Unified Government of Wyandotte County and Kansas City, Kansas

Administration & Human Services Standing Committee

Fifth Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Chair Commissioner Christian Ramirez
Commissioner At-Large District 2, Andrew Kump - Commissioner District 1, Jermaine Howard
Commissioner District 4, Evelyn Hill - Commissioner District 6, Phil Lopez

AGENDA

Monday, July 13, 2026

Immediately upon adjournment of the earlier committee, or 5:00 PM

1. **Call to Order/Roll Call**

2. **Revisions to Agenda**

3. **Approval of standing committee minutes from May 18, 2026**

4. **Committee Agenda**

4.1 **CHARTER RESOLUTION: TO ABOLISH THE EXISTING WYANDOTTE COUNTY LIBRARY BOARD, RECREATE A NEW WYANDOTTE COUNTY LIBRARY BOARD, AND REPEALS CHARTER RESOLUTION NO. CR-01-99.**

Synopsis: Adopt a Charter Resolution exempting the Unified Government from the provisions of K.S.A. 12-1222 and 12-1224, which relate to county library boards; enacting substitute and additional provisions; abolishing the existing Wyandotte County Library Board; recreating a new Wyandotte County Library Board; and repealing original Charter Resolution No. CR-01-99.
Tracking #: 21521

4.2 **RESOLUTION: DEPARTMENT OF JUSTICE GRANT TO SUPPORT THE HEALTH DEPARTMENT'S PEER SUPPORT RECOVERY PROGRAM (2026-2029)**

Synopsis: Adopt a resolution to submit and accept the FY2025 Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) grant to the Department of Justice. The grant amount is $1.3 million, and is seeking retroactive approval from the Unified Government Commission. The Health Department is providing $114,500 in grant match from the Opioid Settlement Fund.
Tracking #: 21394

4.3 **RESOLUTION: HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) -26-103 GRANT OPPORTUNITY**

Synopsis: Adopt a resolution granting the Health Department permission to submit a $500,000/year, 4-year grant to the Maternal Produce Prescription Program (MP3) from Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau. No match required. The grant application is due July 17.

It is requested that this item be fast tracked to the July 16, 2026, Board of Commissioners meeting.

Tracking #: 21707

4.4 **RESOLUTION: KANSAS FIGHTS ADDICTION (KFA) - PEER SUPPORT RECOVERY GRANT**

Synopsis: Adopt a resolution for the Health Department to submit an application and accept a $150,000/year, 3-year grant to the Kansas Fights Addiction fund and to add two additional Peer Support Recovery specialists to its substance use program. No match required. The grant application was due June 26.

Tracking #: 21551

4.5 **RESOLUTION: GRANT APPLICATION AND POLICY**

Synopsis: Adopt a resolution amending the grant application and acceptance policy.

This matter was scheduled before the Board of Commission on May 21, 2026, and returned to this standing committee for further discussion.

Tracking #: 21526

4.6 **PRESENTATION: UPDATE FROM REGISTER OF DEEDS**

Synopsis: An update on department projects, programs, and initiatives from the Register of Deeds office.

For Information Only.

Tracking #: 21242

4.7 **PRESENTATION: YOUTH ANTI-VAPING INITIATIVE**

Synopsis: A presentation on the dangers of vaping and the use of any tobacco products.

For Information Only.

Tracking #: 21430

4.8 **PRESENTATION: DIVISION OF MOTOR VEHICLES (DMV) ASSESSMENT REVIEW**

Synopsis: An overview of the Treasury Department Division of Motor Vehicles will be presented.

For Information Only.
Tracking #: 21327

5. Public Agenda

6. Adjourn

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Some commissioners, staff, and the public may attend remotely via Zoom or by phone. All participants joining by phone should mute their phones when not speaking to avoid background noise. During the meeting, all speakers are asked to please announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

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Unified Government of Wyandotte County and Kansas City, Kansas

Administration and Human Services Meeting

Commission Chambers

701 N. 7th Street Trafficway, Kansas City, KS 66101

Chair Christian Ramirez

Commissioner, District 1, Jermaine Howard - Commissioner At-Large, District 2, Andrew Kump
Commissioner, District 4, Evelyn Hill - Commissioner, District 6, Phil Lopez

MINUTES

Monday, May 18, 2026
6:37 PM – 7:44 PM

Attendance:

Committee Members Present:

- Commissioner Ramirez (Chair)
- Commissioner Lopez
- Commissioner Hill
- Commissioner Howard
- Commissioner Kump

Committee Members Absent:

- None

Staff Present:

- Monica L. Sparks (Unified Government Clerk)
- SueZanne Bishop (Senior Attorney)
- Alan Howze (Assistant County Administrator)
- Minah Chapell (Livable Neighborhoods Program Coordinator)
- Reed Partridge (Legislative Auditor's Office)
- Crystal Sprague (Performance and Innovation Director)

Call to Order: (Discussion Begins: 1:44:53)

Commissioner Ramirez called the meeting to order at 6:37 PM.

Revisions to Agenda: (Discussion Begins: 1:45:12)

The Clerk reported there was an update on the agenda: adding Item No. 4.1 to the agenda.

Approval of Previous Minutes: (Discussion Begins: 1:45:20)

Commissioner Kump moved to approve the minutes of the April 13, 2026, meeting. The motion was seconded by Commissioner Lopez.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

Committee Agenda:

Item No. 4.1 - RESOLUTION: LOVE YOU BLOCK GRANT OPPORTUNITY (Discussion Begins: 1:45:45)

Ms. Chappell presented a resolution to support the Unified Government's application for a Love Your Block grant through Bloomberg Center for Public Innovation at Johns Hopkins University. This item is requested to be fast-tracked to the May 21, 2026, Board of Commissioners meeting.

Grant Details:

- Amount: $70,000 over two years (2026-2028)
- Purpose: Support resident-led community impact projects
- Additional support: Up to two Love Your Block fellows and programmatic training
- Requirements: US cities with 50,000+ residents, mayoral tenure through October 2028, mayoral pledge for community partnership, two dedicated public servants

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Kump made a motion to approve the resolution with a fast-track to the May 21, 2026, Board of Commissioners meeting. The motion was seconded by Commissioner Howard.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

Item No. 4.2 - PRESENTATION: LEGISLATIVE AUDITOR'S OFFICE (Discussion Begins: 1:52:45)

Mr. Partridge presented an informational presentation on the Legislative Auditor's Office operations, accomplishments, challenges, and priorities.

Key Points:

- Office established by charter in 1997, evolved from Wyandotte County Auditor's Office
- Position appointed by District Court judges for independence
- Two main programs: Internal performance audit and ethics program
- Follows Government Accountability Office (Yellow Book) standards
- Undergoes peer review every three years (last passed December 2023)
- Ethics Commission has five members appointed for four-year terms
- Budget shows significant vacancies in 2024-2025; fully staffed in 2023
- Six FTEs total: five call takers and one program manager
- Ethics program operates part-time with contracted administrator

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

Item No. 4.3 - PRESENTATION: 311 OVERVIEW AND NEXT STEPS (Discussion Begins: 2:08:53)

Ms. Sprague completed a comprehensive presentation on the 311 system's current operations, challenges, and modernization needs, requested by the Committee Chair Ramirez to address resident service improvements.

Key Points:

Current Operations:

- Located within Performance and Innovation Department (900 square feet)
- Only 18.5% of calls to 311 reach actual 311 operators (rest routed via IVR)
- 24/7 operation including after-hours contracted support (11% of interactions)
- Over 85% of contacts via phone, 2% through digital channels (My Wyco app, email)
- 2025: 70,000+ interactions; 2026 projected: 62,000 calls
- Public Works maintains top call category

Budget Information (2026):

- 80% salary and benefits
- $24,000 for after-hours support
- AT&T dedicated line costs
- Microsoft Dynamics CRM at $0 cost (unsupported, outdated)

Recent Improvements:

- Enhanced BPU collaboration
- Assisted clerk's office with senior rebate scheduling
- Rerouted 1,000+ annual calls from clerk's office to 311
- Implemented performance measures
- Beta-tested agentic AI solution with Treasury (multilingual)
- Launched fraud, waste, and abuse reporting hotline

Performance Metrics:

- Call takers average 184 calls per day
- 99.6% daily quality score
- Under two-minute wait times
- Six FTEs: five Call Takers, one Program Manager

Funding Requests:

- 2026 Amended Budget: $150,000 for CRM replacement and basic integrations
- 2027 Budget: $250,000 for full platform implementation with broader integrations
- Ongoing operational costs required for maintenance and improvements

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

This item was for information only, and no action was required.

Adjournment: (Discussion Begins: 2:50:33)

Commissioner Howard made a motion to adjourn the meeting. The motion was seconded by Commissioner Lopez.

Vote: Motion carried 5-0

- Ayes: Lopez, Hill, Howard, Kump, Ramirez
- Nays: None
- Absent: None

The meeting was adjourned at 7:44 PM.

mls

Tracking ID: 21521

Report to

Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Jeffrey Conway, Assistant Counsel jconway@wycokck.org x5075	Legal

AGENDA ITEM #4.1.
CHARTER RESOLUTION: TO ABOLISH THE EXISTING WYANDOTTE COUNTY LIBRARY BOARD, RECREATE A NEW WYANDOTTE COUNTY LIBRARY BOARD, AND REPEALS CHARTER RESOLUTION NO. CR-01-99.
BACKGROUND
Adopt a Charter Resolution exempting the Unified Government from the provisions of K.S.A. 12-1222 and 12-1224, which relate to county library boards; enacting substitute and additional provisions; abolishing the existing Wyandotte County Library Board; recreating a new Wyandotte County Library Board; and repealing original Charter Resolution No CR-01-99.
RECOMMENDATION
Approve
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS
N/A
LEGAL/ POLICY CONSIDERATIONS
ATTACHMENTS
Proposed Charter Resolution 2026 (4)

Approved by Mayor/Administrator to add to agenda.

(Published ________________ and __________________)

CHARTER RESOLUTION NO. CR-____-26

A CHARTER RESOLUTION exempting the Unified Government of Wyandotte County/Kansas City, Kansas from the provisions of K.S.A. 12-1222 and 12-1224, which relate to county library boards; enacting substitute and additional provisions; abolishing the existing Wyandotte County Library Board; recreating a new Wyandotte County Library Board; and repealing original Charter Resolution No. CR-01-99.

WHEREAS, the Board of Commissioners of the Unified Government of Wyandotte County/Kansas City, Kansas enacted Charter Resolution No. CR-01-99 on August 5, 1999, and the charter resolution was published on August 11 and 18, 1999, and the charter resolution became effective 61 days after final publication;

WHEREAS, Charter Resolution No. CR-01-99 exempted the Unified Government from the provisions of K.S.A. 12-1222 and 12-1224, relating to the composition, terms, appointment, and officers of county library boards;

WHEREAS, Charter Resolution No. CR-01-99 authorized a taxing district for the areas of Piper, Edwardsville, and Turner in Wyandotte County and created a countywide library board with representation from the taxing district as well as from areas in the county that were already served by a pre-existing library, i.e., the Kansas City, Kansas Public Library and the Bonner Springs City Library;

WHEREAS, on May 27, 2025, the City of Edwardsville adopted Charter Ordinance No. 2025-02, and which became effective on August 13, 2025, with the intent to: charter out of the provisions of K.S.A. sections 12-1220 through 12-1230; provide for library services directly under city management or via contracting; discontinue the tax levy under the library statutes; and establish alternative funding and library operations;

WHEREAS, on June 9, 2025, the City of Edwardsville adopted Ordinance No. 1084, which established the Edwardsville Public Library as a department of the city, and such ordinance also became effective on August 13, 2025;

WHEREAS, at the request of the City of Edwardsville, the Wyandotte County Library Board authorized the allocation of $800,000 for the Edwardsville Public Library on December 16, 2025;

WHEREAS, the Legislature adopted HB 2769 on March 19, 2026, and the governor signed the bill on April 6, 2026, with an effective date of approximately July 1, 2026, which bill provides that any subordinate service taxing area created by a municipality which has an appointed governing body is required to have its members be residents of such taxing district or its non-resident members be made nonvoting members; and

WHEREAS, the desire of the City of Edwardsville to establish its own municipal library and to withdraw from the taxing district authorized under Charter Resolution CR-01-99 requires the dissolution of the existing Wyandotte County Library Board and the recreation of a new Wyandotte County Library Board, with the adoption of a new Charter Resolution to reflect Edwardsville's new status.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS:

Section 1. Home rule exemption from acts of the legislature.

The Unified Government of Wyandotte County/Kansas City, Kansas, by the power vested in it by K.S.A. 19-101a and 19-101b, hereby elects to exempt itself and make inapplicable to it the provisions of K.S.A. 12-1222 and 12-1224 relating to county library boards.

Section 2. Abolition of existing board and creation of new board.

The Wyandotte County Library Board as originally established by Charter Resolution No. CR-01-99 enacted on August 5, 1999, and as existing prior to the effective date of this Charter Resolution, is hereby abolished. Beginning on the effective date of this Charter Resolution, a new Wyandotte County Library Board is hereby created as an agency of the Unified Government of Wyandotte County/Kansas City, Kansas.

Section 3. Authorization of a taxing district.

On the effective date of this Charter Resolution, three public libraries have been established in Wyandotte County: Kansas City, Kansas Public Library; Bonner Springs City Library; and the Edwardsville Public Library. This charter resolution authorizes the establishment of a new taxing district consisting of the Piper and Turner areas that lie outside of the boundaries of the three existing libraries.

Section 4. Appointment, term of office, and residence.

That the Wyandotte County Library Board shall hereafter consist of eleven board members occupying positions to be numbered one through eleven to be appointed as set forth in Section 2-382 of the Unified Government Code of Ordinances, and members shall serve for the term indicated therein. Members occupying positions 2, 4, 5, 7, and 8 shall reside in the Piper area (USD 203, or in that portion of USD 204 that lies inside of Kansas City, Kansas). Members occupying positions 3, 6, 9, 10, and 11 shall reside in the Turner area (USD 202). The member occupying position 1, who is appointed by the Mayor, shall reside in either the Piper area or in the Turner area. The term of each member shall generally coincide with the term of the appointing mayor or commissioner.

Section 5. Vacancies.

Any position on the library board which becomes vacant shall be filled for the remainder of the unexpired term of the position according to the procedure set out in Section 2-382 of the Unified Government Code of Ordinances and adhering to the residency requirements set out in Section 4 of this Charter Resolution.

Section 6. Attendance, forfeiture, notice, meetings, removal, and quorum.

Except as otherwise provided in state or local law or in this Charter Resolution, requirements for attendance at meetings, forfeiture of office, compensation, notice of appointments, meetings, appointment of chairpersons, removal from office, and quorum shall be as set out in Division 1 of Article VIII of Chapter 2 of the Code of Ordinances.

Section 7. Powers and duties.

The library board shall have the power and duty to contract with any library for the furnishing of library services to Wyandotte County and such other powers and duties conferred by statute or not otherwise prohibited. The library board shall have the power to make bylaws for the orderly transaction and management of its business.

Section 8. Officers.

The officers of the library board shall consist of a chairperson, a vice-chairperson, a secretary, and a treasurer. The chairperson and vice-chairperson shall be appointed by the mayor and shall be chosen from among the members of the library board. The secretary and treasurer shall be elected by and from the board members.

The chairperson shall be the presiding officer at all meetings, except that for any meeting at which the chairperson is absent the vice-chairperson shall be the presiding officer. If any provision of state law The chairperson Representatives of the public libraries in Wyandotte County may attend meetings and report on the status of their libraries upon request.

Section 9. Treasurer.

The treasurer of the library board shall comply with the provisions of K.S.A. 12-1226 and amendments thereto. The director of revenue of the unified government shall comply with the provisions of K.S.A. 12-1226 and amendments thereto, and all moneys from the library fund shall be paid out as set forth in that section.

Section 10. If any provision of this Charter Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of the Charter Resolution which can be given effect without the invalid provisions or application and to this end the provisions of this Charter Resolution are declared to be severable.

Section 11. That original Charter Resolution No. CR-01-99 be and the same is hereby repealed.

Section 12. This Charter Resolution shall be published once each week for two consecutive weeks in the Wyandotte *Echo*.

Section 13. This is a charter resolution and shall take effect no sooner than 61 days after final publication, unless a sufficient petition for a referendum is filed and a referendum is held on the charter resolution as provided in K.S.A. 19-101b, in which case the charter resolution shall become effective if approved by a majority of the electors voting thereon.

Section 14. Subject to the provisions of Section 13 of this Charter Resolution, the effective date of this Charter Resolution shall be delayed until November 1, 2026.

PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, NOT LESS THAN TWO-THIRDS OF THE MEMBERS ELECT VOTING IN FAVOR THEREOF, THIS _______ DAY OF ______________, 2026.

____
Christal E. Watson, Mayor/CEO

ATTEST:

____
Monica Sparks, Unified Government Clerk

Approved as to Form:

____
Angela J. Lawson, Acting Chief Counsel

Tracking ID: 21394

Report to
Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Wesley McKain, Policy & Development Manager wmckain@wycokck.org X8833	Health Department

AGENDA ITEM #4.2.
RESOLUTION: DEPARTMENT OF JUSTICE GRANT TO SUPPORT THE HEALTH DEPARTMENT'S PEER SUPPORT RECOVERY PROGRAM (2026-2029)

BACKGROUND

- The Public Health Department was awarded the Department of Justice (DOJ) Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) grant in September 2023. It was a 3-year grant for $1.3 million. The grant term ends on 9/30/2026. **This application is a renewal submission for that grant.**

- The grant funds the Health Dept's Peer Support Recovery Program. That includes 3 FTE: 2 peers who are in long-term recovery from substance abuse, and a Program coordinator.

- The grant also funds 1 FTE licensed substance use counselor who resides within UG Community Corrections. These services are performed by a behavioral health partner, who is sub-warded funds through the grant. In the 2023-2026 grant cycle Wyandot Behavioral Health Network is the partner.

- The grants funds the following activities:
    1. A partnership with the UG Drug Court to provide recovery support services. That includes peer-to-peer counseling, navigating healthcare and social services, crisis counseling, and other services.
    2. A partnership with the UG Drug Court and UG Community Corrections to assess those who have committed eligible offenses for substance use disorder or a mental health disorder, so they can join the Drug Court and Behavioral Health Court.
        - This grant has shortened the assessment period from an avg of 3 weeks to several days.
    3. Distributing naloxone (Narcan) to community-agencies and training staff and residents on using it.
    4. Performing street outreach to homeless residents with substance use disorders, to get them in recovery and move them into housing
        - Partnership with the KCKPD CIT team.
    5. Teaching classes at the Drug Court for those in the program
    6. Supports for Drug Court participants to complete the 12-month recovery, including transportation assistance and short-term hotel vouchers.

- The deadline for submitting the application is May 11, 2026.

- **For this second application, we adding the UG Behavioral and UG Veterans Courts, to serve all the Specialty Courts.**

Funding amount is $1.3 million over 3 years, 9/30/2026 – 9/29/2029

RECOMMENDATION

Approve

Approval of grant request

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

The Health Department provided match funding of $114,500 from Opioid Settlement Funds it received. $100,800 for naloxone (Narcan), and $13,700 for marketing peer support and recovery services to the community.

LEGAL/ POLICY CONSIDERATIONS

A resolution of grant acceptance is required.

ATTACHMENTS

Resolution Approving HD application for DOJ grant CLEAN copy, Resolution Approving HD application for DOJ grant, Commission Action Civic Clerk - DOJ COSSUP grant 2026, DOJ Grant Package Application 2026, CAO Approval for early submission_DOJ grant

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. __________________

A RESOLUTION FOR THE WYANDOTTE COUNTY PUBLIC HEALTH DEPARTMENT'S APPLICATION FOR A THREE-YEAR GRANT FROM THE DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE AFFAIRS, TO SUPPORT SUBSTANCE USE RECOVERY, AND ALLOCATION OF FUNDS FOR ELIGIBLE USES

WHEREAS, the Wyandotte County Public Health Department ("the Health Department") hosts a Peer Support Recovery Program in which staff with a history of substance use addiction, who have been in long-term recovery, provide supportive services to residents who are caught in addiction and trying to recover; and

WHEREAS, the Health Department partners with UG Community Corrections and the Wyandotte County Drug Court and Behavioral Court to embed peer support specialists in their programs, and pays for a Licensed Addictions Counselor to reside in Community Corrections to do assessment and counseling; and

WHEREAS, the Health Department was awarded a Department of Justice (DOJ) Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) grant in September 2023, which funds this program through 9/30/2026; and

WHEREAS, the Health Department seeks to continue this program past 9/30/2026, and needs federal resources to do so; and

WHEREAS, the Department of Justice released the grant notice on March 25, 2026, with an application deadline of May 11, 2026, for the next COSSUP grant cycle; and

WHEREAS, because of the short timeline, the Health Department has applied for this grant in the amount of $1.3 million and is seeking retroactive approval from the Unified Government Commission. The grant, if awarded, will be used to support salaries and benefits of Health Department staff who work in the Substance Use program, as well as a Licensed Addictions Counselor on contract to reside within UG Community Corrections; and

WHEREAS, the Health Department is providing $114,500 in grant match, from Opioid Settlement Funds which have previously been allocated to the department by the Board of Commissioners, and includes naloxone (Narcan) as well as marketing & communications to the community about the peer program and other substance use resources;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS AS FOLLOWS:

Section 1. The Unified Government Board of Commissioners hereby approves the application for and, should the grant be awarded to the Health Department, its acceptance of the

Department of Justice, Bureau of Justice Affairs COSSUP grant for a term of three years for a total grant amount of up to $1,300,000.00.

Section 2. If the Health Department is awarded the Department of Justice COSSUP grant, the Unified Government Board of Commissioners hereby approves the allocation of the award amount to support the salaries and benefits of staff within the Substance Use program, as well as a contracted/sub-awarded agency to provide a Licensed Addictions Counselor;

Section 3. If the Health Department is awarded the Department of Justice COSSUP grant, the County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 4. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS ________ DAY OF ____________________________, 2026.

____
Christal E. Watson, Mayor/CEO

Attest:

____
Unified Government Clerk

Approved as to Form:

____

RESOLUTION NO. _________________

A RESOLUTION FOR THE WYANDOTTE COUNTY PUBLIC HEALTH DEPARTMENT'S APPLICATION FOR A THREE-YEAR GRANT FROM THE DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE AFFAIRS, TO SUPPORT SUBSTANCE USE RECOVERY, AND ALLOCATION OF FUNDS FOR ELIGIBLE USES

WHEREAS, the Wyandotte County Public Health Department ("the Health Department") hosts a Peer Support Recovery Program in which staff with a history of substance use addiction, who have been in long-term recovery, provide supportive services to residents who are caught in addiction and trying to recover; and

WHEREAS, the Health Department partners with UG Community Corrections and the Wyandotte County Drug Court and Behavioral Court to embed peer support specialists in their programs, and pays for a Licensed Addictions Counselor to reside in Community Corrections to do assessment and counseling; and

WHEREAS, the Health Department was awarded a Department of Justice (DOJ) Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) grant in September 2023, which funds this program through 9/30/2026; and

WHEREAS, the Health Department seeks to continue this program past 9/30/2026, and needs federal resources to do so; and

WHEREAS, the Department of Justice released the grant notice on March 25, 2026, with an application deadline of May 11, 2026, for the next COSSUP grant cycle; and

WHEREAS, because of the short timeline, the Health Department ~~wishes to apply~~has applied for this grant in the amount of $1.3 million and is seeking retroactive approval from the Unified Government Commission.~~,~~ ~~which~~The grant, if awarded, will be used to support salaries and benefits of Health Department staff who work in the Substance Use program, as well as a Licensed Addictions Counselor on contract to reside within UG Community Corrections; and

WHEREAS, the Health Department is providing $114,500 in grant match, from Opioid Settlement Funds which have previously been allocated to the department by the Board of Commissioners, and includes naloxone (Narcan) as well as marketing & communications to the community about the peer program and other substance use resources;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS AS FOLLOWS:

Section 1. The Unified Government Board of Commissioners hereby approves the application for and, should the grant be awarded to the Health Department, its acceptance of the

Department of Justice, Bureau of Justice Affairs COSSUP grant for a term of three years for a total grant amount of up to $1,300,000.00.

Section 2. If the Health Department is awarded the Department of Justice COSSUP grant, the Unified Government Board of Commissioners hereby approves the allocation of the award amount to support the salaries and benefits of staff within the Substance Use program, as well as a contracted/sub-awarded agency to provide a Licensed Addictions Counselor;

Section 3. If the Health Department is awarded the Department of Justice COSSUP grant, the County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 4. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS ________ DAY OF ____________________________, 2026.

____
Christal E. Watson, Mayor/CEO

Attest:

____
Unified Government Clerk

Approved as to Form:

____

Commission Agenda Item Report

Title:	Grant request: Department of Justice (DOJ) for Health Dept Peer Support Recovery Program
Proposed Agenda Date:	Next Administration & Human Services Committee **Grant application due May 11**
Presented by:	Wesley McKain, Community Health Manager, Public Health

BACKGROUND:

- The Public Health Department was awarded the Department of Justice (DOJ) Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) grant in September 2023. It was a 3-year grant for $1.3 million. The grant term ends on 9/30/2026. **This application is a renewal submission for that grant.**

- The grant funds the Health Dept's Peer Support Recovery Program. That includes 3 FTE: 2 peers who are in long-term recovery from substance abuse, and a Program coordinator.

- The grant also funds 1 FTE licensed substance use counselor who resides within UG Community Corrections. These services are performed by a behavioral health partner, who is sub-warded funds through the grant. In the 2023-2026 grant cycle Wyandot Behavioral Health Network is the partner.

- The grants funds the following activities:
    1. A partnership with the UG Drug Court to provide recovery support services. That includes peer-to-peer counseling, navigating healthcare and social services, crisis counseling, and other services.
    2. A partnership with the UG Drug Court and UG Community Corrections to assess those who have committed eligible offenses for substance use disorder or a mental health disorder, so they can join the Drug Court and Behavioral Health Court.
        - This grant has shortened the assessment period from an avg of 3 weeks to several days.
    3. Distributing naloxone (Narcan) to community-agencies and training staff and residents on using it.
    4. Performing street outreach to homeless residents with substance use disorders, to get them in recovery and move them into housing
        - Partnership with the KCKPD CIT team.
    5. Teaching classes at the Drug Court for those in the program
    6. Supports for Drug Court participants to complete the 12-month recovery, including transportation assistance and short-term hotel vouchers.

- The deadline for submitting the application is May 11, 2026.

- **For this second application, we adding the UG Behavioral and UG Veterans Courts, to serve all the Specialty Courts.**

- Funding amount is $1.3 million over 3 years, 9/30/2026 – 9/29/2029

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS:

There is no match required. The Substance Use Program is also supported by Opioid Settlement Funds allocated to the Health Department.

POLICY CONSIDERATIONS:
- No policy considerations required.

PROCUREMENT CONSIDERATIONS:
- We will subaward funds to a partner agency to provide Behavioral Health services to clients within the Drug Court, Behavioral Court, and Veterans Court.

LEGAL CONSIDERATIONS:
- A resolution of grant acceptance is required.

RECOMMENDED ACTION:
- Approval of grant request.

COUNTY ADMINISTRATION COMMENTS:
-

MAYOR AGENDA DIRECTION:
-

Standard Applicant Information

Project Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Wyandotte County Peer Support Program	9/30/26	9/29/29

Federal Estimated Funding (Federal Share)	Applicant Estimated Funding (Non-Federal Share)	Program Income Estimated Fun
1300000.0	114500.0	0.0

Total Estimated Funding

1414500.0

Areas Affected by Project (Cities, Counties, States, etc.)

Wyandotte County, KS
Kansas City, KS
Edwardsville, KS
Bonner Springs, KS

Type Of Applicant

Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

——

Type of Applicant 3: Select Applicant Type:

——

Other (specify):

——

Application Submitter Contact Information

Application POC Prefix Name
Ms.

Application POC First Name
Karah

Application POC Middle Name
——

Application POC Last Name
Barnes

Application POC Suffix Name
——

Organizational Affiliation
Unified Government Public Health Department

Title
Substance Use Coordinator

Email ID
kbarnes@wycokck.org

Phone Number
913-573-6751

Fax Number
——

ORINumber
——

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? *

c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Federal Debt?
No

SF424 Attachments (5)

Name
Disclosure of Lobbying Activities_UG

Date Added
5/11/26

Name
manifest.txt

Date Added
5/3/26

Name
Form SF424_4_0-V4.0.pdf

Date Added
5/3/26

Name
SF424_4_0-1234-KS-02 and KS-03.pdf

Date Added
5/3/26

Name
GrantApplication.xml

Date Added
5/3/26

Load more

Authorized Representative

Authorized Representative Information

Prefix Name
Mr.

First Name	Middle Name	Last Name	Suffix Name
David	W.	Johnston	——

Title
County Administrator

Verify Legal Name, Doing Business As, and Legal Address

Legal Name
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY K

Doing Business As

UEI
PD76T7LUCLS2

Legal Address
Street 1
701 N 7TH ST
Street 2

City	State	Zip/Postal Code
KANSAS CITY	KS	66101

CongressionalDistrict	Country
02	USA

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name

Karah Barnes

Certification Date / Time

05/11/2026 08:10 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:
   a. Contact your Entity Administrator.
   b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new applicat Grants.gov with using the correct UEI/SAM profile.

Proposal Abstract

Wyandotte County has some of the lowest health outcomes in the state of Kansas and consistently has among the highest rates of overdose and su misuse. While overdose deaths have fallen since 2022, in line with national trends, they have decreased at a significantly lower rate in this county Wyandotte County Public Health Department (WyCo PHD) is committed to reducing overdose deaths and expanding the region's ability to supp residents experiencing substance misuse to increase health and safety for all community members. WyCo PHD is requesting funds to sustain its e based Wyandotte County Peer Support Program, a Licensed Clinical Addiction Counselor, and capacity building efforts through outreach and ed

The Wyandotte County Peer Support Program and Licensed Clinical Addiction Counselor are part of a vital substance misuse treatment ecosyste partnership between Community Corrections, treatment courts, and the community mental health center, Peer Support Specialists from WyCo PH residents navigating their recovery journey and complying with treatment court and corrections plans. One of few available peer support services Wyandotte, Peer Support Specialists at the WyCo PHD play a key role in both connecting participants to resources and ensuring SUD services ar accessible. The LCAC provides timely assessments of pre-trial and post-trial residents to connect with necessary services and mental health supp faster rates than possible before the creation of the role. Peer Support Specialists also work alongside homeless outreach organizations including Community Outreach and Eden Village on a weekly basis to offer support to those in our community who are experiencing both homelessness ar

While resources exist within the county, coordination of care and connection of services has remained a barrier to substance use response. The W has stepped in to address this by forming the Wyandotte County Recover Collective, a substance misuse response coalition of service providers a region. The coalition includes mental health providers, police and community policing, fire and EMS, substance use treatment partners, housing and other social service organizations. Convened by the coordinator at WyCo PHD, this proposal allows for the continued funding of the role to c

coalition can continue. This role is the heart of outreach and education efforts in the county, responsible for naloxone distribution planning, coali convening, training to stakeholders on substance use and naloxone, and supervision of the Peer Support Program.

Capacity building relies on the collaboration of resource and service providers, and the ongoing education of community organizations, business general public. The WyCo PHD is dedicated to the safety and health of Wyandotte County, addressing substance use in a coordinated response ac sectors to better the lives of the residents we serve.

Data Requested with Application

- **Financial Management and System of Internal Controls**
- **Funding Priority Inventory 2**
- **Funding Priority Inventory 3**

Proposal Narrative

Name	Category	Created by	Date Added
Wyandotte County COSSUP Narrative FINAL.docx	Proposal Narrative	Karah Barnes	05/11/2026

Budget and Associated Documentation

Budget Summary

Budget / Financial Attachments

Indirect Cost Rate Agreement

No documents have been uploaded for Indirect Cost Rate Agreement

Consultant Rate Justification

No documents have been uploaded for Consultant Rate Justification

Employee Compensation Waiver

No documents have been uploaded for Employee Compensation Waiver

Financial Management Questionnaire (Including applicant disclosure of high-risk status)

No documents have been uploaded for Financial Management Questionnaire

Disclosure of Process Related to Executive Compensation

No documents have been uploaded for Disclosure of Process Related to Executive Compensation

Additional Attachments

No documents have been uploaded for Additional Attachments

Budget and Associated Documentation

Budget Category	Year 1	Year 2	Year 3	Total
Personnel	$159,482	$164,266	$169,195	$492,943
Fringe Benefits	$84,745	$87,287	$89,906	$261,938
Travel	$2,686	$6,190	$2,659	$11,535
Equipment	$0	$0	$0	$0
Supplies	$42,800	$33,600	$33,600	$110,000
Construction	$0	$0	$0	$0
SubAwards	$99,608	$99,608	$99,608	$298,824
Procurement Contracts	$14,850	$10,350	$10,350	$35,550
Other Costs	$22,200	$22,200	$22,200	$66,600
Total Direct Costs	$426,371	$423,501	$427,518	$1,277,390
Indirect Costs	$49,419	$43,544	$44,147	$137,110
Total Project Costs	$475,790	$467,045	$471,665	$1,414,500
Federal	$428,490	$433,445	$438,065	$1,300,000
Non-Federal	$47,300	$33,600	$33,600	$114,500

Budget Totals

	Total	Percentage

	Total	Percentage
Total Project Cost	$1,414,500	
Federal Funds	$1,300,000	91.91%
Non-Federal Amount	$114,500	8.09%
Match Amount	$114,500	8.09%
Program Income	$0	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

DOES THIS BUDGET CONTAIN CONFERENCE COSTS WHICH IS DEFINED BROADLY TO INCLUDE MEETINGS, RETREATS, SEMINARS, SYMPOSIA, AND TRAINING ACTIVITIES? Yes

Personnel

Instructions

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Comper for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the narrative section, pleas specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objecti in your application.

Year 1

Year 1

Personnel Detail

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Valentino Barajas	Peer Support Specialist	$44,908.00	Y	1.00	100.00%	$44,908.00
Keatherann Sharp	Peer Support Specialist	$46,303.00	Y	1.00	100.00%	$46,303.00
Karah Barnes	Substance Misuse Coordinator	$68,271.00	Y	1.00	100.00%	$68,271.00

Personnel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$159,482	$0	$159,482

Additional Narrative

Two (2) Peer Support Specialists. 100% of these individuals time will be dedicated to the project. Valentino Barajas,annual salary of $44,908, will recieve COLA raise in year two and three. Keatherann Sharp, annual salary of $46,303, will recieve a 3% COLA raise in year two and three. The Peer Support S connect with people who use drugs, to provide warm handoffs and referrals to treatment programs within treatment courts and other high-risk areas for o and substance use needs within the county. They do outreach and education with partners serving the unhoused population in Wyandotte County and al referrals to social and community services which aid recovery. Both Peer Support Specialists host their own weekly recovery meetings for clients.

Karah Barnes, Substance Misuse Coordinator and project coordinator. 100% of this individuals time will be dedicated to the project. Karah Barnes, annua of $68,271, will recieve a 3% COLA raise in year two and three. This individual conducts weekly program meetings with the peer support specialists to monitor caseloads, barriers and successes. She organizes monthly checkins with treatment court partners to assess progress and share updates on programming. She manages the hotel voucher, UBER, and client phone programs. The coordinator also convenes monthly meetings of the Wyandotte R Collective, a coalition built from local resource partners and providers who work in the recovery field, and leads coalition activities like summit planning, r guide development and distribution.

Naloxone training and distribution is collaboratively handled by all three staff members.

Year 2

Year 2

Personnel Detail

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Valentino Barajas	Peer Support Specialist	$46,255.00	Y	1.00	100.00%	$46,255.00
Keatherann Sharp	Peer Support Specialist	$47,692.00	Y	1.00	100.00%	$47,692.00
Karah Barnes	Substance Misuse Coordinator	$70,319.00	Y	1.00	100.00%	$70,319.00

Personnel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$164,266	$0	$164,266

Additional Narrative

Valentino Barajas, Keatherann Sharp, and Karah Barnes all receive an 3% COLA raise in year 2.

Year 3

Year 3

Personnel Detail

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Valentino Barajas	Peer Support Specialist	$47,643.00	Y	1.00	100.00%	$47,643.00
Keatherann Sharp	Peer Support Specialist	$49,123.00	Y	1.00	100.00%	$49,123.00
Karah Barnes	Substance Misuse Coordinator	$72,429.00	Y	1.00	100.00%	$72,429.00

Personnel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$169,195	$0	$169,195

Additional Narrative

Valentino Barajas, Keatherann Sharp, and Karah Barnes all receive an 3% COLA raise in year 3.

Fringe Benefits

Instructions

Fringe benefits should be based on the actual known costs or an approved negotiated rate by a Federal Agency. If not based on an approved negotiated ra composition of the fringe benefit package. Fringe benefits are for the personnel listed in Personnel budget category listed and only for the percentage of tin to the project. In the narrative section, please provide a specific description for each item

Year 1

Fringe Benefit Detail

Name	Base	Rate (%)	Total Cost
Valentino Barajas	$44,908.00	46.38%	$20,828.33
Keatherann Sharp	$46,303.00	83.81%	$38,806.54
Karah Barnes	$68,271.00	36.78%	$25,110.07

Fringe Benefits Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$84,745	$0	$84,745

Additional Narrative

Fringe rates for the Unified Government include comprehensive health coverage, with medical, dental, and vision. That costs us $30,287 annually for fan coverage, and $12,564 annually for individual, per employee. There is also a standard life insurance benefit ($28). The remainder of the benefits are ass rate. They include contribution to Kansas Public Employee Retirement System (10.59% of salary); Social Security (6.20% of salary); Medicare (1.45% of and Unemployment insurance (.10% of salary).

Keatherann Sharp has family health coverage. Karah Barnes and Valentino Barajas have individual health coverage.

Fringe rate = (Health insurance + Life insurance + (Base Salary * 18.34%)) / Base Salary

Valentino Barajas = ($12,564 + $28 + ($44908 * 18.34%)) / $44,908) = **46.38%**

Keather Sharp fringe = ($30,287 + $28 + ($46303 * 18.34%)) / $46,303) = **83.81%**

Karah Barnes fringe = ($12,564 + $28 + ($68,271 * 18.34%)) / $68,271) = **36.78%**

Note: In FY23, we received feedback from the financial review that the fringe rate seemed high for the peers. As an explanation: the high fringe rate for K Sharp (83.81%) is because of family health coverage, paid as a lump sum per employee. Peer support specialist positions have modest salaries, so the f can get quite high when benefits are compared to salaries. Our two other staff have individual health coverage, so their fringe rates are lower.

Year 2

Fringe Benefit Detail

Name	Base	Rate (%)	Total Cost
Valentino			

Barajas	$46,255.00	46.38%	$21,453.07
Keatherann Sharp	$47,692.00	83.81%	$39,970.67
Karah Barnes	$70,319.00	36.78%	$25,863.33

Fringe Benefits Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$87,287	$0	$87,287

Additional Narrative

Fringe cost for Year 2 = Year 1 fringe + 3% estimated increase in health coverage costs, and 3% COLA. Because benefits and salaries increase the sam the rates remains the same.

Fringe rate = (Health insurance + Life insurance + (Base Salary * 18.34%)) / Base Salary

Valentino Barajas = ($12,941 + $28 + ($46,255 * 18.34%)) / $46,255) = **46.38%**

Keather Sharp fringe = ($31,196 + $28 + ($47,692 * 18.34%)) / $47,692) = **83.81%**

Karah Barnes fringe = ($12,941+ $28 + ($70,319 * 18.34%)) / $70,319) = **36.78%**

Year 3

Fringe Benefit Detail

Name	Base	Rate (%)	Total Cost
Valentino Barajas	$47,643.00	46.38%	$22,096.82
Keatherann Sharp	$49,123.00	83.81%	$41,169.99
Karah Barnes	$72,429.00	36.78%	$26,639.39

Fringe Benefits Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$89,906	$0	$89,906

Additional Narrative

Fringe cost for Year 3 = Year 2 fringe + 3% estimated increase in health coverage costs, and 3% COLA. Because benefits and salaries increase the sam the rates remains the same.

