protective factors
- 3) Reducing substance misuse, use, and abuse by mitigating or reducing shared risk factors, while increasing protective factors to healthy, prosocial development.⁵

PLANNING NOTE: After analyzing data obtained through local community assessments, and in consultation with KPC partners, community coalitions may show the need to include other identified focus areas to address within their comprehensive community prevention plans.

4) Early intervention and primary prevention efforts positively impacting

- youth (under age 18),
- Young adults (aged 18 to 25)
- identified populations at increased risk, underserved populations.

5) Identifying populations in communities experiencing Behavioral Health Disparities -

- Coalitions will use data to identify service gaps and disparities experienced by underserved and at-risk populations existing within their communities. At-risk populations are groups of people whose members are more likely to experience adverse health and socioeconomic conditions and be underserved or mis-served within the current system of care. People experiencing disparities in health care access and quality are at heightened risk for physical and mental illness, and behavioral problems, including substance use problems.
- Often underserved, at-risk populations include people experiencing poverty, racial and ethnic minorities, the uninsured, the elderly, persons experiencing homelessness or housing instability, veterans, people who have suffered trauma, people suffering chronic diseases, persons experiencing mental, physical, or developmental disabilities, and people who have been forcibly displaced or stateless. Females are often considered at high risk for experiencing disparities versus males. Similarly, people with diverse sexual orientations or gender identities are at higher risk for experiencing disparities compared to people identifying as heterosexual.
- Thorough community assessments that courageously identify underlying adverse and disparate conditions will provide coalitions with the critical information needed to create effective plans. Effective prevention plans are developed when populations being served are seen, included, and utilized as resources. Coalitions benefit when people of diverse backgrounds and experiences join in and share different perspectives about problems and solutions. Such ownership of the process increases the trust and ‘buy-in’ of the prevention effort in the community, resulting in positive outcomes.

6) Fully utilize the Strategic Prevention Framework as a primary tool –

Developed by SAMHSA and the Center for Substance Abuse Prevention (CSAP), the Strategic Prevention Framework (SPF) is *reliant on and encourages a team approach, is data-driven, and employs a dynamic and iterative five-step model*. Prevention planning grant applicants should review: ["A Guide to SAMHSA's Strategic Prevention Framework"](#)

The SPF is guided by two cross-cutting principles that are integral to the whole framework.

- **Sustainability** – “The process of building an adaptive and effective system that achieves and maintains desired long-term results”. To sustain effective community prevention work overtime, communities will need to build adaptive and sustainable systems. Securing and maintaining robust funding, and organizational and human resources, prevention practitioners build the capacity to successfully sustain their efforts.

Community coalitions applying for KDADS prevention grants are encouraged to research and apply for other prevention funding, in addition to state funding. These actions will demonstrate their willingness and ability to build a sustainable prevention system within their community. By doing so, prevention

planners will be better positioned to secure funding awards from state, national, and other resources to support sustainable implementation. Organizations that have secured additional funding will be at an advantage, having obtained the full funding needed to implement their plan.

This prevention planning grant requires Grantees to seek out and apply to obtain additional funding as part of their sustainability plan.

- **Cultural competence** – “The ability of an individual or organization to understand and interact effectively with people who have different values, lifestyles, and traditions based on their distinctive heritage and social relationships.” To be culturally competent, prevention planners must ensure that members of diverse population groups are recruited to actively participate in, feel comfortable with, and benefit from community prevention practices. Community coalitions benefit from including in their membership persons of diverse cultural backgrounds who provide a richness of different perspectives and life experiences.

This prevention planning grant requires Grantees to practice cultural competency and actively include people from the community with diverse life experiences and perspectives.

This prevention planning grant requires Grant Awardees to work actively with the KPC to successfully complete the first 3 steps of the SPF.

1) Assessment, 2) Capacity Building, 3) Strategic Planning

The primary goal of this planning grant is for coalitions to develop a sustainable strategic comprehensive community prevention plan that is ready to implement in their community by the end of the grant year, if not before.

