

City of Lawrence
Alcohol Tax Funds
Request for Proposals
Calendar Year 2008 (January – December)

The budget picture from the Kansas Legislature creates uncertainty as to the status of the local portion of the alcohol liquor tax. If the Legislature decides to eliminate or reduce the local portion of this tax, it will impact the City's ability to fund programs. The City of Lawrence is proceeding with the Request for Proposal process and accepting applications for the alcohol tax revenues, with the understanding that funding levels, if any, are unknown and potentially subject to reductions by the State Legislature.

An organization may apply in as many categories as it chooses. A separate application must be completed in each specific category (Prevention, Treatment, Intervention, and Coordination). Applications are due in the City Manager's office by May 2, 2007 by 5:00 p.m. Please submit **9 unbound** copies of all materials. *LATE APPLICATIONS WILL NOT BE ACCEPTED.*

Collaboration and/or coordination between organizations is highly recommended and multi-agency proposals to address an identified community problem are encouraged. As much as the Advisory Board values the services of the agencies that have been funded in previous years, we are concerned about suggesting random approaches or solutions. Programs should have research based effective strategies or "promising approaches." All programs must have goals with measurable outcomes.

Following are the funding priorities the Advisory Board has established for 2008. These categories will be used as a guideline for the Advisory Board when making recommendations to the City Commission, but are not absolute. The bullet points below each category provide examples, but are not all-inclusive.

Definitions of each category are provided for clarification.

Prevention

Universal Prevention: A universal prevention strategy is one that is desirable for all members of a given population. The goal of the universal prevention is to deter the onset of substance abuse by providing all individuals with information and skills needed to prevent the problem.

Selective Prevention: Selective prevention strategies target subgroups that are believed to be at greater risk than others. Risk groups may be identified on the basis of biological, psychological, social or environment risk factors known to be associated with substance abuse.

Indicated Prevention: The purpose of indicated prevention is to identify individuals who exhibit early signs of substance abuse and associated behavior and to target them with special programs. In the field of substance abuse, an example of an indicated prevention strategy might be for high school students who experience truancy, failing grades and depression.

Treatment & Recovery

Assessment/Evaluations: Assessment and Evaluation is the process of identifying the extent of a substance abuse problem through the process of background assessments and interviews. The assessment and evaluation stage allows a clinician to make an appropriate diagnosis and treatment placement.

Therapy: This section of the continuum includes inpatient, outpatient or educational processes to assist the client in addressing substance abuse issues.

Aftercare: Aftercare includes efforts to reintegrate clients into a normal living situation and support a substance free existence. Aftercare may also include on-going therapy with clinical, family support and self-help programs.

Intervention

Initial Assessment and Referral: The process of identifying individuals who have problems with substances and making appropriate referrals. Intervention also includes efforts to interrupt the use of substances in order to connect the client with proper treatment resources.

Coordination

Comprehensive and coordinated efforts provide multiple benefits when communities address alcohol and other drug problems. A community-wide approach is effective because:

- 1) It affects the entire social environment, which allows communities to have a strategic approach to addressing norms, values, and policies as well as changing conditions that place children at risk.
- 2) It develops broad base of support and teamwork which allows all agencies involved to fully understand their contribution to the overall single strategy to address issues.
- 3) It brings results that are long lasting by integrating programs, services, and activities through existing organizations and extends the influence of all programs.

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Directions:

Use the headings listed below when writing your narrative. The review criteria that will be used by the Advisory Board is described.

Please limit your narrative in each category (prevention, treatment, etc.) to no more than four (4) pages. Use minimum 12 point type and one (1) inch margins. Additional information may be provided within the four (4) page limit. Please do not submit additional attachments. Fill out and attach the cover page to your narrative.

Review Criteria

Program Description

Summary of program is clear and concise. Program is based on proven effective strategies or “promising approaches.” Description addresses how program is designed to have long-term effects on a person’s decisions about alcohol and other drug use. When appropriate, program design takes into account the person’s family and/or community.

Needs Assessment

The need for the program is clearly established and outlined. When appropriate, the context of other services available, or the lack thereof, is provided. Please site statistical data that supports community need.

Outcomes

Measurable outcomes play a very important part of the Advisory Board’s evaluation of funding requests and assist the group in future funding decisions. At least one Process, one Behavioral and one Impact outcome must be included and clearly outlined (see Attachment A: Logic Model, for details & examples). Outcomes must be measured by an identified evaluation tool as listed in the Logic Model. The logic model will be in addition to the maximum number of pages allowed. **Agencies will be required to show adequate progress towards achieving their targeted outcomes in a six month and annual report for continued funding.**

Coordination

Program strategy involves a coordinated approach. Addresses how this particular program or service fits with other existing efforts to reduce fragmentation and duplication.

Organizational Capacity

Based on agency history, management structure, and staffing pattern, organization is capable of implementing the proposed program.

Budget

The budget request for the program described is reasonable and spelled out according to the categories below. Organizations should use funding creatively to get the most for the money, i.e. use of students, volunteers, in kind donations, leveraging of this funding to get other funding, etc. Long-term plans for program funding are discussed – will this be an annual request for alcohol tax, is it expected to increase, decrease, etc. Other sources of funds used for the program are described, if applicable.

Budget Categories (all must be completed):

- Personnel (list each staff position individually and note if new or existing)
- Fringe Benefits
- Travel
- Office Space
- Supplies: office
- Supplies: other
- Equipment
- **Other sources of funding for this specific program and amount**

Questions regarding the application process may be directed to:

Jen Jordan Brinkerhoff, Grant Coordinator
841-4138 jbrinkerhoff@dcca.org

Casey Liebst, City Budget Manager
832.3409
cliebst@ci.lawrence.ks.us

**City of Lawrence
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Cover Page**

Agency Name: _____

Program Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Request is for funding in the following categories and amounts:

_____	Prevention	\$ _____
_____	Treatment	\$ _____
_____	Intervention	\$ _____
_____	Coordination	\$ _____