Fringe rate = (Health insurance + Life insurance + (Base Salary * 18.34%)) / Base Salary

Valentino Barajas = ($13,329 + $28 + ($47,643 * 18.34%)) / $47,643) = **46.38%**

Keather Sharp fringe = ($32,132 + $28 + ($49,123 * 18.34%)) / $49,123) = **83.81%**

Karah Barnes fringe = ($13,329 + $28 + ($72,429 * 18.34%)) / $72,429) = **36.78%**

Travel

Instructions

Itemize travel expenses for staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel ex reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In train

projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of trav known; if unknown, indicate "location/dates to be determined." In the narrative section, please provide a specific description for each item, and explain item supports the project goals and objectives outlined in your application.

Year 1

Travel Detail

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Feder Requ
State Conference	Kansas	Meals	Day	$49.00	2.00	3.00	1.00	$294.00		$294.0
State Conference	Kansas	Lodging	Night	$110.00	2.00	3.00	1.00	$660.00		$660.0
State Conference	Wichita, Kansas	Transportation	Round-Trip	$0.70	394.00	1.00	1.00	$275.80		$275.8
Peers Mileage	Kansas City, KS	Mileage	Mile	$0.70	10.00	2.00	104.00	$1,456.00		$1,456

Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$2,686	$0	$2,686

Additional Narrative

State Conference Lodging: GSA FY2026 Per Dim rate for daily lodging in Kansas is $110/night.
State Conference Transportation: Last year's Opioid and Stimulant Conference was in Wichita, KS, or 394 round-trip miles from the Wyandotte Co Health Dept. Using that conference for estimation purposes. The GSA mileage rate for FY26 is $.70. The 3 staff will carpool in one vehicle.
State Conference Meals: Most conferences provide lunch, so daily estimate is $16/breakfast + $28/dinner +$5 incindental = $49/day. Estimating 2 for 3 staff.
Peers Mileage: Peer support specialists drive all over the county to visit clients. Estimating 2 trips per week @ 10 miles per trip for 52 weeks. Using FY26 mileage rate of $.70.

We've budgeted for sufficient travel & training to keep staff updated with trends in the recovery field and connected with Kansas stakeholders. The th supported staff are budgeted for one state conference per year, and 1 national conference each during the grant term. The national conference is bu Year 2.

Conference examples include the national All Rise Specialty Conference, location announced yearly at different cities in the United States, and the K Opioid and Stimulant Conference, which was in Wichita last year. These conferences are vital to recovery workers as the landscape of substance us treatments is in constance development. One of our staff, Keather Sharp, has also presented at the Kansas Opioid and Stimulant Conference to sha innovative and collaborative work of the Wyandotte County Public Health Department Peer Support Program.

Year 2

Travel Detail

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Feder Requ
State										

State Conference	Kansas	Meals	Day	$49.00	2.00	3.00	1.00	$294.00	$294.0
State Conference	Kansas	Lodging	Night	$110.00	2.00	3.00	1.00	$660.00	$660.0
State Conference	Wichita, KS	Transportation	Round-Trip	$0.70	394.00	1.00	1.00	$275.80	$275.8
National Conference	Nashville, TN	Meals	Day	$63.00	3.00	3.00	1.00	$567.00	$567.0
National Conference	Nashville, TN	Transportation	Round-Trip	$328.00	1.00	3.00	1.00	$984.00	$984.0
National Conference	Nashville, TN	Lodging	Night	$217.00	3.00	3.00	1.00	$1,953.00	$1,953
Peers Mileage	Kansas City, KS	Mileage	Mile	$0.70	10.00	2.00	104.00	$1,456.00	$1,456

Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$6,190	$0	$6,190

Additional Narrative

State Conference Lodging: GSA FY2026 Per Dim rate for daily lodging in Kansas is $110/night.
State Conference Transportation: Last year's Opioid and Stimulant Conference was in Wichita, KS, or 394 round-trip miles from the Wyandotte Co Health Dept. Using that conference for estimation purposes. The GSA mileage rate for FY26 is $.70. The 3 staff will carpool in one vehicle.
State Conference Meals: Most conferences provide lunch, so daily estimate is $16/breakfast + $28/dinner +$5 incindental = $49/day. Estimating 2 for 3 staff.

National Conference Lodging: The 2026 RISE conference, focused on serving justice-involved individuals with mental health and substance use d will be in Nashville, TN. Using Nashville for estimation purposes. GSA FY26 lodging rate is $217/night. Estimating 3 nights.
National Conference Transportation: Using Nashville as an estimate, roundtrip tickets in July 2026 from Kansas City to Nashville were $328. Estir staff.
National Conference Meals: Most conferences provide lunch, so daily estimate for Nashville is $22/breakfast + $36/dinner +$5 incindental = $63/da Estimating 3 days travel for 3 staff.

Peers Mileage: Peer support specialists drive all over the county to visit clients. Estimating 2 trips per week @ 10 miles per trip for 52 weeks. Using FY26 mileage rate of $.70.

Conference examples include the national All Rise Specialty Conference, focused on serving justice-involved individuals with mental health and subs disorders, with location announced yearly at different cities in the United States. In July 2026 this conference will be in Nashville, so we're using that estimation purposes. The state example is the the Kansas Opioid and Stimulant Conference, hosted in different cities in Kansas. In 2025 the confere held in Wichita, KS, so using that for estimation purposes.

Year 3

Travel Detail

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Feder Requ
State Conference	Kansas	Meals	Day	$49.00	2.00	3.00	1.00	$294.00		$294.0
State Conference	Kansas	Lodging	Night	$110.00	2.00	3.00	1.00	$660.00		$660.0
State Conference	Wichita, KS	Transportation	Round-Trip	$0.70	395.00	1.00	1.00	$276.50		$276.5
Peers Mileage	Kansas City, KS	Mileage	Mile	$0.70	10.00	2.00	102.00	$1,428.00		$1,428

Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$2,659	$0	$2,659

Additional Narrative

State Conference Lodging: GSA FY2026 Per Dim rate for daily lodging in Kansas is $110/night.
State Conference Transportation: The 2025 Opioid and Stimulant Conference was in Wichita, KS, or 395 round-trip miles from the Wyandotte Cou
Dept. Using that conference for estimation purposes. The GSA mileage rate for FY26 is $.70. The 3 staff will carpool in one vehicle.
State Conference Meals: Most conferences provide lunch, so daily estimate is $16/breakfast + $28/dinner +$5 incindental = $49/day. Estimating 2
for 3 staff.
Peers Mileage: Peer support specialists drive all over the county to visit clients. Estimating 2 trips per week @ 10 miles per trip for 52 weeks. Using
FY26 mileage rate of $.70.

Equipment

Instructions

List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expend should be included in the "Supplies" category Applications should analyze the cost benefits of purchasing versus leasing equipment, especially high cost it those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Sub awards" (Su grants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success In the budget narrative, explain equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the detail worksheet and budget narrative.

Year 1

Equipment Detail

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request

No items

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 2

Equipment Detail

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items					

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 3

Equipment Detail

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items					

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Supply Items

Instructions

List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than $10,000, such as books tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of t All requested information must be included in the budget detail worksheet and budget narrative.

Year 1

Supply Item Detail

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Matchbooks	2,500.00	$0.08	$200.00	$200.00	$0.00
Water bottles	500.00	$4.00	$2,000.00	$2,000.00	$0.00

Water bottles	500.00	$4.00	$2,000.00	$2,000.00	$0.00
Safety bags	300.00	$3.00	$900.00	$900.00	$0.00
Peer Program t-shirts	50.00	$18.00	$900.00	$900.00	$0.00
Printing - Community Resource Guide	700.00	$4.00	$2,800.00	$2,800.00	$0.00
Printing - Peer Support flyers	4,000.00	$0.60	$2,400.00	$2,400.00	$0.00
Naloxone	1,600.00	$21.00	$33,600.00	$33,600.00	$0.00

Supplies Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$42,800	$42,800	$0

Additional Narrative

Matchbooks, Water bottles, Safety bags, T-shirts: The Health Department's Peer Support Program is creating and distributing items used by the community (including homeless clients) to promote recognition and relationship building in the recovery community, and to attract more clients to the The program will distribute these items at local summits, at naloxone trainings, neighborhood groups, Community Corrections facilities and at Wyanc County Treatment Courts. We will also distribute the Safety Bags to the unhoused community. We fill these bags with donated from Heart to Heart international, a national nonprofit based in Kansas City. We priced all these items out through online retailers to find the best prices. These are supp through Opioid Settlement Funds.

Printing: The Health Department's Peer Support Program needs to create and establish a permanent logo and related branding. The flyer will assis communicating our services in multiple venues. The Community Resource Guide is a high quality booklet that can withstand being in someone's bel who is transitionally housed. We will print 500 English and 200 Spanish. These are supported through Opioid Settlement Funds.

Naloxone: The Health Dept peer program administers the county's major naloxone program, including distribution and training on administration. W distributed 2,274 doses in 2025, and 2026 is on track to exceed that amount. We purchase naloxone with Opioid Settlement Funds. In 2025 we purc from Emergent, a manufacturer, but in 2026 we connected with DCCCA, a nonprofit serving OK, MO, and KS who gets whole discount prices. We ca purchase Naloxone from DCCCA at a 36% discount from the price we got from the manufacturer ($21 v. $33 for a 2-dose box). As of May 2026 we a distributing 400 boxes a quarter (800 doses), and we anticipate that volume to continue. We distribute through Cross-Lines, a homeless service age through Narcan vending machinesin 5 library locations, and through the community mental health center among others. 400 boxes per quarter @ $2 $8,400. 4 quarters per year $8400 = $33,600.

Naloxone comes 2/box, so 1,600 items is 3,200 naloxone doses. We intentionally distribute Naloxone by the 2-dose box, since more than 1 dose is needed in an overdose.

Year 2

Supply Item Detail

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Naloxone	1,600.00	$21.00	$33,600.00	$33,600.00	$0.00

Supplies Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$33,600	$33,600	$0

Additional Narrative

Naloxone purchased by program (Opioid Settlement Funds) and administered by Program Staff through Health Dept clinic & community agencies. 4 per quarter @ $21/box = $8,400. 4 quarters per year $8400 = $33,600. Estimates are from volume as of May 2026.

Naloxone comes 2/box, so 1,600 items is 3,200 naloxone doses. We intentionally distribute Naloxone by the 2-dose box, since more than 1 dose is needed in an overdose.

Year 3

Supply Item Detail

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Naloxone	1,600.00	$21.00	$33,600.00	$33,600.00	$0.00

Supplies Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$33,600	$33,600	$0

Additional Narrative

Naloxone purchased by program (Opioid Settlement Funds) and administered by Program Staff through Health Dept clinic & community agencies. 4 per quarter @ $21/box = $8,400. 4 quarters per year $8400 = $33,600. Estimates are from volume as of May 2026.

Naloxone comes 2/box, so 1,600 items is 3,200 naloxone doses. We intentionally distribute Naloxone by the 2-dose box, since more than 1 dose is needed in an overdose.

Construction

Instructions

As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making con before budgeting funds in this category. In the narrative section, please provide a specific description for each item, and explain how the item supports goals and objectives outlined in your application.

Year 1

Construction Detail

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items						

Construction Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 2

Construction Detail

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items						

Construction Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 3

Construction Detail

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items						

Construction Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Subawards

Instructions

Subawards (see "Subaward" definition at 2 CFR 200.92) : Provide a description of the Federal Award activities proposed to be carried out by any subr
and an estimate of the cost (include the cost per subrecipient, to the extent known prior to the application submission). For each subrecipient, enter th
subrecipient entity name, if known. Please indicate any subaward information included under budget category Subawards (Subgrants) Contracts by in
label "(subaward)" with each subaward category.

Year 1

Subaward (Subgrant) Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
Licensed Clinical Addiction Counselor	Providing an LCAC/LCPC to serve in Wyandotte treatment courts and Community Corrections		United States	Kansas	Kansas City	$99,608.00		$99,608.00

Subawards Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$99,608	$0	$99,608

Add Consultant Travel

Additional Narrative

Subaward to an agency to provide a full-time Licensed Clinical Addiction Counselor (LCAC) to provide substance use disorder assessments to adult
in the criminal justice system, priority given to those involved in Drug Court, Veterans Court, and Behavioral Health Court; provide substance use int
to client using both individual and group modalities as recommended; and provide Level I and Level II outpatient treatment (individual and family bas
adult clients involved in the criminal justice system. Ideally this indiviual would also have a Licensed Clinical Professional Counselor (LCPC) credent
they are equally familiar with substance use and a broader mental health scope.

Under our current COSSUP grant, these services are provided by the Wyandot Behavioral Health Network. We are assessing whether sole source justification would be possible, justified due to need for continuity of care for current Treatment Court clients. We are unsure at this time, so we are n explicitly writing them in as the subaward agency.

An LCPC + LCAC would do:

- forensic/drug court assessments,
- competency evaluations,
- interagency coordination,
- treatment recommendations,
- court collaboration

For an LCPC + LCAC, we're estimating a salary of $90,000, 37.5% fringe at $33,750, and indirect of 15% at $18,563, for a total of $142,313. These on actual personnel costs under our current contract. **This subaward would pay for approximately 70% of that LCPC/LCAC's time.**

Year 2

Subaward (Subgrant) Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
Licensed Clinical Addictions Counselor	Providing an LCAC/LCPC to serve in Wyandotte treatment courts and Community Corrections		United States	Kansas	Kansas City	$99,608.00		$99,608.00

Subawards Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$99,608	$0	$99,608

Add Consultant Travel

Additional Narrative

Year 2 of the LCAC/LCPC to serve clients in the Wyandotte County treatment courts and Community Corrections, with a similar scope and same sul amount as Year 1. This subaward amount is approximately 70% of the LCAC/LCPC's time.

Year 3

Subaward (Subgrant) Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
Licensed Clinical Addictions Counselor	Providing an LCAC/LCPC to serve in Wyandotte treatment courts and Community Corrections		United States	Kansas	Kansas City	$99,608.00		$99,608.00

Subawards Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$99,608	$0	$99,608

Add Consultant Travel

Additional Narrative

Year 3 of the LCAC/LCPC to serve clients in the Wyandotte County treatment courts and Community Corrections, with a similar scope and same sul amount as Year 1. This subaward amount is approximately 70% of the LCAC/LCPC's time.

Procurement contracts (see “Contract” definition at 2 CFR 200.22): Provide a description of the product or service to be pr by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procure contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition set in accordance with 41 U.S.C. 1908 (currently set at $250,000) for prior approval. Please provide a specific description fo item, and explain how the item supports the project goals and objectives outlined in your application. Consultant Fees: Fo consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the pro Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receiv his or her primary employer. Consultant fees in excess of $650 per day require additional written justification, and must be approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process. Please provide a s description for each item, and explain how the item supports the project goals and objectives outlined in your application. visit https://cops.usdoj.gov/grants for a list of allowable and unallowable costs for this program.

Instructions

Procurement contracts (see “Contract” definition at 2 CFR 200.1): Provide a description of the product or service to be procured by contract and an es the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encourag promote free and open competition in awarding procurement contracts. A separate justification must be provided for noncompetitive procurements in e the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $250,000).

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the pro prior approval and additional justification is required for consultant fees in excess of the DOJ grant-making component's threshold for an 8-hour day.

In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outline application.

Year 1

Procurement Contract Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federa Reque
Graphic design	Design services for peer support logo, flyer, naloxone lit, and community resource guide	No	United States	Kansas	Kansas City	$3,500.00	$3,500.00	$0.00
Translation	Costs to translate the Community Resource Guide into Spanish	No	United States	Kansas	Kansas City	$1,000.00	$1,000.00	$0.00
Case Management Software	The Peers and LCAC will use Case Management software from Bonterra (Apricot) to enter case notes and track project deliverables	No	United States	Kansas	Kansas City	$10,350.00		$10,35

Do you need Consultant Travel?

No

Procurement Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$14,850	$4,500	$10,350

Additional Narrative

Graphic design: The Health Department's Peer Support Program needs to create and establish a permanent logo and related branding to promote recognition and relationship building in the recovery community, and to attract more clients to the program. Branding will be added to giveaway items

educational materials at the multiple health fairs and conferences we attend each year. The program will also distribute items at local summits, at na trainings, neighborhood groups, Community Corrections facilities and at Wyandotte County Treatment Courts. The program is also redesigning a Co Resource Guide with mental health & substance use resources in the community, as well as other supports (employment, transportation, housing). C design supported through Opioid Settlement Funds.

Translation: Wyandotte County is 36% Latino. According to Census Quickfacts, 31.8% of residents speak a language other than English at home, w vast majority being Spanish. We're translating the Community Resource Guide into Spanish as well. Translation supported through Opioid Settlemer

Case management software: Apricot, a case management software by Bonterra, is a cloud-based system for the peer support program and the Lic Addictions Counselor. We selected this software based on its cost (lowest among the 4 systems evaluated) and its features. It includes participant-fa features (intake), case notes, custom reports for grant deliverables, and referral management. As of May 2026, the Unified Government has requestec evaluated them, selected Apricot as its preferred platform, cleared it with our IT dept, reached consensus on the contract agreement with both parties, a contract is being executed. The first year of the contract with be paid from current COSSUP funds, with subsequent years paid for through this award. T cost of $10,350 allows us ten (10) profiles, which can be used by program staff as well as close program partners (e.g. District Court, Community Corre manage clients. Client notes have been tracked in Excel and MS Word, so this is a significant upgrade to our client management infrastructure.

Year 2

Procurement Contract Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federa Reque
Case management software	The Peers and LCAC will use Case Management software from Bonterra (Apricot) to enter case notes and track project deliverables	No	United States	Kansas	Kansas City	$10,350.00		$10,35

Do you need Consultant Travel?

No

Procurement Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$10,350	$0	$10,350

Additional Narrative

Year 2 subscription to case management software.

Year 3

Procurement Contract Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federa Reque
Case Management software	The Peers and LCAC will use Case Management software from Bonterra (Apricot) to enter case notes and track project deliverables	No	United States	Kansas	Kansas City	$10,350.00		$10,35

Do you need Consultant Travel?

No

Procurement Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$10,350	$0	$10,350

Additional Narrative

Year 3 subscription to case management software.

Other Direct Costs

Instructions

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the compu example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requeste information must be included in the budget detail worksheet and budget narrative.

Year 1

Other Cost Detail

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
Cell phone plans for peers	2.00	Monthly plans	$40.00	12.00	$960.00		$960.00
Client transportation	58.00	Uber rides (one-way)	$15.00	12.00	$10,440.00		$10,440.00
Hotel vouchers	3.00	Vouchers	$300.00	12.00	$10,800.00		$10,800.00

Other Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$22,200	$0	$22,200

Additional Narrative

Client transportation: Transportation for individuals engaged with the treatment court programs, to assist them in making community corrections appointments, recovery-related appointments, and other appointments which will aid in their recovery. The Public Health Department currently provic transportation to clients via Uber. Based on analysis from current rides, one-way ride cost estimated at $15, $30 round-trip. Current costs are approx $600/3 weeks (reviewing billing records), which translates to $870 per month, or 58 rides/month. These trips are booked by program staff via an onli provided by Uber Health, and are non-redeemable, nontransferable, and we have the ability to audit all rides via data reports provided by Uber. The cannot modify the trips destination, which is set by program staff. We have a program policy in place for client transportation and can provide to OJP request.

Hotel Vouchers: Purchase hotel vouchers for clients in transition between detox or hospital stays and to keep them from going back to the streets a wait for interviews/assessments/openings in community recovery living programs like Oxford House. Vouchers will be $300, and clients can stay for maximum of 7 days. The voucher amount of $300 is based on an average client hotel stay of 3 days. We are budget for 3 voucher per month. Hotel approximatly $100/night. We have relationships with several hotels who are already participating in this program. We have a policy for hotel vouchrs provided to OJP BJA upon request.

Cell phone plan for Peer Support Specialists: The two Peer Support Specialists will use work phones to keep in contat with individuals in r The Health Department has an AT&T plan which charges $40/month for each phone. Cost for cell phone service is $40/month for 2 plans for = $960

Year 2

Year 2

Other Cost Detail

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
Cell phone plans for peers	2.00	Monthly plans	$40.00	12.00	$960.00		$960.00
Client transportation	58.00	Uber rides (one-way)	$15.00	12.00	$10,440.00		$10,440.00
Hotel vouchers	3.00	Vouchers	$300.00	12.00	$10,800.00		$10,800.00

Other Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$22,200	$0	$22,200

Additional Narrative

Client transportation: Same estimated utilization as Year 1 of the program. Quantity of monthly rides, and cost per ride, based on actual current vo

Hotel Vouchers: Same estimated utilization as Year 1 of the program.

Cell phone plan for Peer Support Specialists: Same cost for cell plans as Year 1; 2 plans @ $40/month for 12 months.

Year 3

Other Cost Detail

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
Cell phone plans for peers	2.00	Monthly plans	$40.00	12.00	$960.00		$960.00
Client transportation	58.00	Uber rides (one-way)	$15.00	12.00	$10,440.00		$10,440.00
Hotel vouchers	3.00	Vouchers	$300.00	12.00	$10,800.00		$10,800.00

Other Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$22,200	$0	$22,200

Additional Narrative

Client transportation: Same estimated utilization as Year 1 of the program. Quantity of monthly rides, and cost per ride, based on actual current vo

Hotel Vouchers: Same estimated utilization as Year 1 of the program.

Cell phone plan for Peer Support Specialists: Same cost for cell plans as Year 1; 2 plans @ $40/month for 12 months.

Indirect Costs

Instructions

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Ind Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indi rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement). If the applicant does not have an approved rate, one can be rec contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the ap accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review App Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals. requested information must be included in the budget detail worksheet and budget narrative. In order to use the "de minimis" indirect rate an applicant need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or incons

charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity cho negotiate a federally approved indirect cost rate.

Year 1

Indirect Cost Detail

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
15% de minimus on MTDC	$329,463.00	15.00%	$49,419.45		$49,419.45

Indirect Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$49,419	$0	$49,419

Additional Narrative

Calculation for Indirects (15% de minimus on MTDC per 2024 Uniform Guidance update)

- Base federal share for Year 1: $380,321
- Less Subaward of $100,858
- Add $50,000 of Subaward which can be counted as MTDC per 2024 Uniform Guidance update
- **New Base federal share for Year 1: $329,463 x 15% = $49,419**

Year 2

Indirect Cost Detail

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Year 2 indirects (15% de minimus)	$290,294.00	15.00%	$43,544.10		$43,544.10

Indirect Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$43,544	$0	$43,544

Additional Narrative

Calculation for Indirects (15% de minimus on MTDC per 2024 Uniform Guidance update)

- Base federal share for Year 2: $391,152
- Less Subaward of $100,858
- **New Base federal share for Year 1: $290294 x 15% = $43,544.1**

Year 3

Indirect Cost Detail

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirects Year 3 (15% de minimus)	$294,310.00	15.00%	$44,146.50		$44,146.50

Indirect Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$44,147	$0	$44,147

$0

Additional Narrative

Calculation for Indirects (15% de minimus on MTDC per 2024 Uniform Guidance update)

- Base federal share for Year 3: $395,168
- Less Subaward of $100,858
- **New Base federal share for Year 1: $294,310 x 15% = $44,146.5**

Additional Application Components

Tribal Authorizing Resolution

No documents have been uploaded for Tribal Authorizing Resolution

Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

No documents have been uploaded for Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

Research and Evaluation Independence and Integrity Statement

No documents have been uploaded for Research and Evaluation Independence and Integrity Statement

Additional Attachments

Name	Category	Created by	Date Added
Letter of Support from Veteran$27s Court-Judge Henry.pdf	Additional Application Components Other	Karah Barnes	05/11/2026
Certification by CEO_Unified Government_A-523390.pdf	Appendix 1: Certification by the Chief Executive Officer (or senior official) of the Applicant Government	Karah Barnes	05/11/2026
Professional Services Agreement-WBHN Court Liaison.pdf	Additional Application Components Other	Karah Barnes	05/11/2026
Letter of Support from Eden Village $281$29.docx	Additional Application Components Other	Karah Barnes	05/11/2026
Letter of Support from Drug Court-Judge Myers.doc	Additional Application Components Other	Karah Barnes	05/11/2026

Name	Category	Created by	Date Added
Letter of Support from Cross-lines Community Outreach.pdf	Additional Application Components Other	Karah Barnes	05/11/2026
Letter of Support from Community Corrections $281$29.pdf	Additional Application Components Other	Karah Barnes	05/11/2026
Sequential Intercept Model.pdf	Additional Application Components Other	Karah Barnes	05/11/2026

Disclosures and Assurances

Applicant has Lobbying Activities

The applicant must download the SF-LLL, complete it, and upload it to the application package. The application cannot be submitted until this form is upl

Name	Category	Created by	Date Added
Disclosure of Lobbying Activities_UG.pdf	LobbyingActivitiesDisclosure	Karah Barnes	05/11/2026

Disclosure of Duplication in Cost Items

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 1 for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of th application.

DOJ Certified Standard Assurances

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e) section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a (17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655 which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as

required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-

Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge *

Signed

SignerID

kbarnes@wycokck.org

Signing Date / Time

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DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; COORDINATION WITH AFFECTED AGENCIES

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to th extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any pe for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal gr the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modificat of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of $100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents f all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensur that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 28 and to other related requirements, the Applicant certifies, with respect to prospective participants in a primar tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Fede department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violat under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud c criminal offense in connection with obtaining, attempting to obtain, or performing a public (Fede State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antit statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of reco making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of just or commission of any offense indicating a lack of business integrity or business honesty that seriously directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-ye period preceding this application, of a felony criminal violation under any Federal law, the Applicant also mus disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applican to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;
(2) The Applicant's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment und the award, the employee will--

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees m provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 999 North Capitol Street, NE Washington, DC 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consist with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation pro approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; a

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subj me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including un 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certification

of U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certification
provided in connection with such awards, are subject to review by the Department, including by its Office of th
Inspector General.

Please Acknowledge *

Certified

SignerID

kbarnes@wycokck.org

Signing Date / Time

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Other Disclosures and Assurances

Applicant Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Application Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Other Disclosures and Assurances

Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropria made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.

2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection there (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on of the applicant.

3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2 understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge *

Signed

SignerID

kbarnes@wycokck.org

Signing Date / Time

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Other

No documents have been uploaded for Other

Certified

Unified Government Public Health Department
619 Ann Avenue, Kansas City, KS 66101-3038
Phone (913) 573-8855
wycokck.org/health

TO: David Johnston, County Administrator

VIA: Lupe Valdovino, Grants Administrator

FROM: Wesley McKain, Community Health Manager, wmckain@wycokck.org
Terrie Garrison, Interim Director, tgarrison@wycokck.org

DATE: 5/7/2026

RE: Approval for Health Department to submit DOJ grant to continue funding for Peer Support Recovery program, prior to Commission approval

The Public Health Department is seeking approval to submit a 3-year, $1.3 million grant to the Department of Justice to fund our Peer Support Recovery program. DOJ awarded this grant to the Health Department FY2023-FY2026. It currently supports 3 FTE who distribute Narcan, partner with Drug Court, do street outreach to homeless residents, teach classes, and carry a caseload of clients in early recovery from substance use addiction. It also funds a licensed addictions counselor, staffed at Wyandot Behavioral Health Network, who resides in UG Community Corrections.

The deadline for grant submission is May 11. The funding opportunity was announced March 25. We delayed submitting for Commission approval due to figuring out if the behavioral health partner we currently use can be named in the grant (we decided against it). The grant was submitted to Civic Clerk on April 28. We will present to Administration & Human Services Standing Committee on May 18th and BOC on June 4th.

There is no match required for the grant. We have $170,000 of Opioid Settlement Funds remaining for Narcan and community education that are supporting the project.

In this grant cycle, we are adding the Behavioral Health Court and Veterans Courts as partners, to serve all Wyandotte County Specialty Courts. In administering this project, we learned those courts also need substance abuse recovery support. That is the only major change from the FY23 submission.

We are seeking approval to submit the grant on or before May 11, to meet the deadline. Thanks for your consideration, and apologies for the breach in process.

Sincerely,

Wesley McKain & Terrie Garrison

Appendix 1

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS

Certification by the Chief Executive Officer (or senior official) of the Applicant Government

On behalf of the applicant named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

(1) I am the chief executive officer of the State or local government ("the jurisdiction") of which the applicant entity named below is a part (or a senior official of the jurisdiction, with the legal authority to bind the same), I have received appropriate legal advice as to this certification, and I have the authority to make this certification on my own behalf as chief executive officer (or senior official) and on behalf of the jurisdiction and the applicant entity. I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.

(2) I have carefully reviewed (or have received pertinent legal advice concerning) 8 U.S.C. §§ 1373(a) & (b) and 1644, including the prohibitions on certain actions by State and local government entities, agencies, and officials regarding information on citizenship and immigration status.

(3) I (and the applicant entity) understand that, for purposes of this certification, the term "program or activity" means what it means under title VI of the Civil Rights Act of 1964 *(see* 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa *(cf.* 42 U.S.C. § 901(a)(2)).

(4) I (and the applicant entity) assure that the applicant entity (and its officials and other personnel) will comply with 8 U.S.C. §§ 1373 and 1644 in any "program or activity" receiving federal financial assistance under any award made by OJP pursuant to this application. I further certify that any subrecipient (at any tier) of such federal financial assistance (and its officials and other personnel) will also comply with 8 U.S.C. §§ 1373 and 1644.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 34 U.S.C. § 10271 or under 18 U.S.C. § 1001 or 1621, and may subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729–3730 and §§ 3801–3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

[signature] 5/8/2026

Signature of Chief Executive Officer (or senior official) of the Applicant Government | Date of Certification

David W. Johnston | County Administrator

Printed Name of Chief Executive Officer (or senior official) | Title of Chief Executive Officer (or senior official)

Unified Government of WyCo-KCKs

Name of Applicant Government Entity

Tracking ID: 21707

Report to

Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Terrie Garrison, Interim Director tgarrison@wycokck.org x6726	Health Department

AGENDA ITEM #4.3.

RESOLUTION: HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) -26-103 GRANT OPPORTUNITY

BACKGROUND

HRSA-26-103 Maternal Produce Prescription Program (MP3) grant through the HRSA Maternal and Child Health Bureau is due on July 17, 2026. This grant was posted on June 17, 2026.

Grant opportunity is Maternal Produce Prescription Program (MP3) from Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau.
The application deadline is July 17, 2026, expected award date is August 30, 2026, with a September 30, 2026, start date.
The maximum available to apply for is $500,000/year for a four-year performance period, 9/30/2026 through 9/29/2030.
This grant has no required match/cost-sharing.
The purpose of the Maternal Produce Prescription Program (MP3) is to support communities to develop produce prescription intervention programs that promote access to healthy foods for pregnant and post-partum women and their families in low-income and underserved areas; Provide nutrition education to maternal populations; Build and strengthen community partnerships to increase access to healthy foods; To demonstrate improvements in fruits and vegetable intake, household food security, and health outcomes.

Here is a link to the full HRSA-26-103 grant announcement - https://www.grants.gov/search-results-detail/dpp/1/oppPkgId/293341

RECOMMENDATION

Approve
Fast Track

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

N/A

LEGAL/ POLICY CONSIDERATIONS

N/A

ATTACHMENTS

Resolution Approving HD application for Maternal Produce Prescription Program grant CLEAN copy

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. _________________

A RESOLUTION FOR THE WYANDOTTE COUNTY PUBLIC HEALTH DEPARTMENT'S APPLICATION FOR THE MATERNAL PRODUCE PRESCRIPTION PROGRAM GRANT, AND ALLOCATION OF FUNDS FOR ELIGIBLE USES

WHEREAS, the Wyandotte County Public Health Department ("the Health Department") has an opportunity to apply for the Maternal Produce Prescription Program (MP3) grant from Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau; and

WHEREAS, the purpose of the MP3 grant is to support communities to develop produce prescription intervention programs that promote access to healthy foods for pregnant and post-partum women and their families in low-income and underserved areas; provide nutrition education to maternal populations; build and strengthen community partnerships to increase access to healthy foods; and demonstrate improvements in fruits and vegetable intake, household food security, and health outcomes; and

WHEREAS, the maximum available grant is $500,000.00 per year for a four-year performance period, 9/30/2026 through 9/29/2030; and

WHEREAS, this grant has no required match or cost-sharing; and

WHEREAS, the grant was posted on June 17, 2026, with a deadline to apply of July 17, 2026; and

WHEREAS, because of the short timeline, the Health Department asked for this item to be fast-tracked from Standing Committee to the first available meeting of the Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS AS FOLLOWS:

Section 1. The Unified Government Board of Commissioners hereby approves the application for and, should the grant be awarded to the Health Department, its acceptance of the MP3 grant for a term of four years for a total grant amount of up to $500,000.00 per year.

Section 2. If the Health Department is awarded the MP3 grant, the Unified Government Board of Commissioners hereby approves the allocation of the award amount to develop produce prescription intervention programs that promote access to healthy foods for pregnant and post-partum women and their families in low-income and underserved areas; provide nutrition education to maternal populations; build and strengthen community partnerships to increase access to healthy foods; and demonstrate improvements in fruits and vegetable intake, household food security, and health outcomes;

Section 3. If the Health Department is awarded the MP3 grant, the County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 4. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS ________ DAY OF ______________________________, 2026.

____
Christal E. Watson, Mayor/CEO

Attest:

____
Unified Government Clerk

Approved as to Form:

____

Tracking ID: 21551

Report to

Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Wesley McKain, Policy & Development Manager wmckain@wycokck.org X8833	Health Department

AGENDA ITEM #4.4.
RESOLUTION: KANSAS FIGHTS ADDICTION (KFA) - PEER SUPPORT RECOVERY GRANT
BACKGROUND
The Health Department requests permission to submit a $150,000/year, 3-year grant to the Kansas Fights Addiction fund, to add two (2) additional Peer Support Recovery specialists to its substance use program. These individuals have personal experience with substance use recovery and work with those on their recovery from addiction. The new peers will focus on the youth (through age 24) and Spanish-speaking communities. No match required. These funds will complement funds awarded by the Department of Justice for a similar purpose. Kansas Fights Addiction would grow the program from two (2) to four (4) full-time peers. The grant application is due June 26.
RECOMMENDATION
Approve Fast Track
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS
None
LEGAL/ POLICY CONSIDERATIONS
A resolution of grant acceptance is required.
ATTACHMENTS
Resolution for Kansas Fights Addiction Grant Approval 6.24.2026, Application Questions, Peer-CHW 3 Year Budget Workbook_UG Public Health, KFA-Peers-CHWs-RFP-Packet

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. _________________

A RESOLUTION FOR THE WYANDOTTE COUNTY PUBLIC HEALTH DEPARTMENT'S APPLICATION FOR A THREE-YEAR GRANT FROM THE SUNFLOWER FOUNDATION, KANSAS FIGHTS ADDICTIONS PROGRAM, TO SUPPORT SUBSTANCE USE RECOVERY, AND ALLOCATION OF FUNDS FOR ELIGIBLE USES

WHEREAS, the Wyandotte County Public Health Department ("the Health Department") hosts a Peer Support Recovery Program in which staff with a history of substance use addiction, who have been in long-term recovery, provide supportive services to residents who are caught in addiction and trying to recover; and

WHEREAS, the Health Department partners with UG Community Corrections and the Wyandotte County Drug Court and Behavioral Court to embed peer support specialists in their programs, and partners to provide substance use programming and intervention services with Cross-Lines Community Outreach, Wyandot BHN, KCK Fire Department Community Paramedicine Program, KCK Police Department Crisis Intervention Team, and others; and

WHEREAS, the Health Department is seeking funding to expand its Peer Support Recovery program with two (2) additional Peers, specifically serving youth and residents who speak Spanish;

WHEREAS, the Sunflower Foundation released a Request for Grant Proposals for Substance Use Disorder Recovery Services through Peer Supports and Community Health Workers on May 26, 2026, with an application deadline of June 26, 2026; and

WHEREAS, the Health Department wishes to apply for this grant in the amount of $150,00 per year for 3 years, which, if awarded, will be used to support salaries and benefits of Health Department staff who work in the Substance Use program; and

WHEREAS, the Health Department is providing $163,773 in match funding to support the project, from Health Levy Funds, which will help cover the fringe benefits of staff which cannot be covered through grant funds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS AS FOLLOWS:

Section 1. The Unified Government Board of Commissioners hereby approves the application for and, should the grant be awarded to the Health Department, its acceptance of the Sunflower Foundation, Kansas Fights Addiction Peer Grant for a term of three years for a total grant amount of up to $450,000.

Section 2. If the Health Department is awarded the Kansas Fights Addiction Peer Grant, the Unified Government Board of Commissioners hereby approves the allocation of the award amount to support the salaries and benefits of staff within the Substance Use program, as well supports to clients to aid in overcoming barriers to recovery, which include transportation assistance, basic mobile phones, and funds for vital documents;

Section 3. If the Health Department is awarded the Kansas Fights Addiction Peer Grant, the County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 4. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS ________ DAY OF _____________________________, 2026.

____

Christal E. Watson, Mayor/CEO

Attest:

____

Unified Government Clerk

Approved as to Form:

____

Application Questions

Please ensure responses are brief, concise, and clear. While there are no length limitations for responses, please keep responses to three (3) paragraphs or less for each question.

A. Organization Capacity/Experience (5 points)

1. Describe the applicant organization's current capacity to implement the proposed project and experience with serving individuals with SUD.

Reviewed

The Unified Government of Wyandotte County and Kansas City, KS (hereafter "Unified Government") is the Applicant entity and the Public Health Department (hereafter the "Wyandotte County Public Health Department", or WyCo PHD), is a department within the Unified Government, which provides public health services and support to its residents.

The WyCo PHD has successfully operated a peer support program for three years. The Department of Justice, Bureau of Justice Affairs awarded the WyCo PHD a 3-year, $1.3M Comprehensive Opioid, Stimulant and Substance Use (COSSUP) grant in October 2023. It funds 2 Peer Support Specialists, a Substance Use Coordinator, a Licensed Clinical Addiction Counselor (LCAC), a research evaluator, and barrier reduction supports. The peers are integrated into the Drug and Behavioral Health Courts, and coordinate transportation assistance and short-term hotel stays for clients. The Substance Use

Coordinator supervises peers and has created a naloxone distribution and education plan to ensure efficient distribution and outreach. Wyandot Behavioral Health Network, our community mental health center, employs the LCAC who is embedded in the Specialty Courts to provide assessment, treatment, and referrals. The University of Kansas serves as the research evaluator. Securing and implementing the federal COSSUP grant has provided the WyCo PHD experience which will aid in successfully implementing this KFA Peer grant. This grant ends in September 2026. WyCo PHD has re-applied and is awaiting word on renewal.

The substance use team works closely with partners across various sectors, including Wyandot Behavioral Health Network for outpatient treatment, Cross-Lines Community Outreach for homelessness services and case management, KCK Fire Department for paramedicine and health navigation, KCK Police Department's crisis intervention team, specialty courts, and Community Corrections. WyCo PHD has an MOU with Cross-Lines Community Outreach to coordinate street outreach to homeless individuals. WyCo PHD funds transportation services to individuals identified by the Kansas City, KS Fire Department Community Paramedic Team, and the paramedic refers clients who need peer support services.

WyCo PHD has 87 employees, and an $11 million budget that is approximately 2/3 grant funded. Department staff manage direct federal grants, as well as pass through federal grants from the State of Kansas and private funding agencies. Management staff and program staff have experience with the administrative and evaluation components of grant implementation. The Division Manager has 10+ years managing grant awards, and the

Substance Use Coordinator 15 months in her role as peer supervisor. A staff accountant reviews quarterly financial reports and the Unified Government Grants Administrator reviews progress reports and grant expenditures against the approved budget. The WyCo PHD is finalizing a contract with Bonterra to implement Apricot case management database for Peer Support Specialists and the LCAC to use for service and referral documentation. Using the database's reporting function, the Substance Use Coordinator and Division Supervisor will run various reports to gather performance metrics for reporting and program evaluation.

