

**TOPEKA-SHAWNEE COUNTY
ALCOHOL-DRUG ABUSE ADVISORY
COUNCIL
(ADAAC)**

REQUEST FOR PROPOSAL



2026

**SPECIAL ALCOHOL AND DRUG
Funding Announcement**

DATE ANNOUNCED: June 16, 2025

DATE DUE: July 23, 2025

THIS FUNDING ANNOUNCEMENT CONTAINS THE FOLLOWING ELEMENTS:

PART 1: APPLICATION INFORMATION
PART 2: TECHNICAL INFORMATION
PART 3: THRESHOLD ELIGIBILITY CRITERIA
PART 4: REVIEW COMMITTEE CRITERIA

PART 1: APPLICATION INFORMATION

Section 1 Available Funds

The City and County anticipate making approximately **\$690,000** available for Citywide (\$640,000) and Countywide (\$50,000) Alcohol and Drug Prevention, Assessment, Intervention and Treatment Grants in calendar year 2025. The City and the County cannot be held to this amount as City and County budget constraints may cause the amount to change. The City and County reserve the right not to allocate all funds available depending on the number and quality of applications received.

Section 2 Funding Mechanics

A. Eligible applicants

“Moneys in the special alcohol and drug programs fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.” K.S.A. Chapter 79, Article 41a--last amended in 2012. K.A.R. Agency 92, Article 24--last amended in March 2010

Two funding sources are combined to make these grants possible: City Liquor-by-the-Drink Funds and County Liquor-by-the-Drink Funds. Because these funding sources have compatible project requirements, eligible projects often meet the requirements of both funding sources. Expenses eligible for funding under the City and County Liquor-by-the Drink Fund Grants include operating expenses, staff salaries and direct service costs of programs and services meeting the state statute criteria above.

Non-profit corporations or units of government are eligible for these funds. These organizations must make services available to all residents of City of Topeka for the City grant and Shawnee County for the Shawnee County grant or to specific groups with specialized needs; e.g., high risk children, youth, and adults.

Programs shall be in existence for a minimum of 2 years regardless of agency age of existence. Agencies shall be able to derive data for funding, outputs and outcomes, and budget required to be submitted in the RFP. All applications will be considered with a priority given to previous applicants in good standing. An agency is considered in good standing when they complete 1 presentation per year to council, meet 75% of outputs and outcomes for the prior grant year, submit reports and invoices in a timely manner the prior grant year, and have attended 90% (9 out of 10) council meetings. Applicants are allowed to ask for a 5% funding increase each year. Previous applicants submitting new program applications will fall under new grant applicant. Agencies must score 60% or higher to be eligible for funding. If an agency scores between 60%-70% they will be considered if they were prior grant recipients and/or indicate a need that is lacking in the community.

The Grantee understands that as a recipient of funds, the grantee must be in compliance with Title II of the Americans with Disabilities Act and the implementing regulations 28 C.F.R. Part 35 as to all of its facilities and programs.

The Grantee understands that as a recipient of funds from the city, Resolution 7580 applies to agency eligibility. “No grant or loan or financial assistance shall be authorized or made from funds administered by any City department to any person, firm, partnership, for-profit corporation, not-for-profit corporation, joint venture or other association of persons who owes any debt to the City of Topeka or who owes any delinquent real estate taxes or personal property taxes or special assessments at the time of entering into a contract.” Further, the requirements of Resolution 7580 apply to the agency, not to the individuals served by the funded service.

B. Eligible Substance Abuse Prevention, Intervention, Assessment and Treatment Program Services

Special Alcohol and Drug Funds are intended to support evidence and science-based services and produce sustained outcomes for substance abuse prevention, intervention, assessment and treatment.