ELIGIBILITY TO APPLY FOR THIS PREVENTION PLANNING GRANT

KDADS invites grant applications from existing community organizations to apply for this prevention planning grant. **To be eligible to apply to receive Kansas prevention grant funding, the existing organization must** have operated as an **Existing Community Organization** that is defined as an established coalition, task force, or other organization that has already formed and can prove the organization has existed for at least 6 months before the April 2024 release date of this RFA. Existing networking community coalitions or task forces encompassing multiple sector partnerships, mobilized at the local level to make their communities thrive by being safer, healthier, and drug-free are encouraged to apply. Such organizations may include serving a local community or multiple geographic areas and may partner with one or more school districts. Existing organizations desiring this grant award should possess or have the motivation to build capacity for a stable and effective organizational structure with clearly defined roles and responsibilities. Such established organizations may include, for example, local school districts, Kansas Board of Regents institutions of higher education, youth-serving or parent coalitions, community improvement or neighborhood involvement coalitions, law enforcement and criminal justice organizations, religious or fraternal organizations, volunteer civic service organizations, non-governmental social service organizations, independent living service organizations, housing support organizations, community healthcare centers and providers (including medical, mental health

and substance use treatment providers), tribal entities, and other established groups involved in or interested in addressing the prevention of substance misuse in their communities.

1) Documentation needed to verify Existing Community Organization status includes:

- A listing of the Members of the Board, including the titles of the Officers of the Board.
- A copy of the organization's By-Laws or Charter showing the formation start date.
- A copy of the letter from the IRS showing 501(c)(3) status showing determination start date.
- In lieu of verification of approved IRS 501(c)(3) status, provide a copy of the letter from the Kansas Secretary of State showing the organization's Kansas Business Entity start date.

NOTE: Others not eligible to apply for this KPCCI prevention grant include:

- Emerging groups or new organizations that formed after September 2023 may not apply for this prevention planning grant RFA released in April 2024.
- Organizations or persons who have received in the past or currently receive any KDADS prevention implementation grant may not apply for this prevention planning grant.

2) The eligible Existing Organization and/or their eligible Existing Fiscal Agent must then:

A) Currently hold approved IRS tax-exempt status as a 501(c)(3) charity or nonprofit organization.⁶

B) Have obtained a current Kansas Certificate of Tax Clearance.⁷

C) Have obtained a "Unique Entity ID" number through SAM.gov (System Award Management)⁸

D) At Award, the approved fiscal agent must provide a completed, signed IRS form W-9.⁹

TERMS OF THE GRANT

This **Kansas Prevention Community Collaborative Initiative Planning Grant** is for the state Fiscal Year 2025, which is the 12 months starting July 1, 2024, and ending June 30, 2025.

Planning Grantees and KDADS will enter into a binding legal Grant Agreement. Grantees will receive a Notice of Grant Award (NOGA) that includes the Agreement, Scope of Work (SOW), and KDADS documents that clearly define the terms and requirements of the grant.

Within the Grant Agreement, the Scope of Work describes the Awarded Grantee's responsibilities to meet grant requirements. For this Prevention Planning grant, the Grantee shall:

- 1) Actively maintain communication and consult with KPC partners and KDADS prevention staff. Grantees are expected to reply to all communications from KPC partners within Three (3) business days. Responses will include confirmation that the communication was received and requested action taken, such as confirming registration for a required training. This requirement also includes timely communication regarding monthly reporting.

- 2) Actively participate in **ALL** required training and technical assistance provided. Coalition leaders and members must demonstrate an ability to attend and actively participate in all required trainings and technical assistance provided by KPC partners. Grantees will confirm with KPC coordinating partners coalition members’ registrations for required trainings. Training may be offered virtually or face-to-face. Grant funds may be used to assist with the expense of travel to and from these events. Examples of trainings are below. **The schedule will be finalized by July 1, 2024. Subject to change.**