B. Project Overview and Need (30 points)

2. Describe the proposed project and types of services to be provided.

Reviewed

The WyCo PHD will expand its established Peer Support Program by hiring two (2) additional Peer Support Specialists to fill gaps in care for youth and Hispanic and Spanish speaking residents with substance use disorder. After considering trends in overdoses, evolving socio-economic needs and local changes to available recovery support, we identified gaps for these two populations. Our program currently employs two peers, Keatherann Sharp and Valentino Barajas. Both are at capacity serving clients from the Drug Court, street outreach, and referring organizations. Each peer carries an active caseload of 20-30 clients. Neither have expertise serving youth, and neither speak Spanish. This application builds strategically upon our existing peer support program to serve additional underserved populations. The primary goals of Peer Support Specialists are not only to connect and provide warm handoffs and referrals to treatment programs for participants, but also to set and achieve strengths-based Recovery Goals through resource connection, mentoring, and convening recovery groups.

Current barrier reduction supports available to participants of the WyCo PHD's Peer Support Program include transportation support, short term housing, access to phones and harm reduction materials (including naloxone), weekly recovery groups and one-on-one mentoring. These services are available for free for those experiencing homelessness and/or mental health disorders with co-occurring SUD, individuals participating in Wyandotte County Specialty court programs, clients referred from partner organizations, and the general public. They are funded through our current COSSUP grant, which ends September 2026.

In May, WyCo PHD applied for the next round of COSSUP funding to support our program through 2029. The request includes the Substance Use Coordinator, 2 existing Peers, the LCAC, transportation assistance (Uber), short-term housing (hotel vouchers), program literature, safety bags with harm reduction items, and case management software. We were unable to request low-cost phones and phone cards, and those are included in this KFA request. This request also includes two new barrier reduction supports: bus passes and a vital documents fund for IDs, birth certificates, and other needed identification.

The project includes retrofitting a new space within the Health Department for the five-person Substance Use team. That activity is explained within the Capital portion of the budget.

3. Describe how services will be delivered, including how peers/CHWs will help participants navigate various levels of care and wrap around supports, including existing SUD treatment services, recovery supports, additional behavioral and primary healthcare services, and community resources.

Reviewed

This project was founded upon an existing strong partnership between the WyCo Drug Court and the Wyandot Behavioral Health Network (WBHN), our community mental health center. The WyCo PHD joined this partnership in 2023 to form a triangle of organizations committed to increasing recovery support for those passing through the criminal justice system. WyCo PHD has integrated into this recovery services partnership by utilizing Peer Support Specialists to support participants along the continuum of their treatment plans. The WyCo PHD peer support specialists engage at any intercept of the Sequential Intercept Model, but are embedded within Intercept 3 (Specialty Courts), conducting recovery groups and offering supportive recovery programming. The program has expanded to work with unhoused clients by attending weekly street outreach to homeless encampments with Cross-lines Outreach and setting up a weekly resource table at Willa Gill Center which serves hot meals and provides case management to our unhoused community members. Other recovery organizations like First Call and Heartland RADAC also attend weekly outreach. This collaboration of providers is vital in offering direct recovery support and intervention for anyone experiencing both SUD and homelessness, as Peer Support

Specialists can connect these clients with detox, treatment facilities, mental health care, food pantries, and housing supports.

Our program started with the Drug Court partnership and has expanded to other settings. This KFA request expands those settings and populations further. The Peer program addresses systemic obstacles to substance use treatment by providing access to services with almost no barriers to deter individuals interested in starting their recovery journey. This low-barrier entry program does not require clinical referrals, SUD assessments, lengthy intake processes or previous or current enrollment in other organizational programming to access services. In Wyandotte County, peer support is offered at Heartland RADAC and Wyandot Behavioral Health, but clients must be enrolled in their services. This often requires a form of ID, a method of transportation to facilities, an appointment and an SUD assessment before peer support can be provided. Peer support at the Health Department is free, does not require a referral or initial assessment, provides transportation to meetings and one-on-one sessions and is only one text or phone call away. With the addition of youth serving and multi-lingual Peer Support Specialists, these free services will reach underserved populations with valuable resources, education and supportive programming.

Supported individuals create healthier communities, and while WyCo and the surrounding Kansas City region is rich with resources, people often get lost in the linkage to care system, especially if they are experiencing active withdrawal or extreme cravings. Peer Support Specialists can make referrals and handoffs to additional supports that are not limited to specific drug treatment, but can also extend to housing support, employment and education, food access, assistance obtaining insurance, obtaining vital documents, and accessing mental health treatment. This creates a collaborative and supportive approach to recovery that overcomes barriers to treatment with long term, whole person-centered wellness in mind.

4. If the proposed project includes funding for barrier reduction supports, describe the barrier reduction offerings proposed. Provide the specific mechanism that will be used to issue, track, and monitor each proposed offering. (Note: Proposed projects not including barrier reduction funding can skip this question. This question will not be factored into scoring for this section if the proposed project does not include this strategy.)

Reviewed

Some existing barrier reduction supports are funded through the DOJ's COSSUP grant. The program provides transportation support to clients via Uber Health to help them get to community corrections appointments, treatment and recovery appointments, recovery meetings and other services that aid them on their journey. Through the hotel voucher program, the WyCo PHD provides short-term housing for individuals for up to one week upon release from detox, treatment, incarceration or the hospital as these clients wait for interviews or placement in community recovery programs like Oxford House or other transitional living programs. Studies consistently show the highest risk for fatal opioid overdose after detox occurs within the first two to four weeks following discharge from treatment or release from correctional facilities. Hotel vouchers bridge the gap for clients, preventing them from returning to unsafe housing where people are still in active use or returning to the streets where relapse is likely. Peers maintain contact, create housing plans and help clients set recovery goals and connect to other resources like food pantries and transitional housing programs during these hotel stays as they begin their journey to sobriety. Through this KFA request we will add bus passes, low-cost mobile phones, and funds for vital documents as barrier reduction supports. Bus passes are lower cost than Uber and provide greater independence for clients. Kansas City recently re-introduced bus fares after 4 years of free buses, so this is an emerging need. Peers also provide phones and 30-day phone cards for individuals who do not have their own phones. A reliable method of communication is imperative for clients to connect to resources and referrals during the recovery process. An additional barrier to accessing treatment and resources that is frequently reported by partners is a lack of identification and vital documents. Without documents like birth certificates, social security cards and drivers' licenses, clients are unable to apply for much needed financial support, jobs, transitional housing, SSI and other resources. To address this need, the Peer Support Program will create a fund to cover all costs associated with obtaining vital documents.

The Peer Support Program staff provide naloxone and fentanyl test strips as well as education materials (in both English and Spanish) on how to recognize an overdose, administer naloxone and use fentanyl test strips to any interested parties in the county. We purchase naloxone with Municipalities Fights Addiction funding. Trainings on how to recognize an opioid overdose and how to administer naloxone are also free to the public or any organization in Wyandotte County. Peer Support Specialists share their lived experience at these trainings, pass out their business cards, and offer support and guidance to anyone looking for recovery resources. As of May 2026, Peer Support

Specialists and the Project Coordinator have conducted over 30 trainings to audiences including domestic violence shelters, the community mental health center, public school bus drivers, re-integration organizations, and many other settings. Naloxone, fentanyl test strips and education materials are available to the public free of charge and are accessible not only at the WyCo PHD clinic, but at vending machines within public libraries across Wyandotte County, Cross-lines Outreach and Willa Gill Center. Major recipients include school districts, businesses, transportation systems, non-profits and bars. Harm reduction kits containing naloxone, fentanyl test strips, hygiene supplies, first aid items and condoms are also distributed on weekly outreach to homeless encampments with Cross-lines Community Outreach, to community police officers and CIT officers, to Wyandot Behavioral Health's Mobile Crisis Response team and at recovery events and community health fairs.

5. Describe the population to be served by the project, including an estimated number of individuals to be served and any relevant demographic information related to individuals to be served.

Reviewed

This project focuses on youth and Hispanic/Spanish-speaking populations. Wyandotte County is home to the largest Hispanic and Latino community in Kansas, making up approximately 36% of the county's total population. This amounts to nearly 57,000 residents, the largest ethnic group in the county. According to the 2024 ACS, 25.7% of

WyCo households are primarily Spanish-speaking. Youth between the ages of 15-24 make up about 13.8% of the county's population, roughly 23,350 residents. Wyandotte County ranks 5th in the state for total residents aged 15-24.

Within these two target populations, the project will focus on homeless and justice-involved individuals. Based on the 2025 point-in-time (PIT) count, approximately 252 people were experiencing homelessness in Wyandotte County, many of whom were also experiencing SUD, as self-reported during the PIT count. Peers regularly support Kansas City Kansas Fire Department's Community Paramedicine Program and Kansas City Kansas Police Department's Crisis Intervention Team (CIT) Co-Responder teams for substance use-related calls. The Peer Support Program has a relationship with the Drug Court, Veteran's Treatment Court, and Behavioral Health court. These treatment courts vary between 15-30 participants at any given time. Time to complete these programs is typically 18 months but also varies based on the individual.

Peer Support Specialists typically work with a caseload of 25-30 clients at a time. Based on this average, an anticipated caseload for the youth facing and Spanish speaking Peer Support Specialists is 0 in Q1 of the first year as staff begins building their case load, 5 clients in Q2, 10 clients in Q3, 15 clients in Q4 and 20 in Q1 of year 2 with 25 clients per quarter for the remainder of the grant period. The anticipated total of clients to be served over the 36-month grant period is 450.

i. Estimated number anticipated to be served: 450

6. Provide a description of the need for the proposed project, including quantitative and/or qualitative data as appropriate, how the proposed project will address the need, and what the applicant organization is currently doing to address the need.

Reviewed

Wyandotte County (WyCo) is a medium-sized jurisdiction of approximately 170,000 residents and is the 4th most populous Kansas county. The county experiences some of the poorest health outcomes in Kansas, ranking 103rd out of 104 counties for health outcomes in 2024 (County Health Rankings). In the 2025 Kansas Health Institute's county profiles, Wyandotte County's premature death rate exceeded Kansas and the U.S. by more than 35%. That amounts to 11,751 years of potential life lost before age 75 per 100,000 residents in WyCo, compared with 8,589 for Kansas and 8,352 for the U.S. About 15% of families in WyCo are living below the federal poverty level (Census Bureau ACS, 2020-2024), five percent higher than the national mark, and nearly 16% of WyCo residents are uninsured, double the national percentage (Census Bureau ACS, 2020-2024). These challenges increase overall upfront costs and barriers to navigating the healthcare and substance use treatment system.

Environmental factors along with biological and mental health risk factors have contributed to high rates of SUD and overdoses in the county. WyCo has seen a steep increase in overdose-related morbidity and mortality since 2017. The 3-year average of overdose mortality from 2017-2019 was 17.3 deaths/year, or 10.8 deaths/100,000 residents. From 2022-2024 that jumped to 65.7 deaths/year, or 39.7 deaths/100,000 residents (KDHE Overdose Data Dashboard.). Overdose deaths dropped 10% between 2023 and 2024, but concerningly, U.S. overdose deaths dropped 26% during the same period (CDC). Overdoses among youth are also concerning. From 2020-2024, Wyandotte had the second highest rate of youth overdose among all counties in Kansas (Kansas Dept of Health & Environment, 2025).

In 2022, WyCo's only inpatient treatment center, Mirror Inc, shut its doors permanently. This was a loss of 44 beds and critical, local inpatient treatment opportunities. This heightens the need for an increased presence of peer support specialists in the county. The Peer Support Program through WyCo PHD plays a vital role in recovery support access and is one of the only available peer support resources in the county. WyCo PHD is seeking support through the KFA Peer grant to expand ongoing efforts by adding a youth focused Peer Support specialist and a Spanish speaking Peer Support specialist. According to the KDHE, from 2020-2024 Wyandotte County recorded 16 youth drug overdose deaths, which places it among the top three counties for youth overdose deaths in Kansas. Additionally, the Wyandotte County Youth Fatality Review Committee (YFRC) reviews fatalities of those ages 1-24 years old. Of the 18 cases available for review from 2024, eight were fatal overdoses, seven of which involved fentanyl. Of the 15 cases available for review from 2025, six were fatal overdoses, all of which involved fentanyl. Of the 13 fatalities involving fentanyl, 54% of those youth were Hispanic/Latino. The Hispanic and Latino community faces additional barriers including systemic fears regarding immigration status, lack of trust for medical professionals, reluctance to disclose personal information, social stigmas, and language access which all impede recovery and access to substance use education, treatment and resources.

C. Goals (20 points)

7. Identify reasonable goals with a timeline for completion for the proposed project. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART). (If awarded, your organization will be expected to report progress based on the identified SMART goals.)

Reviewed

Goals

1. Peer support specialists will partner with treatment courts, the juvenile justice system, and relevant community partners to establish strengths-based goals, implement recovery groups, and sustain substance use recovery during the programs, as well as conduct outreach to other vulnerable populations to connect them to similar recovery programming.
    a. At the end of the 36-month project period, related SMART goals include:
        i. 100 Peer Support Program clients completing Treatment Court
        ii. 300 clients creating a relapse prevention safety plan
        iii. 200 clients setting strength-based recovery goals by the end of the grant period.
2. Peers will increase access to and receipt of prevention, treatment, and recovery support services – both program-funded and external – including housing,

transportation, detox, health care, mental health care, employment, and other services for individuals with substance use disorder (SUD), via warm-handoffs and closed-loop referrals.

   a. At the end of the 36-month project period, related SMART goals include:

      i. Clients will complete at least 300 referrals to outside agencies.

      ii. The program will distribute all bus passes and phones/phone cards and obtain 16 vital documents per year for clients.

3. Peer support specialists will provide training and materials (e.g. naloxone, literature) to community organizations to reduce overdose deaths.

   a. At the end of the 36-month project period, related SMART goals include:

      i. Peer Support Specialists will distribute 3000 doses of naloxone and provide 30 trainings annually for the 36-month grant period.

4. Staff will increase partnerships among youth-facing and Latino-serving community partners in Wyandotte County to increase access to peer support services and trainings to reduce overdose fatalities.

   a. At the end of the 36-month project period, related SMART goals include:

      i. Building referral partnerships with 5 youth serving organizations and 3 organizations that support the Hispanic/Latino population.

8. Describe the process(es), plan(s), and/or project activities that will be completed to meet the identified goal(s) and to deliver the proposed project/services.

Reviewed

This is a collaborative program linking Public Health, Criminal Justice, Behavioral Health and Homeless organizations. Two (2) new Peer Support Specialists will be integrated into treatment courts to coordinate transportation assistance, mobile phone access, obtaining vital documents, and short-term hotel stays for clients. They will also connect with new organizations that serve youth and Spanish-speaking populations, include the youth criminal justice system and community-based organizations. A BJA-funded Licensed Clinical Addictions Counselor (LCAC) works with offenders to diagnose, determine eligibility for Specialty Courts, provide ongoing counseling, and will make referrals to the Peers. Peer Support Specialists do weekly street outreach with Cross-lines Outreach, hold weekly recovery groups and work one-on-one with clients to set Recovery Goals based on the clients wants and needs. The WyCo PHD clinic also refers patients or walk ins identified as needing support for SUD to the Peer Support Program.

With the addition of a youth focused Peer Support Specialist, current relationships with youth serving organizations like ThrYve (KU), Young Women on the Move, and PACES (Wyandot Behavioral Health) will be expanded and formalized to include organizational staff on program updates and develop targeted outreach to youth experiencing SUD. Adding a bilingual and bi-cultural Peer Support Specialist will further strengthen partnerships with organizations like Lowriding 2 Success and El Centro as we learn best practices for reaching the Latino community with substance use supports beyond translation of recovery support materials.

To ensure effective communication, the Peer Support Specialists have weekly client progress reviews with the Substance Use Coordinator. The full project team, including Peer Support Specialists, project coordinator, LCAC through Wyandot Center, the judge for Drug Court, and Community Corrections staff meet monthly to work through program coordination issues like administration of client supports (transportation, phones, hotel vouchers, vital documents), client recovery groups, and Drug Court participant workflows. Judges and staff from Behavioral Health Court and Veterans court are being integrated into these meetings. Substance Use Program staff meet with Cross-lines Outreach staff, CIT officers and the KCKFD community paramedic to support our unhoused community members with SUD. Staff attends monthly meetings at Frank Williams Outreach Center to connect with other service providers and share information, updates and resources.

In 2022, the WyCo PHD began a naloxone nasal spray distribution program. This involved walk-in distribution for Wyandotte community members through the WyCo PHD clinic, placing naloxone vending machines in libraries and community agencies, providing Narcan to K-12 schools, providing naloxone to unhoused individuals and distributing to organizations who are directly serving the SUD community. This distribution system brings training and technical assistance for nasal naloxone use that builds regional capacity to treat SUD and reduce overdoses. In 2025 the WyCo PHD distributed 2,274 doses of Narcan. At the current rate, this number will be exceeded in 2026. Naloxone and fentanyl test strips are also included in harm reduction kits along with hygiene supplies, first aid items, condoms, gun locks and resource information. These kits are distributed to our unhoused clients and at health fairs and community events.

9. How will the success of the project be measured and evaluated? Provide measurable outcomes if applicable.

Reviewed

WyCo PHD has purchased a subscription for a case management software and database, Apricot, with current COSSUP funds. Apricot has capabilities for both case documentation and custom reports to capture deliverables. We will onboard existing peers in 2026, and new peers in 2027.

In Apricot, Peer Support Specialists will create individual client files upon intake and will enter enrollment initiation dates and peer-identified self-sufficiency support areas. Throughout service provision, Peer Support Specialists will document referrals made and completed, engagement in recovery activities, and case notes of all contact with peers. This database will also be used by the LCAC working in Community Corrections to enter dates clients are referred for assessments and the date the assessment is completed. Utilizing an internal tracking document, the Project Coordinator will track all naloxone and SUD trainings provided to community-based organizations.

On a quarterly basis, the Project Coordinator and Community Health Supervisor at the WyCo PHD will create a report from the database to monitor peer enrollment, number of conducted assessments, and number of referrals made to supportive services. This documentation will be utilized as the basis of quarterly reports on program progress, as well as internal metrics on program function and success. This report will inform ongoing outreach plans to ensure consistent access to Peer Support programming.

D. Resources (15 points)

10. List the key staff that will be responsible for the project and describe what role each of them will play, including their relevant experience. Detail the specific responsibilities peers/CHWs will carry out (e.g., recovery support, community outreach, care coordination, resource navigation, etc.)

Reviewed

The Peer Support Program is embedded within the Community Health Division of the WyCo PHD. This division is responsible for partnering with other Unified Government departments (including criminal justice), nonprofit organizations, and community leaders to implement policy, systems and environmental changes that address key health challenges. The division also contains programs for violence prevention, tobacco control, and implementation of our 5-year Community Health Improvement Plan.

Ms. Karah Barnes, Substance Use Coordinator, leads the Peer Support Recovery program and serves as Project Coordinator on the COSSUP grant. Ms. Barnes started in her role March 2025. Before coming to the Unified Government, she served 4 years as Program Director at a transitional housing agency. As Project Coordinator, Ms. Barnes coordinates referral relationships with each referral site and outreach agency. Karah conducts weekly program meetings with the peer support specialists to monitor caseloads. She organizes bi-weekly check-ins with our research partner at KU to refine the evaluation. She manages the hotel voucher, Uber, and client phone programs, and will manage the new bus pass program and vital documents fund. Karah also convenes monthly meetings of the Wyandotte Recovery Collective, a coalition built by local resource partners and providers who work in the recovery field. Ms. Barnes will be responsible for completing performance measure reporting in Fluxx. Ms. Barnes, along with the Peer Support Specialists and LCAC will utilize case management software to track client interactions, metrics, and outcomes. Other metrics such as naloxone distribution and training will be tracked in Excel internally. Ms. Barnes is supervised by the Community Health Improvement Plan Supervisor, Clarissa Stephenson, who has over 10 years of state and federal grant application and administration experience. Clarissa reports to the Community Health Division Manager, Wesley McKain. Mr. McKain serves as Financial Manager on the current FY23 COSSUP award and will continue in that role. He has worked for 13 years in the Public Health Department, including in budgeting and grant management roles, and brings a large internal network and understanding Unified Government processes to the initiative. Mr. McKain reports to the Public Health Director.

Ms. Barnes supervises two (2) Peer Support Specialists, Keatherann Sharp and Valentino “Tino” Barajas. Both peers have lived in Wyandotte County for decades, are certified Kansas Peer Support Specialists. Keatherann, the senior peer, spent considerable effort over the last 3 years gaining credentials to better serve her clients. She is certified in Kansas Person Centered Case Management, is a Kansas Parent Peer Worker and Kansas Mentor Specialist. Keatherann presented at the 2025 Kansas Fights Addiction conference, and the 2026 Kansas Homeless conference. Tino, another Peer Support Specialist, is a graduate of Wyandotte County Drug Court program. Along with carrying a peer caseload, Tino established The Clubhouse in a space donated by a Wyandotte business owner near downtown, which offers a safe place for peers to gather during set hours for recovery group, meals, and day-time shelter. Tino hosts recovery groups in The Clubhouse on a regular basis that reached full capacity within 2 months of operation.

11. Describe any additional resources and/or funding that will be used to support the project or related projects. List any relevant funding sources the applicant organization receives for SUD programming such as funding from KDADS, KDHE, SOR, OD2A, Block Grant, SB123, SAMHSA, CDC, HRSA, BJA, or other SUD-related funding sources.

The Department of Justice, Bureau of Justice Affairs awarded the WyCo PHD a 3-year, $1.3M Comprehensive Opioid, Stimulant and Substance Use (COSSUP) grant in October 2023. It funds 2 Peer Support Specialists, a Substance Use Coordinator, a Licensed Clinical Addiction Counselor (LCAC), a research evaluator, and barrier reduction supports including transportation assistance (Uber), mobile phones for clients, hotel vouchers. This grant ends in September 2026.

Staff reapplied for the COSSUP grant in May for another 3-year award to continue programming. Awards have not yet been announced for the next grant term. The new award period would start October 2026 and run for three years, aligning it closely with the project timeline for the KFA Peer grant. The new DOJ application does not include funding for a research evaluator, or mobile phones for clients. We are looking at other sources of support to continue the relationship with our evaluation team. The mobile phones for clients have been included in this KFA request.

Additionally, the Health Department is contributing $163,773 of Health Levy Funds to cover three years of fringe benefit costs for the two new Peers. These funds are necessary to cover the health insurance, FICA, and retirement costs that are in excess of KFA's 25% limit.

12. Is the applicant organization receiving funding from the Municipalities Fights Addiction Fund(opioid settlements for Counties/Cities)? Yes

i. If yes, what is the organization using funding from the Municipalities Fight Addiction Fund for?

Reviewed

MFAF funding for Wyandotte County/Kansas City, KS has been distributed across 6 Unified Government departments, including Fire, Police, Community Corrections, District Attorney, Sheriff, and Public Health. KCK Fire Department uses MFAF to fund a community paramedic, opioid training, Narcan leave behind, Opioid emergency kits, and community outreach. KCK Police use funds to improve data for opioid prosecutions, training on illicit drug crime scene investigations, overtime related to opioid overdose investigations, community outreach, and temporary shelter for overdose victims. Community Corrections funds Medication Assisted Treatment (MAT), and support for Drug and Behavior Court. The District Attorney funds a prosecutor and victim advocate to focus on opioid/illegal drug cases. And the Sheriff funds part of their co-responder program.

The Health Department uses its allocation to purchase Naloxone, fentanyl test strips, and for marketing/communications to educate the community about substance use prevention. That includes $100,800 of naloxone and fentanyl test strip funding, and $13,700 of marketing money to be used on program literature, a community resource guide, translation, and branded items for homeless clients (e.g. water bottles, safety bags) to grow program awareness. An additional $49,000 of marketing and communications funding is being combined with funding from other UG departments for an overdose prevention campaign. Planning for that campaign is currently underway.

13. Describe how the applicant organization is/will collaborate with other organizations/partners working on SUD issues in the community to implement the project, including activities supported by the funding sources listed above.

Reviewed

The Peer Support Program team works closely with partners across various sectors, including WBHN for outpatient treatment, Cross-Lines Community Outreach for homelessness services and case management, KCK Fire Dept for paramedicine and health navigation, KCK Police Department's crisis intervention team, Specialty Courts, and Community Corrections. WyCo PHD has an MOU relationship with Cross-Lines Community Outreach to coordinate street outreach to homeless individuals. WBHN and WyCo PHD have partnered for many years, including on crisis intervention trainings, a SAMHSA award to increase county mental health services, and within the Drug Court. Under the FY23 COSSUP award, WBHN provides the behavioral health assessment and treatment component within the grant. WyCo PHD funds transportation services to individuals identified by the Kansas City, KS Fire Department Community Paramedic Team, and the paramedic refers clients who need peer support services. The KCK Police Department's Crisis Intervention team accompanies Peer Support Specialists during street outreach and refers others in need of recovery support.

The Wyandotte County Drug Court emerged in the FY23 COSSUP grant as the most critical access point to individuals within the criminal justice system in need of peer support services and access to recovery resources. Peer Support Specialists work together with court staff to assess, support, and connect clients with resources. All these organizations are active partners within the Wyandotte County Recovery Collective, a recovery coalition convened by the Substance Use Coordinator.

Through our work with the Community Health Improvement Plan (CHIP) and our Health Equity Task Force, the health department has developed relationships with youth serving organizations and organizations that serve Hispanic/Spanish-speaking families. Key organizations include El Centro, Lowriding to Success, the Juvenile Justice Advisory Board, the ThrYve youth violence prevention program (KU), Young Women on the Move, and PACES (part of WBHN). These relationships will be developed along with targeted substance use support programming for these underserved groups.

14. Describe how the applicant organization will ensure project activities are not duplicative of other services offered by the organization or partner organizations in the

community. *KFA funds cannot supplant other funding sources. Applicants are asked to ensure that activities included in this proposal are not funded by other sources.

Reviewed

This request builds upon the current Peer Program at the Health Department by adding Peers focused on youth and Hispanic/Spanish-speaking populations and adding barrier reduction supports not offered by other programs and agencies. These groups are under-resourced by peers. Only one provider in Wyandotte County offers youth focused peer support and clients are only eligible if they are accessing services through the organization. Bilingual and bi-cultural peer support is almost non-existent in the county.

Treating youth who are experiencing substance use disorder also means navigating school systems, communicating with and educating parents and guardians, and understanding cultural trends that influence today's youth including social media. It also requires awareness of developmental stages for youth and how that may impact the effectiveness of peer support. This necessitates a youth-focused peer.

In serving the Hispanic community, service providers must find innovative ways to overcome national studies showing Latino individuals are less likely to seek treatment for SUD. This requires a concerted engagement approach in the community with a staff member who not only speaks the language but is also culturally sensitive to the unique values and needs of this population, including the specific challenges these individuals face. Developing culturally relevant recovery strategies is a top priority.

E. Barriers (10 points)

15. Identify potential barriers to project implementation and describe contingency plans to mitigate them if proposed activities cannot be implemented as originally planned.

Reviewed

Much of the programming for the Peer Support Specialists is already developed and in progress, and few barriers to project implementation are expected. One potential barrier could be identifying qualified Peer Support Specialist applicants with lived experience with SUD who also have a passion for youth and the Hispanic community. Mitigation for this is to work closely with organizations who already serve youth and the Hispanic population in Wyandotte County to quickly find appropriate candidates who have the experience and skill sets to navigate within these two demographics with authenticity and compassion.

If BJA does not renew our COSSUP award, that would remove approximately $450,000 of annual program funding, including for the Substance Use Coordinator and 2 existing Peers. If that were to happen, we plan to engage the Sunflower Foundation in retrofitting this application to maintain our existing programming.

16. Stigma is widely recognized as a primary and well-documented barrier to care. Describe how the proposed project will address different forms of stigma/shame, such as internalized self-stigma, public and social stigma, and/or structural and institutional stigma.

Reviewed

Informed by years of lived experience, WyCo PHD Peer Support Specialists are uniquely equipped to sensitively care for individuals affected by substance use disorder. Peers are capable of authentic conversations with people who use drugs without confusing medical lingo in intimidating clinical settings. They use plain language and look at clients through the lens of their own recovery background. They also understand SUD is an illness, not a moral choice. Keather Sharp experienced both SUD and homelessness as she also navigated motherhood and domestic violence. She sought treatment and services at the very organizations she now refers clients to, and often shares how biased providers became barriers themselves on her path to recovery. Because of these stories, Keather understands the need for client-led, strengths-based treatment and achieves this by meeting clients where they are at, sometimes literally going to locations of their choosing if they're not comfortable meeting at the Health Department. Her approach involves consistent engagement with compassion and the ability to pivot when crisis arises. Her expansive knowledge of supportive social services resources in the county also serves clients needing additional supports.

Valentino Barajas navigated years of SUD along with involvement in the criminal justice system, spending time in 14 different prisons during his active use periods. He has deep knowledge and understanding of the stigma those with criminal justice involvement face, especially as they reintegrate into a society that sometimes deems them unworthy of basic rights like housing and employment. He also is a graduate of the Wyandotte County

Drug Court program, which allows him to mentor others through this difficult but rewarding program with first-hand knowledge to support his guidance. His strong belief and active participation in recovery groups models positive behavior for clients who may be reluctant to step into those spaces for fear of judgement.

In addition to the vast expertise and lengthy background in recovery that both Peer Support Specialists offer, expanding staff to serve youth and Hispanic populations will directly address systematic and social bias for individuals in these groups living with SUD. Youth are often reluctant to seek treatment for fear of getting in trouble with their parents or being ostracized by their peers. Members of Hispanic and Latino communities face fears regarding immigration status, language barriers and cultural and family stigma, all of which lead to disproportionately low treatment rates. Having access to treatment providers focused on these two groups will help close the care gap for these often underserved community members.

F. Sustainability (10 points)

17. Describe plans for sustaining the project after the grant period ends. What strategies will be used to sustain the project's impact? What will be sustained, enhanced or expanded?

Reviewed

WyCo PHD utilizes federal grant funding to sustain the core of the peer support program but given the instability of federal grants at this time, have started to plan for a more diversified funding stream. This proposed expansion of the program is included in the larger sustainability plan for peer support. Wyandotte County has been budget neutral for several years, making dedicated county funding difficult to acquire. This year the county has moved away from budget neutral and has started conversations to dedicate local funds to health and substance use programming. Additionally, WyCo PHD staff maintain strong relationships with local funders and regional funder networks that have interest in supporting ongoing behavioral health and substance use initiatives, including peer support. As funding becomes available for increased substance use programming, WyCo PHD will continue to pursue these opportunities.

18. Describe how peers/CHWs will be supported in their role (e.g., supportive supervision, ongoing training, burnout prevention).

Reviewed

Peer Support Specialists at the WyCO PHD are required to complete the Kansas Certified Peer Mentor in Training through the Kansas Department for Aging and Disability Services within 6 months of hire. This training provides vital education on topics like staff safety, boundaries, Code of Ethics, the history of peer support, and more. The Program Coordinator also completed the Peer Support Supervisor Training to understand how best to support staff in a sometimes unpredictable and emotionally challenging field. Weekly program meetings allow time for staff to discuss clients, review processes and problem solve any challenges that personnel may face.

In addition to certification, staff is encouraged to attend multiple conferences each year both locally and nationally to stay up to date with emerging trends in recovery. In the past year alone, Peer Support Specialists and Program Coordinator have attended the 2026 Summit on Homelessness and Housing, the 2025 Opioid and Stimulant Conference, the Salina Specialty Court Conference and the Rise25 Conference focused on justice and treatment professionals. They are also planning to attend the upcoming 2026 Kansas Peer Workers Conference.

Beyond the formal certification and training, program staff stay connected with other recovery service and treatment providers by attending monthly Wyandotte County Recovery Collective meetings and monthly KCK Outreach Meetings. This allows staff to collaborate with others in the recovery field who are also serving our county; not only to share resources and updates, but also to encourage one another. The WyCo PHD also has a generous PTO program, two work from home days, and access to free mental health counseling for employees to use as needed. Through supportive leadership and open communication, the Program Coordinator creates a trusting, flexible work environment and advocates for staff to care for themselves as they work to care for Wyandotte County's most vulnerable populations.

G. Budget (10 points)

19. Applicants will need to download the KFA Budget Workbook from within the application in the online system. The workbook includes a summary budget form, associated budget narrative form, and a capital budget form (if needed). It also includes a technical guide with instructions, tips, and examples to aid in completion. See the workbook and associated guidance for more information.

Complete

Kansas Fights Addiction (KFA)

BUDGET WORKBOOK INSTRUCTIONS (DO NOT ALTER THE BUILT-IN FORMULAS WITHIN THIS WORKBOOK)

Applicants must provide the following three forms as part of the budget submission:

A. Summary Budget Form (**Sheet 2**) - Required
B. Budget Narrative Forms (**Sheet 3 - 5**) - Required
C. Capital Budget Form (**Sheet 7**) - Required only if your application includes capital outlay.

A. KFA Summary Budget Form - Sheet 2

Instructions: Organizations should fill in all applicable blue colored cells. For cells that are not applicable to your project, use "N/A" or "0."

Length of project should not exceed thirty six (36) months.

B. KFA Budget Narrative Form - Sheet 3 - 5

Instructions: Describe use of funds in each budget category. The budget should detail the first year (12 months) within Sheet 3, the second year (12 months) in Sheet 4, the third year (12 months) in Sheet 5, and should auto populate those responses into Sheet 6 so that all costs (36 months) also show up in one tab (Sheet 6 is locked and used for view-only purposes).

Direct and Indirect costs must be described in the **budget narrative.** The budget narrative should justify each cost listed in the Budget Summary.

The Budget Summary and Budget Narrative provided contain elements common to most applications presented in the correct format; however, it is not exhaustive. Please populate the forms to reflect all planned expenditures utilizing the "other" category when necessary. If you have any questions regarding any budget items, categories, how to use the form, appropriate classifications, etc., please reach out to the Sunflower Foundation.

C. KFA Capital Budget Form- Sheet 7 (Guidance for the Capital Budget Form is located in Fluxx)

Instructions: Describe all details related to any proposed capital outlay in the project. All capital outlay requires extensive review including all aspects of legal terms and abatement restrictions. **Contractor/vendor bids for the project must be included (Upload bids in Fluxx using the green plus sign next to "Grantee Project Documents")**. Sub granting/subcontracting with another organization for capital projects is unallowable (i.e. purchasing equipment for another organization or having another organization purchase equipment for you.)

Capital outlay includes expenditures of $5,000 per item or more, with a useful life of one (1) year or longer, incurred on the purchase of tangible asset(s) including (but not limited to) building, construction, equipment, etc. used in the production of goods or the rendering of abatement services in accordance with the KFA appropriation acts.

BUDGET CATEGORIES: Information and Instructions - Also see Sheet 8 and Sheet 9 for additional Tips and an Example.

DIRECT COSTS/EXPENSES: All direct costs should include costs/expenses directly related to the specific grant project proposed. These items should fall within the budget categories described below.

<u>Personnel/Salaries:</u> Identify staffing requirements by each position title and brief description of duties and % FTE dedicated to the KFA project. Indicate if staffing position is new and must be hired, or a current position. Explain why staffing position is not reimbursable by any means other than KFA funding (including credentialed staff being reimbursed by other payers, senate bill, or other sources of funding).

<u>Benefits:</u> Fringe benefits total should not exceed 25% of total salary costs (see Sample Budget Narrative for example)

<u>Consultants/Contractual Services:</u> Provide a detailed line item breakdown for each sub-project/contract and describe specific services. Include consultant costs in this line item.

<u>Supplies:</u> Identify general supply costs. Supplies are directly related to the project and are generally consumable within a year. Provide a detailed line item breakdown for each line item, including costs. (Note: technology, such as laptops, should be recorded in equipment)

<u>Transportation/Travel:</u> Identify all staff travel requirements for in-state and out-of-state (US Domestic) travel. Per diem rates must be reasonable. Reasonable rates should be in accordance with your internal organization policies, including but not limited to the published U.S. government allowance rates (available from the www.gsa.gov website). Include a comprehensive justification for rates that exceed GSA guidelines.

<u>Equipment/Rentals:</u> Provide justification for any equipment purchase/rental (such as a laptop). Note that any item that is determined to be a capital expenditure must be described in the Capital Budget Form (Sheet 7).

<u>Capital:</u> Identify any capital costs (if capital costs are indicated, a separate capital budget form (Sheet 7) and **contractor/vendor bids for the project must be included (upload bids in Fluxx using the green plus sign next to "Grantee Project Documents").**

<u>Miscellaneous/Other:</u> Please use the Miscellaneous/Other category to record any other budget expenditures that do not fall into the other categories. If you have questions about any budget item or category, please reach out to the Sunflower Foundation.

INDIRECT COSTS: Indirect costs are expenses that cannot be directly attributed to a specific cost object, such as a particular project, product, or region. Unlike direct costs, which are directly associated with a specific project, indirect costs serve broader purposes within the organization. Indirect costs represent administrative expenses associated with the cost of doing business that are not readily identified with direct project activities. Indirect costs, also referred to as facilities and administrative costs (F&A), are incurred for the benefit or joint objectives of a specific project and organizational activities. These costs are allocated across all your organization’s activities. Examples include costs for clerical and managerial staff, office space rental, and utilities.

<u>Indirect Costs:</u> Overhead costs allocable to the project, such as administrative overhead associated with this project. Rate should reflect the lowest possible rate obtainable that does not hinder project objectives. Total indirect cannot exceed 10% of total direct project costs/expenses.

Disclaimer: The project budget is the total projected costs needed to complete a project over a defined period of time. It is used to estimate what the costs of the project will be for every phase of the project. If the project is approved by the KFA Board, all grantees must agree to make supporting documentation available, upon request, for review by the Foundation personnel.

Kansas Fights Addiction (KFA)

Summary Budget Form (Sheet 2)

Instructions: Organizations should fill in all blue colored cells.

Applicant Name:	Unified Government of Wyandotte Co/KCK Public Health Department
Organization Name (If different than Applicant Name):	
Project Duration [Start Date - End Date]: (Should not exceed 36 months)	November 1, 2026 - October 30, 2029
Specific Project Title: (Please use the title of your actual project. Do not use the RFP title)	Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

PROJECT FUNDS REQUESTED

Note: Round to the nearest dollar.

Total KFA Funds Requested (Not to exceed $450,000 for years 1 - 3 combined)	$450,000
Total Funds Requested or Received from Other Sources (If applicable)	
Total Funds Requested or Committed from Applicant Organization (If applicable)	$163,773
TOTAL PROJECT BUDGET	**$613,773**

	Year 1	Year 2	Year 3	Year 1 - 3 Combined
TOTAL KFA FUNDS BUDGET (KFA funds requested for this project)	**$150,000**	**$150,000**	**$150,000**	**$450,000**

BUDGET CATEGORIES

DIRECT COSTS/EXPENSES:	**Year 1**	**Year 2**	**Year 3**	**Year 1 - 3 Combined**
A. Salaries	$87,194	$89,810	$92,504	$269,508
B. Benefits (should not exceed 25% of total salary expenses)	$21,798	$22,452	$23,126	$67,376
C. Consultants/Contractual	$0	$0	$0	$0
D. Supplies	$7,200	$14,400	$14,400	$36,000
E. Transportation/Travel/Education	$2,530	$5,500	$2,530	$10,560
F. Equipment purchase/rental	$5,120	$0	$0	$5,120
***G. Capital** (Also Complete Sheet 7)	$10,000	$0	$0	$10,000
H. Miscellaneous/Other	$2,830	$4,560	$4,130	$11,520
SUBTOTAL: DIRECT COSTS	**$136,672**	**$136,722**	**$136,690**	**$410,084**
INDIRECT COSTS/EXPENSES:				
I. INDIRECT (should not exceed 10% of total direct expenses)	$13,328	$13,278	$13,310	$39,916
SUBTOTAL - INDIRECT EXPENSES	**$13,328**	**$13,278**	**$13,310**	**$39,916**
TOTAL EXPENSES	**$150,000**	**$150,000**	**$150,000**	**$450,000**
TOTAL NET PROJECT BUDGET (Should be $0)	**$0.00**	**$0.00**	**$0.00**	**$0.00**

*Capital - if capital costs are included in this budget form, the applicant must also complete the capital budget form (**Sheet 7** - in this workbook) and submit contractor/vendor bids for the project. See Sunflower Foundation on Behalf of KFA Capital Guidelines for approved capital expenses located in Fluxx.