Prevention:

National research defines prevention on a science-based organizational and classification system as follows:

- 1) Universal prevention is targeted to the general public of a whole population that has not been identified on the basis of individual risk;
- 2) Selective prevention is targeted toward individuals or population subgroups whose risk is significantly higher than average;
- 3) Indicated prevention is targeted to high-risk individuals identified as having minimal signs or symptoms foreshadowing a disorder or biological markers but do not meet diagnostic criteria at the time.

Special Alcohol and Drug prevention applications are expected to address populations or communities with universal, selective or indicated program outputs that have an evidence and science-based foundation. *Source: Preventing Mental, Emotional, and Behavioral Disorders Among Young People. National Research Council and Institute of Medicine 2009.*

Treatment:

Treatment programs in the State of Kansas are based on an organizational and classification system that includes: Intervention and Crisis Intervention, Screening, Brief Intervention and Referral, Assessment and Referral, Acute Detoxification, Inpatient Treatment, Intermediate Treatment, Outpatient Treatment, Peer Mentoring Support, Reintegration Treatment, and Case Management. Treatment applications for Special Alcohol-Drug Funds are expected to be in compliance with licensure and certification standards required by the Kansas Department of Aging and Disability Services (KDADS) and the Kansas Behavioral Sciences board.

C. Timetable

6-16-25	Request for Proposal (RFP) Issued: June 16, 2025
6-20-25	Mandatory Grant Application Workshop: Friday, June 20, 2025, at 2:00 p.m. at the Holliday Building, 620 SE Madison, 1 st Floor, Holliday Conference Room.
7-23-25 5:00 p.m.	Submission Deadline: Wednesday, July 23, 2025 by 5:00 p.m., to Division of Housing Services (DHS), 620 SE Madison Street, 1 st Floor – UNIT 8, Topeka, KS 66607, Attn: Housing Services Division Director Carrie Higgins
7-25-25	Preliminary Screening by Alcohol-Drug Abuse Advisory Council (ADAAC) Grant Review Committee
8-1-25	Presentations by Agencies to the (ADAAC) Grant Review Committee on Friday, August 1, 2025
8-1-25	Final Review Committee Scoring
8-28-25	Recommendations for scoring decisions by (ADAAC) Grant Review Committee to Alcohol-Drug Abuse Advisory Council (ADAAC) for consideration
9-4-25	Appeals regarding scoring recommendation from applicants due September 4 th .
9-12-25	Grant Review Committee will report back to applicants about appeals process.
9-25-25	Recommendations for funding are voted on by the Alcohol-Drug Abuse Advisory Council (ADAAC)
October 2025	Alcohol-Drug Abuse Advisory Council (ADAAC) presents grant recommendations to the City Council and Shawnee County Commission who will make the final determination for funding. DATES TBA

D. Submission Format and Deadline

All requests must involve the complete and accurate submission of all required forms. All pages should be **numbered sequentially at the bottom, right corner.**

Request for Proposals (RFPs) and applications are available in hard copy or by e-mail from the Housing Services Division (HSD), 620 S.E. Madison St., 1st Floor- UNIT 8, Topeka, Kansas, 66607 beginning **6-16-25**. E-mail versions may be requested in writing to Carrie Higgins at HSD or by email to chiggins@topeka.org.

All Requests for Proposal responses must be received by the Housing Services Division (HSD), 620 SE Madison St., 1st Floor - UNIT 8, Topeka KS, 66607 no later than 5:00 p.m. **Wednesday, July 23, 2025. One (1) original with attachments and three (3) copies without attachments must be submitted for consideration. All copies must be 3-hole punched, not stapled. Please submit an electronic version without the attachments to chiggins@topeka.org**

E. Application Development Assistance

Applicants are required to attend a "Special Alcohol and Drug Funding Application Workshop, **Friday, June 20, 2025**. The workshop will be held at 2:00 p.m. in the Holiday Conference Room of the Holiday Building at 620 SE Madison, Topeka, KS 66607. Questions regarding the funding process or the application should be directed to Carrie Higgins at the Division of Housing Services, 620 SE Madison St., 1st Floor-Unit 8, Topeka, KS 66607 or by email chiggins@topeka.org

F. Application screening, review and approval process

The Alcohol-Drug Abuse Advisory Council (ADAAC) Grant Review Committee will screen Request for Proposal responses for threshold compliance based on the criteria included K.S.A. Chapter 79, Article 41a--last amended in 2012. K.A.R. Agency 92, Article 24--last amended in March 2010 and in Part 3 of this Funding Announcement. Proposals that do not meet minimum standards for submission will not be considered.