Training Event	Quarter	Date	Method
Orientation and CCB <i>Audience: Planning Grantees Required</i>	1	July 11, 2024 @ 9-11:00am	Virtual
Community Check Box <i>Audience: Implementation Grantees</i>	1	July 17, 2024 @ 10-11:30am	Virtual
Substance Abuse Prevention Skills Training (in person) <i>Audience: Planning Grantees Required</i>	1	August 27, 2024 – August 30, 2024.	In-person
SPF Quarterly Training – Assessment & Capacity <i>Audience: Planning Grantees</i>	1	August 5, 2024 @ 9:30am-12:00pm	Virtual
Data and Evaluation Workshop <i>Audience: All</i>	1	September 13, 2024 @ 9am-1:00pm	Virtual
Behavioral Health Disparities and Cultural Competence <i>Audience: All</i>	2	October 2024 @ 8 am-12:00 pm Wichita Marriott	In-Person
Kansas Prevention Conference (OPTIONAL) <i>Audience: All</i>	2	October 3-4, 2024, Wichita Marriott	In-Person
SPF Quarterly Training – Planning, Part 1 <i>Audience: Planning Grantees</i>	2	November 2024	Virtual
Community Check Box <i>Audience: Implementation Grantees</i>	2	November 2024	Virtual
Sustainability (individualized) <i>Audience: Planning and Implementation Grantees</i>	3	TBD 2024/2025	At grantee location
SPF Quarterly Training – Planning, Part 2 <i>Audience: Planning Grantees</i>	3	January 2025	Virtual
Technical Assistance (TA) Meeting/Follow-up <i>Audience: Planning Grantees</i>	3	February/March, TBD	TBD
Sense-Making <i>Audience: Planning Grantees</i>	4	April 2025	Virtual
SPF Quarterly Training – Implementation and Evaluation <i>Audience: Planning Grantees</i>	4	April 2025	Virtual
Technical Assistance (TA) Meeting/Follow-up <i>Audience: Planning Grantees</i>	4	May/June 2025	TBD

- 3) Utilize the Strategic Prevention Framework (SPF) and other prevention science tools as prescribed by and with support from the KPC, working collaboratively with all KPC partners.
- 4) Practice cultural competency and inclusion of diversity throughout all aspects of the work. Grantees will practice cultural competency and actively include people from the community with diverse life experiences and perspectives. It is essential that Grantees strive to ensure the inclusion and involvement of representatives from diverse cultural groups and underserved populations from the community who bring varying perspectives, interests, and resources to the community's prevention planning effort.
- 5) Build the capacity of the coalition. Grantees are required to network to build collaborative multidisciplinary partnerships, including representation from all community sectors. Grantees are to strive to engage in these partnerships committed to working collaboratively throughout the SPF planning process and maintain them for future implementation and sustainability.

Effective coalitions must engage in developing multidisciplinary partnerships working collaboratively to fully utilize the SPF process. Coalition capacity is built on the involvement of representatives from key community organizations and institutions. Invested community partners can provide both structural and human resources and including their varying perspectives and interests in substance use prevention can provide a richness of diversity within the coalition. Effective coalitions must strive to partner with representatives from as many sectors as possible. The 12 sectors are:¹⁰

- youth
 - parents
 - business
 - media
 - school
 - youth-serving organizations
 - law enforcement
 - religious or fraternal organizations
 - civic or volunteer groups
 - healthcare professionals or organizations
 - state, local, and tribal government agencies
 - and other local organizations involved in reducing substance use.
- 6) Build financial sustainability by researching and applying for a variety of funding with the intention of securing additional funding sources for plan sustainability and ultimately becoming self-sufficient from state block grants.
 - 7) Manage grant budget, document expenditures, spend awarded federal funding on allowable costs, and coordinate with the fiscal agent. Grantees and their fiscal agents will consult with KDADS to ensure budget fidelity, accurate fiscal reporting, and grant funding flow. Any proposed budget line-item adjustment must be justified in writing and sent to KDADS requesting approval. Prior approval from KDADS must be received before making any changes to the grant budget line-item expenses. The Grantee's final fiscal report will include the last month's budget

report under the planning grant and fiscal planning for future financial sustainability for implementation.

- Grantees must develop an approvable grant budget, documenting the need for funding each budget line items. Grantees must manage their approved grant budget, documenting all expenditures, and spend awarded funding on allowable costs. For Federal SUBG funding, Allowable Costs must be 1) Reasonable, 2) Allocable, and 3) Adequately Documented.¹¹ Training and technical assistance will be provided to Grantees regarding the allowable use of federal block grant funding.
- Grant budget line items for allowable costs typically fall under the following 9 descriptions:

Personnel	Training	Equipment	Contractual	Indirect Costs
Fringe Benefits	Travel	Supplies	Building	

See NOTES for each budget item on the Budget Request spreadsheet (Attachment B)