NOTES:

1) Please use the Budget Narrative form (**Sheets 3-5**) to clarify and provide basis for all budget form entries
2) The electronic version of this form is in Microsoft Excel format. The columns are formulated to calculate totals

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 1 Budget (Sheet 3)

Instructions:

YEAR 1 Budget

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

TOTAL KFA FUNDS REQUESTED $150,000

Year 1 - Budget Category	Total Amount Requested
DIRECT COSTS/EXPENSES	
A. Salaries (Identify staffing requirements by each position title and brief description of duties and % FTE. In the details box below, indicate if staffing position is new and must be hired, or a current position. Explain why staffing position is not reimbursable by any means other than KFA funding).	$87,194
Peer Recovery Support Specialist (serving young adults)	43,597
Peer Recovery Support Specialist (serving Spanish speakers)	43,597
Additional Salary Details (if needed): Funding will support two (2) full-time Peer Support Recovery Specialists at a starting salary of $43,597 each. Both will be new-hires, and dedicated 100% to the KFA project. We currently employ 2 Peers and a Program Coordinator through a Department of Justice grant (Comprehensive Opioid and Stimulant Substance Use Program). They are at full capacity with clients, and more peers are needed to serve youth (15-24) and Spanish-speaking populations. We are exploring Medicaid reimbursement for peer services.	
TOTAL Salaries	$87,194
B. Benefits (total benefits associated with personal dedicated to KFA project, should not exceed more than 25% of total salary costs)	$21,798
Peer #1: 25% of benefit costs for health coverage, KPERS retirement, FICA, and unemployment insurance. Fringe amount = $30,287 [Health Coverage] + ($43,597 * 18.34%) [KPERS, FICA, Unemployment] = $38,283 Benefit request capped at 25% of salary. $43,597 * 25% = $10,899	10,899
Peer #2: same	10,899
The remaining benefit costs will be covered through Unified Government funds	
Additional Benefit Details (if needed): Funds will support 25% of the benefits of 2 Peers. Fringe rates for the Unified Government include comprehensive health coverage, with medical, dental, and vision. That costs us $30,287 annually for family coverage per employee. These are new hires, so we must budget for the family insurance package. The remainder of the benefits are assessed as a rate. They include contribution to Kansas Public Employee Retirement System (10.59% of salary); Social Security (6.20% of salary); Medicare (1.45% of salary); and Unemployment insurance (.10% of salary).	
TOTAL Benefits	$21,798
C. Consultants/Contractual Services (provide a line item breakdown for each sub-project/contract and describe specific services. Include consultant costs here)	$0
Additional Consultant/Contractual Details (if needed):	
TOTAL Consultants	$0
D. Supplies (provide a general overview of supplies needed for the project. Technology [laptops, etc.] should be described in the equipment section)	$7,200
Mobile phones for clients. $40 phone * 90 needed for Year 1 (estimate) = $3,600	3,600
Phone cards for clients. $20/card * 90 clients annually needing phones * 2 months = $3,600	3,600
Additional Supply Details(if needed): Low cost basic phones and 30-day phone cards will be provided for clients who do not have access to a phone. Many Peer Support clients are unhoused or are living at or below the poverty line and cannot purchase a phone. Providing a means of communication between our Peer Support Specialists and their clients in supporting their recovery is vital. This gives clients the ability to contact resources, follow through on referrals, and reach out to their Peer Support Specialist when in crisis. Cards last for 30 days. Fewer phones and phone cards are needed for Year 1 as Peers build their caseloads.	

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 1 Budget (Sheet 3)

Instructions:

YEAR 1 Budget

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

TOTAL Supplies	$7,200

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 1 Budget (Sheet 3)

Instructions:

YEAR 1 Budget

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

E. Transportation/Travel/Education (provide detail on in-state and out-of-state travel including reason for travel [site-visit, conference, etc.])	$2,530
Peer mileage: 2 trips per week * 10 miles/trip * 52 weeks * 72.5 cents mile * 2 peers = $1,508	1,508
State Conference (KS Opioid and Stimulant Conference) for two (2) peers. Estimating travel to Wichita and 2 overnight stays. Per diem ($196) + lodging ($440) + transportation ($286) + Registration fees ($100) =	1,022
Additional Transportation Details (if needed): State Conference Lodging: GSA FY2026 Per Dim rate for daily lodging in Kansas is $110/night. State Conference Transportation: Last year's Opioid and Stimulant Conference was in Wichita, KS, or 394 round-trip miles from the Wyandotte Co Health Dept. Using that conference for estimation purposes. The GSA mileage rate for FY26 is $.725. The 2 staff will carpool in one vehicle. State Conference Meals: Most conferences provide lunch, so daily estimate is $16/breakfast + $28/dinner +$5 incindental = $49/day for each staff. Conference fees based on prior years.	
TOTAL Transportation/Travel	$2,530
F. Equipment purchase/rental (provide details on equipment purchase/rental) Note that any single item over $5,000 with a useful life of longer than one year is considered a capital purchase	$5,120
Two (2) 16" Dell laptops. $2,160 each * 2 laptops = $4,120 Cost is based on quote retrieved 6/24/2026 from Dell	4,120
Two (2) cell phones for peers. $500 each * 2 phones = $1,000.	1,000
Additional Equipment Details (if needed): Dell laptops for Peers to take case notes, send communications, research resource opportunities, etc. Peers require separate work phones to for safety and to maintain professional boundaries.	
TOTAL Equipment Purchase/Rental	$5,120
H. Miscellaneous/Other (provide detail on any project costs not included in other categories).	$2,830
Cell phone plans for peers (2). $40/month * 2 phone plans * 12 months = $960 per year	960
Vital Documents Fund	870
Bus passes. $20 weekly bus pass * 50 passes = $1,000	1,000
Additional Miscellaneous/Other Details (if needed): PHONES PLANS: Peers require separate work phones to for safety and to maintain professional boundaries. VITAL DOCUMENTS: Funding to cover Drug Court clients, unhoused clients, and others to get IDs and birth certificates, and other identification. Identified by current Peers and Drug Court staff as a common barrier. BUS PASSES: Transportation for individuals engaged with the treatment court programs and others, to assist them in making community corrections appointments, recovery-related appointments, and other appointments which will aid in their recovery. Fewer bus passes for Year 1 as peers build caseloads.	
TOTAL Misc./Other	$2,830
I. INDIRECT EXPENSES (overhead costs allocable to the project) Note: Indirect costs should not exceed 10% of total direct costs.	$13,328
Indirect expenses are paid into the Health Department Fund Balance, to offset the overhead costs provided by the Unified Government such as custodial, finance, human resource, legal, utilities, and other services. We are requesting 10% of total direct costs.	13,328
TOTAL Indirect Expense	$13,328
G. Capital Expenses (also complete sheet 7 if capital is requested)	$10,000
TOTAL EXPENSES	$ 150,000

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 2 Budget (Sheet 4)

Instructions:

YEAR 2 Budget

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

TOTAL KFA FUNDS REQUESTED $150,000

Year 2 - Budget Category	Total Amount Requested
DIRECT COSTS/EXPENSES	
A. Salaries (Identify staffing requirements by each position title and brief description of duties and % FTE. In the details box below, indicate if staffing position is new and must be hired, or a current position. Explain why staffing position is not reimbursable by any means other than KFA funding).	$89,810
Peer Recovery Support Specialist (serving young adults)	44,905
Peer Recovery Support Specialist (serving Spanish speakers)	44,905
Additional Salary Details (if needed): Funding will support two (2) full-time Peer Support Recovery Specialists at a salary of $44,905 each. This salary is a 3% higher than Year 1 due to COLA. Both will be dedicated 100% to the KFA project. We currently employ 2 Peers and a Program Coordinator through a Department of Justice grant (Comprehensive Opioid and Stimulant Substance Use Program). They are at full capacity with clients, and more peers are needed to serve youth (15-24) and Spanish-speaking populations. We are exploring Medicaid reimbursement for peer services.	
TOTAL Salaries	$89,810
B. Benefits (total benefits associated with personal dedicated to KFA project, should not exceed more than 25% of total salary costs).	$22,452
Peer #1: 25% of benefit costs for health coverage, KPERS retirement, FICA, and unemployment insurance. Fringe amount = $30,287 [Health Coverage] + ($44,905 * 18.34%) [KPERS, FICA, Unemployment] = $38,523 Benefit request capped at 25% of salary. $44,905 * 25% = $11,226	11,226
Peer #2: same	11,226
The remaining benefit costs will be covered through Unified Government funds	
Additional Benefit Details (if needed): Funds will support 25% of the benefits of 2 Peers. Fringe rates for the Unified Government include comprehensive health coverage, with medical, dental, and vision. That costs us $30,287 annually for family coverage per employee. These are new hires, so we must budget for the family insurance package. The remainder of the benefits are assessed as a rate. They include contribution to Kansas Public Employee Retirement System (10.59% of salary); Social Security (6.20% of salary); Medicare (1.45% of salary); and Unemployment insurance (.10% of salary).	
TOTAL Benefits	$22,452
C. Consultants/Contractual Services (provide a line item breakdown for each sub-project/contract and describe specific services. Include consultant costs here)	$0
Additional Benefit Details (if needed):	
TOTAL Consultants	$0
D. Supplies (provide a general overview of supplies needed for the project. Technology [laptops, etc.] should be described in the equipment section)	$14,400
Mobile phones for clients. $40 phone * 180 needed for Year 1 (estimate) = $7,200	7,200
Phone cards for clients. $20/card * 180 clients annually needing phones * 2 months = $7,200	7,200
Additional Supply Details(if needed): Low cost basic phones and 30-day phone cards will be provided for clients who do not have access to a phone. Many Peer Support clients are unhoused or are living at or below the poverty line and cannot purchase a phone. Providing a means of communication between our Peer Support Specialists and their clients in supporting their recovery is vital. This gives clients the ability to contact resources, follow through on referrals, and reach out to their Peer Support Specialist when in crisis. Cards last for 30 days.	
TOTAL Supplies	$14,400

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 2 Budget (Sheet 4)

Instructions:

YEAR 2 Budget

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

E. Transportation/Travel/Education (provide detail on in-state and out-of-state travel including reason for travel [site-visit, conference, etc.])	$5,500
Peer mileage: 2.8 trips per week * 10 miles/trip * 52 weeks * 72.5 cents mile * 2 peers = $2,142	2,142
State Conference (KS Opioid and Stimulant Conference) for two (2) peers. Estimating travel to Wichita and 2 overnight stays. Per diem ($196) + lodging ($440) + transportation ($286) + Registration fees ($100) = $1,022	1,022
National Conference (RISE Conference) for two (2) peers. Estimating travel to Nashville and 3 overnight stays. Per diem ($378) + lodging ($1,302) + transportation ($656) =	2,336
STATE CONFERENCE: GSA FY2026 Per Dim rate for daily lodging in Kansas is $110/night. State Conference Transportation: Last year's Opioid and Stimulant Conference was in Wichita, KS, or 394 round-trip miles from the Wyandotte Co Health Dept. Using that conference for estimation purposes. The GSA mileage rate for FY26 is $.725. The 2 staff will carpool in one vehicle. State Conference Meals: Most conferences provide lunch, so daily estimate is $16/breakfast + $28/dinner +$5 incindental = $49/day for each staff. Conference fees based on prior years.	
Additional Transportation Details (if needed): NATIONAL CONFERENCE - The 2026 RISE conference, focused on serving justice-involved individuals with mental health and substance use. Last year in Nashville, TN. Using Nashville for estimation purposes. GSA FY26 lodging rate is $217/night. Estimating 3 nights. Using Nashville as an estimate, roundtrip tickets in July 2026 from Kansas City to Nashville were $328 each. Most conferences provide lunch, so daily estimate for Nashville is $22/breakfast + $36/dinner +$5 incidental = $63/day. Estimating 3 days travel for 2 Peers. Conference fees paid for through other sources.	
TOTAL Transportation/Travel	$5,500
F. Equipment purchase/rental (provide details on equipment purchase/rental) Note that any single item over $5,000 with a useful life of longer than one year is considered a capital purchase	$0
Additional Equipment Details (if needed):	
TOTAL Equipment Purchase/Rental	$0
H. Miscellaneous/Other (provide detail on any project costs not included in other categories).	$4,560
Cell phone plans for peers (2). $40/month * 2 phone plans * 12 months = $960 per year	960
Vital Documents Fund	1,000
Bus passes. $20 weekly bus pass * 130 passes = $2,600	2,600
Additional Miscellaneous/Other Details (if needed): PHONES PLANS: Peers require separate work phones to for safety and to maintain professional boundaries. VITAL DOCUMENTS: Funding to cover Drug Court clients, unhoused clients, and others to get IDs and birth certificates, and other identification. Identified by current Peers and Drug Court staff as a common barrier. BUS PASSES: Transportation for individuals engaged with the treatment court programs and others, to assist them in making community corrections appointments, recovery-related appointments, and other appointments which will aid in their recovery.	
TOTAL Misc./Other	$4,560
I. INDIRECT EXPENSES (overhead costs allocable to the project) Note: Indirect costs should not exceed 10% of total direct costs.	$13,278
Indirect expenses are paid into the Health Department Fund Balance, to offset the overhead costs provided by the Unified Government such as custodial, finance, human resource, legal, utilities, and other services. We are requesting 10% of total direct costs.	13,278
TOTAL Indirect Expense	$13,278
G. Capital Expenses (also complete sheet 7 if capital is requested)	$0
TOTAL EXPENSES	$ 150,000

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 3 Budget (Sheet 5)

Instructions:

YEAR 3 Budget

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

TOTAL KFA FUNDS REQUESTED $150,000

Year 3 - Budget Category	Total Amount Requested
DIRECT COSTS/EXPENSES	
A. Salaries (Identify staffing requirements by each position title and brief description of duties and % FTE. In the details box below, indicate if staffing position is new and must be hired, or a current position. Explain why staffing position is not reimbursable by any means other than KFA funding).	$92,504
Peer Recovery Support Specialist (serving young adults)	46,252
Peer Recovery Support Specialist (serving Spanish speakers)	46,252
Additional Salary Details (if needed): Funding will support two (2) full-time Peer Support Recovery Specialists at a salary of $46,252 each. This salary is a 3% higher than Year 2 due to COLA. Both will be dedicated 100% to the KFA project. We currently employ 2 Peers and a Program Coordinator through a Department of Justice grant (Comprehensive Opioid and Stimulant Substance Use Program). They are at full capacity with clients, and more peers are needed to serve youth (15-24) and Spanish-speaking populations. We are exploring Medicaid reimbursement for peer services.	
TOTAL Salaries	$92,504
B. Benefits (total benefits associated with personal dedicated to KFA project, should not exceed more than 25% of total salary costs).	$23,126
Peer #1: 25% of benefit costs for health coverage, KPERS retirement, FICA, and unemployment insurance. Fringe amount = $30,287 [Health Coverage] + ($46,252 * 18.34%) [KPERS, FICA, Unemployment] = $38,770 Benefit request capped at 25% of salary. $46,252 * 25% = $11,563	11,563
Peer #2: same	11,563
The remaining benefit costs will be covered through Unified Government funds	
Additional Benefit Details (if needed): Funds will support 25% of the benefits of 2 Peers. Fringe rates for the Unified Government include comprehensive health coverage, with medical, dental, and vision. That costs us $30,287 annually for family coverage per employee. These are new hires, so we must budget for the family insurance package. The remainder of the benefits are assessed as a rate. They include contribution to Kansas Public Employee Retirement System (10.59% of salary); Social Security (6.20% of salary); Medicare (1.45% of salary); and Unemployment insurance (.10% of salary).	
TOTAL Benefits	$23,126
C. Consultants/Contractual Services (provide a line item breakdown for each sub-project/contract and describe specific services. Include consultant costs here)	$0
Additional Consultant/Contractual Details (if needed):	
TOTAL Consultants	$0
D. Supplies (provide a general overview of supplies needed for the project. Technology [laptops, etc.] should be described in the equipment section)	$14,400
Mobile phones for clients. $40 phone * 180 needed for Year 1 (estimate) = $7,200	7,200
Phone cards for clients. $20/card * 180 clients annually needing phones * 2 months = $7,200	7,200
Additional Supply Details(if needed): Low cost basic phones and 30-day phone cards will be provided for clients who do not have access to a phone. Many Peer Support clients are unhoused or are living at or below the poverty line and cannot purchase a phone. Providing a means of communication between our Peer Support Specialists and their clients in supporting their recovery is vital. This gives clients the ability to contact resources, follow through on referrals, and reach out to their Peer Support Specialist when in crisis. Cards last for 30 days.	
TOTAL Supplies	$14,400

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 3 Budget (Sheet 5)

Instructions:

YEAR 3 Budget

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

E. Transportation/Travel/Education (provide detail on in-state and out-of-state travel including reason for travel [site-visit, conference, etc.])	$2,530
Peer mileage: 2 trips per week * 10 miles/trip * 52 weeks * 72.5 cents mile * 2 peers = $1,508	1,508
State Conference (KS Opioid and Stimulant Conference) for two (2) peers. Estimating travel to Wichita and 2 overnight stays. Per diem ($196) + lodging ($440) + transportation ($286) + Registration fees ($100) =	1,022
Additional Transportation Details (if needed): State Conference Lodging: GSA FY2026 Per Dim rate for daily lodging in Kansas is $110/night. State Conference Transportation: Last year's Opioid and Stimulant Conference was in Wichita, KS, or 394 round-trip miles from the Wyandotte Co Health Dept. Using that conference for estimation purposes. The GSA mileage rate for FY26 is $.725. The 2 staff will carpool in one vehicle. State Conference Meals: Most conferences provide lunch, so daily estimate is $16/breakfast + $28/dinner +$5 incindental = $49/day for each staff. Conference fees based on prior years.	
TOTAL Transportation/Travel	$2,530
F. Equipment purchase/rental (provide details on equipment purchase/rental) Note that any single item over $5,000 with a useful life of longer than one year is considered a capital purchase	$0
Additional Equipment Details (if needed):	
TOTAL Equipment Purchase/Rental	$0
H. Miscellaneous/Other (provide detail on any project costs not included in other categories).	$4,130
Cell phone plans for peers (2). $40/month * 2 phone plans * 12 months = $960 per year	960
Vital Documents Fund	1,170
Bus passes. $20 weekly bus pass * 100 passes = $2,000	2,000
Additional Miscellaneous/Other Details (if needed): PHONES PLANS: Peers require separate work phones to for safety and to maintain professional boundaries. VITAL DOCUMENTS: Funding to cover Drug Court clients, unhoused clients, and others to get IDs and birth certificates, and other identification. Identified by current Peers and Drug Court staff as a common barrier. BUS PASSES: Transportation for individuals engaged with the treatment court programs and others, to assist them in making community corrections appointments, recovery-related appointments, and other appointments which will aid in their recovery.	
TOTAL Misc./Other	$4,130
I. INDIRECT EXPENSES (overhead costs allocable to the project) Note: Indirect costs should not exceed 10% of total direct costs.	$13,310
Indirect expenses are paid into the Health Department Fund Balance, to offset the overhead costs provided by the Unified Government such as custodial, finance, human resource, legal, utilities, and other services. We are requesting 10% of total direct costs.	13,310
TOTAL Indirect Expense	$13,310
G. Capital Expenses (also complete sheet 7 if capital is requested)	$0
TOTAL EXPENSES	$ 150,000

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 1 - 3 Combined Budget (Sheet 6)

This page will automatically populate totals for Years 1-3 combined. This can be used to check your descriptions and amounts.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

TOTAL KFA FUNDS REQUESTED Year 1	$150,000
Budget Category - Year 1	Total Amount Requested
DIRECT COSTS/EXPENSES	Year 1
A. Salaries	$87,194
Peer Recovery Support Specialist (serving young adults)	$43,597
Peer Recovery Support Specialist (serving Spanish speakers)	$43,597
0	$0
0	$0
0	$0
TOTAL Salaries	$87,194
B. Benefits	$21,798
Peer #1: 25% of benefit costs for health coverage, KPERS retirement, FICA, and unemployment insurance. Fringe amount = $30,287 [Health Coverage] + ($43,597 * 18.34%) [KPERS, FICA, Unemployment] = $38,283 Benefit request capped at 25% of salary. $43,597 * 25% = $10,899	$10,899
Peer #2: same	$10,899
The remaining benefit costs will be covered through Unified Government funds	$0
0	$0
0	$0
TOTAL Benefits	$21,798
C. Consultants/Contractual Services	$0
0	$0
0	$0
0	$0
0	$0
0	$0
TOTAL Consultants	$0
D. Supplies	$7,200
Mobile phones for clients. $40 phone * 90 needed for Year 1 (estimate) = $3,600	$3,600
Phone cards for clients. $20/card * 90 clients annually needing phones * 2 months = $3,600	$3,600
0	$0
0	$0
#REF!	$0
TOTAL Supplies	$7,200

TOTAL KFA FUNDS REQUESTED Year 2	$150,000
Budget Category - Year 2	Total Amount Requested
DIRECT COSTS/EXPENSES	Year 2
A. Salaries	$89,810
Peer Recovery Support Specialist (serving young adults)	$44,905
Peer Recovery Support Specialist (serving Spanish speakers)	$44,905
0	$0
0	$0
0	$0
TOTAL Salaries	$89,810
B. Benefits	$22,452
Peer #1: 25% of benefit costs for health coverage, KPERS retirement, FICA, and unemployment insurance. Fringe amount = $30,287 [Health Coverage] + ($44,905 * 18.34%) [KPERS, FICA, Unemployment] = $38,523 Benefit request capped at 25% of salary. $44,905 * 25% = $11,226	$11,226
Peer #2: same	$11,226
The remaining benefit costs will be covered through Unified Government funds	$0
0	$0
0	$0
TOTAL Benefits	$22,452
C. Consultants/Contractual Services	$0
0	$0
0	$0
0	$0
0	$0
0	$0
TOTAL Consultants	$0
D. Supplies	$14,400
Mobile phones for clients. $40 phone * 180 needed for Year 1 (estimate) = $7,200	$7,200
Phone cards for clients. $20/card * 180 clients annually needing phones * 2 months = $7,200	$7,200
0	$0
0	$0
0	$0
TOTAL Supplies	$14,400

TOTAL KFA FUNDS REQUESTED Year 3	$150,000
Budget Category - Year 3	Total Amount Requested
DIRECT COSTS/EXPENSES	Year 3
A. Salaries	$92,504
Peer Recovery Support Specialist (serving young adults)	$46,252
Peer Recovery Support Specialist (serving Spanish speakers)	$46,252
0	$0
0	$0
0	$0
TOTAL Salaries	$92,504
B. Benefits	$23,126
Peer #1: 25% of benefit costs for health coverage, KPERS retirement, FICA, and unemployment insurance. Fringe amount = $30,287 [Health Coverage] + ($46,252 * 18.34%) [KPERS, FICA, Unemployment] = $38,770 Benefit request capped at 25% of salary. $46,252 * 25% = $11,563	$11,563
Peer #2: same	$11,563
The remaining benefit costs will be covered through Unified Government funds	$0
0	$0
0	$0
TOTAL Benefits	$23,126
C. Consultants/Contractual Services	$0
0	$0
0	$0
0	$0
0	$0
0	$0
TOTAL Consultants	$0
D. Supplies	$14,400
Mobile phones for clients. $40 phone * 180 needed for Year 1 (estimate) = $7,200	$7,200
Phone cards for clients. $20/card * 180 clients annually needing phones * 2 months = $7,200	$7,200
0	$0
0	$0
0	$0
TOTAL Supplies	$14,400

Kansas Fights Addiction (KFA)

Budget Narrative Form Year 1 - 3 Combined Budget (Sheet 6)

This page will automatically populate totals for Years 1-3 combined. This can be used to check your descriptions and amounts.

Applicant Name: Unified Government of Wyandotte Co/KCK Public Health Department

Project Title: Expanding Wyandotte County Peer Support for Youth and Spanish-Speakers

E. Transportation/Travel/Education	$2,530
Peer mileage: 2 trips per week * 10 miles/trip * 52 weeks * 72.5 cents mile * 2 peers = $1,508	$1,508
State Conference (KS Opioid and Stimulant Conference) for two (2) peers. Estimating travel to Wichita and 2 overnight stays. Per diem ($196) + lodging ($440) + transportation ($286) + Registration fees ($100) =	$1,022
0	$0
0	$0
0	$0
TOTAL Transportation/Travel	$2,530
F. Equipment purchase/rental	$5,120
Two (2) 16" Dell laptops. $2,160 each * 2 laptops = $4,120 Cost is based on quote retrieved 6/24/2026 from Dell	$4,120
Two (2) cell phones for peers. $500 each * 2 phones = $1,000.	$1,000
0	$0
0	$0
0	$0
TOTAL Equipment Purchase/Rental	$5,120
H. Miscellaneous/Other	$2,830
Cell phone plans for peers (2). $40/month * 2 phone plans * 12 months = $960 per year	$960
Vital Documents Fund	$870
Bus passes. $20 weekly bus pass * 50 passes = $1,000	$1,000
0	$0
0	$0
TOTAL Misc./Other	$2,830
I. INDIRECT EXPENSES	$13,328
Indirect expenses are paid into the Health Department Fund Balance, to offset the overhead costs provided by the Unified Government such as custodial, finance, human resource, legal, utilities, and other services. We are requesting 10% of total direct costs.	$13,328
0	$0
0	$0
0	$0
0	$0
TOTAL Indirect Expense	$13,328
G. Capital Expenses	$10,000
TOTAL COSTS/EXPENSES	$150,000

E. Transportation/Travel/Education	$5,500
Peer mileage: 2.8 trips per week * 10 miles/trip * 52 weeks * 72.5 cents mile * 2 peers = $2,142	$2,142
State Conference (KS Opioid and Stimulant Conference) for two (2) peers. Estimating travel to Wichita and 2 overnight stays. Per diem ($196) + lodging ($440) + transportation ($286) + Registration fees ($100) = $1,022	$1,022
National Conference (RISE Conference) for two (2) peers. Estimating travel to Nashville and 3 overnight stays. Per diem ($378) + lodging ($1,302) + transportation ($656) =	$2,336
0	$0
STATE CONFERENCE: GSA FY2026 Per Dim rate for daily lodging in Kansas is $110/night. State Conference Transportation: Last year's Opioid and Stimulant Conference was in Wichita, KS, or 394 round-trip miles from the Wyandotte Co Health Dept. Using that conference for estimation purposes. The GSA mileage rate for FY26 is $.725. The 2 staff will carpool in one vehicle. State Conference Meals: Most conferences provide lunch, so daily estimate is $16/breakfast + $28/dinner +$5 incindental = $49/day for each staff. Conference fees based on prior years.	$0
TOTAL Transportation/Travel	$5,500
F. Equipment purchase/rental	$0
0	$0
0	$0
0	$0
0	$0
0	$0
TOTAL Equipment Purchase/Rental	$0
H. Miscellaneous/Other	$4,560
Cell phone plans for peers (2). $40/month * 2 phone plans * 12 months = $960 per year	$960
Vital Documents Fund	$1,000
Bus passes. $20 weekly bus pass * 130 passes = $2,600	$2,600
0	$0
0	$0
TOTAL Misc./Other	$4,560
I. INDIRECT EXPENSES	$13,278
Indirect expenses are paid into the Health Department Fund Balance, to offset the overhead costs provided by the Unified Government such as custodial, finance, human resource, legal, utilities, and other services. We are requesting 10% of total direct costs.	$13,278
0	$0
0	$0
0	$0
0	$0
TOTAL Indirect Expense	$13,278
G. Capital Expenses	$0
TOTAL COSTS/EXPENSES	$150,000

E. Transportation/Travel/Education	$2,530
Peer mileage: 2 trips per week * 10 miles/trip * 52 weeks * 72.5 cents mile * 2 peers = $1,508	$1,508
State Conference (KS Opioid and Stimulant Conference) for two (2) peers. Estimating travel to Wichita and 2 overnight stays. Per diem ($196) + lodging ($440) + transportation ($286) + Registration fees ($100) =	$1,022
0	$0
0	$0
0	$0
TOTAL Transportation/Travel	$2,530
F. Equipment purchase/rental	$0
0	$0
0	$0
0	$0
0	$0
0	$0
TOTAL Equipment Purchase/Rental	$0
H. Miscellaneous/Other	$4,130
Cell phone plans for peers (2). $40/month * 2 phone plans * 12 months = $960 per year	$960
Vital Documents Fund	$1,170
Bus passes. $20 weekly bus pass * 100 passes = $2,000	$2,000
0	$0
0	$0
TOTAL Misc./Other	$4,130
I. INDIRECT EXPENSES	$13,310
Indirect expenses are paid into the Health Department Fund Balance, to offset the overhead costs provided by the Unified Government such as custodial, finance, human resource, legal, utilities, and other services. We are requesting 10% of total direct costs.	$13,310
0	$0
0	$0
0	$0
0	$0
TOTAL Indirect Expense	$13,310
G. Capital Expenses	$0
TOTAL COSTS/EXPENSES	$150,000

TOTAL KFA FUNDS REQUESTED Years 1 - 3 Combined	$450,000
Budget Category - Years 1 - 3 Combined	Total Amount Requested
DIRECT COSTS/EXPENSES	Years 1 - 3 Combined
A. Salaries	$269,508
TOTAL SALARIES	$269,508
B. Benefits	$67,376
TOTAL BENEFITS	$67,376
C. Consultants/Contractual Services	$0
TOTAL CONSULTANTS	$0
D. Supplies	$36,000
TOTAL SUPPLIES	$36,000
E. Transportation/Travel/Education	$10,560
TOTAL TRANSPORTATION/TRAVEL/EDCATION	$10,560
F. Equipment purchase/rental	$5,120
TOTAL EQUIPMENT PURCHASES/RENTALS	$5,120
H. Miscellaneous/Other	$11,520
TOTAL MISC/OTHER	$11,520
INDIRECT COSTS/EXPENSES	
I. INDIRECT COSTS/EXPENSES	$39,916
TOTAL INDIRECT COSTS	$39,916
CAPITAL	
G. Capital Expenses	$10,000
TOTAL EXPENSES	$450,000

Kansas Fights Addiction (KFA)

Capital Budget Form (Sheet 7)

Capital outlay includes expenditures of $5,000 per item or more, with a useful life of one (1) year or longer, incurred on the purchase of tangible asset(s), including (but not limited to) building, construction, equipment, etc. used in the production of goods or the rendering of services in accordance with the KFA abatement requirements. Capital expenditures are allowable for KFA grants if the costs directly enable the project strategies to be completed. Please see the KFA Capital Guidelines (located in Fluxx) for additional information. Capital projects will be reviewed on a case-by-case basis and will require extensive review and consideration. Capital projects must be deemed necessary to the successful implementation of the allowable associated opioid abatement strategy for the life of the asset or as mutually agreed upon. If you have any questions about whether a budgeted expenditure is considered capital, please reach out to Sunflower Foundation for assistance.

This Capital Budget Form must be accompanied with bids from contractor(s)/vendor(s) for the capital project requested (bids should be uploaded in Fluxx using the green plus sign located next to "Grantee Project Documents"). The combined bid amounts should match the total capital requested amount.

Instructions: Applicants should fill in all blue colored cells.

Applicant Name: Test Organization in Kansas
Project Title: Special Project in Kansas

TOTAL KFA FUNDS REQUESTED FOR CAPITAL (for Years 1 - 3)	**$10,000**
Detailed Description of Item(s)/Expenditure(s)	**Total Amount Requested**
Work will include: 1) Clearing a small section of nursing cubicles on the 1st floor, 2) Erecting an office with a door that closes for the Substance Use Coordinator, 3) Partitioning substance use office from larger nursing office area, 4) Re-positioning cubicles to accomodate four (or more) peers within the cubicle pod.	$ 10,000.00
TOTAL CAPITAL COSTS	$10,000.00

What is the need for the item(s)/expenditure(s) and how does it directly enable project strategies to be completed?

With the addition of two additional peers, our 5-person substance use team needs new office space within the Health Department. We are out of space in the Community Health Division office. If awarded, we plan to transition the Substance Use Team down to the 1st floor clinical environment. The current space lacks an office with a door that closes, for 1:1 supervision by the Substance Use Coordinator and private meetings. Without retrofitting the new space, the peers will be physically located in different areas. This reduces the chance for learning and cross-collaboration on the peer team.

Will other funding sources also be used for this purchase? If so please provide details of those funding sources and how they will be used.

This funding will be sufficient for the office retrofit.

How will this capital be sustained and maintained in the years moving forward? Will there be additional operating costs? If so, how will those costs be covered? (consider registration, inspections, ongoing maintenance/insurance, fees, landlord approvals, etc.)

There will be no additional operating costs to sustain with this capital expenditure.

Please provide any additional information that will be helpful for project consideration by the KFA Board.

All construction/building modification quotes go through our Buildings & Logistics Department who have been occupied with World Cup logistics. We were unable to secure a quote from Interior Landscapes. In 2023 they created two new WIC supervisor offices, at a cost of $11,283, using prefabricated wall partitions. This capital project will be of less scale as only 1 supervisor office is required. We used the 2023 quote as a basis for cost estimation and will work with Buildings & Logistics to secure a quote as they have capacity.

KFA Summary Budget Form Helpful Notes (sheet 8)

Applicants should fill out all applicable blue COLORED cells on Summary Budget Form

ROW	NOTES
Row 5	Enter the Applicant name
Row 6	Enter the Organization name (if different than Applicant name)
Row 7	Enter the Project Duration (start date and stop date of project that the budget will cover - should not exceed 36 months)
Row 8	Enter the Project Title
Row 11	Enter the TOTAL KFA funds requested (includes all priority areas your project is covering)
Row 12	IF your total project budget includes funding from another public or private source, please list those fund amounts here
Row 13	IF your total project budget includes funds committed from your own organization, please list those fund amounts here
Row 14 - Total Project Budget	This cell is locked and will auto calculate based upon your above entries
Row 17	This cell is locked and will auto populate based upon above entries
Row 21 - 28	These rows are for your direct KFA requested funds budget costs by category, please list applicable costs in appropriate category, if there is no cost for a category, please enter 0
NOTE: Row 22 - Benefits	Total benefits charged to the project should not exceed 25% of the total salary costs charged to the project
NOTE: Row 27 - Capital Costs	Capital costs are fixed, one-time expenses (greater than $5,000 per item, with the useful life of over 1 year) that are incurred on the purchase of buildings, construction and equipment used in the production of goods or the rendering of services. Capital costs may be allowable for KFA grants if the costs directly enable the project strategies to be completed but will require additional review. **IF capital costs are included in your project budget, a separate Capital Budget Form must be filled out (Sheet 7). Contractor/vendor bids for the capital project requested must be included (Bids should be uploaded into Fluxx using the green plus sign located next to "Grantee Project Documents"). Sub granting/subcontracting with another organization for capital projects is not allowed.**
Row 29 - Subtotal Direct Expenses	This cell is locked and will auto calculate your total direct expenses based on your above entries
Row 32	This cell is for you to record your indirect expenses. Indirect expenses include costs which are frequently referred to as overhead expenses (for example, rent and utilities) and general and administrative expenses (for example, officers' salaries, accounting department costs and personnel department costs). Indirect expenses charged to KFA funds should NOT exceed 10% of total KFA direct funds requested. Budget ceiling is $150,000 a year or $450,000 combined year 1 - 3, including indirect costs.
Row 33 - Subtotal Indirect Expenses	This cell is locked. It will auto populate based on your above entries
Row 35 - Total Expenses	This cell is locked. It will auto calculate your total expenses (direct + indirect)
Row 37 - Total Net Project	This cell is locked. It will auto calculate to ensure that the funds you are asking for (Row 21) equals the expenses you have charged (row 39) and SHOULD EQUAL $0.00. For example, if you are asking for $100,000 from KFA, you need $100,000 worth of line item expenses in your direct and indirect expenses rows. If you do, Row 41 will be $0.00, meaning you have allocated all of the funds that you have asked for.

Kansas Fights Addiction (KFA)

Budget Narrative Form SAMPLE (sheet 9)

*NOTE - The line item totals in the gray cells are auto filled from your summary budget form. If the TOTAL line item (auto calculated) for each category matches the line item amount brought over from your budget form, the TOTAL line item cell will appear green. If the TOTAL line item does not match the amount from your budget form, the cell will appear red and corrections are needed. FOR EXAMPLE: if the GRAY cell for Salaries reads $10,000 (that $10,000 was auto pulled from your salary line item on your budget form), then your detailed calculations need to add up to $10,000. If they don't, the cell will turn red and you will need to adjust your detailed calculations.

Instructions:

1. For each individual budget category, describe all KFA funding information in detail, including basis for calculation.
2. For each line item described, include the correlated amount(s) in Column C.
3. If a category does not apply and is blank on your Summary Budget Form, write "N/A."
4. Organizations should fill in all applicable blue colored cells.