The (ADAAC) Grant Review Committee will review and provide recommendations to the ADAAC for approval. Upon approval by ADAAC, the ADAAC Grant chair will then forward the recommendations to City Council and to the Shawnee County Commission for final funding approval. Once funding allocations are final, Division of Housing Services (DHS) staff will initiate city contracts on the approved City allocations. The ADAAC will follow the same process for County Commission approval. During this process, the ADAAC Grant Review Committee, City Council or the Shawnee County Commission reserves the right to request additional information as necessary.

G. Appeal Process

Once grant applications have been received by the Division of Housing Services (DHS) the grant review committee will convene to do initial scoring. The scores (no funding amounts) will be presented to the Alcohol and Drug Abuse Advisory Council (ADAAC) for consideration at the August 28th meeting (no funding amounts). Grant applicants who disagree with scoring may appeal. Appeals for any reason other than scores will not be heard. The request for appeal shall be made by email on or before September 4th to Carrie Higgins, chiggins@topeka.org. The review committee will consider the request(s) and report back to applicant(s) by September 12th. New recommendations will be presented to the ADAAC for approval. The ADAAC council will then make their recommendations for funding

H. Applicant Debriefings

Once grant awards have been approved and made final by City Council and County Commission, a debriefing may be scheduled for any interested applicants who wish to ask questions regarding the scoring of their applications or to discuss ways to improve next year's submission. Applicants may request a debriefing by sending their request in writing to Carrie Higgins, at the Division of Housing Services, 620 SE Madison St. 1st Floor UNIT 8, Topeka KS, 66607, or by email to chiggins@topeka.org

PART 2: TECHNICAL INFORMATION

Section 1 Conflict of Interest and Disclosure

In awarding and managing contracts to operate alcohol-drug fund grants, the City and County will not engage in and will not condone on the part of contractors any form of undisclosed conflict of interest.

City and County employees and both the employees and board members of contracting agencies and organizations will not use their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest or gain.

This includes but is not limited to actions that involve the use of contract funds in ways that provide advantage or benefit to City and County contractor employees and their immediate families and/or to the members of boards of directors of contracting agencies and their immediate families in regard to (a) the acquisition of goods and services, space or amenities in any form, (b) employment or consulting services, (c) program and project participation, and (d) the receipt of gifts or gratuities. (Immediate family is defined as legal or common law husband or wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.) Any potential or suspected conflict of interest or appearance of conflict of interest must be brought to the attention of the Division of Housing Services officials in writing as part of the application process. Similarly, any potential or suspected conflict of interest or appearance of conflict of interest that arises after an application is submitted must be brought to the attention of the Division of Housing Services officials in writing prior to any action that might constitute or result in a conflict of interest.

Section 2 Other Information

A. Sub-contracting and delegation of funds

In general, sub-contracting and delegation of funds by applicants submitting successful responses to this request for proposals will not be permitted. However, this may be acceptable if the benefit to the City and County and City and County residents is clear and compelling. Applicants interested in sub-contracting or delegating funds should clearly indicate their intention to do so in their request for proposal response. Written confirmation from City and County contracting officials that this is an acceptable option will be required before any sub-contracting or delegation of funds occurs.