- Exclusions for the use of awarded federal SUBG funding include:
 - Medical research
 - Contributions to capital campaigns
 - Operating deficits or retirement of debt
 - Endowment programs not initiated by Kansas, and without prior approval by KDADS
 - Activities supporting political candidates or voter registration drives, as defined in IRC section 4945(d)
 - Vehicles
 - Medical equipment
 - Construction projects or real estate acquisitions
 - Direct mental health services
 - Direct medical services
 - Grants to individuals
 - Annual fund drives
 - Fundraising events
 - Food
 - Promotional items
- 8) Provide accurate and timely monthly financial reports to KDADS on the provided budget template and by the 20th of the month following the month being reported.
- 9) Collect community information and data needed to complete and complete a comprehensive community needs assessment, using a variety of data sources, with guidance from KPC partners.
- 10) Work collaboratively with KU KPC partners, to receive training in using the Community Check Box (CCB). Grantees will document and report their progress and outcomes to KU using the Community Check Box (CCB) to make sense of their data according to the SPF process.

- 11) Assist the State with meeting federal and community-level evaluation requirements. With guidance from KPC partners, Grantees will participate in the Kansas Communities That Care (KCTC) Student Survey with a goal of achieving a 60% participation rate. Coalitions will be expected to partner with the school district(s) as to whether there is an agreed-upon plan for the administration of the KCTC Student Survey in the area to be served. If no plan yet exists, the coalition will work with KPC partners to develop an Action Plan to increase participation.
- 12) Provide regular monthly progress and outcomes reports to KDADS and designated KPC partners. These reports shall be completed on the provided templates and submitted timely. This requirement includes providing data into the Community Check Box with training from the KU KPC partner.
- 13) Determine community prevention priority areas of concern, guided by the results of the community needs assessment, including identified disparities, and with guidance from KPC partners, for consideration in the development of their community prevention plans.
- 14) Complete the development of a ready-to-implement Comprehensive Community Prevention Plan utilizing a broad array of primary prevention strategies. Grantees will develop their comprehensive community prevention plans with training, technical assistance, and support provided by assigned DCCCA prevention specialists. All plans will include Logic Model development and Action Plans for evidence-based strategies.
- 15) Present the Grantee coalition's Comprehensive Community Prevention Plan to KDADS and the KPC partners for review and approval for implementation.

Consistent with the above service requirements, the Grantee will provide the services and deliverables defined in the SOW and comply with all terms of the KDADS Grant Agreement. Should a Grantee not meet the requirements of the Agreement, there could be a delay in expense reimbursement and future funding opportunities provided by KDADS could be adversely affected. To ensure success, it is critical that Grantees maintain communication with KDADS and KPC contacts throughout the grant period regarding any questions or concerns related to working the grant and/or any of the terms of the grant agreement.

APPLICATION INSTRUCTIONS

Those interested in applying shall submit any questions regarding the RFA before April 12th, 2024 via email to: KDADS.Prevention@ks.gov, Cc: Stephanie.Rhinehart@ks.gov

Application & Required Documentation

Applications and required documents shall be submitted via email by 5:00 p.m. CST on April 26th, 2024. Applications must include all the components and verifications described in this section. Failure to submit an application that contains all the specified information will negatively affect the review of the application.

NOTE: The following sections the applicant must provide must be submitted in the following order.

Scan or save your application documents in PDF format and attach your combined document to your application email to KDADS.

- 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.
- Verification(s) of the date of formation as an eligible organization in existence six months before the release of this RFA
- The following three verifications are required by the state fiscal for a provider to receive grant funding from the state. The following three verifications are needed from the organization's fiscal agent, whether the fiscal agent resides within the organized coalition or from a fiscal agent who resides within a supporting organization affiliated with the organized coalition for the purpose of receiving and managing the coalition's grant award.
 - 1) Verification of current 501(c)(3) status with the IRS.
 - 2) Verification of a current Kansas Certificate of Tax Clearance
 - 3) Verification of the Unique Entity ID number
- Cost Summary Sheet- (Attachment B) outlining how funds will be allocated. (*These are estimates and can be revised if awarded*) The Cost Summary Sheet including justification in the "Comments" section 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 (10 points)
 - Sustainability (15 Points)
 - Organizational Description (15 points)

Instructions for Program Narrative

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 address substance use disorder as it relates to prevention efforts and identifying shared risk and protective factors, diversity, and health disparities that will produce sustainable systems change. The following guidance outlines the elements the narrative requests.

Use Times Roman 12-point font and standard 1-inch margins. Headings for each section should be clearly labeled. Applicants should clearly and comprehensively respond to each bullet within each of the sections described below. It is critical to answer each question. Provide no more than 10 pages.