Applicant Name: TEST ORGANIZATION

Project Title: UNIQUE PROJECT TITLE

TOTAL KFA FUNDS REQUESTED	$200,000	This cell will auto fill based on your budget form
Budget Category	**Total Amount Requested**	
DIRECT EXPENSES		
A. Salaries (for personnel dedicated to KFA project, list title and % FTE allocated). Indicate if staffing position is new and must be hired or current position. Explain why staffing position is not reimbursable by any other means other than KFA funding.	$55,000	This cell is locked, it will auto fill from your budget form
Substance Use Disorder Counselor, LAC X 1 - .20 FTE	15,000	Use these cells to identify staffing requirements by each position title and brief description of duties and % FTE. In ROW 19 Salary Details, indicate if the staffing position is new and must be hired, or a current position. Explain why staffing position in not reimbursable by any other means other than KFA Funding
Peer Support Specialist x1 - 100% FTE	40,000	
Additional Salary Details (if needed): The SUD Counselor will assist in the treatment of clients. This is a current existing position with LAC certification, thus will not need to be hired. The .20 FTE that KFA funds will cover will go towards the treatment of uninsured clients, this will allow us to dedicate additional caseload capacity for this population. Peer Support Specialist will be added to expand these services to our local Emergency Department. This new position will need to be hired, finding a peer support specialist for hire is not anticipated to cause any delays as these positions are typically easier for our organization to fill than others such as counselors due to our alumni network. All positions will be sustained after the grant via county budget in FY26 and thus will not rely upon other state billable reimbursement structures.		
TOTAL Salaries	$55,000	This cell is locked, it will auto calculate based on your above entries.
B. Benefits (total benefits associated with personal dedicated to KFA project, should not exceed more than 25% of total salary costs)	$9,521	This cell is locked, it will auto fill from your budget form
Federal Insurance Contributions Act (FICA) @ 7.65% of Salary	4,208	Use these cells to provide details on any benefits costs charged to your KFA budget
Employer Portion of health and dental insurance benefits @ 7.8% of Salary	4,290	
Unemployment Insurance @ .16% of Salary; Workers Comp @ .40% of Salary; Disability @ .3% of Salary	473	
Life Insurance @ 1% of Salary	550	
Additional Benefit Details (if needed): Employer benefit costs associated with LAC X .2 FTE and new peer support specialist		
TOTAL Benefits	$9,521	This cell is locked, it will auto calculate based on your entries above
C. Consultants/Contractual Services (provide a line item breakdown for each sub-project/contract and describe specific services. Include consultant costs here)	$71,742	This cell is locked, it will auto fill from your budget form
Contract with Transportation Drivers (MAT/MOUD services $.67/mile X 25 miles X 4 patients per week X 26 weeks)	1,742	Use these cells to provide details on any consultant costs charged to your KFA budget
Contract with physician to provide MOUD services ($200/hr x 350 hours)	70,000	
Additional Consultants/Contractual Services Details (if needed): MOUD contract with MD will include an estimated average of 6-7 hours/week at our clinic location and within the ED to provide MOUD physician services including MOUD induction and follow-up care.		This cell is locked, it will auto calculate based on your entries above
TOTAL Consultants	$71,742	This cell is locked, it will auto calculate based on your entries above
D. Supplies (provide a general overview of supplies needed for the project. Technology [laptops, etc.] should be described in the equipment section)	$52,290	This cell is locked, it will auto fill from your budget form
Naloxone @ $37.50 per kit X 100 kits (2 doses per kit)	3,750	Use these cells to provide details on any supply costs charged to your KFA budget (laptops and other technology should be listed under equipment)
MOUD - Buprenorphine (Rx $58/8mg film or $12/8mg tabs) or Vivitrol ($669/monthly injection)	48,540	

Additional Supply Details (if needed): Will coordinate Naloxone purchase with DCCCA at the reduced price included above. MOUD includes options for MOUD therapy to be provided based on therapy best suited for each individual patient needs, as determined by the patient and MD. MOUD estimations are based on average 340B acquisition cost per month per patient. MOUD will be provided to the uninsured/individuals unable to self-pay or not covered by any other funding source for this project. Actual costs and number of patients served may vary by patient needs, estimations were based on a calculation of 50 patients for 6 months (20 patients receiving Bup. Film, 20 patients receiving Bup. Tab, and 10 patients receiving Vivitrol)		
TOTAL Supplies	$52,290	This cell is locked, it will auto calculate based on your entries above
E. Transportation/Travel/Education (provide detail on in-state and out-of-state travel including reason for travel [site-visit, conference, etc.])	$465	This cell is locked, it will auto fill from your budget form
Kansas Opioid Conference Attendance (KOC) Registration for one staff member based on 2023 rates, 1 staff	50	Use these cells to provide detail on any travel costs charged to your KFA budget. Per diem rates must be reasonable. Reasonable rates should be in accordance with your internal organization policies or including but not limited to the published U.S. government allowance rates (available from the www.gsa.gov website). Include comprehensive justification for rates that exceed GSA guidelines.
KOC Hotel stay X 1 night - Est. based on 2023 conference room block at Hyatt Regency = $98/night +taxes &fees = $114.29	114	
KOC meal per diem rate X 2 days - Wichita travel day per diem rate of $48/day X 2	96	
KOC Round trip (RT) mileage from Topeka to Wichita with tolls (148 miles X 2 - 284 RT miles X .655/mile = $186.02, cash toll rate of $9.25 X 2 - $18.50 RT tolls fees	205	
Additional Transportation/Travel/Education Details (if needed): Provisions for new peer support specialist to attend KOC conference in Wichita as estimated by 2026 conference costs/rates. Per diem estimations based on GSA rates.		
Total Transportation/Travel/Education	$465	This cell is locked, it will auto calculate based on your entries above
F. Equipment purchase/rental (provide justification for equipment purchase/rental) Note that any single item over $5,000 with a useful life of longer than one year is considered a capital purchase	1,770	This cell is locked, it will auto fill from your budget form
Laptop ($1200), docking station ($210), monitors x2 ($120 each = $240), wireless keyboard & mouse ($60), external webcam ($60) at $1,770/person X 1	1,770	Use these cells to provide detail on any equipment purchase or rental costs charged to your KFA budget (Items more than $5,000 per with a useful life of greater than one year should be listed in Capital)
Additional Equipment Details (if needed): This equipment will provide the necessary equipment for the new Peer Support Specialist position noted above		
TOTAL Equipment Purchase/Rental	$1,770	This cell is locked, it will auto calculate based on your above entries
H. Miscellaneous/Other (provide detail on any project costs not included in other categories)	-	This cell is locked, it will auto fill from your budget summary
		Use these cells to detail any costs that do not fit into any of the other categories provided.
Additional Miscellaneous/Other Details (if needed):		
TOTAL Misc./Other	$0	This cell is locked, it will auto calculate based on your above entries
I. INDIRECT EXPENSES (includes administrative support, overhead, and other minor indirect expenses) Note: indirect should not exceed 10% of total direct budget	$9,212	This cell is locked, it will auto fill from your budget form
Indirect costs, including administrative oversight associated with XX project	9,212	Use these cells to provide detail on any indirect expenses charged to your KFA budget. Indirect Expenses should be no more than 10% of total KFA Direct Expenses.
TOTAL Indirect Expenses	$9,212	This cell is locked, it will auto calculate based on your above entry
G. Capital Expenses (also complete sheet 7 if capital is requested)	$	This cell is locked, it will auto fill from your Summary Budget Form
TOTAL EXPENSES	$ 200,000	This cell is locked, it will auto calculate from your entries above and will appear green if the total matches the TOTAL KFA FUNDS requested on your budget form

Sunflower Foundation

Kansas Fights Addiction (KFA) Grant Review Board
and Sunflower Foundation on
behalf of the Kansas Office of the Attorney General

REQUEST FOR GRANT PROPOSALS

FOR

Substance Use Disorder Recovery Services through Peer Supports and Community Health Workers

Short Title: Peers/CHWs

Kansas Fights Addiction 2026
Summary of the Request for Proposals (RFP)

Key Dates

- **Posted Date:** Tuesday, May 26, 2026
- **Confirmation of Intent to Apply Deadline:** 5:00 pm CDT on Tuesday, June 9, 2026
- **Application Deadline:** 5:00 pm CDT on Friday, June 26, 2026
- **Funding Announcements:** Anticipated to be on or before Monday, September 26, 2026

You can find a list of frequently asked questions (FAQs) on page 13 of this packet.
To ensure a timely and appropriate response to all inquiries, please email questions to: KFAinfo@sunflowerfoundation.org

Grant Title:	Peers and Community Health Workers
Description:	The Kansas Fights Addiction Grant Review Board (KFAB), Kansas Office of the Attorney General (OAG), and Sunflower Foundation are accepting applications for Peers, Community Health Workers, and barrier reduction supports. The purpose of the KFA program is to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction. The KFA grant program is funded by the Kansas opioid settlements obtained by OAG. Sunflower Foundation serves as the grant administrator for KFAB. To learn more about KFA, visit https://ag.ks.gov/about-the-office/affiliated-orgs/kansas-fights-addiction-act-grant-review-board.
Eligibility:	Eligibility is limited to state entities, municipalities, nonprofit entities, and for-profit private entities that provide services in Kansas for the purposes of preventing, reducing, treating, or otherwise abating or remediating substance abuse or addiction and has released or will release its legal claims arising from covered conduct against each defendant that is required by the opioid litigation.
Total Available Funding:	$4,050,000
Award Ceiling:	Up to $450,000 ($150,000 per year)
Length of Project:	Up to 3 years – Awarded projects should anticipate an earliest start date of November 2026
Authorizing Statute:	KFA grants are authorized under the Kansas House Bill 2079, Kansas Fights Addiction Act, codified as KSA 75-775 to -781.

Purpose and Overview of Settlement Funds

The Office of the Attorney General (OAG) negotiated opioid settlement payments for Kansas and its counties and municipalities. These direct payments to Kansas consist of both one-time payments and recurring payments estimated to occur through 2038.

The purpose of the Kansas Fights Addiction Grant Program (KFA) is to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction. The KFA grant program is funded by the Kansas opioid settlements obtained by OAG. Sunflower Foundation serves as the grant administrator for the Kansas Fights Addiction Grant Review Board (KFAB). To learn more about KFA, visit https://ag.ks.gov/about-the-office/affiliated-orgs/kansas-fights-addiction-act-grant-review-board.

Populations to be Served

Populations served may include, but are not limited to, individuals with or at risk of developing opioid use disorder (OUD) and/or any co-occurring substance use disorders or mental health (SUD/MH) conditions; individuals involved in the criminal legal system and in need of medications or other SUD services; and/or children impacted by substance use.

Statutory Guidance

During award consideration, KFAB will consider the following qualifying project criteria pursuant to Kansas House Bill 2079, Kansas Fights Addiction Act, codified as KSA 75-775 to -781.

A. applications proposing science and data-driven approaches to the work;
B. the sustainability of programming after grant funds are exhausted;
C. qualified applicants that are not otherwise seeking or receiving funds from opioid litigation;
D. applications to expand availability of certified drug abuse treatment programs authorized by KSA 2020 Supp. 21-6824.

KFA grants can only support services provided in Kansas or for Kansans. If an organization is based in or provides services in another state, prorated support of the proposed work will be considered only if documentation is provided to verify the percentage of services provided in Kansas or for Kansans.

Notice of Public Disclosure

Sunflower Foundation and the Kansas Fights Addiction Grant Review Board are subject to the Kansas Open Meeting Act (K.S.A. 75-4317 et seq.) and the Kansas Open Records Act (K.S.A. 45-215 through 45-223). Consequently, all materials received in an application process may be subject to public release pursuant to these statutes.

Deadline and Submission Process

1. **Confirmation of Intent (COI) to Apply Deadline: 5:00 pm CDT on Tuesday, June 9, 2026, via survey at https://www.surveymonkey.com/r/KF3533B.**

   Sunflower Foundation is requesting that prospective applicants submit a brief survey of the organization's intent to apply for this funding opportunity. COI is not required but is strongly encouraged to assist in structuring an efficient review process.

   COI survey questions include:
   - name of organization intending to apply;
   - type of organization;
   - primary contact;
   - additional comments (optional).

2. **Proposal Deadline**
   Proposals must be submitted online no later than 5:00 pm CDT on Friday, June 26, 2026.

3. **Submission Process**
   To be considered for KFA funds, all applications must be submitted electronically via the online grants management system (Fluxx). The online application will open on May 26, 2026 and is available at https://ksfightsaddiction.fluxx.io/user_sessions/new.

   Applicants are encouraged to read through the entire request for proposals and application before beginning the submission process. This application is not a commitment for funds, nor does it obligate KFAB to grant or lend any form of financial assistance. For questions regarding online submission, please contact grants@sunflowerfoundation.org.

4. **Funding Announcements**
   For applications received by the deadline, Friday, June 26, 2026, funding announcements are expected by October 26, 2026. Announcement dates are subject to change.

   Grants may begin once the Letter of Agreement (LOA), the grant contract, has been executed between the foundation and the awarded organization. Initiation and execution of LOA will follow funding announcements.

Grant Application Details

Purpose

The goal of this funding opportunity is to advance community-based, recovery-oriented care by expanding availability of peer support and community health workers (CHW) working with and supporting people with substance use disorder (SUD). By expanding these services, this opportunity aims to increase access to recovery support, strengthen recovery networks, and promote sustained recovery for individuals affected by substance use disorder.

Funding will support programs that provide peer recovery support services (PRSS), such as outreach, navigation, and support services to individuals with an SUD, particularly those who face barriers to accessing SUD care, wraparound support, and community resources. Activities may include, but are not limited to, connecting individuals to SUD treatment and medical services, facilitating engagement with recovery support services, connection and guidance during the recovery journey, and coordinating barrier-reduction supports. PRSS help bridge the gap between clinical treatment and everyday life and are integral to recovery-oriented systems of care.

Organizations use a variety of job titles for positions that provide the activities above, such as recovery support specialist, care coordinator, community health worker, peer support specialist, recovery coach, peer mentor/advocate, and peer navigator. For this funding opportunity, specific job titles are not required, but applicants should detail how their project expands the availability of professionals providing these services. Applicants are also encouraged to consider where peer support specialist and community health worker certification enhances the project or leverages additional resources. Visit SAMHSA's recent brief to learn more about the similarities and differences between peer-based roles and community health workers. Additional information on Kansas certification for SUD peers is available from the Kansas Department for Aging and Disabilities. Kansas certification for community health workers is available from the Kansas Department of Health and Environment.

The Comprehensive Statewide SUD Needs Assessment emphasizes the many barriers, such as transportation, housing, and basic needs, that prevent individuals from accessing services and reaching long-term recovery. Under this funding opportunity, barrier-reduction supports are an allowable activity. Barrier-reduction support helps individuals engage in and remain connected to treatment and recovery services. Alongside PRSS, barrier-reduction support provides essential assistance to individuals navigating their recovery journey.

Eligible Organizations

Eligibility, defined by statute, is limited to legally formed entities in active and good standing with the Kansas Secretary of State and are tax compliant. Organizations also must provide services in Kansas for the purposes of preventing, reducing, treating, or otherwise abating or remediating substance abuse or addiction and have released or will release its legal claims arising from covered conduct against each defendant that is required by the opioid litigation.

Types of Eligible Organizations:

- Nonprofit entities that have tax-exempt status under the Internal Revenue Service Code, including 501(c)(3) and organizations such as active churches and religious organizations; or
- For-profit private entities; or
- Instrumentalities of state or local government.

Use of Grant Funds

Applicants are required to submit a project budget and associated narrative describing how the grant funds will be used for opioid and/or any co-occurring substance use disorder abatement strategies to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction in Kansas.

The KFA grant program bases the release of subsequent year funds on the submission and approval of progress and financial report(s), and any other required reporting. Year two (2) and three (3) funding is contingent upon progress made on your project which may include but is not limited to:

- making measurable progress toward goals and objectives;
- timely submission of required reports;
- demonstrates appropriate and timely use of funds aligned with the KFAB-approved budget and allowability guidelines; and
- proactively addressing barriers and challenges as they arise.

All opioid abatement projects proposed in grant applications must meet one (1) or more of the qualifying project criteria pursuant to Kansas House Bill 2079, Kansas Fights Addiction Act, codified as KSA 75-775 to -781.

Funding Exclusions

Below are overarching funding exclusions for KFA funds. See the Unallowable List for additional funding exclusions.

- Supplantation of existing funding;
- Non-abatement strategies;
- Opioid litigation expenses;
- Campaign contributions;
- Illegal items or expenditures in which are prohibited by federal, state, or local law (e.g., syringe exchange programming, drug paraphernalia as defined in K.S.A. 21-5701, etc.).

Review Process

All submitted applications will be reviewed for completeness, organizational eligibility and financial due diligence, along with evaluation of the application with the KFAB-approved scoring rubric. Applicants must meet the above Eligibility Requirements to be considered. Additional information may be requested from applicants during this process.

The grant review process utilizes the KFAB-approved scoring rubric that addresses the seven (7) required sections in the application on a scale of 0-100. Sections are scored based on the quality of responses. Maximum points available for each section are listed in the "Online Application Text" section of this RFP.

Grant Awards

This is a competitive grant program, which means that not all qualifying and meritorious proposals will be awarded funding. The KFA Act requires at least 1/8 of awarded funding each year be spent in each of the four congressional districts, thus geographic distribution will be considered when making awards. If awarded, all grant payments from Sunflower Foundation to the grantee organization will be made via electronic payments.

Grant Term

Grant projects are expected to be accomplished within 3 years (36 months) from the date of the Letter of Agreement (LOA) execution; some exceptions may apply. It is anticipated that awarded projects will begin no earlier than November 2026. If you have questions about the grant term, contact KFAinfo@sunflowerfoundation.org to discuss before applying.

Reporting Requirements

All grantees will be required to submit at least six (6) progress reports and quarterly financial reports. The number of required reports can vary depending on the size and length of each grant. All reporting requirements and deadlines will be clearly stated in the Letter of Agreement (LOA) between the grantee and Sunflower Foundation. The grantee will be required to file reports electronically via the online grants management system.

Final reports are due within 30 days of the end of the grant period. Reports may include, but are not limited to:

- detailed account of funding spent on approved uses;
- services provided;
- number of individuals served;
- aggregated and de-identified demographic information for individuals served;
- summary of impact(s), successes or challenges of the project funded with opioid settlement funds this project period;
- specific Peers/CHWs reporting indicators.
    - number of individuals served by peer specialists and/or CHWs;
    - number or percentage engaged in/connected to recovery support services;
    - number or percentage connected to SUD treatment services;
    - number or percentage connected to primary care and/or behavioral health services;
    - number or percentage improvement in housing stability;
    - number or percentage improvement in employment status;
    - number or percentage reduction in criminal justice involvement.

Online Application Submission

Getting Started

The KFA grant program uses an online grants management system called Fluxx. A guide to the online system can be found here: KFA Application Technical Assistance Guide.

All applicants must have a current online account to complete the application; applicants must complete the registration to create an account before submitting the application. Create an account and view the online application at https://ksfightsaddiction.fluxx.io/user_sessions/new.

All applications must be completed and submitted through the online system, and all responses must be entered directly into the online application form. Application responses or information within any uploaded supplemental documents will not be considered as a sufficient response to the application questions. Only required documents (listed below) uploaded to the online system will be considered.

If applicants have difficulty completing the online application or uploading attachments, contact grants@sunflowerfoundation.org prior to submitting the application.

Components of the Online Application

A. Application Fields *(applicants may copy and paste the following into the online application)*

- Organization information;
- Project summary information;
- Project description and narrative.
  - Organization capacity/experience;
  - Project overview and need;
  - Goals;
  - Resources;
  - Barriers;
  - Sustainability;
  - Budget.

B. Attachments – Additional Forms & Supporting Documents *(uploaded by applicant as part of the final submission process)*

Documents

- Budget Workbook that includes a budget summary, narrative, and capital form.

Organizational Documents:

- 501(c)(3) nonprofit: IRS-990 or 990-N, copy of current financial statements (preferably no older than 6 months), including statement of activities YTD and statement of financial position, and copy of most recent audit (preferably no older than 2 years), if available.
- Nonprofit without 990 (including active Churches and Religious Organizations): W-9 with EIN, copy of current financial statements (preferably no older than past 6 months), including statement of activities YTD and statement of financial position, and copy of most recent audit (preferably no older than 2 years), if available.
- For-Profit: Most current Tax Return, copy of most recent financials (preferably no older than 6 months), copy or link to most recent audit (preferably no older than 2 years), if available.
- Unit of State or Local Government: W-9 with EIN, copy of most recent financials (preferably no older than 6 months), copy or link to most recent audit (preferably no older than 2 years), if available.

Documentation Due Upon Award:

- Signed Letter of Agreement (LOA) between the applicant entity and Sunflower Foundation.
- ACH electronic payment processing form.

- If awarded, all grant payments from Sunflower Foundation to the grantee organization will be made via electronic payments.

- Signed agreement to release right to litigation of entities associated with opioid settlements.

NOTE: Sunflower Foundation reserves the right to request additional documentation during the application review and financial due diligence process, including but not limited to the right to request an IRS Determination Letter, Articles of Incorporation, Charter, additional tax returns, audits, and/or other documents as needed to verify entity status, eligibility, and financial viability in accordance with the KFA Act, codified as KSA 75-775 to -781.

When relevant, organizations may be required to attest to expenditure responsibility.

This application is not a commitment for funds, nor does it obligate KFAB to grant or award any form of financial assistance.

IMPORTANT SUBMISSION TIPS:

- Register within the Fluxx grants management system at least 5 business days before the deadline to ensure sufficient time for Sunflower Foundation staff to review and approve your registration.
- Fluxx does NOT auto-save your work. Make sure you save often. After you have saved your work, you can leave the portal and return to it later. If you do NOT save, your work will be lost.
- It is recommended that you write the draft of your application offline and save in a Word document. When you are ready to submit, copy and paste into the online application. This reduces the chance of losing any work if your online submission process gets interrupted.
- Once your application is complete, but before you submit it, we suggest you have someone not involved in writing the application review it for completeness, clarity, and consistency.

Online Application Text

To assist your planning, the questions from the online application are provided below. **Please note that the questions below are only provided to assist in offline planning. All applicants who wish to apply must do so through the online system.** The application will be available May 26, 2026 at https://ksfightsaddiction.fluxx.io/user_sessions/new.

Application Questions

Please ensure responses are **brief, concise, and clear.** While there are no length limitations for responses, please keep **responses to three (3) paragraphs or less for each question.**

A. Organization Capacity/Experience (5 points)

1. Describe the applicant organization’s current capacity to implement the proposed project and experience with serving individuals with SUD.

B. Project Overview and Need (30 points)

2. Describe the proposed project and types of services to be provided.

3. Describe how services will be delivered, including how peers/CHWs will help participants navigate various levels of care and wrap around supports, including existing SUD treatment services, recovery supports, additional behavioral and primary healthcare services, and community resources.

4. If the proposed project includes funding for barrier reduction supports, describe the barrier reduction offerings proposed. Provide the specific mechanism that will be used to issue, track, and monitor each proposed offering. (*Note: Proposed projects not including barrier reduction funding can skip this question. This question will not be factored into scoring for this section if the proposed project does not include this strategy.*)

5. Describe the population to be served by the project, including an estimated number of individuals to be served and any relevant demographic information related to individuals to be served.

    i. Estimated number anticipated to be served:

6. Provide a description of the need for the proposed project, including quantitative and/or qualitative data as appropriate, how the proposed project will address the need, and what the applicant organization is currently doing to address the need.

C. Goals (20 points)

7. Identify reasonable goals with a timeline for completion for the proposed project. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART). (If awarded, your organization will be expected to report progress based on the identified SMART goals.)

8. Describe the process(es), plan(s), and/or project activities that will be completed to meet the identified goal(s) and to deliver the proposed project/services.

9. How will the success of the project be measured and evaluated? Provide measurable outcomes if applicable.

D. Resources (15 points)

10. List the key staff that will be responsible for the project and describe what role each of them will play, including their relevant experience. Detail the specific responsibilities peers/CHWs will carry out (e.g., recovery support, community outreach, care coordination, resource navigation, etc.)

11. Describe any additional resources and/or funding that will be used to support the project or related projects. List any relevant funding sources the applicant organization receives for SUD programming such as funding from KDADS, KDHE, SOR, OD2A, Block Grant, SB123, SAMHSA, CDC, HRSA, BJA, or other SUD-related funding sources.

12. Is the applicant organization receiving funding from the Municipalities Fights Addiction Fund (opioid settlements for Counties/Cities)? <u>Yes or No</u>
    i. If yes, what is the organization using funding from the Municipalities Fight Addiction Fund for?

13. Describe how the applicant organization is/will collaborate with other organizations/partners working on SUD issues in the community to implement the project, including activities supported by the funding sources listed above.

14. Describe how the applicant organization will ensure project activities are not duplicative of other services offered by the organization or partner organizations in the community. **KFA funds cannot supplant other funding sources. Applicants are asked to ensure that activities included in this proposal are not funded by other sources.*

E. Barriers (10 points)

15. Identify potential barriers to project implementation and describe contingency plans to mitigate them if proposed activities cannot be implemented as originally planned.

16. Stigma is widely recognized as a primary and well-documented barrier to care. Describe how the proposed project will address different forms of stigma/shame, such as internalized self-stigma, public and social stigma, and/or structural and institutional stigma.

F. Sustainability (10 points)

17. Describe plans for sustaining the project after the grant period ends. What strategies will be used to sustain the project's impact? What will be sustained, enhanced or expanded?

18. Describe how peers/CHWs will be supported in their role (e.g., supportive supervision, ongoing training, burnout prevention).

G. Budget (10 points)

19. Applicants will need to download the KFA Budget Workbook from within the application in the online system. The workbook includes a summary budget form, associated budget narrative form, and a capital budget form (if needed). It also includes a technical guide with instructions, tips, and examples to aid in completion. See the workbook and associated guidance for more information.

Frequently Asked Questions (FAQs)

FAQs will be compiled and shared publicly as new questions and information becomes available. Below is a list of initial questions we anticipate arising. FAQs will be posted on the Sunflower Foundation website.

Application Questions

1. **How many applications may one community or one organization submit?**
   Communities and organizations can submit more than one application when and where applicable, however funding is limited. It is highly encouraged that organizations and communities collaborate to maximize impact and minimize number of applications. The KFA Act requires at least 1/8 of awarded funding each year be spent in each of the four congressional districts, thus geographic distribution will be considered when making awards.

2. **Will there be an opportunity to renew the grant if awarded?**
   No, this funding opportunity is intended to provide three (3) years of funding to expand sustainable peer support/community health worker services. Year two (2) and three (3) funding is contingent upon progress made as described in "Use of Grant Funds" section.

3. **If an entity received direct funding from the MFAF, can it also receive KFA funds from the settlement?**
   Yes, however, applicants should clearly describe the need for KFA dollars, ensure that funding is not supplanted, and include MFAF budget and planned activities.

4. **What if my organization does not know or is unable to obtain information related to what its local MFAF funds are being used for?**
   While it is not required that applicant organizations coordinate activities with MFAF activities, it is strongly encouraged to ensure that no duplication is occurring, and funds are being best utilized and leveraged. It will be expected that any awarded grantees will make their best effort to collaborate with MFAF and other opioid and SUD-related funding sources in their community.

5. **Are letters of support required?**
   No. However, letters or documentation from other funding sources detailing their investment in the project may be considered.

6. **Are churches and religious organizations eligible to apply?**
   Yes, active churches and religious organizations in good standing with the IRS are eligible to apply. If a nonprofit organization does not file a 990 form to the IRS, the organization will be required to submit a W9 with the organization's EIN. Additional details on required financial documents are listed in the "Components of Online Application" section.

7. **Are nonprofits other than 501(c)(3) organizations eligible to apply?**
   Yes, active nonprofit organizations in good standing with the IRS are eligible to apply. If a nonprofit organization does not file a 990 form to the IRS, the organization will be required to submit a W9

with the organization's EIN. Additional details on required financial documents are listed in the "Components of Online Application" section.

8. **What if my nonprofit organization has not had a formal audit completed?**
According to Kansas Statute 17-1763, a charitable organization with annual contributions over $500,000 must file an audited financial statement prepared by an independent CPA. If your nonprofit organization is not required to file an audited financial statement in accordance with the State of Kansas, then this request will be noted as such and waived.

9. **Are indirect operating expenses allowed?**
Direct operating expenses are allowable costs under the proposed grant project. All indirect operating expenses must be 10% or less of the total direct costs. This grant opportunity is not intended to serve as a general or core operating grant but rather for projects related to the specified allowable strategies. **Indirect costs** are expenses that cannot be directly attributed to a specific cost object, such as a particular project, product, or region. Unlike **direct costs**, which are directly associated with a specific project cost, indirect costs serve broader purposes within the organization. Indirect costs represent administrative expenses associated with the cost of doing business that are not readily identified project activities. Indirect costs, also referred to as facilities and administrative costs (F&A), are incurred for the benefit or joint objectives of a specific project and organizational activities. These costs are allocated equitably across all your organization's activities. Examples include costs for clerical and managerial staff, office space rental, and utilities.

10. **Will my grant be considered if it includes a capital project?**
Yes, capital projects will be considered. The KFA grant program defines capital as individual items over $5,000 with a useful life of one (1) year or greater. However, capital projects will be reviewed on a case-by-case basis and will require extensive review and consideration. Capital projects must be deemed necessary to successful implementation of the proposed project and an allowable expense associated opioid abatement strategy.

    Applications are required to include a copy of vendor quote(s) for the project(s), uploaded under Grantee Project Documents within Fluxx, to be considered complete. Capital funding will be paid only to the applicant organization, no sub-granting of capital funds to other organization(s) is allowed. Additional Capital Guidelines can be found in Fluxx within the application under Required Documents.

11. **Are fiscal agents/sponsors allowable under this funding?**
Fiscal agents/sponsors are allowable only if the fiscal agent/sponsor organization is directly providing a portion of the services under the grant themselves. An entity serving only as a pass-through entity is not allowable.

12. **Can you further define or provide examples of what is considered supplantation?**
The Kansas Fights Addiction Act prohibits grantees from replacing existing funding with KFA funds. Replacing existing funding or efforts would be considered supplantation. However, supplementing, adding to, expanding, or enhancing existing work is allowable. For example, if a city were to decide to reduce or replace previously allocated city funds with KFA funds to support an existing abatement program, this would be considered supplantation and unallowable.

13. **Where can I find the scoring rubric for reviews of applications for this RFP?**
The KFAB-approved scoring rubric can be found here.

14. **If our request for funding is approved, what are the next steps?**
KFAB-approved applications will receive an email notification of award, followed by the Letter of Agreement (LOA) from Sunflower Foundation. The LOA includes, but is not limited to, payment and reporting schedules, which are dependent upon size and length of grant.

Grants Management System (Fluxx) Questions

15. **Where do I find the Kansas Fights Addiction (KFA) Grant Management System to submit my online application?**
The KFA grant program uses an online grants management system called Fluxx. KFA Fluxx registered individuals can access the online portal and application at https://ksfightsaddiction.fluxx.io/user_sessions/new.

16. **When should I register within the Fluxx system and how quickly will I gain access?**
We recommend prospective grantees register within the grant management system as soon as possible, but no less than 5 business days prior to the deadline. When you register, your registration is required to be reviewed and approved by Sunflower Foundation staff. To ensure you can access the system in a timely manner, please register in advance. Once your registration is approved, you should receive an email notification and be able to sign into the system using the email address you entered for your Primary Contact.

17. **OK, I'm ready to fill out the online application… now what?**
To create a Fluxx account for KFA, set up an account through the online portal. The portal can be found at https://ksfightsaddiction.fluxx.io/user_sessions/new

    - Click on "Create an account now" (lower right side of screen) and follow instructions.
    - When your registration has been processed and approved by staff, you will receive an email with your Fluxx Username and a link to set your password.
    - Use your login/password to enter the KFA Fluxx portal. The KFA Application Technical Assistance Guide will walk you through how to register and navigate the system.

18. **My organization is already registered in the KFA grants management system from previous RFP announcements and already has a KFA Fluxx login. Do I need to create a new account for this grant?**
No, you and the organization do not need to register again. You can use the login and password associated with your account. If you know your organization is already registered in Fluxx, but you do not have an individual login, you will need to create a new account. Your account will be linked to your organization when approved by staff. You will receive an individual username and password to access the grants management system.

19. **My organization is already registered in the <u>Sunflower Foundation grants management system</u>. Do I need to create a new account with KFA?**

    Yes, organizations will need to create a new account within the [KFA Fluxx portal](). The Sunflower Foundation and KFA grant programs both use Fluxx, but the grants management system and portals are separate from each other. Organization and grant information are not shared between systems.

20. **While completing my application within the KFA Fluxx system, why am I getting a warning that I did not upload a required document within my application?**

    When uploading documents, please ensure you click on the green plus sign next to the appropriate document type. If you upload all required documents but do not click on the appropriate green plus sign, the system does not recognize the document you uploaded as that required type. For example, if you upload your 990 using the "Audit" green plus sign, the system will assume the document is an audit and not a 990, thus will assume you have not uploaded all required documents.

Tracking ID: 21526

Report to
Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Jeffrey Conway, Assistant Counsel jconway@wycokck.org x5075	Legal

AGENDA ITEM #4.5.
RESOLUTION: GRANT APPLICATION AND POLICY

BACKGROUND

Update the policy:

- Section IV. (Policy), Subsection C. (pg. 2) Increase from $50,000 to $100,000
- Change in the wording of the highlighted paragraph to:
  - In the event grant funding opportunities are released with application deadlines that fall outside the standard review and approval timelines contemplated under this policy, the Mayor/CEO or County Administrator may authorize an expedited review process. Under such circumstances, the requesting department may seek authorization for the grant application through a fast-tracked approval process, including review by the applicable Standing Committee. To meet submission deadlines and to preserve eligibility for funding consideration and approval of grants under this policy, actions authorized under this exception may be considered at the next regular meeting of the Commission.

RECOMMENDATION

Approve

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

N/A

LEGAL/ POLICY CONSIDERATIONS

ATTACHMENTS

Resolution to amend grant policy 2026 (2), Mayors grant policy draft (5)

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. R-_____-26

A RESOLUTION AMENDING THE GRANT APPLICATION AND ACCEPTANCE POLICY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

WHEREAS, budgetary and financial policies contain high-level principles and requirements that an organization must follow, as formally agreed upon by management and a governing body, in order to direct the strategic vision of an organization;

WHEREAS, budgetary and financial policies inform organizational processes by providing insight into standard functions and key risk and control points needing monitoring; take into consideration risk assessments, mitigations, and audit efforts to achieve operational efficiencies; and help to shape strategic direction, so an organization can move to a mindset that recognizes cost and risk avoidance as a critical public policy discipline;

WHEREAS, formal adoption of budgetary and financial policies by a governmental organization is a recommended practice of the International City Management Association (ICMA) and the Government Finance Officers Association (GFOA);

WHEREAS, the Grant Application and Acceptance Policy of the Unified Government of Wyandotte County/Kansas City, Kansas supports the utilization of grants funds to supplement and expand the Unified Government's core and discretionary operations and the services it provides;

WHEREAS, the Unified Government's Grant Application and Acceptance Policy was adopted pursuant to Resolution No. R-63-25, on August 7, 2025; and

WHEREAS, the Unified Government's Grant Application and Acceptance Policy may require clarification and updating from time to time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS CITY, KANSAS:

Section 1. The Unified Government Board of Commissioners hereby amends its Grant Application and Acceptance Policy in substantially the form attached hereto.

Section 2. The County Administrator is hereby directed to design and develop an internal grant review process for certain categories of grants described in the Grant Application and Acceptance Policy as indicated in the attached policy.

Section 3. Further Action. The County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 4. That the original Grant Application and Acceptance Policy, adopted pursuant to Resolution No. R-63-26, is hereby repealed and rescinded.

Section 5. Effective Date. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS CITY, KANSAS THIS _______ DAY OF _______________, 2026.

____
Christal E. Watson, Mayor/CEO

ATTEST:

____
Monica Sparks, Unified Government Clerk

Approved as to Form:

____
Angela J. Lawson, Chief Counsel

Unified Government of Wyandotte County and Kansas City, Kansas

Commission Resolution:
R-____-26
Adopted:

Grant Application and Acceptance Policy

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG) ~~per~~ <u>pursuant to</u> Resolution <u>R-</u>35-18. The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Grant Administrator.

II. <u>Purpose:</u>

The Unified Government is presented and seeks the opportunity to utilize grant funds to supplement and expand the core and discretionary operations and services it provides. This policy governs the grant application and acceptance process. To the extent practical, this policy follows the intent of the Budget Policy adopted by the Commission on 12/10/15, or the most recent approved update, with approved dollar thresholds. In all circumstances, any necessary or required budget revision is subject to that Budget Policy.

III. <u>Applicability and Scope:</u>

This policy shall apply to all departments that are a part of the Unified Government.

IV. Policy:

<u>A.</u> For purposes of this policy, there are 3 categories of grants with differing controls as follows:

<u>1)</u> **Grants ~~$50,000~~ <u>$100,000</u> or less, which require matching or supplemental UG funds of less than $10,000.**
The Operating and Capital Budget Policy authorizes the County Administrator to manage Department expenditures of less than $10,000. Grants in this category are subject to that policy and the application and acceptance of such grants require the approval of the County Administrator and do not require Mayor or Commission review or approval. Notice of such application and acceptance will be provided at the next scheduled meeting of the applicable standing committee.

<u>2)</u> **Grants ~~$50,000~~ <u>$100,000</u> or less, which require matching or supplemental UG funds greater than $10,000 but less than the grant amount.**

<u>a.</u> If the department has identified the matching funds as part of their adopted budget, only County Administrator approval is required to apply for and accept the

grant. Such applications will be reported at the next scheduled meeting of the applicable standing committee.

b. If the department did not budget for the matching funds as part of their adopted budget, but they have identified funds, it requires the approval of the County Administrator and the Mayor, or Mayor pro-tem if the Mayor is absent. Such applications will be reported at the next scheduled meeting of the applicable standing committee.

3) Grants greater than ~~$50,000~~ $100,000, or which require matching or supplemental funds greater than ~~$50,000~~ $100,000.
Prior to applying for and accepting any grant under this category, the application for such ~~grants~~ grant is subject to the identification of adequate funds for the match approved by the County Administrator and the approval of the appropriate standing committee and Commission.

If the grant is awarded, an update on ~~these~~ this grant and similar grants will be provided to the Commission not less than once a year.

B. The County Administrator will design and develop an internal grant review process for categories 1 and 2 of this policy so that departments will seek approval by the County Administrator prior to application and will budget any required match accordingly for the application and acceptance of each grant award in those categories.

C. Grants with short notice period
~~Occasionally,~~ In the event grant funding opportunities ~~under this category~~ are released with application deadlines that fall outside the standard review and approval timelines contemplated under this policy, ~~will be made available with a short amount of time to apply to be considered that would not allow for the normal approval process~~ the Mayor/CEO or County Administrator may authorize an expedited review process and may suspend any applicable internal administrative actions. ~~In these cases, the County Administrator can permit the department to request the grant application be "fast tracked" for approval through the~~ Under such circumstances, the requesting department may seek authorization for the grant application through a fast-tracked approval process, including review by the applicable standing committee ~~and at the next regular Commission meeting.~~
To meet submission deadlines and to preserve eligibility for funding consideration, actions authorized under this exception may be considered at the next regular meeting of the Commission.

D. Grants involving partners outside of the Unified Government
For any grant that requires identification of a community partner as part of the grant application, the respective department will work with the Purchasing Department to solicit interest on the part of outside agencies prior to selecting the proposed partner. The grant and proposed partner will require the approval of the County Administrator and the approval of the applicable standing committee and Commission prior to applying for and accepting the grant.

E. Entitlement Grants

As part of a routine course of action, the Unified Government receives entitlement grants from various state and federal agencies. These grants do not require applications but ~~Instead~~ are awarded instead to the Unified Government to locally administer programs on behalf of the state or federal government. Examples include, but are not limited to, Community Development Block Grant funding from the Department of Housing and Urban Development, various Aging program funds from the Department of Health and Human Services, etc.

These grants do not require application or formal acceptance by the Unified Government. However, an update on these grants will be provided to the Mayor and Commission not less than once a year.

F. Notification to Finance

In all cases, departments are required to notify the Finance Department of any application-based grants or entitlement grants prior to application as well as any subsequent awards ~~and~~ prior to spending to ensure proper accounting, grant compliance, and reporting to the Mayor and Commission.

Report to

Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Susie Nelson, Deputy ROD spnelson@wycokck.org x2843	Register of Deeds

AGENDA ITEM #4.6.
PRESENTATION: UPDATE FROM REGISTER OF DEEDS

BACKGROUND
An update on department projects, programs, and initiatives from the Register of Deeds office. This item is added at the request of Commissioner Ramirez.

RECOMMENDATION
For information only

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS
None

LEGAL/ POLICY CONSIDERATIONS

ATTACHMENTS
Reister of deeds powepoint 04-07-2026

Approved by Mayor/Administrator to add to agenda.

REISTER OF DEEDS OFFICE

Presentation

ABOUT US

The Register of Deed office serves as custodian and maintains a perpetual, comprehensive set of public records dating back to the late 1850's (K.S.A. 19-1204).

OUR SERVICES

Office Hours

Mon - Fri: 8:00AM to 5:00PM
We are open through the lunch hour, and we stop recording documents everyday at 4:30 p.m.

Several Options to record documents

The Register of Deeds office offers mail in service, in person recording, and electronic recording of documents.

Property Fraud Alert

Homeowners can sign up for this service. This service will alert homeowners if anything has been recorded in our office on their name.

Laredo Subscriptions

Laredo subscriptions are available for a monthly fee. This service gives the subscription customer access to our documents dating back to 1955.

E-Recording subscriptions

Customers sign a Memorandum of Understanding and that gives them access to record documents electronically with our office.

Customer Service

Customer service is very important to the Register of Deeds office. We continue to provide the best customer service possible.