B. Program and project budget periods

Program and project budget periods will be one (1) year in length unless otherwise specified in contracts. Expenditures cannot be made before or after any contract period. Extension of any contract period must be requested and approved in writing to Carrie Higgins at DHS or by email to chiggins@topeka.org

C. Fiscal and program accountability

To meet minimum eligibility requirements applicants must (a) have or acquire the capacity to receive, spend, and account for public funds in a manner consistent with generally accepted accounting principles and practices, and (b) have the capacity to accomplish the program objectives set forth in their request for proposals response.

(1) In the case of agencies and organizations that have been recipients of City, County, state or federal funds in any combination this fiscal management requirement can be met by providing evidence in the form of certified audits or similar documentation sufficient to indicate to City and County contracting officials that contract funds will be spent and accounted for appropriately.

(2) In the case of agencies or organizations that have not received City, County, state, or federal funds this fiscal management requirement can be met by providing evidence sufficient to indicate to City and County contracting officials that either arrangements have been made to acquire accounting and fiscal management services from a private firm or non-profit organization that has the capacity to receive, spend, and account for public funds in a prudent manner or that the applicant has in place and is using a financial management system adequate for this purpose.

(3) In the case of agencies and organizations that have been recipients of City, County, state or federal funds in any combination, this program management requirement can be met by providing evidence of successful completion of previous performance-based contract obligations. In the case of agencies or organizations that have not previously received City, state, or federal funds, this program performance requirement can be met by providing evidence sufficient to indicate to City and County contracting officials that performance based contract obligations will be met.

(4) Requests for proposals responses from applicants that do not meet minimum eligibility requirements will not be reviewed and these applicants will not be eligible for funding. Applicants that have not met program and financial management obligations under the terms of previous City and County grants and contracts will not be eligible for funding.

D. Reporting and Monitoring

Funded agencies will provide program, financial, and participant information on a quarterly basis using forms provided by the City and County. Detailed instructions relating to these requirements will be provided separately. In some instances the City and County will require more frequent reporting in the interest of prudent contract management.

City and County staff will work cooperatively with grantees to insure successful contract completion. City and County activities will include, but will not be limited to, in-depth review of all submissions, on-site visits and consultation, and routine performance troubleshooting. As necessary, the City and County will use progressive sanctions to ensure successful completion of contracts. This may include more frequent reporting or suspending of funding until outcomes are reasonably met.

E. Audits

Successful agencies will provide financial audits under the terms and conditions included in contracts. In general, the intent will be to ensure that all funds provided by the City and County are handled and accounted for in a manner that meets generally accepted accounting principles. When appropriate, City and County staff may conduct program and project performance audits or arrange for performance audits to be conducted.

F. Applicable federal, state, and City laws and regulations

Individual contracts may involve the use of one or more types of federal, state, County and City funds that carry special requirements. These requirements will be referenced in contracts as appropriate, and conformance to applicable laws and regulations will be required.

PART 3: THRESHOLD ELIGIBILITY CRITERIA (Completed by Housing Services)

TIMELINESS

Yes/No The application was received before the submission deadline. This includes one original with attachments, 3 copies without attachments, and an electronic version without attachments.

COMPLETENESS

Yes/No The applications are complete. This includes documentation in all sections and all required attachments.

PART 4: Review Committee Criteria Scoring

(completed by ADAAC grant review committee)

REVIEWER: _____ DATE: _____

AGENCY: _____ PROGRAM: _____

Type of Service (check type) (application #4)

Prevention:

Universal

_____ (Targeted to the general public of a whole population that has not been identified on the basis of individual risk)

- Selective _____ (Targeted toward individuals or population subgroups whose risk is significantly higher than average)
- Indicated _____ (Targeted to high-risk individuals identified as having minimal signs or symptoms foreshadowing a disorder or biological markers but do not meet diagnostic criteria at the time)

Treatment: (application #4)

- Intervention _____
- Crisis Intervention _____
- Screen, Brief Intervention and Referral
Alcohol and Drug Assessment and Referral _____
- Acute Detoxification/Social Detoxification _____
- Inpatient Treatment _____
- Intermediate Treatment _____
- Outpatient Treatment _____
- Peer Mentoring Support _____
- Reintegration Treatment _____
- Case Management _____