1) Community Description 2 page

- Describe and define the community/geographical area served by the coalition that will be targeted by the efforts of this grant award.
- Describe the known substance use problems and related risk and protective factors in your community, as much as is known from the available data. Briefly describe past and current efforts of community coalition building in your community and their areas of focus for change. Discuss how past or current work relates to the work of prevention.

2)Community Capacity for Collaboration and Planning 3 pages

- List the current coalition membership, including which community sector(s) each member represents. Identify the availability of Coalition staff who will be required to dedicate their time for the entire work and are expected to fulfill the requirements of the RFA. It is important to also identify staff and members who will be contributing part-time efforts to this project. Describe how time will be allocated to complete the grant deliverables.
- Describe the coalition's capacity to engage in community organizing.
- Describe the experience, motivation, and ability to build on partnerships and create new partnerships. Who will participate in the planning process, and how or in what role?
- Discuss your community coalition's experience utilizing data to inform the decision-making.
- Describe any community needs assessment that has been done and is available now.
- 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 and 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 known coalition needs for training or technical assistance.

3)Cultural Competency 2 page

- Describe the community's culture and diversity.
- Describe how your community coalition including representation of diverse cultural groups and how your coalition ensures cultural competence and engagement of diversity as a resource.
- Describe what changes need to be made, and what actions will need to be taken to improve cultural competency and inclusion of people with diverse experiences and perspectives.
- Describe utilizing diversity as a resource is important throughout the entire SPF process of community assessment, capacity building, and determination of priorities and planning phases of the grant work.

4)Sustainability 1 page

- Discuss how long your coalition has been involved in prevention and other work for prosocial change. Include efforts to research, apply for, and secure other funding for the sustainability of the effort.
- Describe what other sources of funding your community provides to the coalition's prevention efforts.
- Describe all other funding sources your coalition has identified and status, i.e., funding currently being received, funding approved to be received in the future, funding for which application has been made (pending applications), and funding sources identified for which applications may be made.

- Discuss collaborative partnerships related to funding and sustainability.
- Discuss how your community will sustain successful prevention efforts beyond this planning project.

5)Organizational Description 2 page

- If the coalition is not the fiscal agency for this grant, identify the fiscal agent and their role in the project. Describe the coalition’s plan or efforts to ultimately manage funding directly as their own fiscal agent.
- 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 delivering fiscal and progress reporting.
- Only if applicable, provide a statement of No Conflict of Interest of board member.

Submit the application in PDF form via email directly to:

KDADS.Prevention@ks.gov, Cc: Stephanie.Rhinehart@ks.gov

SELECTION PROCESS

Applications will be evaluated according to the demonstrable capacity of the community coalition to utilize the SPF to build capacity and create an implementable plan that will produce community change. The community coalition must articulate their understanding of the challenges posed in addressing community-level factors related to shared risk and protective factors impacting substance use. Serious consideration will also be given to those who demonstrate the willingness to work collaboratively with all key players involved. The quality and strength of the application narrative will also be considered. Grant applications will be reviewed based on the following criteria.

APPLICATION COMPONENT	<i>Points Possible</i>
Applicant Information (Attachment A) & Required Documentation	5
Narrative	80
<i>Community Description</i>	<i>20</i>
<i>Community Capacity for Collaboration and Planning</i>	<i>20</i>
<i>Cultural Competency</i>	<i>10</i>
<i>Sustainability</i>	<i>15</i>
<i>Organizational Description</i>	<i>15</i>
Cost Summary Sheet (including Budget Justification)	15
*** No Match is Required on Budget***	
TOTAL	100

NOTIFICATION OF GRANT AWARDS

Applicants will be notified via email from KDADS of the results and status of their application.

Applicants awarded this Planning Grant will receive via email from KDADS a packet containing:

- Notice of Grant Award (NOGA), Grant Agreement
- Appendix A – Contractual Provisions Attachment
- Appendix B – Scope of Work
- Appendix C – Line-Item Budget
- W-9 Request for Taxpayer Identification Number and Certification
- Policy Regarding Sexual Harassment, and Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation
- Certification Of Company Not Currently Engaged In A Boycott Of Goods or Services From Israel.
- Certification Of Company Not Currently Engaged In The Procurement or Obtainment of Certain Equipment, Services, or Systems

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 support in both face-to-face and virtual settings.