RECORDED DOCUMENTS

2024	2025
• 20,023 –This includes paper and Erecorded documents.	• 21,517- This includes paper and Erecorded documents. • Increase of 1,500 documents • 82% documents filed come thru E-record • 18% recordings are by walk-ins and by mail

PROPERTY FRAUD ALERT

TWO YEAR FORECAST

2 YEAR SUMMARY	2024	2025	DIFFERENCES
TOTAL SUBSCRIBERS	1,677	2,305	628
TOTAL ALERTS	480	268	-212

DATA MIGRATION

- 19 year’s worth of documents migrated into the main search engine.
- Spanning the years1955 to 1974
- Total of 981 books
- 411,750 documents
- Approximately 800, 000 images
- We have currently indexed 115,269 documents
- 269,479 remain to be indexed

GOALS

- Continuation of Data Migration
- Notary Fraud- implement this. It is like property fraud, however it is for notaries
- Rebinding some books

THE TEAM

Susan P. Nelson
Register of Deeds

Margaret Orendac
Deputy Register of Deeds

Sandra M. Ayala
Administrative Support Supervisor

Brandy Lynch
Program Specialist

Juanita Soto
Administrative Support Specialist

Karen Shipman
Administrative Support Specialist

Sandra L Lopez
Administrative Support Assistant

THE TEAM

Susan P. Nelson

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Administrative Support Specialist

Karen Shipman

Administrative Support Specialist

Sandra L Lopez

Administrative Support Assistant

THANK YOU

Susan P. Nelson
Register of Deeds

spnelson@wycokck.org

913-573-2841

Tracking ID: 21430

Report to

Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Uzoamaka Amachree Wesley McKain, Policy & Development Manager wmckain@wycokck.org X8833	Health Department

AGENDA ITEM #4.7.
PRESENTATION: YOUTH ANTI-VAPING INITIATIVE

BACKGROUND
Uzoamaka from our Health Department is doing some incredible work in the school district. She and the student team are intentional about informing and educating youth about the dangers of vaping and use of any tobacco products. They have data that show the alarming amount of vaping in our youth population and the effects it has on the brain and body. They also speak to younger kids, before they get to high school. They are also aware of adults who use young people to sell and distribute vaping products in our schools. The commissioners should be informed about the challenges we have in our county around youth health as well as solutions that are available. This item was added at the request of Commissioner Ramirez.

RECOMMENDATION
For information only Information only

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS
None

LEGAL/ POLICY CONSIDERATIONS
None

ATTACHMENTS
Ready for Upload-Tobacco Program Presentation-updated 06-02-2026

Approved by Mayor/Administrator to add to agenda.

Partnering with Youth to Address Vaping and Tobacco Use

How the Tobacco Program at the Health Department partners with Wyandotte County Youth to address the issue of vaping and tobacco use in Wyandotte County

Presenters:
Uzoamaka Amachree MPH, PMP, CQIA Tobacco Program Coordinator, WyCo PHD,
Erika Contreras Upcoming National Honors Society President at F.L. Schlagle High School and rising senior,
Dontae Harris Member of the National Honors Society at F.L. Schlagle High School and rising senior

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Public Health
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Initiatives of the Tobacco Program at the Health Department

Partnerships with nonprofits and KCKPS schools to form youth-led anti-tobacco clubs known as RESIST Chapters.

Formation of the Tobacco Retail License Program to track tobacco retailer compliance to T21.

Kansas Quitline resource sharing via communication campaigns and community engagement event participation.

Facilitation of the Tobacco Free Wyandotte County Coalition.

KanQuit!
KANSAS TOBACCO QUITLINE
1-800-QUIT-NOW (784-8669)
KSquit.org

Public Health
Prevent. Promote. Protect.

Efforts to Address Vaping from the F.L. Schlagle High School Students and School System at Large

RESIST Chapter Events and Programming: Planned activities to promote anti-tobacco messaging such as the “Dodge the Addiction Event”, “School Grounds Clean up day” etc

Advocating to Revise the Student Code of Conduct for Students Caught Vaping: Meeting with leaders from the USD 500 School District to recommend policy changes to the Student Code of Conduct for students caught with a tobacco or nicotine product.

Village Initiative Tobacco Treatment Support Classes: Meets every Friday with students at F.L. Schlagle High School that are caught vaping during school hours.

Online Resources: Promotion of online Resources such as “Kansas Tobacco Quitline”, the “HELP me” app, and “KanQuit”.

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Severity of Vaping Among Wyandotte County Youth

- In 2021, more than 1 in 10 (14.4 percent) Kansas high school students reported using e- cigarettes in the past 30 days.

- In 2022, 18.7% of students in WyCo tried a vape at least once and 14.51% of students mentioned that it is “very easy” to obtain a vape.

- No specific rate for WyCo schools in the past year, but students can attest to at least 2-6 students caught vaping in the bathrooms during every passing period at F.L. Schlagle High School.

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What Contributes to the Issue of Vaping Use in Wyandotte County

- Some retailers in our community failing to check IDs at the point of purchase for tobacco and nicotine products
- Metal detection systems that are not strong enough to detect certain vapes or vapes hidden in areas such as shoes or undergarments
- Vape trafficking that includes using underaged students as point of sale to other students in the school system
- Reduced perception of harms and consequences of vaping
- Peer pressure
- Access from relatives who vape or smoke

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How This Issue Affects the Student Experience in our County

- **Bathrooms are being locked and heavily monitored inconveniencing both students and school staff**
- **Students lose valuable instructional time from their teachers who are required to conduct restrictive monitoring over school bathrooms during class time.**
- **Negatively impacts the academic performance and ability to perform in physical sporting activities of a first-hand user**
- **Creates a strain in familial relationships**
- **Increases the risks of second-hand smoking**

Questions:

Do you know any youth within the school system or your local community that struggles with nicotine use?

How would you feel if you found out that your own child was affected first-hand or second hand by these products?

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Flavored Vapes/ Tobacco Products Trying to Make a Comeback and Other Nicotine Trends to Look Out for/Consider

Call to Action for Members of the Administration Human Services Standing Committee

Create	Support	Contribute	Serve	Show	Promote	Advocate
Create accessibility and funding for Nicotine Replacement Therapy (NRT) products and Tobacco Treatment Recovery Services at the Health Department	Support Tobacco Reduction and Access Policy Campaigns both locally and on the state level, e.g. Tobacco Retailer Density	Contribute to Public Awareness Campaigns, Op Eds or Community Forums	Serve as a member of the Tobacco Free Wyandotte County Coalition	Show support and collaboration for Anti-Tobacco Events hosted in Wyandotte County	Promote Counselling and NRT availability in the schools: Education over Discipline	Advocate for better Vape Detection Systems in the Schools

Public Health
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Questions?

Contact info:
Uzoamaka Amachree
Tobacco Program Coordinator
Email: uamachree@wycokck.org
Office phone: 913-573-2794
Work Cell: 913-703-6302

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Report to
Administration & Human Services Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	Shelley Kneuvean, Chief Financial Officer skneuvean@wycokck.org x5849	Finance

AGENDA ITEM #4.8.
PRESENTATION: DIVISION OF MOTOR VEHICLES (DMV) ASSESSMENT REVIEW
BACKGROUND
An overview of the Division of Motor Vehicles, Treasury Department, will be shared with the commission.
RECOMMENDATION
For information only None.
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS
Potential increase in fees, which would come forward as a future ordinance.
LEGAL/ POLICY CONSIDERATIONS
None.
ATTACHMENTS
Unified Government of Wyandotte MVD Evaluation Report, Motor vehicle division overview June 2026

Approved by Mayor/Administrator to add to agenda.

Unified Government of Wyandotte County, Motor Vehicle Division

Evaluation of the Motor Vehicle Division

Deliverable version: Final

Submitted By:
Berry, Dunn, McNeil & Parker, LLC
2211 Congress Street, Portland, ME 04102
207.541.2200

Yoko McCarthy, MBA, CFE, CISA, CGFM, CIA®
Principal | Berry, Dunn, McNeil & Parker, LLC
ymccarthy@berrydunn.com

Elliott Simpson, CIA®
Manager | Berry, Dunn, McNeil & Parker, LLC
esimpson@berrydunn.com

Submitted On: December 11, 2025

Table of Contents

1. Introduction and Summary

Introduction

Wyandotte County (County) leadership engaged BerryDunn to assist the Motor Vehicle Division (MVD) in reviewing and enhancing its service delivery, with the primary goal of improving the customer experience. Recognizing that the MVD represents one of the most frequent and impactful points of contact between residents and County government, this initiative set out to analyze where service demands are most acute and where opportunities exist for meaningful improvement.

Throughout this project, the BerryDunn team was intentional in seeking to identify the underlying causes behind service challenges, not simply addressing visible symptoms that customers experience. This root-cause approach was critical to help ensure that BerryDunn's recommendations could address foundational issues rather than offering surface-level fixes.

This evaluation focuses on the customer service satisfaction of MVD operations and how the facilities, systems, processes, and other factors serve County residents. BerryDunn's review procedures also revealed a workforce that is aware of the challenges faced by the public. MVD operations are hampered by structural process and technological barriers that limit the MVD's ability to provide the services County residents expect.

The MVD also faces challenges outside of their control, such as State requirements the County must adhere to and State-owned systems that the County must use. Furthermore, the County also works within the financial structure that is set at the State level for motor vehicle transactions, which creates difficulty in raising the funds needed for long-term projects.

The objective of this report is to present observations and strategic recommendations focused on improving the customer experience, staff satisfaction, and overall success of the MVD. BerryDunn's approach was intentionally focused on broad functional areas, rather than conducting a granular dive into each transactional process. The team concentrated on high level systems, key interactions, and overall customer experience. BerryDunn's observations and recommendations are oriented toward systemic improvement, with the understanding that further study may be warranted in select areas.

Based on the information gathered during the assessment procedures, which included interviews with staff across all levels of the MVD, analysis of operational data, on-site observations, and a review of relevant documentation, three primary themes emerged that directly impact operations and the customer experience at the MVD:

1. **Site and Facilities**

   This theme explores the physical environment of MVD locations, including layout, accessibility, signage, and overall customer comfort. It considers how the physical space influences customer flow and wait times and the ability of staff to deliver services efficiently and professionally.

2. **Logistics, Equipment, and Technology**

   This area focuses on the tools and systems available to staff, including hardware, software, and IT support. It evaluates how these resources enable or hinder service delivery, and identifies opportunities for modernization, improved responsiveness, and better alignment with operational needs.

3. **Processes and Operations**

   This theme examines the workflows, procedures, and service models used to deliver MVD services. It highlights areas where process inconsistencies, outdated practices, or lack of standardization may be affecting both staff efficiency and customer satisfaction.

These themes were identified through an analysis of the results of BerryDunn's procedures and considered the operational realities and customer-facing nature of the MVD. Each section of the report includes a summary overview, key observations drawn from the assessment, and a detailed table outlining specific findings and actionable recommendations. This structure is designed to provide clarity, support decision-making, and guide targeted improvements.

Summary

The MVD's Critical Role in Public Service

The MVD is a primary source of interaction between residents and County government, representing a highly utilized touchpoint of public administration. For many County residents, the MVD may be among the most visible and frequently accessed services of local government, as it is responsible for essential services such as vehicle registration, and title transactions. This high frequency of interaction with the County government means that the MVD impacts public perception of government efficiency, responsiveness, and accessibility.

Because the MVD interacts with a broad cross-section of the population, its capacity to address and meet service demands is visible to the community. When the MVD processes are streamlined and responsive, the benefits to its customers are apparent: reduced wait times, fewer errors, and enhanced satisfaction that improves customer experience and reinforces trust in County government. Conversely, challenges and inefficiencies quickly become sources of customer frustration in public service delivery.

The MVD is tasked with adapting to challenges while maintaining the steady delivery of required services. Its ongoing modernization and operational effectiveness are therefore central to its mission, and to the broader success and reputation of County government.

Scope of Analysis and Project Approach

This evaluation focused on a substantial portion of the customer service landscape within the MVD. By assessing the flow of customer interactions from the point of entry to the completion of service, BerryDunn sought to identify friction points and highlight opportunities for improvement. BerryDunn worked with and interviewed MVD staff and leadership, observed customer service, and reviewed customer feedback. BerryDunn also analyzed data related to transaction volume and staffing, as well as technology, and logistics.

The procedures were designed to provide the MVD with strategic guidance on where improvements are most needed, and where processes refinement could yield the greatest impact. While our review was thorough in scope, it did not extend to every operational detail or incorporate studies of all transactional processes.

The scope of the evaluation in general focused on the current operations of the MVD and analyzed data less than two years old at the time of the evaluation procedures. Throughout the evaluation, BerryDunn communicated with MVD management to obtain documents and data.

Wyandotte County MVD Overview

The Wyandotte County MVD currently operates two fully functional office locations: the Annex and the Courthouse. Both facilities offer the full range of motor vehicle services, including but not limited to vehicle registration, tag renewal, specialty plate issuance, new vehicle titling, and title replacement.

A third location in Bonner Springs recently opened prior to the issuance of this report. This new location will primarily process tag renewals and is aimed at reducing congestion at the Annex and Courthouse offices that process all categories of motor vehicle transactions.

All Wyandotte MVD locations are open Monday through Friday, from 8 a.m. to 5 p.m. The Annex and Courthouse each feature nine service windows to assist customers.

During the period January 1, 2024, through June 30, 2025, data provided by the MVD showed a total of 386,674 transactions. These included:

- 170,001 registration renewals
- 72,326 new title transactions
- 144,347 miscellaneous services such as handicap placards, lienholder updates, replacement plates, and temporary plates.

As a result of these services, the MVD collected $16,229,175 in motor vehicle property taxes on behalf of the County.

Key Observations

This evaluation provides a snapshot of the current environment within the MVD. While the department was nearly fully staffed at the time of our observations, it continues to experience significant service pressure due to customer volume, aging systems, limited resources, and high staff turnover. At the time of finalizing this report, the MVD was no longer fully staffed.

Despite the complexities faced each day, staff demonstrate adaptability, professionalism, and commitment to public service. Operational feedback from staff revealed opportunities for growth; clarifying roles, expanding training, and modifying and modernizing systems could further empower the team and streamline workflows. Even amid high customer volumes and the challenges of aging equipment, employees show dedication and a willingness to provide exceptional service. These strengths form a solid foundation for positive change within the MVD, and with continued focus on collaboration and innovation, the department is well positioned to enhance operations and customer service experience.

A key aspect impacting on the customer experience is the existence of peak periods that can often exceed the MVD’s service capacity. MVD staff indicated there appear to be peak periods at the beginning and end of each month, and analysis of data provided to BerryDunn supported this. Additionally, on average, Tuesday and Wednesday are the busiest days of the week. Long lines, early arrivals, and return visits are common occurrences for an MVD customer, especially during peak times. One source of the longer lines is attributable to the nearly 50% of vehicle registration renewals that are processed in-person. The online renewal system does not allow for certain types of vehicles to be renewed online, such as commercial fleets, and has reported issues when a customer has changed vehicle insurance.

While some process improvements, such as checklists and send-out sheets have helped, operational changes are needed to improve efficiency, reduce customer frustration, and support staff in delivering high-quality service.

Site and Facilities

Facility design and layout configurations present significant barriers to efficient operations. Both the Courthouse and Annex locations have parking limitations and confined office spaces, which affect customer flow, reduce staff and customer visibility, and impact overall service capacity. Both the Courthouse and Annex office spaces have limited seating and regularly experience customer overflow out of their main seating areas into other areas of the building. Additionally, the line to the single information window at each location can often extend out into the corridors, while people wait to get their number, check-in, or ask informational questions. Poor acoustics and restricted sightlines make it difficult for customers to hear or see when their number is called, often leading to confusion and missed turns. Staff office space behind their counters appears sufficient to handle the current operations, but no formal evaluation was conducted on these areas because staff did not address this as a concern for their workflow processes. However, staff did provide information that due to the limited sightlines from the staff windows, they are not always able to see if a client is waiting if they are standing in line outside the main entrance doors or sitting in one of the overflow areas. Due to their location and the current space within the Courthouse, adjustment to alleviate this would need to be explored with a design expert to see if flow could be improved or space could be reconfigured within the footprint they currently reside. The Courthouse location, housed within a historic Courthouse, is further constrained by security protocols and structural limitations that may restrict physical modifications. Collectively, these factors contribute to longer wait times, increased customer dissatisfaction, and added pressure on staff. Additionally, the MVD is in the process of opening a third site within the County, located in Bonner Springs. The purpose of this site is to reduce congestion at the Annex and the Courthouse and better serve residents within the County. This site will mainly focus on motor vehicle services such as the renewal of tags.

Logistics, Equipment, and Technology

MVD processes more than $50 million in transactions annually yet retains only approximately $1 million for operational use. This funding structure creates a significant gap between service demand and available resources. The limited budget affects the department's ability to invest in staffing, training, technology upgrades, and customer service enhancements, further compounding the operational challenges already in place.

Individually, many of the operational challenges identified, such as limited signage, outdated systems, inaccurate customer wait times, or space constraints, may not initially appear to be substantive barriers. However, when several of these issues occur simultaneously, they create a compounding effect that significantly degrades service quality and operational efficiency. The combination of high customer volume, limited financial resources, and facility constraints places continuous pressure on staff and systems, making it difficult to maintain service levels. This cumulative strain affects the customer experience and contributes to staff fatigue and turnover, further impacting the department's ability to meet demand.

Limitations and Next Steps

This project did not include a review of every transactional process within the MVD, as the evaluation focused on identifying how to improve the customer experience. Some areas that were not identified as high priority currently may benefit from deeper review in the future, particularly as new technology platforms are adopted or as service demands shift.

While some of the proposed recommendations in this report might reflect strategies previously considered or pursued by the organization, the effectiveness of providing a remedy to a specific condition or goal often hinges on the context of implementation, the level of coordination among stakeholders, and the thoroughness of execution. Even if past efforts have not yielded optimal outcomes, a well-orchestrated, and incremental process with clear objectives, measurable benchmarks, and continued evaluation should enable lasting process and stronger organizational outcomes.

The recommendations set forth in this report are designed as an interconnected and, in some cases, interdependent framework, where individual elements may reinforce others to achieve real, lasting results. Piecemeal changes, while tempting because of their immediacy and/or ease of implementation, rarely address the root causes of inefficiency or dissatisfaction. Instead, a deliberate, phased approach that integrates both quick modifications and more substantive, long-term changes will be essential for creating lasting change and helping the MVD evolve to meet the community's needs now and in the future.

This review provides a foundation for future planning and strategic investment. Moving forward, there is opportunity to strengthen internal systems, modernize facilities, and align resources with the critical, public-facing role of MVD. By addressing facility limitations, modernizing processes, and aligning support with the department's public-facing role, the Unified Government has an opportunity to strengthen service delivery, improve employee and customer experiences, and build a more resilient and responsive operation.

To support this, the MVD should consider implementing a strategic action planning process. By developing a structured plan that clearly identifies priorities, timelines, and responsibilities, the MVD can help ensure that each step toward improvement is both intentional and coordinated. Strategic action planning will provide a roadmap for progress, helping leadership and staff focus efforts on the most critical initiatives, allocate resources effectively, and adapt to new challenges as they arise. Ultimately, a thoughtful action plan will empower the MVD to move forward with confidence, continually refining its services and reinforcing its central role in the community.

2. Evaluation Methodologies and Procedures

To evaluate MVD operations and identify observations and recommendations, BerryDunn applied a structured evaluation methodology. This included targeted interviews with staff, supervisors, and leadership at both MVD locations, as well as ongoing fact-finding sessions with County leadership to help ensure the most pressing operational challenges were fully understood. Additionally, BerryDunn conducted analyses of available key data sources, including appointment volumes, transaction types, and instances where customers were turned away after the walk-in queue filled. We also reviewed the MVD's recent customer survey results at a high level to inform the questions asked of staff and customers during our on-site procedures. Data from the MVD's website was also incorporated to provide a thorough view that informed all subsequent recommendations.

Interviews and Observation

BerryDunn and the Unified Government's project team identified personnel to interview based on the employee's responsibilities in relation to the scope of the evaluation. Interviewees consisted of staff, supervisors, and leadership within the MVD at both the Courthouse and the Annex. Interview questions were developed based on the evaluation objectives, and BerryDunn's review of the documentation and data received from the County.

BerryDunn conducted interviews and observations on-site at County MVD locations from July 9 through July 11. While on-site, BerryDunn interviewed staff from all levels of the MVD. This provided a valuable source of information for this evaluation directly from the staff who assist numerous customers each day, those who manage and supervise day-to-day MVD operations, and the leadership team. BerryDunn also interviewed several customers as they waited in line, both during the day and prior to the opening of MVD offices and interviewed several customers upon conclusion of their transaction. These customer interviews helped BerryDunn understand the customer perspective, the areas customers find frustrating, and where they would like to see improvements. Additionally, BerryDunn spoke with the Sheriff's deputies who work within the Courthouse to understand Courthouse security protocols and other challenges the Sheriff's Department faces with the MVD occupying the same building as the Courthouse.

While on-site, BerryDunn conducted direct observations at both MVD locations by shadowing frontline staff during regular business hours, observing waiting areas, and performing walkthroughs of the physical office space. This approach provided BerryDunn with firsthand insight into day-to-day operations, including how various transactions are processed, the workflows involved, and the specific challenges customers and employees encounter in real-time. These observations were instrumental in identifying operational inefficiencies, customer service bottlenecks, and opportunities for process improvement.

BerryDunn also collected information about the challenges the MVD faces through weekly fact-finding meetings with MVD and County leadership starting on May 22. These meetings helped

BerryDunn refine testing methodologies so that the evaluation would include the largest concerns held by MVD leadership in addition to BerryDunn's methodology.

Analysis

BerryDunn requested and analyzed data provided by the MVD to support observations and recommendations developed through on-site visits and interviews with MVD personnel. The data received from the MVD covered the following areas:

- A breakdown of web-based versus non-web-based renewal transactions
  - Analyzed the impact of online versus in-person renewal transactions on the MVD's overall in-office transaction workload
- Appointment data from both the Annex and the Courthouse
  - Analyzed the number of appointments and percentage of appointments that are "no-shows" versus completed
- Data regarding the number of potential transactions that were turned away after the walk-in queue filled
  - Analyzed the frequency and impact on customers of the MVD's queue reaching capacity
- Results from the 2024 and 2025 customer surveys
  - Analyzed and understand common reasons for customer dissatisfaction
- Total number of transactions processed by the MVD in January 2024 through June 2025
  - Analyzed and quantified the capacity of the MVD's available windows, workload on staff, and the impact each type of transaction has on the MVD's overall workload
- Total motor vehicle office windows in operation in the top four most populated counties in Kansas
  - Compared the County's population and number of windows to that of other counties to assess the MVD's staffing capacity

BerryDunn also gathered data from the MVD's website, specifically related to the walk-in queue, to further support the established observations and recommendations. While on-site at the MVD locations, BerryDunn directly observed employees during normal business hours to understand their perspective and different challenges they faced daily.

Research

BerryDunn conducted a comparative analysis of neighboring county websites to assess their design, layout, and overall user accessibility. This analysis focused on other Kansas counties, as opposed to other states, because of the statewide consistency of transaction types.

Additionally, BerryDunn utilized publicly available audit reports, success story publications, and data that could be obtained online to identify and consider best practices that would inform the observations and recommendations of this report.

Finally, BerryDunn collaborated with County representatives to have the County contact the five other most populous counties in Kansas to collect data points regarding the number of MVD windows serving the public on an average day.

3. Observations and Recommendations

The following pages present a detailed set of observations and recommendations to support MVD's ongoing efforts to enhance service delivery through a customer-centric lens. The observations are the result of our procedures and analysis. These include structured interviews and informal conversations with frontline staff, supervisors, and customers; direct observations of service delivery practices across multiple touchpoints; and an overview of internal systems, workflows, and current systems. Additionally, the assessment looked at similar structures and systems, and best practices to identify gaps and opportunities for improvement, innovation, and collaboration.

The assessment revealed several key themes impacting the customer experience, service delivery, and expectations. These challenges, while not uncommon in complex customer service environments, do present significant opportunities for improvement or advancement.

The following three sections are organized by an overarching theme.

1 Site and Facilities

2 Logistics, Equipment, and Technology

3 Processes and Operations

Each thematic section below includes a summary of the overarching observations, followed by a chart that identifies categories under each thematic area. The chart has four columns: Rating, Theme/Category, Observation, and Recommendation.

1. Rating – Each category has a color-coded rating based on BerryDunn's assessment of overall importance for increasing customer satisfaction. The color-coded rating system in Table 3.0 below is intended to serve as a guiding framework to help the organization evaluate and sequence the recommendations based on their potential impact on customer experience and service delivery. While the red, yellow, and green categories reflect general levels of urgency and influence, each recommendation should still be reviewed in the context of the organization's strategic goals, operational capacity, and resource availability. Final prioritization should align with broader planning efforts to help ensure that implementation is both effective and sustainable.

Table 3.0: Recommendation Rating Legend

Rating	
Immediate Opportunity	These items have a substantial and often visible effect on the customer experience or organizational performance. If left unaddressed, they may lead to additional service breakdown, continued customer dissatisfaction, and continued degraded service delivery.

Rating	
Strategic Opportunity	These areas influence the consistency, clarity, or efficiency of service. Addressing them will enhance the customer experience, reduce friction, and support long-term improvements in how services are delivered and perceived.
Enhancement Opportunity	While these items may be identified as a lower priority, they still contribute to a more polished, accessible, and user-friendly environment. They often reflect opportunities for refinement or innovation that align with customer expectations over time, and may be easier to implement because they are typically lower cost options.

2. Theme/Category – This column identifies the overarching topic or functional area of the observation and includes a specific category under the theme. Categorizing by theme helps the organization group related issues, recognize patterns, and align improvement efforts with strategic priorities and service delivery goals.
3. Observation – This column captures a specific issue, challenge, or pattern identified. Each observation reflects real-world impacts on the customer experience or internal operations and serves as the foundation for targeted improvement. It highlights where current practices may be falling short of expectations or where enhancements could better support customer needs.
4. Recommendation – This column defines a customer-focused course of action that directly responds to the identified observation. Each recommendation outlines actionable steps the organization can take to enhance service delivery, improve customer experience, and support strategic goals. These actions are intended to guide decision-making, promote measurable improvements, and help ensure that service enhancements are both meaningful and achievable.

The recommendations outlined in this report are designed to address these challenges through practical, actionable strategies that prioritize the needs and expectations of the customer. In doing this, these strategies should also enhance staff satisfaction and well-being. This work lays the foundation for a more modern and inclusive approach to public service for the MVD.

3.1 Site and Facilities

Summary

The Courthouse and Annex MVD locations both present a range of significant challenges that affect customer experience, staff efficiency, and overall service delivery. These challenges include parking limitations, accessibility barriers, environmental constraints, physical facility limitations, and security protocols that impact the customer experience. The MVD has operated with these two locations for about 25 years, and during the time of this evaluation was in process of opening a third location in Bonner Springs.

MVD Office Locations

The Courthouse and Annex MVD office locations have a shared set of structural and logistical challenges that directly impact customer satisfaction and service delivery. While the Courthouse location deals with compounded issues stemming from its location within the County Court facility, such as heightened security protocols, constrained parking, and overall limited office space to handle customer flow, the Annex location has its own set of challenges that can negatively affect the customer base. Although the Annex is not subject to the same security protocols as the Courthouse, there are parallel limitations. These include limited office space and insufficient parking to handle the number of customers visiting the location, and shared access with other County departments, all of which mirror the operational constraints of the Courthouse location. Environmental constraints at both the Courthouse and Annex MVD locations significantly impact customer accessibility and comfort even before entering the facility. Navigational challenges, such as limited parking in and around the locations, inadequate directional signage, and restricted entry points, create barriers for first-time or unfamiliar visitors. Additionally, the absence of seating, covered walkways, or drop-off zones exposes customers to harsh weather conditions while they wait or walk to the entrance. These external factors, combined with poor visibility and acoustics inside the buildings, contribute to confusion, missed turns, and longer wait times. These operational constraints not only impact the Motor Vehicle Department employees but also contribute to a diminished customer experience at these service locations.

Across feedback obtained from customers, staff, and County partners, one theme consistently emerged: the physical location of MVD offices is one of the primary factors impacting the overall MVD customer experience. While additional concerns were expressed and/or noted, location-related challenges were universally acknowledged as a critical factor.

Acquiring new physical locations is undoubtedly a significant burden on any organization and typically involves substantial financial investment, logistical planning, and resource allocation. However, conducting a thorough cost/benefit analysis that considers customer satisfaction is a worthy exploration at this point.

The current layout of the customer space within the MVD, security protocols, the inability to make permanent or even temporary modifications to the space, and the size of the space are critical factors that have a direct correlation to the overall customer experience. These limitations often translate to dissatisfaction and voiced complaints with the MVD.

While each of the current MVD locations present substantial challenges, many of which may be mitigated through the implementation of various recommendations, some of the proposed solutions will also require additional costs that could alternatively be invested in an alternative facility. A combined new facility location could potentially solve many current barriers, such as reducing wait times, improving accessibility, and enhancing the overall customer experience. By evaluating the potential benefits of a new location or locations, the MVD can make informed decisions that balance operational challenges with the goal of better serving its customers.

The following areas outline specific challenges directly tied to the physical locations and offer a more detailed view of the additional operational barriers currently affecting both sites.

Operating Hours

BerryDunn observed that current MVD business hours, 8 a.m. to 5 p.m. on weekdays, might not be sufficient to meet the demand for services. During site visits and interviews, both staff and customers expressed that these limited hours contribute to appointment bottlenecks, particularly during peak periods. Staff noted the operational strain caused by compressed service windows, while customers expressed frustration over the difficulty of securing appointments without disrupting their own workday. As part of our assessment, we conducted research into the business hours of MVDs in counties surrounding Wyandotte within the State of Kansas. Our research indicated that these MVDs operate within the same standard business hours as Wyandotte County.

However, these neighboring counties have higher number of staff and windows at their sites. These factors enable them to maintain adequate service levels without the need to extend their hours beyond the normal business day.

These discussions highlighted the potential benefits of exploring alternative scheduling models. Adjusting business hours would improve customer access and reduce peak-time congestion while offering staff greater flexibility, which may support morale and operational efficiency. The MVD would need to carefully consider the feasibility of providing extended or alternative hours that differ from the State's normal business hours, and whether the Motor Vehicle Registration System (MOVRS) system could support operations outside of State business hours. The lack of State system support outside of business hours would prevent the processing of transactions that have a "stop," which require state MOVRS personnel intervention to complete the transaction. The MVD could consider processing only renewals outside of business hours because renewal transactions tend to have a lower rate of "stops" than other transaction types; thus, the unavailability of State MOVRS support personnel would be less of a concern. If this option is pursued, the MVD should work with the County to address building security in order to implement extended or alternative hours at the Bonner or Annex locations.

Signage and Navigation

Signage is a critical component of efficient operations and customer navigation; however, both the Courthouse and Annex MVD locations face significant barriers to implementing effective signage solutions. At the Courthouse facility, the building's designation as a historic site imposes strict limitations on any physical alterations, including the installation of permanent or externally visible signage. Meanwhile, the Annex location is a shared space with other government operations, which complicates the placement and consistency of MVD-specific signage. These constraints have led to confusion among customers who often struggle to locate entrances, service counters, or check-in procedures.

In summary, the combination of limited and inconvenient parking, burdensome and time-consuming security procedures, design limitations, and structural constraints creates a challenging and often frustrating experience for both customers and staff. These issues reduce operational efficiency and also undermine equitable access to essential services. Addressing these concerns will require a coordinated effort across departments, with particular attention to accessibility, infrastructure, and interagency collaboration.

Security Protocols and Operational Delays

The MVD location within the County Courthouse introduces a unique set of security-related complications. All customers must pass through Courthouse security, which is shared with individuals attending court proceedings. This overlap frequently results in long security lines and extended wait times, especially during peak court hours. For individuals with disabilities, a separate security entrance is available, but this adds another layer of complexity and can be confusing or difficult to navigate. The shared entry system also places additional strain on the Sheriff's Department, which is responsible for Courthouse security. Due to space constraints within the Courthouse, the Sheriff's Department staff commented on the limited amount of overflow seating, stating that during days when court is held, space for seating quickly runs out due to the number of people coming in for both court and for MVD services. Also, the overall number of people coming into the Courthouse can affect their overall security processes.

In addition to long security lines, the heightened sensitivity of the Courthouse security screening equipment sometimes results in customers being subjected to pat-down searches, even when they are simply there to renew their vehicle registration. BerryDunn understands this issue is fully under the control of the Sheriff's Department; however, the security has an immediate and direct impact on overall MVD customer experience. Security staff stated that the sensitivity of the equipment disproportionately selects women for pat-down searches due to the type of clothing they regularly wear. Although the metal detector is fairly new, because the sensitivity has been adjusted to meet the strict protocols for Courthouse security, the detector often alerts on the metal often contained in women's undergarments, which then requires a quick pat-down. These procedures extend the time required to enter the building but also subject customers to scrutiny, and potentially a discomforting and frustrating experience. Additionally, this level of screening is inconsistent with the nature of MVD visits.

Parking and Accessibility

Parking is a persistent issue at both locations, but it is especially problematic at the Courthouse site downtown. While individuals with disabilities are permitted to park for free at metered spaces with a valid placard or license plate, all other customers must add money to a parking meter every two hours. This requirement forces many customers who have experienced long lines to enter the building through the security protocols, get checked in at the MVD, and then in combination with extended wait times once in the building, leave the building mid-visit, exit through security, add money to the meter, and then re-enter, often risking missing their number being called. This process is particularly burdensome for older adults, those with mobility challenges, or parents with small children.

At the Annex location, parking is also limited and often requires customers to walk considerable distances, sometimes without accessible pathways or adequate signage. This also creates a burden for staff, as they are often unable to access the parking lots due to customers arriving several hours before the building opens to get a space in line.

While other parking is available near the Courthouse, the locations of these unmetered streets and parking lots are not as readily known to those unfamiliar with the city. These parking areas are also further away than the paid street parking directly adjacent to the Courthouse, requiring additional walking that impacts the time necessary for the customer to complete their business.

Environmental and Structural Limitations

Inside both MVD facilities, the physical environment poses additional challenges. The waiting areas are cramped, with limited space for seating and poor lines of sight that make it difficult for customers to see the digital queue displays or staff at service windows. The windows do not have digital displays showing the ticket number that is assigned to the window; thus, customers must rely on the announcement of ticket numbers through the windows' voice boxes, which are not meant to project sound into larger spaces, but there is not an intercom or public address system at either MVD location. Further, poor acoustics in both locations make it difficult for customers to hear announcements or hear their ticker number being called, causing some customers to miss their turn by missing their call to a window, which compounds the frustration. These challenges are especially problematic for individuals with visual and hearing impairments or those unfamiliar with the MVD layout. These environmental issues also burden staff who must frequently repeat information or assist customers who are confused or disoriented.

At the Courthouse location, the ability to make physical improvements is further restricted by the building's designation as a historic site. This limits any structural modifications that could improve accessibility, signage, or customer flow. Further, minor enhancements that impact the customer experience, such as installing better sound systems or reconfiguring waiting areas experience additional complication.

Observations and Recommendations

Table 3.1.1: Site and Facility Recommendations

Site and Facilities			
Rating	**Theme/Category**	**Observation**	**Recommendation**
Immediate Opportunity	**MVD Office Locations**	**Excessive security protocols at the Courthouse office** Every customer, regardless of the simplicity of their task, must undergo full security screening at the level aligned with judicial proceedings at the main entrance to the Courthouse facility This level of security screening is not required for motor vehicle services and introduces time burdens for customers entering and exiting the facility, further compounding their overall displeasure with the MVD process. **Inadequate waiting space at both offices** Both the Courthouse and Annex MVD offices lack sufficient waiting area to accommodate waiting customers during busier times, resulting in customers standing for extended periods of time. Customers standing in the waiting area often obstruct customers entering the information/check-in line, causing further challenge to customer flow. **Limited parking spaces at both offices** The limited availability of parking also places additional constraints on the customer and the service experience	**Improve Service Delivery Through Strategic Office Relocation** While it is acknowledged that relocating MVD operations presents fiscal, operational, and timing challenges, the potential benefits to service delivery and customer experience warrant serious consideration of such a move as a strategic priority. The options presented below are listed in order of the potential positive impact on the customer experience. These options should be considered in context of the other recommendations regarding building accessibility, such as parking, seating, and the level of control the MVD has over the building that it occupies. **Option 1: Relocate both the Courthouse and Annex MVD offices to a singular combined office location** This approach involves moving both offices to one location in a new building. MVD and security staff, along with customers, expressed a preference to combining both offices into one location outside of the currently used government buildings to provide a more customizable and organized MVD location. This option has potential fiscal implications, including the following: 1) costs to build and/or acquire a new site (if the building is not currently owned by the County), 2) costs to move and open

			operations in a new facility, and 3) costs to maintain operations at a new location. Combining both locations into one building in an off-site location could improve parking, align security protocols for the type of business occurring, provide specific transaction areas, and allow new scheduling models to be explored, which all present the opportunity to increase both customer satisfaction and enhance staff well-being. **Option 2: Move the MVD out of the Courthouse to another county building** This approach would assess the feasibility of utilizing office space within a county or municipal building located outside a secure perimeter. Such a move would benefit both MVD operations and the Sheriff's Department by optimizing functionality and clearly delineating MVD clientele from those entering or being transported to the Courthouse. While parking availability would still require careful consideration, this option presents a potential solution that could alleviate some current challenges.
Immediate Opportunity	**Operating Hours**	The Current MVD business hours are 8 a.m. to 5 p.m. on weekdays. This schedule is insufficient to meet public demand for appointments. The lack of staggered or extended scheduling models has created bottlenecks, especially during peak periods.	**Consider Pilot Extended and Weekend Hours** • Introduce early morning or evening hours to accommodate working individuals and reduce peak-time congestion. • Offer Saturday service at least once per month to test demand and operational feasibility. **Implement Staggered Scheduling** • Adopt staggered shifts for staff to extend service coverage without increasing total labor hours.

			• Use predictive analytics to align staffing with transaction volume and seasonal surges. BerryDunn acknowledges that the MVD relies on the MOVRS system operated by the State of Kansas and operating beyond customary business hours may require additional consideration for handling system issues when the State does not have system support personnel available.
Immediate Opportunity	**Signage and Navigation**	The signage at both the Courthouse and Annex locations currently fall short in supporting a smooth and informed customer experience. Existing signs are limited in number, are often difficult to see, and do not provide clear or consistent guidance on where to go or what to expect. Temporary signage, which is used in some areas, tends to be small and lacking in useful information. Overall, signage appears to have been implemented without a cohesive strategy, which contributes to customer confusion and increases the burden on staff to provide verbal directions. With thoughtful planning and design, improved signage could play a key role in enhancing navigation, setting expectations, and improving both the overall flow of both facilities and customer satisfaction.	**Improve Signage with Stand-alone and Temporary Solutions** Given the limitations of the Courthouse office being housed in a historic building, permanently affixed signage was identified as not being feasible by staff. Similarly, the Annex location shares space with other operations, which staff stated restricted their ability to install permanent directional signage. However, there are several practical and cost-effective options that can significantly improve customer experience through temporary or movable signage: • Use color-coded, removable floor decals to guide customers through the office. These decals are an affordable way to improve traffic flow and are commonly used in hospitals, airports, and event venues to enhance navigation. • Place laminated printed instructions at key entry points and service counters to help customers understand the process and next steps without needing to ask staff. • Utilize retractable banners to highlight specific services, explain procedures, or direct customers to appropriate areas.

<table>
<tr><td></td><td></td><td></td><td>These banners are easy to set up and take down daily, are customizable, and are relatively inexpensive.
These solutions offer flexibility, require minimal installation effort, and can be updated as processes evolved while respecting the constraints of the facilities. There are also low-cost options that can be customized to the specific need.
The below picture is a depiction of temporary signage that could be used and help alleviate customer confusion.