Suitability for City of Topeka and Shawnee County Funding **Max. Score - 15 points**

Project consistent with State Statute Criteria for funding (application #1, 2, & 5) **15 pts** _____

- 15 Essential or critically important to addressing priorities
- 10 Consistent with priorities and of some benefit but not essential or critical
- 5 Consistent with priorities but of only minor impact in addressing priorities

Outputs and Outcomes **Max. Score - 30 point**

Outputs are clear and related to identified needs (application #5, 9) **10 pts** _____

- 10 Outputs are described in detail, related to identified needs, and are achievable.
- 5 Outputs are not described in detail or fully related to identified needs
- 0 No outputs listed or do not relate to identified needs

Outcomes are clear and related to identified needs (application #5, 9) **10 pts** _____

- 10 Outcomes are described in detail, are related to identified needs, and are achievable

- 5 Outcomes are not described in detail or fully related to identified needs
- 0 No outcomes listed or do not related to identified needs

Plan has been identified to measure outputs and outcomes (application #8) **5 pts** _____

- 5 Measurements are clear and appropriate.
- 3 Only some measurements are clear and appropriate
- 0 No meaningful measurement has been established

Unduplicated services OR any duplication with other services is explained and adequately defended (application #10) **5 pts** _____

- 5 Services are not duplicated or duplication is needed in the community
- 3 Duplication is explained but only somewhat necessary
- 0 Duplication / Explanation are unclear

Collaboration and Partnerships **Max. Score – 5 points**

Units of Government and or Private partnerships (application #11) **5 pts** _____

- 5 Collaboration with 6 or more entities
- 3 Collaboration with less than 6 entities
- 0 No collaboration or partnerships

Finances **Max. Score – 15 points**

Multiple funding streams for greater sustainability (application #13 & 14) **5 pts** _____

- 5 Multiple funding streams listed
- 3 Some funding streams listed
- 0 Only funding stream listed is the grant request

Program Budgets were realistic and accurate (application #14, 15, 16) **10 pts** _____

- 10 Budgets were complete & aligned with the principal purpose
- 5 Budgets were somewhat complete but only somewhat aligned with the principal purpose or vice versa
- 0 Budgets were incomplete and inaccurate

Agency Capacity **Max. Score – 15 points**

Organization has the resources to produce the proposed outcomes efficiently and effectively, including using local consumer input. (application #24, 25, 26, & 27) **10 pts** _____

- 10 There is a history of effective program management, quality services delivery, evaluation and planning
- 5 Limited evidence of effective program management, quality service delivery, evaluation and planning
- 0 Program management, service delivery, evaluation and planning are weak or not apparent

Organization leadership maintains local community-based representation, if the agency is statewide. (application #20, 21, 22, 23) **5 pts** _____

- 5 At least 15% is made of racial or ethnic minorities, is less than 70% of one gender, meets regularly over 65% attendance and has a balance and healthy mix of needed skills and resources
- 3 Three of four criteria have been met
- 0 Two or less of the criteria have been met

Prior Grant Administration

Max Score – 20 points

Past grant administration is effective.

10 pts _____

CITY STAFF WILL SCORE

- 10 Reporting and invoicing is on time and paperwork is accurate
- 5 Either reporting is late and or invoicing/paperwork is not accurate
- 0 Grant administration is not effective

Applicant has achieved outputs and outcomes on prior grants.

10 pts _____

CITY STAFF WILL SCORE (application #6 & 7)

- 10 The majority of outputs and outcomes are met
- 5 Some of the outputs and outcomes are met
- 0 None of the outputs and outcomes are met

Total out of 100 _____

* The Topeka Shawnee Co. Alcohol and Drug Abuse Council may choose not to recommend any agency or program(s), any new program(s) or may fund programs with provisos.