</td></tr>
<tr><td>Immediate Opportunity</td><td>Environmental and Structural Limitations</td><td>Even before entering the MVD at either location, customers face similar obstacles:
Navigational Difficulties: The Courthouse location is difficult to navigate with limited on- and off-street parking and limited signage. For those unfamiliar with the area, this can be a challenge.
The Annex location has parking spaces on multiple sides of the building but lacks signage that directs customers to the one customer entrance. The rear entrance to the building,</td><td>Update the MVD webpage to include clearer guidance for customers, with maps and detailed parking information that is prominently displayed and accessible.
Install additional signage along sidewalks, nearby streets, and parking areas to help guide customers to the correct building entrance and provide clear information about security procedures before they reach the door.
Add covered seating around both locations to support customers who are waiting for extended</td></tr>
</table>

		which is adjacent to the larger parking lot is an employee only entrance. **Weather Exposure**: With no covered walkways or nearby drop-off zones, customers can be exposed to inclement weather while waiting in line outside the facility.	periods or who face mobility challenges. When thoughtfully designed, this seating can also enhance the overall appearance and feel of the facility.
Strategic Opportunity	**Security Protocols and Operational Delays**	While security protocols were discussed previously related to the overall facility, this observation specifies the actual security protocols themselves. The Courthouse MVD location requires additional screening because the office is located within a County Courthouse facility, requiring strict security protocols for all visitors to the building. These protocols, while under the Sheriff's purview, can have a substantial impact on overall service delivery. All visitors must go through a metal detector, and any belongings must go through an X-ray machine, which creates two issues: 1) increased time to enter the building and 2) screening that is inconsistent for the type of visit and for the Annex location. BerryDunn fully recognizes that security protocols are necessary for the building, but addressing some of the specific areas of the process may assist in reducing MVD customer frustration. The current sensitivity settings of the Courthouse metal detectors are resulting in a disproportionate number of secondary screenings for women, primarily due to the presence of metal in common undergarments. These alerts often necessitate private,	**Consider Impact of Courthouse Security Protocols** While the sensitivity of the metal detector is a key component to ensuring a safe environment in a court setting, the MVD would benefit from engaging in a collaborative discussion with the Sheriff's Department to explore potential adjustments to the screening process. Metal detectors are widely used in secure environments such as airports and entertainment venues, where similar alerts are not routinely triggered. Aligning Courthouse practices with broader industry standards could help ensure both security and a respectful, efficient experience for all visitors. As noted in the first recommendation in this section, relocating the Courthouse MVD to a facility that does not require security screening would improve customer flow, efficiency, and better align with the mission of the MVD.

		invasive pat-downs that can delay entry, cause discomfort, and contribute to a perception of inefficiency.	
Strategic Opportunity	**Parking and Accessibility**	At both MVD offices, parking is limited and inconvenient. The Courthouse location, in particular, requires customers to add money to a parking meter every two hours. This seemingly minor requirement creates various complications, including the following: **Expiring Parking Meters:** Customers must leave the building, often in the middle of their waiting time, to feed the meter before it expires. This disrupts their place in line and forces them to re-enter through security, which can be time-consuming. **Limited Parking Availability**: Both locations lack sufficient parking spaces, especially during peak hours. This forces customers to park far away. **Risk of Missing Service:** There is a real risk that while a customer is outside tending to the meter, their number may be called, causing them to miss their turn and potentially restart the process. **Lack Accessibility:** For older adults, people with disabilities, or those with young children, this back-and-forth is not just inconvenient, it is a significant barrier to service.	**Streamline Parking with Mobile Payment Solutions** The County may evaluate a managed parking program. Managing on-street and city-owned lot parking can be made simple and efficient for both drivers and city operations. With mobile payment options, drivers can easily locate available parking and pay directly from their mobile device, eliminating the need for cash or credit cards, physical meters, or additional apps. At the same time, city parking administrators benefit from real-time data, streamlined enforcement tools, and improved operational oversight. How It Works:  **Option 1:** Step 1: Drivers scan a posted QR code or text a designated number and then enter their license plate and vehicle details. Step 2: Payment is made on your mobile phone. Step 3: City staff can monitor parking sessions, validate permits, and manage enforcement efficiently through integrated digital tools. Drivers also have the flexibility to extend time limits, validate parking, and even locate their vehicles

			from their devices. This reduces confusion, improves compliance, and enhances the overall parking experience. Numerous companies offer this type of parking solution. **Option 2: Establish Free Parking for MVD Customers at Courthouse** Establishing free parking for MVD customers at the Courthouse could reduce customer friction associated with the street parking, and metered time limits. Creating parking for MVD customers specifically in a nearby parking lot could ease this challenge. One option is eliminating the meters altogether or eliminating having to pay for parking during building operational hours would increase customer satisfaction; however, this would reduce revenue. While either option 1 or 2 could help ease some of the burden on customers, they also risk creating a new issue by further limiting the already scarce parking around the building. However, this is already occurring, as customers are leaving to add money to meters currently.

3.2 Logistics, Equipment, and Technology

Summary

The County's Motor Vehicle Office, which encompasses both MVD locations, is challenged by a variety of equipment, software, and logistical limitations that negatively impact the customer experience, employee satisfaction, and the ability of the County to manage customer service demands. Although technology acquisition carries a financial commitment, as well as an operational burden during the transition to new systems, the MVD is one of the primary County governmental offices where the average citizen interacts with County staff. Updates to technology and the associated logistics and procedures can improve process areas, ultimately reducing customer waiting times and improving overall customer satisfaction.

Technology and Infrastructure Deficiencies

Technology limitations exist with both hardware and software that contribute to the challenges facing both MVD offices. These limitations can affect staff efficiency and morale and contribute to increased wait times.

Both offices face challenges related to the provisioning of tools used by customer-facing staff on a daily basis, such as point-of-sale (POS) card readers and printers (which BerryDunn has been told that all printers are in process of being replaced). BerryDunn noted during on-site observations at both MVD offices that not all clerks had a card reader, resulting in those clerks manually entering the card information to process the payment. BerryDunn also observed and was informed through interviews that the MVD offices have lacked an adequate number of functioning printers that can handle customer materials and registration tags. The lack of consistent provisioning of these tools used for nearly every transaction reduce efficiency and can frustrate staff and customers alike. Printers and scanners out of commission for an extended period disrupt process flows in the offices and decrease staff satisfaction. The lack of functioning printers at each window would require staff to walk to the other side of the office to retrieve printed materials on a shared printer and can cause bottlenecks at the printers. Further, this process also risks mixing up customer information.

The MVD is also challenged by internet and the MOVRS reliability. Interviews with staff revealed that MOVRS has reliability issues that can complicate the MVD's operations. During BerryDunn's on-site observation, a customer noted that their transaction took nearly an hour due to MOVRS going down, requiring the clerk to start the transaction over. This customer was performing a title and registration transaction which would typically take approximately 20 to 30 minutes.

The systems in place do not easily support tracking key service metrics such as historical wait times and the types of service each customer requires for their transaction. For example, leadership was unable to provide a listing of the number of transactions each employee processed by type over BerryDunn's scope period.

Queue Management

The MVD uses two separate systems for appointments and walk-in transactions. The appointment system does not interface with the walk-in system and estimated wait times are not available for anyone with an appointment. When a customer with an appointment arrives at the MVD, they must check-in at the information window and receive a paper ticket with their number. There are four appointment slots every 30 minutes, and there are two windows dedicated to appointments. Staff reported that while the appointment system does have a way to account for required staff meal breaks, using it would block off three full hours of lunch-period appointments, leading to gaps in coverage and a cascade of delays throughout the remainder of the day's schedule.

Walk-In Transactions

As part of BerryDunn's goal to improve customer experience while visiting Wyandotte County's MVDs, BerryDunn examined the County's website and analyzed its walk-in queue trackers at both the Courthouse and Annex locations. BerryDunn randomly sampled 30 tickets at each location and tracked their wait times during the week of July 21, 2025. BerryDunn tracked tickets from the time they entered the queue to when the customer arrived at a window. The purpose of this test was to determine the accuracy of the estimated wait times provided by the County, as incorrect estimates can hinder the customer experience.

BerryDunn found that customers spent an average of 2 hours and 32 minutes waiting in the Annex queue. On average, actual wait times were 27 minutes longer than the website's estimates, with the maximum variance reaching 1 hour and 20 minutes.

For the Courthouse MVD office, BerryDunn found that customers spent an average of 1 hour and 25 minutes waiting in the queue. On average, the customers' actual wait times were 20 minutes longer than the website's estimates, with the maximum variance at this location reaching 1 hour and 11 minutes.

It was observed during this test that the County queuing system does not calculate estimated wait times based on the transaction types of waiting customers. This may contribute to the inaccuracy of overall wait time estimates, since different types of transactions require varying amounts of time.

Appointments

BerryDunn analyzed appointment data from January 2024 through June 2025. This analysis revealed that approximately 62% of appointments were completed, meaning those who scheduled the appointment showed up and completed their scheduled appointment (refer to Table 3.2.1 below for additional details). The scheduling system permits customers to book appointments up to 30 days in advance on a first-come, first-served basis. The Courthouse location exhibited a greater frequency of missed appointments, whereas the Annex location saw a higher number of cancelations.

Table 3.2.1: Appointments

Appointment Status	Annex Count	% of Annex	Courthouse Count	% of Courthouse	Grand Total	% of Total
Canceled	2,700	9%	1,666	6%	4,366	8%
No Show	7,984	28%	9,180	34%	17,164	31%
Completed	17,994	63%	16,547	60%	34,541	62%
Grand Total	28,678		27,393		56,071	

Additionally, the appointment systems do not collect information on the type of transaction a customer needs to complete. A new title and registration transaction can be completed in under 20 minutes, and a renewal can be completed in under 10 minutes. While the walk-in system can calculate an estimated wait time, when an employee signs into or out of the system, the estimated wait times are adjusted based on the staff member's average time to complete a transaction. This causes fluctuations in the estimated time, ranging from several minutes to several hours.

Customers can remotely secure a spot in the walk-in queue through the MVD website. This causes confusion for customers who are physically present at each location, especially when the first person waiting for the office to open is not the first person called for the day. Customers often line up several hours prior to the MVD opening for the day to get a spot in line but are often left waiting for over an hour for their number to be called due to online walk-in queue registrations. BerryDunn observed customers at the Annex who were able to have a lower ticket number than the first people waiting in line. When asked, the customer confirmed they received a number prior to entering the building. In one instance, the customer's number was called before the customer was able to get checked in, causing the customer to go through the line again and wait for approximately 90 minutes to be served, even though he was the sixth person in line.

The MVD stops accepting new walk-in customers when the estimated wait time exceeds the close of business. When the walk-in queue is closed, customers cannot complete their transactions. While the system does not track what type of transaction the customer would like to complete, the information desk manually records the type each day. BerryDunn analyzed the data collected from both the Annex and Courthouse locations from March 2025 through June 2025. During this period, the walk-in queue was closed 75 times at the Annex and 72 times at the Courthouse. The queue was not closed every day during this period, and generally more transactions were turned away later in the month. The Courthouse has more variance in the number of transactions turned away. When the queue was closed, title and registration transactions were turned away an average of 16 times at the Annex and 15 times at the Courthouse, while renewals were turned away an average of 14 and 13 times at the same locations. This represents an average of 30 transactions at the Annex and 28 transactions at the Courthouse that are turned away each time the walk-in queue is closed. Table 3.2.2 below shows the average, minimum, maximum, and total count of transactions turned away when the walk-in queue was closed.

Table 3.2.2: Walk-In Transactions Turned Away

	Title and Registration		Renewals	
	Annex	Courthouse	Annex	Courthouse
Average	16	15	14	13
Min.	3	1	4	1
Max.	36	49	30	60
Count	75	72	75	72

Online Renewals

Approximately 50% of customers complete renewals online (32% – 56% depending on the month), which results in the renewal being mailed once it is processed. The number of completed in-office renewals significantly contributes to the customer traffic at the MVD offices. Some percentage of the in-person classified transactions are mailed or drop-off renewals, as these transaction types are not separately tracked.

Customers BerryDunn interviewed explained their reasons for not processing renewals online, and one primary reason identified was that the online renewal transaction failed. Customers often attributed this to issues with the auto insurance requirement, and that they could not correct their auto insurance as part of the online renewal even though they had valid insurance. When BerryDunn asked staff about the insurance issues, they confirmed that customers often run into issues related to renewals specifically because of their insurance. Staff identified the delays are often caused by insurance companies not reporting policies to the State frequently; therefore, the information is not available in the State system at the time of renewal. Because of this, the customer is not able to renew without direct intervention from the staff member to get it verified.

While the County does not have control over the design and selection of the system used at the State level, the County's MVD offices are experiencing increased traffic for registration renewals due to failed transactions. This increase of in-person traffic is costly for the County and is likely not a unique challenge to Wyandotte. For example, renewals require validation of current auto insurance. If the validation fails, the customer is unable to complete the online renewal. According to the MVD, this is often due to the insurance company not updating the insurance information with the state. Another limitation exists where some customers cannot renew online if they have had their vehicle registered for less than 12 months.

MVD Website Function and Usability

Although the MVD website contains useful information, it is underutilized by customers. The documentation for MVD processes, while available online, often lacks the necessary linkage and corresponding directions, making it difficult for customers to navigate. For example, customers frequently struggle to find the correct forms or understand the steps required for complex transactions. In-office access to documentation is also limited, contributing to prolonged transaction times and congestion. Customers also expressed to BerryDunn that navigation on the website is confusing and not intuitive.

BerryDunn conducted a comparative analysis of Wyandotte County's website against Johnson and Sedgwick County sites, focusing on user accessibility and the overall digital experience. The analysis focused on these two other Kansas counties, as they would need to display the same type of information as Wyandotte County. The review highlighted that both the Johnson and Sedgwick County websites contain elements that create a slightly more intuitive user interface, particularly in areas such as information related to specific transaction types, and the number of clicks required to reach the information.

When comparing the motor vehicle (MV) websites for Wyandotte, Johnson, and Sedgwick counties in Kansas, Johnson County stands out in terms of user accessibility and navigation. Johnson County's site offers a simpler user experience, clearly showing the avenues for renewals, for example. The site is organized, mobile-friendly, and requires fewer clicks to view information about what is required to perform certain transaction types.

Sedgwick County's MV website contains some significant differences from Wyandotte's. Wyabndotte's site prominently displays the appointment scheduler and reserve a spot in line links on the MVD's landing page. Overall, the Wyandotte MVD website could be improved with small modifications that more prominently display what documents are needed for perform certain transaction types.

Fees

The MVD operates within a framework defined by statutory and administrative requirements established by the State of Kansas. These parameters shape the scope of services offered as well as the financial mechanisms available to support those services. One such mechanism is a facility fee, which is permitted under State statute and capped at $5 per transaction, which could help offset any of the facility design or software solutions the MVD may consider adopting to improve the customer experience.

Previously, the MVD implemented this fee as a means to encourage online transactions and it only applied it to in-person renewals. This fee led to significant public dissatisfaction, as customers perceived the fee as unfairly targeting a specific transaction type. The resulting pushback prompted the MVD to remove the fee.

The issue arises from the challenge of balancing funding needs with operational consistency and public perception. When fees or policies are applied unevenly or without clear communication, they can create confusion and erode trust. This issue is particularly pronounced as the MVD faces mounting pressure to improve customer service amid aging technology systems and constrained physical infrastructure. These limitations, frequently cited by both staff and customers, have been identified as key contributors to dissatisfaction with service delivery.

Without an additional sustainable funding mechanism, such as a properly structured facility fee or some other funding mechanism, the division may struggle to address these infrastructure needs and service expectations.

Staff noted that in the past they have sought additional funding through the State outside of the user fee but had been unsuccessful in securing these funds. The MVD and County should continue to explore these resources through the State in an effort to secure funding for implementing any recommendations. MVD leadership also noted that surrounding counties use facility fees to help fund their motor vehicle departments.

Data and Performance Metrics

BerryDunn sought to perform an analysis that would provide the information necessary to assess the actual customer service demand placed on the MVD and identify recommendations in how to address the customer service capacity requirements of the MVD. The objective of this analysis was to calculate the number of windows likely needed in order to support the actual customer service demand that the MVD faces. In order to perform this analysis, BerryDunn needed to identify relevant data sources and incorporate multiple data sources together in order to create an analysis methodology that reflects the service demand of the MVD.

During the analysis, several data limitations were identified and addressed through the use of averages, and estimates.

To support BerryDunn's analysis, MVD leadership obtained the transaction counts from MOVRS for calendar year 2024. Due to MOVRS system limitations, the MVD had to export each day as an individual file. Overall, MVD management was able to provide the total transactions processed in MOVRS; however, whether a renewal transaction was processed in-person or online is not recorded by MOVRS.

While MOVRS records the transaction counts and transaction types, other data points necessary for the data analysis had to be obtained from other data sources and incorporated into the analysis.

The online tag renewals were included in the MOVRS data provided to BerryDunn; however, these transactions should not be included in the calculation of MVD customer service capacity as processing them is handled separately and quickly in batches. These online renewal transactions are recorded on the day their batch is processed, and BerryDunn aggregated these based on the operational frequency the MVD processes them to subtract these online renewals from the Courthouse's MOVRS data. This subtraction was necessary in order to calculate a more accurate volume of transactions physically processed at the Courthouse.

BerryDunn also had to incorporate other data in order to calculate an accurate amount of transaction demand on a daily basis in 2024. At points in the day when the wait time of customers exceeds the closing time of the MVD, customers are turned away. The MVD manually tracked the number of customers turned away, and their needed transaction type from March 2025 through June 2025. This data averaged to an additional 14 renewal and 15 title and registration transactions. The number of customers turned away each day was added into the total transaction count at each location in order to calculate a more accurate volume of transactions, and thus customer service demand at the MVD.

This analytical approach of bringing together data from disparate datasets enabled us to assess the average daily transaction workloads for the MVD by month in 2024, with transactions categorized as renewals, new title and registration (T&R), and miscellaneous. Miscellaneous transactions encompass all activities not classified as renewals or T&R within the MOVRS data set.

The results of this analysis can be seen in tables 3.2.3 and 3.2.4, which show the resulting average number of daily transactions by month. The tables include the averages from the MOVRS datasets and the customers turned away data set, with the online renewals subtracted from the Courthouse renewal values. After further analysis of data and discussion with MVD leadership, we added an additional 14 miscellaneous transactions to the daily transaction totals.

Table 3.2.3: Courthouse Average Daily Transactions

Month	Renewal	T&R	Misc	Total
January	44	69	54	167
February	101	83	62	246
March	71	83	73	227
April	162	91	60	313
May	158	79	51	288
June	103	89	75	267
July	135	83	61	279
August	148	87	66	301
September	183	83	72	338
October	166	87	65	318
November	123	88	63	274
December	112	83	63	258

Table 3.2.4: Annex Average Daily Transactions

Month	Renewal	T&R	Misc	Total
January	49	79	62	190
February	117	87	72	276
March	136	81	78	295
April	149	85	79	313

Month	Renewal	T&R	Misc	Total
May	161	89	83	333
June	118	90	79	287
July	177	90	79	346
August	167	87	81	335
September	141	92	78	311
October	131	88	75	294
November	98	87	73	258
December	75	91	70	236

The next part of BerryDunn's analysis was to calculate the number of windows needed to meet the customer service demand. Once the volume of transaction demand was calculated, BerryDunn needed to calculate the average amount of time per transaction. This was calculated based on data provided by the MVD and discussion with MVD leadership. We used the limited customer service metric data to calculate average transaction time and then confirmed the reasonableness of these averages with MVD customer service management. The following were the average transaction times:

- 6 minutes to complete a renewal transactions
- 16 minutes for new T&R transactions
- 7 minutes for miscellaneous transactions per MVD leadership as this data was not available

To more accurately account for operational realities, which BerryDunn observed through on-site observations and interviews of MVD management, we added an additional three minutes per transaction to account for the time for staff to transition between transactions, resulting in a total of:

- 9 minutes for renewals
- 19 minutes for T&R transactions
- 10 minutes for miscellaneous transactions

Due to the necessity of needing to remove online transactions, which are not represented on the day they occurred, but rather the day they are processed in batches, it was inappropriate to calculate demand by week.

We used these time values and the total transaction demand to calculate the number of windows needed to meet demand given the customer service transaction volume. The MVD operates from 8 a.m. to 5 p.m. Monday through Friday, resulting in a nine-hour day (540 minutes per day). To account for breaks, lunches, and other disruptions during the day, we allowed 90 minutes for lunches and breaks and 30 minutes for miscellaneous administrative tasks, totaling two hours (120 minutes) of time each day not spent helping customers, resulting in approximately seven hours (420 minutes) per day available for each MVD staff (customer service window) to process transactions. Using these values, we were able to estimate the average daily windows needed to meet the demand each month, which can be seen in tables 3.2.5 and 3.2.6 below.

Table 3.2.5: Courthouse Average Daily Windows

Month	Renewal	T&R	Misc	Total
January	1	3	1	5
February	2	4	1	7
March	2	4	2	8
April	3	4	1	8
May	3	4	1	8
June	2	4	2	8
July	3	4	1	8
August	3	4	2	9
September	4	4	2	10
October	4	4	2	10
November	3	4	2	9
December	2	4	2	8

Note: Courthouse MVD location has a maximum of nine physical windows available.

Table 3.2.6: Annex Average Daily Windows

Month	Renewal	T&R	Misc	Total
January	1	4	1	6
February	3	4	2	9
March	3	4	2	9
April	3	4	2	9
May	3	4	2	9
June	3	4	2	9
July	4	4	2	10

Month	Renewal	T&R	Misc	Total
August	4	4	2	10
September	3	4	2	9
October	3	4	2	9
November	2	4	2	8
December	2	4	2	8

Note: Annex MVD location has a maximum of eight physical windows available.

The results of BerryDunn's analysis is shown by month to provide a usable average for future planning, and staffing considerations. The analysis, when viewed on a weekly basis, shows that there is more customer service demand around the turn of the month, and when viewed on a daily basis, there is significant variance by day with little discernable pattern. When analyzed over the course of the year, the data above shows that July and August see the peak customer service demand.

The numbers presented throughout this analysis are averages and should be analyzed with consideration of the demand variability. The demand variability creates challenges for the MVD in the efficient allocation of labor hours and resources. With the current number of windows available in each location, there are still days where wait times could become lengthy, even when all windows are staffed. Conversely, there will be days within the month when all windows being staffed creates significant excess service capacity. Over time, the effective use of appointments and accurate real-time wait times on the website could help normalize service demand.

Other Technology Solutions

Several technology-related solutions were discussed during this evaluation, many of which remain valuable options worth considering. While BerryDunn understands that the State of Kansas has placed restrictions on certain types of systems and software, it was also noted that Johnson County successfully navigated the approval process to implement new systems, such as remote stand-alone kiosks at their MVD locations in order to process transactions. That example offers a useful reference point and suggests that, under the right circumstances, similar efforts may be possible.

Pursuing a new system can have its challenges related to time, funding, and coordination. But the County may find that other jurisdictions are facing the same challenges. This opens the door to building a network of peers who could work together on these issues, potentially in partnership with the State. Having that kind of shared effort could make the process more manageable and give it more traction.

Observations and Recommendations

Table 3.2.7: Technology Recommendations

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
Immediate Opportunity	**Technology and Infrastructure Deficiencies**	Frequent outages of the MOVRS system, unreliable internet in the offices, and malfunctioning equipment (e.g., scanners, printers, and POS systems) disrupt daily operations and reduce staff efficiency. These issues also negatively impact the customer experience and create staff frustration. For example, not all customer-facing staff have credit/debit card readers at their windows; therefore, staff must enter card information manually, slowing the transaction. For a registration renewal, the time to manually enter the card can approach the amount of time to process the renewal itself. While some staff do have card readers, the lack of consistency can frustrate staff and customers. During our project, staff also consistently reported that many of their printers had failed and had been unusable for months. This has caused bottlenecks during transaction processing and, in some cases, risks in mixing up customer documents. The MVD was working to resolve these issues during the time of this evaluation.	**Upgrade Systems and Infrastructure** Investing in reliable internet, modern equipment, and responsive IT support would reduce downtime and improve operational efficiency. Reintroducing or upgrading kiosk systems could streamline the check-in process and reduce manual workload. **Enhance In-Person Customer Flow** • Install a modernized kiosk system for check-in and re-check processes. **Strengthen Customer Communication** • Use plain language in all customer-facing materials. • Provide real-time updates on system outages or delays via the website and signage. • Train staff in de-escalation and customer service best practices to handle high-stress interactions. **Encourage State to Upgrade Core Systems** • Encourage the State to prioritize MOVRS reliability and increase the ability for customers to complete routine transactions online to help reduce in-office service demands.

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
			County Technology and Upgrades • Replace or repair outdated equipment (e.g., printers, scanners, POS systems, voice box microphones) promptly. • Commit to consistent technology for all customer-facing staff (e.g., all windows should be equipped with POS card reader terminals). • Upgrade POS card readers to tap pay terminals to speed up transactions and allow customers to retain their card. • Improve IT responsiveness with a dedicated support channel for urgent issues that prioritize the MVD to maintain customer satisfaction.
Immediate Opportunity	**Queue Management**	The systems used for queuing and managing walk-ins and appointments are not integrated. There is no visual display for appointments online or within the waiting area because it is facilitated in a separate system. Within the waiting area, the queuing process becomes inefficient due to the processes and technology used to call the next walk-in and appointment tickets. Clerks announce the next person in line through their window speakers, which are hard to hear due to the already high noise level. The screen that displays walk-in tickets in the waiting area does not flash or alert customers as to what	**Consolidate Queuing and Appointment Systems into a Single Platform** To improve customer experience, operational efficiency, and staff satisfaction, the agency should evaluate the implementation of a single, integrated queuing platform that manages both walk-in traffic and scheduled appointments. A unified system will: • Create a seamless, equitable flow for all customers regardless of how they arrive. • Reduce wait times and improve communication through real-time updates.

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		window number they should proceed to when it is their turn. Furthermore, the speakers within the MVD offices can be very quiet, which can cause missed appointments or delays.	• Enhance the physical and digital customer experience within MVD offices. **Select an Enterprise-Grade Queuing Platform** • Procure a solution that integrates both walk-in and appointment-based services. • Ensure the platform supports multi-channel access (e.g., mobile, web, on-site kiosks) and is configured to meet the agency's specific needs. **Enhance Communication and Visibility** • Integrate **real-time wait time displays** and queue status updates to manage customer expectations. • Install **digital signage** in lobby areas visible from both internal and external lobby areas to display queue progress and provide helpful information. • Include **audible voice announcements** through a clear and intelligible speaker system installed throughout the customer waiting area that directs a ticket number to a specific window to help ensure all customers are aware of their turn. • Install **digital signage above windows** to display the ticket number assigned to each window.
Immediate Opportunity	**Online Renewals**	The number of completed in-office renewals as opposed to online renewals significantly contributes to customer traffic at the MVDs.	**Collaboration for System Improvements** While the County does not have direct control over the online renewal system and its design, the

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		The primary reason provided as to why customers could not complete renewals online was that the online renewal transaction failed due to unverified insurance information. Staff confirmed this is a frequent occurrence. Staff also said once the customer is at the MVD, staff are usually able to correct the error and complete the customer renewal in an estimated time of 5 minutes.	resolution of the causes of failed online renewals would decrease in-person office traffic for the MVD. The County, in coordination with other counties, should consider working with the State to improve the online system to enable online renewals to process with the customer being able to submit their own proof of insurance. BerryDunn acknowledges there may be obstacles associated with modifications based on the State's insurance verification requirements; however, pursuit of a resolution could improve customer satisfaction and reduce MVD operating costs due to a higher number of online renewals. Potential options the County could communicate to the State include: • Consider whether allowing customers to upload proof of insurance is feasible both from a compliance and practical perspective. This would likely require a County or State employee to review the submission and approve or deny the transaction. • Consider whether the State can implement enforceable timeliness requirements for auto insurers to report coverage information. • Consider whether vehicles registered for less than 12 months can be renewed online.

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
Strategic Opportunity	**MVD Website Function and Usability**	The County maintains a website for the MVD to provide information to customers regarding transaction types, locations, and online renewals. Although the website contains information relevant to customers, it could be improved in certain areas to more prominently display information that would help prepare customers prior to arriving at MVD offices and potentially reduce customer frustration due to having clear understanding and expectations prior to arrival. The website should be a main source of information for the public and is an integral part of the overall marketing plan of the MVD office.	**Enhance Customer Tools and Communication** Improving the website's usability would empower customers to arrive better prepared. This would reduce repeat visits and improve overall satisfaction. • Implement easy-to-read drop-down menus within the website that are categorized by each transaction. This will promote seamless navigation for users and reduce scrolling to find information. • Make it easier to find appointment information, required documents, and payment options. • Ensure mobile compatibility and accessibility for all users.
Strategic Opportunity	**Fees**	The MVD operates within statutory and other requirements established by the State of Kansas. The MVD does not currently charge a facility fee for transactions. This fee, capped at $5/transaction, is permitted through State statute. Previously, the MVD implemented this fee for in-person renewals only, which caused substantial pushback from the community. By implementing the fee for only one transaction type, customers may have felt singled out because of the type of transaction. Due to public dissatisfaction, the fee was removed.	**Re-Establish Facility Fee:** The facility fee should be re-established, and a portion of the State existing fee should be retained by the local MVD for all transactions, not just renewals. The purpose of the facility fee is to support technology and facilities upgrades recommended throughout the report. The existing State fee could also supplement the facility fee to help fund any other recommended changes or upgrades needed by the MVD. • Implement a graduated fee schedule that clearly outlines a fee structure and what the fee will be used for. This will enable the customer to see the direct benefits of

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
			the fee and adjust to having the new fee in place. • Develop a clear and proactive communication and marketing plan to support the implementation of the new fee, emphasizing its direct connection to facility and technology improvements that will enhance the overall customer experience. Help ensure messaging transparently conveys that the fee will not be used for staff salaries or internal priorities, but rather to create a more efficient, comfortable, and accessible environment for the public. This approach will help build trust, manage expectations, and reinforce the value of the investment from the customer's perspective.
Strategic Opportunity	**Data and Performance Metrics/Reporting**	The MVD systems lack the framework for tracking and reporting key service metrics. Customer wait times, transaction times, customer satisfaction, and staffing performance indicators were unattainable data points. The detailed data at the transaction level that can be aggregated and analyzed to understand trends are incomplete due to the various different systems in place. , During calendar 2024, analysis showed a daily average of eight windows in each location needed for the busiest months to	**Leverage Data Transparency and Reporting** Future MVD technology initiatives should consider the data transparency and reporting capabilities of any potential solution. Solutions that enable leadership to track and report key service metrics such as wait times, appointment availability, customer satisfaction, and online service usage should be evaluated. While this functionality may not immediately impact customers, this information will help MVD leadership identify and diagnose problems. This information can then be used to determine an appropriate course of action. **Redefine and Expand Wait Time Metrics**

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		meet demand for MVD staff to process registration renewals and new T&R transactions, with a minimum of five windows in each location during the slowest month. This calculation was based on multiple assumptions, as the data could not be generated by the system of record. This gap in data collection obscures the true customer experience and undermines efforts to improve service delivery and operational efficiency. The current systems do not support MVD leadership's access to timely and reliable performance data.	• Implement a comprehensive definition of "wait time" that includes the full duration from customer arrival to service completion. • Use timestamped entry tracking (e.g., geolocation or QR-based check-in) to capture pre-check-in wait periods for all customers who interact with the MVD. **Standardize Performance Reporting** • Develop a dashboard that tracks total visit duration, appointment trends, staffing levels, and customer satisfaction across both locations. • Ensure regular updates and public transparency to build trust and accountability. **Adjust Window Availability** Develop reporting capabilities to forecast the expected minimum number of windows needed to meet demand based on historical trends. For example, analyzing the 2024 data showed an increased demand in April, August, September, and October in each location. During these months, the MVD should allow for a daily minimum of eight windows per location to be available for renewal and T&R transactions. Transparent performance reporting builds trust with stakeholders and creates a foundation for ongoing evaluation and refinement of service

Technology			
Rating	**Theme/Category**	**Observation**	**Recommendation**
			delivery, while also providing data to explain the need for specific changes at the MVD.
Enhancement Opportunity	**Other Technology Solutions**	Customers have four avenues to complete registration renewals: online, mail, drop-off, and in-person. While a significant percentage of customers complete transactions online, a significant portion of in-office transactions are routine registration renewals. These transactions are often completed in less than 5 minutes with the clerk, but the wait time for these customers is the same as for other transactions.	**Implement MVD Self-Service Kiosks** Currently, 18 states have successfully implemented self-service kiosk platforms in locations that are not typically within the actual motor vehicle offices; instead, they are located in various businesses or strip malls to support residents with routine transactions, particularly vehicle registration renewals. However, having a self-service kiosk within the office may also be an option. These kiosks allow customers to complete their renewals and print updated registration documents **on the spot in 2 minutes or less**, significantly reducing wait times and improving overall efficiency. BerryDunn understands from interviews with staff that the State of Kansas has indicated that it will not allow County MV offices to implement kiosks and acknowledges that the implementation of such a program would require coordination at the State level. According to information learned in the interviews conducted, Johnson County implemented kiosks in a limited fashion; inquiring about Johnson County's management of this initiative could be valuable for MVD. This option represents a valuable opportunity to modernize service delivery. As part of a broader strategic plan, **exploring the adoption of self-service kiosks** could be a meaningful step toward improving customer

Technology			
Rating	Theme/Category	Observation	Recommendation
			satisfaction and reducing pressure on frontline staff. As part of the customer service approach, the County could have one employee assist customers at multiple kiosks to answer basic questions or have customers who cannot complete their transaction at the kiosk obtain a ticket and enter the queue.

3.3 Processes and Operations

Summary

BerryDunn adopted a multi-method approach to evaluate the MVD's organizational processes and operations. By integrating staff and customer interviews, considering industry systems and techniques, and assessing MVD process, the assessment identified various opportunities for systematic improvement.

Customer Experience

Long wait times, unclear processes, and limited self-service tools contribute to customer frustration and a negative public perception of the MVD. These issues are exacerbated by the physical and logistical challenges at MVD locations. For instance, customers frequently express dissatisfaction with the long lines and crowded waiting areas, which can make the MVD experience stressful and unpleasant. BerryDunn conducted an analysis comparing the total number of windows operated in the four most populous counties in Kansas to determine the citizens-to-window ratio for each county. The results indicate that Wyandotte County has the lowest ratio, with 9,412 citizens per window, whereas Johnson County has the highest, at 16,639 citizens per window. This analysis, while not exact due to confounding variables, such as the availability of mail and drop-off services, indicates that the number of windows may not be among the largest driving factors of wait times.

In-Person vs. Online Transactions

One of the primary challenges identified was the high volume of in-person MVD visits. Although the primary reason for in-person visits relates to title transactions that require this type of visit, there is also a substantial number of customers who visit the MVD office for a transaction that can be completed online. Renewals represent a large portion of the transactions that customers could complete online, but some customers either prefer to visit the office, or more likely, are now required to visit a MVD location because their online transaction failed for myriad reasons. Staff identified these as "stop" failures. Since these "stop" failures force customers to seek in-person assistance, they contribute to increased foot traffic, longer wait times, and added pressure on staff. While the underlying problem prohibiting many online transactions from completion is typically easy for staff to resolve once the customer comes to the office, and doing so takes minimal time to process for staff, the additional volume creates unnecessary congestion with in-person visits. As a result, the MVD is faced with operational inefficiencies, and this condition has resulted in diminished customer satisfaction.

BerryDunn compared website and physical renewals (mail, drop-off, in-person) from January 2024 to June 2025 (Table 3.3.1). Physical renewals account for roughly 50% overall, with a higher percentage in winter, which is when renewals for many commercial vehicle are due, with many of these not eligible for online renewal. Notably, these months see the highest proportion but lowest total number of physical renewals.

Table 3.3.11: Physical vs. Web Renewals

Month	Sum of Physical	Sum of Web	Total	Physical	Online
Jan-24	1,584	552	2,136	74%	26%
Feb-24	3,978	3,019	6,997	57%	43%
Mar-24	4,338	5,000	9,338	46%	54%
Apr-24	5,868	6,279	12,147	48%	52%
May-24	6,396	6,050	12,446	51%	49%
Jun-24	3,944	5,040	8,984	44%	56%
Jul-24	6,294	6,319	12,613	50%	50%
Aug-24	6,686	7,285	13,971	48%	52%
Sep-24	5,665	6,730	12,395	46%	54%
Oct-24	5,820	6,048	11,868	49%	51%
Nov-24	4,009	4,892	8,901	45%	55%
Dec-24	3,280	1,535	4,815	68%	32%
Jan-25	1,960	970	2,930	67%	33%
Feb-25	3,362	2,660	6,022	56%	44%
Mar-25	5,195	5,075	10,270	51%	49%
Apr-25	6,354	6,154	12,508	51%	49%
May-25	4,733	4,730	9,463	50%	50%
Jun-25	5,267	5,308	10,575	50%	50%
Total	**84,733**	**83,646**	**168,379**	**50%**	**50%**

Self-Service Tools

The deployment of digital and self-service tools at MVD offices is currently limited, which affects customers' ability to handle various processes independently. For example, the lack of self-service kiosks at MVD offices for simple tasks such as checking in or receiving information means customers must wait in line to accomplish these tasks, which could be handled more quickly and easily through automated systems.

Communication and Marketing

Based on information received from staff and customers, one area that was identified is a lack of clear and consistent communication about processes, procedures, and changes within the MVD. This gap in communication affects both staff and customers, leading to confusion and inefficiency. While the website may have information related to the various processes, customers felt it was inadequate or unhelpful and felt the need to visit the office instead.

BerryDunn learned that the MVD has experimented with occasionally making changes to the flow of customer traffic in the middle of the day to try and address congestion issues. However, these changes were not consistent and led to confusion, anxiety, and frustration, as the customers were not clear on why certain people got to move ahead of them in line when they had potentially been waiting for hours. While the temporary changes may have helped at the given time, the lasting effect on the customers who felt they were displaced had a much longer impact on their overall opinion of the MVD and its processes.

BerryDunn noticed a lack of any structured or formal marketing campaign or strategy to address various issues within the MVD. Informing customers is considered an effective method to reduce customer frustration and increase overall satisfaction. The absence of a structured marketing and communication plan has significantly limited the organization's ability to effectively engage with and inform its customer base. Without clear, consistent messaging, customers are often unaware of important updates, service changes, or the value behind new initiatives—leading to confusion, frustration, and missed opportunities to build trust and transparency.

This gap in communication affects customer satisfaction and undermines the organization's ability to proactively shape public perception and manage expectations. A well-developed plan would enable the organization to deliver timely, relevant information through the right channels, helping ensure customers feel informed, respected, and confident in their interactions.

Appointment Processes

Appointments are in high demand but are open for no more than 30 days in advance, with slots filling within hours. This high volume of scheduled appointments reflects a clear willingness among customers to engage with a structured process. However, other factors, such as system limitations and procedural inefficiencies, appear to interfere with their ability to keep those appointments. Customers who secure appointments receive text reminders and are placed in a separate queue from walk-ins, with one or two windows in each office dedicated to appointment traffic.

Despite this framework, the MVD faces a high rate of missed appointments. While staff often pivot to processing mail-in or drop-off packets during downtime, or assisting with walk-ins, the process itself contributes to challenges and impacts the overall effectiveness of the appointment system. Staff reported that oftentimes, those with appointments also enter the walk-in queue, because it may cycle them through the process quicker than their appointment time, especially if the customer arrives earlier than their scheduled time. Appointments, when functioning as designed, are a highly valuable component of service delivery. There is a necessity to review not only the technological piece of the appointment system, but also the overall process and how it can be utilized to its full potential.

Best Practices Review

Even within the constraints placed by the State of Kansas, there is room for the County and the MVD to explore other practices and standards for specific operational areas. The County has taken a first step through this assessment and prioritizing the recommendations they will proceed with. The MVD must take a proactive approach in order to align their operations with best practices and standards. By staying connected to what peer motor vehicle offices are doing, especially those navigating similar environments, the MVD can better understand what is possible and begin to shape its own approach. Motor vehicle offices across the country face similar hurdles that are shaped by state laws and transaction types. While direct comparisons between states can be inappropriate when laws and transaction types are significantly different, there is still value in looking to successful solutions in other states. This effort helps build internal clarity and gives the MVD information and options to consider for what is needed to improve service delivery.

Observations and Recommendations

Table 3.3.2: Processes and Operations Recommendations

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
Immediate Opportunity	**Customer Experience - Queue Management Process Challenges**	While the systems used for managing the queue for walk-in and appointment customers are functioning at some level, there are process and technological challenges and limitations. The virtual queuing system does not currently support the needs of the MVD, and certain elements of the queue do not reflect the actual workflow, which causes customer frustration. Customers who check-in remotely at the time the MVD opens can obtain a ticket faster than those physically present who must wait in line to receive a ticket. This leads to frustration and perceived unfairness as the person first in line at the door may not receive the first ticket. The online walk-in ticketing system also results in inefficiency within the MVD. Customers can obtain a ticket online, but if they do not show up, their ticket is called multiple times before moving onto the next customer. This creates an additional gap of time between customers at each window. Additionally, the queue for appointments is not currently visible via display screens, and there is no signage within the MVD offices	**Benchmark Successful Models** • Conduct a review of MVD agencies in other counties/states that have successfully implemented comprehensive queuing processes; this report describes potential avenues for obtaining this information. • Identify best practices and lessons learned, with a focus on platforms that have demonstrated measurable success in MVD environments. **Consider Queue Management Processes** While the feasibility of procuring a new system in the immediate term may be limited, there are process improvements that should be considered regardless of the system. The MVD should consider the following options when assessing modifications to the queue management processes: • **Option:** Prioritize customers who are in-person at the MVD at opening time to create a sense of fairness for their effort to arrive early in the morning. Consider delaying the opening of the online queue until a couple of hours after the MVD opens, such as 9 a.m. or 10 a.m.

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		that explains the differences in how walk-ins and appointments are handled.	• **Option:** Immediately direct customers who are in line at the time the MVD opens to an open window, thus bypassing the check-in and information lines. • **Option:** Remove the online queue and ticket process. This would direct customers to either make an appointment or show up as a walk-in at the MVD. This change could be associated with only providing an estimate of the wait time on the MVD website. This would decrease the number of empty tickets that are called throughout the day, as customers with walk-in tickets would have obtained them physically. This would decrease the time between customers at each window, adding efficiency.
Immediate Opportunity	**Self-Service Tools**	The current approach to providing necessary documentation for various MVD processes reveals that, while documentation is available online, it often lacks the necessary linkage and correlating directions to guide customers through the entire process for specific transaction types. As a result, key forms and supporting materials can be difficult to navigate, and customers may struggle to understand exactly which steps and documents are required for their particular needs.	**Expand Customer Access** Customers are accustomed to filling out forms while waiting for appointments, and this waiting time provides an opportunity to put some of the control back in the customers' hands. By providing instructional guides and fillable forms online and in the office, the customer will better understand what documentation is necessary to bring, and they will be able to complete necessary documentation prior to their appointment. Even during in-person wait times, customers may have the ability to speed up the process by completing what they can before they get to the service window.

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		Second, in-office self-access to documentation is limited. Unless materials are directly provided by staff at the service counter, customers often lack immediate access to the necessary information upon arrival. This gap can prolong transaction times and contribute to unnecessary congestion at service points.	• Provide visual document guides (step-by-step instructions) and fillable forms (e.g., renewal forms, title forms) both online and in-office for customers to access and use. • Research and/or work with the State to be able to provide both agency specific and State-required fillable PDF forms online that can be completed and printed at home or submitted online. • Offer interactive checklists for common transactions to reduce incomplete visits. The checklists can link to the needed document and/or additional information to assist in completing a transaction. • Provide printable pre-visit instructions to help customers prepare before arrival.
Immediate Opportunity	**Customer Experience - Frustration and Public Perception**	Current operational processes directly impact the customer experience. Long wait times, unclear processes, and inconsistent service can erode public trust. Negative experiences may lead to complaints, reputational damage, and increased pressure on staff. Staff have experimented with a variety of solutions but have frequently abandoned them if they did not observe immediate improvements, sustained customer satisfaction, or if complaints arose about the procedures. One example relates to customers needing to visit the MVD to complete their renewal	**Recommendation 1:** To improve efficiency and reduce customer frustration, each MVD location should implement **four permanent, clearly designated service lines**—not just during peak times—but as a standard operating model. These lines should include: 1. **Check-In Line**: This line should serve a single purpose: checking in appointments and assigning ticket numbers to walk-in customers. By separating this function, the process can streamline intake and reduce bottlenecks at the front of the office.

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		transaction when they were unable to complete their renewal online (for whatever reason). When the in-person renewal queues grew particularly long, staff responded by setting up a special, temporary "renewal-only" line during the business day. This approach was designed to expedite service for those seeking renewals at peak times. However, the practice was used infrequently, was not widely announced, and remained a short-term solution rather than a standard procedure. From the perspective of a client waiting in line, the sudden introduction of a renewal-only queue often felt arbitrary and confusing. Sometimes, without prior notice or clear explanation, those waiting for renewals would be pulled aside and moved ahead, while others—who had already been waiting for extended periods of time—were left watching and, at times, seeing their wait time grow even longer. The lack of a consistent or transparent process only heightened the sense of unfairness, leaving many customers feeling overlooked and frustrated by the unpredictability of the system. Another initiative involved having staff at the information window proactively reviewing customer paperwork before their appointment or number was called. This aimed to help ensure the customer did not spend time in	2. **Information Line**: This should be a **stand-alone, dedicated line** where customers can verify that they have the correct documents and information before proceeding. This proactive step will help reduce rework and confusion at service windows, ultimately speeding up transactions. 3. **Renewal Line**: This line should be dedicated exclusively to customers completing straightforward renewal transactions. Given the efficiency and speed with which these transactions can typically be processed, the renewal line should be a permanent fixture at every location. Establishing this line as a consistent part of the customer flow will help reduce congestion in other areas and help ensure that routine renewals are handled quickly and effectively. 4. **Appointment Line:** The MVD currently maintains a window or two at each location, depending on the day, specifically to serve customers with appointments. This practice is effective, as it creates a more efficient process for customers who plan for a visit to the MVD. Maintaining this line while also enhancing the process and technologies for appointments could yield efficiencies, drive customer satisfaction, and keep walk-in customers in a queue

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		line only to be turned away at the service window for not having the right paperwork or documents. However, because the information window also served as the central check-in point for all visitors, combining these functions led to significant bottlenecks. The resulting delays caused some customers to miss their appointments while waiting to check-in. Ultimately, this process was discontinued, and the information window now operates primarily as a check-in station. Although these two processes yielded some positive results, the implementation of the process was lacking, and this caused customer dissatisfaction and abandonment of these initiatives.	where they are not placed behind those who show up after them but have an appointment. **Recommendation 2:** In addition to the information desk (to enhance the customer experience and streamline service delivery), the MVD could establish an **Ambassador** role at each location. This individual would serve as the first point of contact for customers upon arrival, providing guidance and support to help them efficiently complete their transactions. The Ambassador would: • Greet customers and assess their needs. • Direct them to the appropriate line, service window, or self-service kiosk. • Assist in identifying and completing the correct forms or digital workflows. • Answer basic questions to reduce confusion and improve flow. **Expand Digital and Self-Service Tools** • Accelerate deployment of the 311 system and AI-powered chat bot to handle website based inquiries. • Offer self-service kiosks for simple transactions (e.g., renewals, payments).
Immediate Opportunity	**Communication and Marketing**	Both staff and customers reflected on a lack of information about processes, procedures, or changes implemented within the MVD.	**Establish an Ongoing Marketing Strategy and Community Communication Plan**

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		Currently, the MVD lacks a structured communication and marketing strategy, which means that while updates may be occasionally provided, there is no consistent or comprehensive strategy in place. These absences of a well-defined communication framework are a significant gap that could be contributing to customer dissatisfaction and overall frustration.	In light of ongoing efforts to enhance customer satisfaction and improve MVD service delivery, it is essential to establish a robust and multifaceted marketing and communication plan. This will be a foundational piece that MVD should explore and implement before implementing any new changes. Transparent, accessible, and proactive communication is essential to managing expectations, reducing confusion, and establishing trust. Moving forward, this should be a pillar to implementing any new process or change. In 2025, the landscape for connecting with customers and staff has been transformed by the widespread availability of social media platforms and AI-assisted content creation, which can be a low-cost option with widespread results. • Targeted Social Media Engagement: With widespread platforms like Facebook, X, Instagram, and LinkedIn, MVD can reach a substantial group of customers and provide valuable information, guidance, and updates. • Strategic Content Creation: With AI-driven tools, the MVD can now generate clear and accessible content to include process updates, FAQs, and visual content in multiple languages. • Staff-Created Public Service Announcement (PSA) videos. Staff members could produce short, engaging PSA videos that can be shared across the

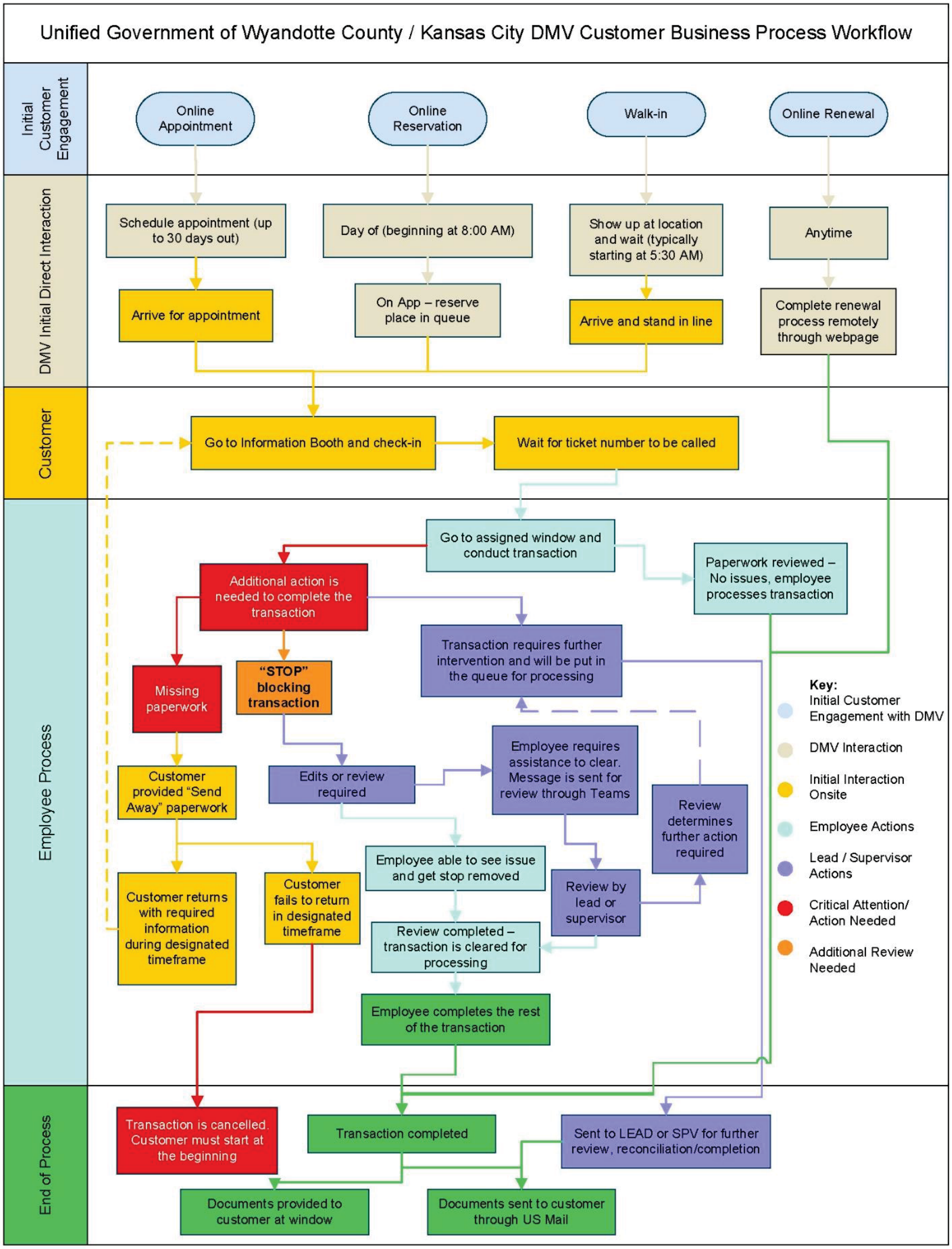
Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
			above-listed social media platforms and on the department's webpage. These videos provide important information and humanize the MVD, allowing customers to see a different perspective and view of the MVD. • Marketing Content: Establishing a marketing strategy can align communication and messaging with branding and identification. While digital outreach is vital, it is equally important to engage in tangible physical marketing materials. This could include brochures, signage, posters, and branded displays (MVD has already deployed a few). These visible components serve as touchpoints throughout MVD offices, guiding customers and reinforcing the new procedures. Signage was discussed earlier, but the overall marketing strategy needs to align all of these components to be successful.
Immediate Opportunity	**Appointment Processes**	Customers have two options for conducting in-person transactions: scheduling an appointment and walking in. The appointments are in high demand and routinely booked no more than 30 days in advance, with the appointment slots filling up within hours of becoming available. Those who schedule appointments receive text messages informing them of their scheduled appointment time, and customers who arrive	**Refine Appointment Requirements and Rules** Appointments play a valuable role in pre-planning demand and preventing sharp, unexpected surges; however, to obtain the most value out of the appointment process, refinements are needed. **Select an Enterprise-Grade Appointment Platform** The current platform does not meet the needs of the County fully, and the County would benefit from

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
		for their appointment are in a separate queuing system from walk-ins. In each office, there are usually one or two windows dedicated to appointments for the day. The MVD faces challenges with a high rate of missed appointments. Staff can process mailed and drop-off packets during downtime or assist with walk-in customers, but inefficiency occurs, as many of these appointments end up walking in at an earlier date than their scheduled appointment, and the appointment queue and scheduling becomes less effective. The system used for appointment scheduling is limited in its functionality for rescheduling, confirming, and canceling appointments; however, it does send reminders of scheduled appointments to the customer. The lack of functionality in the appointment system contributes to the friction within the appointment process.	selecting a platform with functionality that provides more control over the appointment process and enables better customer communication. Ideally, this platform would be the same as that used for the in-person queue; however, consideration of two separate systems would be appropriate if it were identified to best serve the County or be more cost-effective. **Establish General Expectations for Appointment Operations** Many government organizations and businesses have adopted expectations for customers around appointments that are becoming standard across most industries. The following appointment expectations for customers are relatively standard and could help improve the process: • Send reminders for upcoming appointments at least two times prior, including date, time, location, requirement to check-in upon arrival at the office, and a link to the County website that lists the documents to bring, where to park, and general maps to aid with access and navigation around the office. • Require customers to confirm their appointment 24 – 48 hours in advance through active confirmation, such as by responding to a text message. Inform customers that their appointment will be canceled if not confirmed, and then have

Processes and Operations			
Rating	**Theme/Category**	**Observation**	**Recommendation**
			the system release these appointments back into availability. • Allow customers to cancel their appointments via text message. • Only allow customers to book one appointment in a given time period per phone number. • Consider implementing a no-appointment list for customers who routinely schedule appointments but do not show up. This list can be defined by phone number, not name, and phone numbers on the list can expire after a given period, such as one year.
Strategic Opportunity	**Best Practices Review**	Without system upgrades and process redesigns, challenges will persist, and customer frustrations will continue. If the County population increases, these issues may intensify. MV offices nationwide experience similar and distinct challenges that are unique to their state laws and transaction types that are within their authority. Interstate comparability is somewhat limited due to these legal and transaction type differences; however, options are available. In the past, the MVD sent a team to Shawnee County but the MVD has not undertaken a longer-term effort to learn from other motor vehicle offices, although lessons may be	**Explore External Best Practices** A cross-functional team should visit and evaluate systems in other counties, with a focus on other Kansas counties, to identify transferable solutions. Licensing or adapting existing systems already integrated with the State could accelerate implementation and reduce costs. • Form a cross-functional team to visit and evaluate systems in several other counties to develop additional ideas that could be implemented (e.g., Johnson, Shawnee, or even Sedgwick County). • Reach common understanding with other Counties to create consensus on issues that can be brought to the State's attention

Processes and Operations			
Rating	Theme/Category	Observation	Recommendation
		limited due to the small number of similarly populated counties in Kansas.	to advocate for change, such as MOVRS system changes, or even changes in funding structure. • Assess opportunities to license or adapt existing platforms already integrated with the State. • Bring back actionable insights for local implementation. • Use feedback from MV leaders in Kansas and other states about topics such as queue management, customer expectations, and successful software solutions **Utilize Experience and Professional Associations** MV offices nationwide experience similar challenges with wait times and customer dissatisfaction. The MVD can use experience and success stories of other motor vehicle office leaders to identify potential feasible solutions for Wyandotte County. Some professional organizations bring together MV office leaders, such as the American Association of Motor Vehicle Administrators (AAMVA) and hold conferences throughout the year. These could also serve as a means for finding other MV office leaders who have led through organization change to speak with and discuss potential challenges and options.

Appendix A: Business Process Workflow



Appendix B: Prioritization and Roadmap

Instructions

The worksheet provided is designed to help the MVD effectively evaluate and prioritize the recommendations presented by BerryDunn. The MVD is encouraged to conduct its own review, considering both the feasibility of implementation and alignment with department priorities. This approach helps ensure that the most impactful and actionable recommendations are addressed first.

Appendix B Table 1: Site and Facilities Recommendations List

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
1-1	**Improve Service Delivery Through Strategic Office Relocation** While it is acknowledged that relocating MVD operations presents fiscal, operational, and timing challenges, the potential benefits to service delivery and customer experience warrant serious consideration of such a move as a strategic priority. The options presented below are listed in order of the potential positive impact on the customer experience. These options should be considered in context of the other recommendations regarding building accessibility, such as parking, seating, and the level of control the MVD has over the building that it occupies.			Immediate Opportunity
1-2	**Option 1: Relocate both the Courthouse and Annex MVD offices to a singular combined office location** This approach involves moving both offices to one location in a new building. MVD and security staff, along with customers, expressed a preference to combining both offices into one location outside of the currently used government buildings to provide a more customizable and organized MVD location. This option has potential fiscal implications, including the following: 1) costs to build and/or acquire a new site (if the building is not currently owned by the County), 2) costs to move and open operations in a new facility, and 3) costs to maintain operations at a new location. Combining both locations into one building in an off-site location could improve parking, align security protocols for the type of business occurring, provide specific transaction areas, and allow new scheduling models to be explored, which all present the opportunity to increase both customer satisfaction and enhance staff well-being.			Immediate Opportunity

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
1-3	**Option 2: Move the MVD out of the Courthouse to another county building** This approach would assess the feasibility of utilizing office space within a county or municipal building located outside a secure perimeter. Such a move would benefit both MVD operations and the Sheriff's Department by optimizing functionality and clearly delineating MVD clientele from those entering or being transported to the Courthouse. While parking availability would still require careful consideration, this option presents a potential solution that could alleviate some current challenges.			Immediate Opportunity
2-1	**Consider Pilot Extended and Weekend Hours** • Introduce early morning or evening hours to accommodate working individuals and reduce peak-time congestion. • Offer Saturday service at least once per month to test demand and operational feasibility.			Immediate Opportunity
2-2	**Implement Staggered Scheduling** • Adopt staggered shifts for staff to extend service coverage without increasing total labor hours. • Use predictive analytics to align staffing with transaction volume and seasonal surges. BerryDunn acknowledges that the MVD relies on the MOVRS system operated by the State of Kansas and operating beyond customary business hours may require additional consideration for handling system issues when the State does not have system support personnel available.			Immediate Opportunity
3	**Improve Signage with Stand-alone and Temporary Solutions** Given the limitations of the Courthouse office being housed in a historic building, permanently affixed signage was identified as not being feasible by staff. Similarly, the Annex location shares space with other operations, which staff stated restricted their ability to install permanent directional signage. However, there are several practical and cost-effective options that can significantly improve customer experience through temporary or movable signage:			Immediate Opportunity

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	• Use color-coded, removable floor decals to guide customers through the office. These decals are an affordable way to improve traffic flow and are commonly used in hospitals, airports, and event venues to enhance navigation. • Place laminated printed instructions at key entry points and service counters to help customers understand the process and next steps without needing to ask staff. • Utilize retractable banners to highlight specific services, explain procedures, or direct customers to appropriate areas. These banners are easy to set up and take down daily, are customizable, and are relatively inexpensive. These solutions offer flexibility, require minimal installation effort, and can be updated as processes evolved while respecting the constraints of the facilities. There are also low-cost options that can be customized to the specific need. The below picture is a depiction of temporary signage that could be used and help alleviate customer confusion. 			
4-1	Update the MVD webpage to include clearer guidance for customers, with maps and detailed parking information that is prominently displayed and accessible.			Immediate Opportunity

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
4-2	Install additional signage along sidewalks, nearby streets, and parking areas to help guide customers to the correct building entrance and provide clear information about security procedures before they reach the door.			**Immediate Opportunity**
4-3	Add covered seating around both locations to support customers who are waiting for extended periods or who face mobility challenges. When thoughtfully designed, this seating can also enhance the overall appearance and feel of the facility.			**Immediate Opportunity**
5	**Consider Impact of Courthouse Security Protocols** While the sensitivity of the metal detector is a key component to ensuring a safe environment in a court setting, the MVD would benefit from engaging in a collaborative discussion with the Sheriff's Department to explore potential adjustments to the screening process. Metal detectors are widely used in secure environments such as airports and entertainment venues, where similar alerts are not routinely triggered. Aligning Courthouse practices with broader industry standards could help ensure both security and a respectful, efficient experience for all visitors. As noted in the first recommendation in this section, relocating the Courthouse MVD to a facility that does not require security screening would improve customer flow, efficiency, and better align with the mission of the MVD.			**Strategic Opportunity**
6	**Streamline Parking with Mobile Payment Solutions** The County may evaluate a managed parking program. Managing on-street and city-owned lot parking can be made simple and efficient for both drivers and city operations. With mobile payment options, drivers can easily locate available parking and pay directly from their mobile device, eliminating the need for cash or credit cards, physical meters, or additional apps. At the same time, city parking administrators benefit from real-time data, streamlined enforcement tools, and improved operational oversight.			**Strategic Opportunity**

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	 How It Works: **Option 1:** Step 1: Drivers scan a posted QR code or text a designated number and then enter their license plate and vehicle details. Step 2: Payment is made on your mobile phone. Step 3: City staff can monitor parking sessions, validate permits, and manage enforcement efficiently through integrated digital tools. Drivers also have the flexibility to extend time limits, validate parking, and even locate their vehicles from their devices. This reduces confusion, improves compliance, and enhances the overall parking experience. Numerous companies offer this type of parking solution. **Option 2: Establish Free Parking for MVD Customers at Courthouse** Establishing free parking for MVD customers at the Courthouse could reduce customer friction associated with the street parking, and metered time limits. Creating parking for MVD customers specifically in a nearby parking lot could ease this challenge. One option is eliminating the meters altogether or eliminating having to pay for parking during building operational hours would increase customer satisfaction; however, this would reduce revenue.			

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	While either option 1 or 2 could help ease some of the burden on customers, they also risk creating a new issue by further limiting the already scarce parking around the building. However, this is already occurring, as customers are leaving to add money to meters currently.			

Appendix B: Table 2: Technology Recommendations List

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
7-1	**Upgrade Systems and Infrastructure** Investing in reliable internet, modern equipment, and responsive IT support would reduce downtime and improve operational efficiency. Reintroducing or upgrading kiosk systems could streamline the check-in process and reduce manual workload.			Immediate Opportunity
7-2	**Enhance In-Person Customer Flow** • Install a modernized kiosk modernized kiosk system for check-in and re-check processes.			Immediate Opportunity
7-3	**Strengthen Customer Communication** • Use plain language in all customer-facing materials. • Provide real-time updates on system outages or delays via the website and signage. Train staff in de-escalation and customer service best practices to handle high-stress interactions.			Immediate Opportunity
7-4	**Encourage State to Upgrade Core Systems** • Encourage the State to prioritize MOVRS reliability and increase the ability for customers to complete routine transactions online to help reduce in-office service demands.			Immediate Opportunity
7-5	**County Technology and Upgrades** • Replace or repair outdated equipment (e.g., printers, scanners, POS systems, voice box microphones) promptly. • Commit to consistent technology for all customer-facing staff (e.g., all windows should be equipped with POS card reader terminals). • Upgrade POS card readers to tap pay terminals to speed up transactions and allow customers to retain their card. • Improve IT responsiveness with a dedicated support channel for urgent issues that prioritize the MVD to maintain customer satisfaction.			Immediate Opportunity

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
8-1	**Consolidate Queuing and Appointment Systems into a Single Platform** To improve customer experience, operational efficiency, and staff satisfaction, the agency should evaluate the implementation of a single, integrated queuing platform that manages both walk-in traffic and scheduled appointments. A unified system will: • Create a seamless, equitable flow for all customers regardless of how they arrive. • Reduce wait times and improve communication through real-time updates. • Enhance the physical and digital customer experience within MVD offices.			**Immediate Opportunity**
8-2	**Select an Enterprise-Grade Queuing Platform** • Procure a solution that integrates both walk-in and appointment-based services. • Ensure the platform supports multi-channel access (e.g., mobile, web, on-site kiosks) and is configured to meet the agency's specific needs.			**Immediate Opportunity**
8-3	**Enhance Communication and Visibility** • Integrate real-time wait time displays and queue status updates to manage customer expectations. • Install **digital signage** in lobby areas visible from both internal and external lobby areas to display queue progress and provide helpful information. • Include **audible voice announcements** through a clear and intelligible speaker system installed throughout the customer waiting area that directs a ticket number to a specific window to help ensure all customers are aware of their turn. • Install **digital signage above windows** to display the ticket number assigned to each window.			**Immediate Opportunity**
9	**Collaboration for System Improvements** While the County does not have direct control over the online renewal system and its design, the resolution of the causes of failed online renewals would decrease in-person office traffic for the MVD.			**Immediate Opportunity**

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	The County, in coordination with other counties, should consider working with the State to improve the online system to enable online renewals to process with the customer being able to submit their own proof of insurance. BerryDunn acknowledges there may be obstacles associated with modifications based on the State's insurance verification requirements; however, pursuit of a resolution could improve customer satisfaction and reduce MVD operating costs due to a higher number of online renewals. Potential options the County could communicate to the State include: • Consider whether allowing customers to upload proof of insurance is feasible both from a compliance and practical perspective. This would likely require a County or State employee to review the submission and approve or deny the transaction. • Consider whether the State can implement enforceable timeliness requirements for auto insurers to report coverage information. • Consider whether vehicles registered for less than 12 months can be renewed online.			
10	**Enhance Customer Tools and Communication** Improving the website's usability would empower customers to arrive better prepared. This would reduce repeat visits and improve overall satisfaction. • Implement easy-to-read drop-down menus within the website that are categorized by each transaction. This will promote seamless navigation for users and reduce scrolling to find information. • Make it easier to find appointment information, required documents, and payment options. • Ensure mobile compatibility and accessibility for all users.			**Strategic Opportunity**

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
11	**Re-Establish Facility Fee** The facility fee should be re-established, and a portion of the State existing fee should be retained by the local MVD for all transactions, not just renewals. The purpose of the facility fee is to support technology and facilities upgrades recommended throughout the report. The existing State fee could also supplement the facility fee to help fund any other recommended changes or upgrades needed by the MVD. • Implement a graduated fee schedule that clearly outlines a fee structure and what the fee will be used for. This will enable the customer to see the direct benefits of the fee and adjust to having the new fee in place. • Develop a clear and proactive communication and marketing plan to support the implementation of the new fee, emphasizing its direct connection to facility and technology improvements that will enhance the overall customer experience. Help ensure messaging transparently conveys that the fee will not be used for staff salaries or internal priorities, but rather to create a more efficient, comfortable, and accessible environment for the public. This approach will help build trust, manage expectations, and reinforce the value of the investment from the customer's perspective.			**Strategic Opportunity**
12-1	**Leverage Data Transparency and Reporting** Future MVD technology initiatives should consider the data transparency and reporting capabilities of any potential solution. Solutions that enable leadership to track and report key service metrics such as wait times, appointment availability, customer satisfaction, and online service usage should be evaluated. While this functionality may not immediately impact customers, this information will help MVD leadership identify and diagnose problems. This information can then be used to determine an appropriate course of action.			**Strategic Opportunity**
12-2	**Redefine and Expand Wait Time Metrics** • Implement a comprehensive definition of "wait time" that includes the full duration from customer arrival to service completion.			**Strategic Opportunity**

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	• Use timestamped entry tracking (e.g., geolocation or QR-based check-in) to capture pre-check-in wait periods for all customers who interact with the MVD.			
12-3	**Standardize Performance Reporting** • Develop a dashboard that tracks total visit duration, appointment trends, staffing levels, and customer satisfaction across both locations. • Ensure regular updates and public transparency to build trust and accountability.			**Strategic Opportunity**
12-4	**Adjust Window Availability** Develop reporting capabilities to forecast the expected minimum number of windows needed to meet demand based on historical trends. For example, analyzing the 2024 data showed an increased demand in April, August, September, and October in each location. During these months, the MVD should allow for a daily minimum of eight windows per location to be available for renewal and T&R transactions. Transparent performance reporting builds trust with stakeholders and creates a foundation for ongoing evaluation and refinement of service delivery, while also providing data to explain the need for specific changes at the MVD.			**Strategic Opportunity**
13	**Implement MVD Self-Service Kiosks** Currently, 18 states have successfully implemented self-service kiosk platforms in locations that are not typically within the actual motor vehicle offices; instead, they are located in various businesses or strip malls to support residents with routine transactions, particularly vehicle registration renewals. However, having a self-service kiosk within the office may also be an option. These kiosks allow customers to complete their renewals and print updated registration documents on the spot in 2 minutes or less, significantly reducing wait times and improving overall efficiency. BerryDunn understands from interviews with staff that the State of Kansas has indicated that it will not allow County MV offices to implement kiosks and acknowledges that the implementation of such a program would require coordination at the State level. According to information learned in the interviews conducted, Johnson County implemented kiosks in a			**Enhancement Opportunity**

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	limited fashion; inquiring about Johnson County's management of this initiative could be valuable for MVD. This option represents a valuable opportunity to modernize service delivery. As part of a broader strategic plan, exploring the adoption of self-service kiosks could be a meaningful step toward improving customer satisfaction and reducing pressure on frontline staff. As part of the customer service approach, the County could have one employee assist customers at multiple kiosks to answer basic questions or have customers who cannot complete their transaction at the kiosk obtain a ticket and enter the queue.			

Appendix B: Table 3: Process Operations Recommendations List

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
14-1	**Benchmark Successful Models** • Conduct a review of MVD agencies in other counties/states that have successfully implemented comprehensive queuing processes; this report describes potential avenues for obtaining this information. • Identify best practices and lessons learned, with a focus on platforms that have demonstrated measurable success in MVD environments.			Immediate Opportunity
14-2	**Consider Queue Management Processes** While the feasibility of procuring a new system in the immediate term may be limited, there are process improvements that should be considered regardless of the system. The MVD should consider the following options when assessing modifications to the queue management processes: • Option: Prioritize customers who are in person at the MVD at opening time to create a sense of fairness for their effort to arrive early in the morning. Consider delaying the opening of the online queue until a couple of hours after the MVD opens, such as 9 a.m. or 10 a.m. • Option: Immediately direct customers who are in line at the time the MVD opens to an open window, thus bypassing the check-in and information lines. • Option: Remove the online queue and ticket process. This would direct customers to either make an appointment or show up as a walk-in at the MVD. This change could be associated with only providing an estimate of the wait time on the MVD website. This would decrease the number of empty tickets that are called throughout the day, as customers with walk-in tickets would have obtained them physically. This would decrease the time between customers at each window, adding efficiency.			Immediate Opportunity
15	**Expand Customer Access** Customers are accustomed to filling out forms while waiting for appointments, and this waiting time provides an opportunity to put some of the control back in the customers' hands. By providing instructional guides and fillable forms online and in the office, the customer will better understand what			Immediate Opportunity

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	documentation is necessary to bring, and they will be able to complete necessary documentation prior to their appointment. Even during in-person wait times, customers may have the ability to speed up the process by completing what they can before they get to the service window. • Provide visual document guides (step-by-step instructions) and fillable forms (e.g., renewal forms, title forms) both online and in-office for customers to access and use. • Research and/or work with the State to be able to provide both agency specific and State-required fillable PDF forms online that can be completed and printed at home or submitted online. • Offer interactive checklists for common transactions to reduce incomplete visits. The checklists can link to the needed document and/or additional information to assist in completing a transaction. • Provide printable pre-visit instructions to help customers prepare before arrival.			
16-1	**Customer Experience -Frustration and Public Perception** **Recommendation 1:** To improve efficiency and reduce customer frustration, each MVD location should implement four permanent, clearly designated service lines—not just during peak times—but as a standard operating model. These lines should include: 1. Check-In Line: This line should serve a single purpose: checking in appointments and assigning ticket numbers to walk-in customers. By separating this function, the process can streamline intake and reduce bottlenecks at the front of the office. 2. Information Line: This should be a stand-alone, dedicated line where customers can verify that they have the correct documents and information before proceeding. This proactive step will help reduce rework and confusion at service windows, ultimately speeding up transactions. 3. Renewal Line: This line should be dedicated exclusively to customers completing straightforward renewal transactions. Given the efficiency and speed with which these transactions can typically be processed, the renewal line should be a permanent fixture at every location. Establishing this line as a consistent part of the customer flow will help reduce			**Immediate Opportunity**

No.	Finding Area & Recommendation	Wyandotte Priority	Wyandotte Rating	BerryDunn Rating
	congestion in other areas and help ensure that routine renewals are handled quickly and effectively. 4. Appointment Line: The MVD currently maintains a window or two at each location, depending on the day, specifically to serve customers with appointments. This practice is effective, as it creates a more efficient process for customers who plan for a visit to the MVD. Maintaining this line while also enhancing the process and technologies for appointments could yield efficiencies, drive customer satisfaction, and keep walk-in customers in a queue where they are not placed behind those who show up after them but have an appointment.			
16-2	**Customer Experience -Frustration and Public Perception** **Recommendation 2:** In addition to the information desk (to enhance the customer experience and streamline service delivery), the MVD could establish an **Ambassador** role at each location. This individual would serve as the first point of contact for customers upon arrival, providing guidance and support to help them efficiently complete their transactions. The Ambassador would: • Greet customers and assess their needs. • Direct them to the appropriate line, service window, or self-service kiosk. • Assist in identifying and completing the correct forms or digital workflows. • Answer basic questions to reduce confusion and improve flow. **Expand Digital and Self-Service Tools** • Accelerate deployment of the 311 system and AI-powered chat bot to handle website based inquiries. • Offer self-service kiosks for simple transactions (e.g., renewals, payments).			Immediate Opportunity
17	**Establish an Ongoing Marketing Strategy and Community Communication Plan** In light of ongoing efforts to enhance customer satisfaction and improve MVD service delivery, it is essential to establish a robust and multifaceted marketing and communication plan. This will be a foundational piece that MVD should explore and implement before implementing any new			Immediate Opportunity

No.	Finding Area & Recommendation	Wyandotte Priority	Wyandotte Rating	BerryDunn Rating
	changes. Transparent, accessible, and proactive communication is essential to managing expectations, reducing confusion, and establishing trust. Moving forward, this should be a pillar to implementing any new process or change. In 2025, the landscape for connecting with customers and staff has been transformed by the widespread availability of social media platforms and AI-assisted content creation, which can be a low-cost option with widespread results. • Targeted Social Media Engagement: With widespread platforms like Facebook, X, Instagram, and LinkedIn, MVD can reach a substantial group of customers and provide valuable information, guidance, and updates. • Strategic Content Creation: With AI-driven tools, the MVD can now generate clear and accessible content to include process updates, FAQs, and visual content in multiple languages. • Staff-Created Public Service Announcement (PSA) videos. Staff members could produce short, engaging PSA videos that can be shared across the above-listed social media platforms and on the department's webpage. These videos provide important information and humanize the MVD, allowing customers to see a different perspective and view of the MVD. • Marketing Content: Establishing a marketing strategy can align communication and messaging with branding and identification. While digital outreach is vital, it is equally important to engage in tangible physical marketing materials. This could include brochures, signage, posters, and branded displays (MVD has already deployed a few). These visible components serve as touchpoints throughout MVD offices, guiding customers and reinforcing the new procedures. Signage was discussed earlier, but the overall marketing strategy needs to align all of these components to be successful.			
18-1	**Refine Appointment Requirements and Rules** Appointments play a valuable role in pre-planning demand and preventing sharp, unexpected surges; however, to obtain the most value out of the appointment process, refinements are needed.			Immediate Opportunity
18-2	**Select an Enterprise-Grade Appointment Platform** The current platform does not meet the needs of the County fully, and the County would benefit from selecting a platform with functionality that provides more control over the appointment process and enables better customer communication. Ideally, this platform would be the same as that used for the			Immediate Opportunity

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	in-person queue; however, consideration of two separate systems would be appropriate if it were identified to best serve the County or be more cost-effective.			
18-3	**Establish General Expectations for Appointment Operations** Many government organizations and businesses have adopted expectations for customers around appointments that are becoming standard across most industries. The following appointment expectations for customers are relatively standard and could help improve the process: • Send reminders for upcoming appointments at least two times prior, including date, time, location, requirement to check in upon arrival at the office, and a link to the County website that lists the documents to bring, where to park, and general maps to aid with access and navigation around the office. • Require customers to confirm their appointment 24 – 48 hours in advance through active confirmation, such as by responding to a text message. Inform customers that their appointment will be canceled if not confirmed, and then have the system release these appointments back into availability. • Allow customers to cancel their appointments via text message. • Only allow customers to book one appointment in a given time period per phone number. • Consider implementing a no-appointment list for customers who routinely schedule appointments but do not show up. This list can be defined by phone number, not name, and phone numbers on the list can expire after a given period, such as one year.			**Immediate Opportunity**
19-1	**Explore External Best Practices** **A cross-functional team should visit and evaluate systems in other counties, with a focus on other Kansas counties, to identify transferable solutions. Licensing or adapting existing systems already integrated with the State could accelerate implementation and reduce costs.** • Form a cross-functional team to visit and evaluate systems in several other counties to develop additional ideas that could be implemented (e.g., Johnson, Shawnee, or even Sedgwick County).			**Strategic Opportunity**

No.	Finding Area & Recommendation	*Wyandotte Priority*	*Wyandotte Rating*	*BerryDunn Rating*
	• Reach common understanding with other Counties to create consensus on issues that can be brought to the State's attention to advocate for change, such as MOVRS system changes, or even changes in funding structure. • Assess opportunities to license or adapt existing platforms already integrated with the State. • Bring back actionable insights for local implementation. • Use feedback from MV leaders in Kansas and other states about topics such as queue management, customer expectations, and successful software solutions.			
19-2	**Utilize Experience and Professional Associations** MV offices nationwide experience similar challenges with wait times and customer dissatisfaction. The MVD can use experience and success stories of other motor vehicle office leaders to identify potential feasible solutions for Wyandotte County. Some professional organizations bring together MV office leaders, such as the American Association of Motor Vehicle Administrators (AAMVA) and hold conferences throughout the year. These could also serve as a means for finding other MV office leaders who have led through organization change to speak with and discuss potential challenges and options.			**Strategic Opportunity**

MOTOR VEHICLE DIVISION, TREASURY DIVISION, FINANCE DEPARTMENT

Presented Dr. Shelley Kneuvean, Chief Financial Officer

Lesley Stroschein, Deputy Chief Financial Officer/Interim Treasurer

Debbie Jonscher, Deputy Chief Financial Officer

AGENDA

Overview

Goal

What does DMV do?

Who are our Customers?

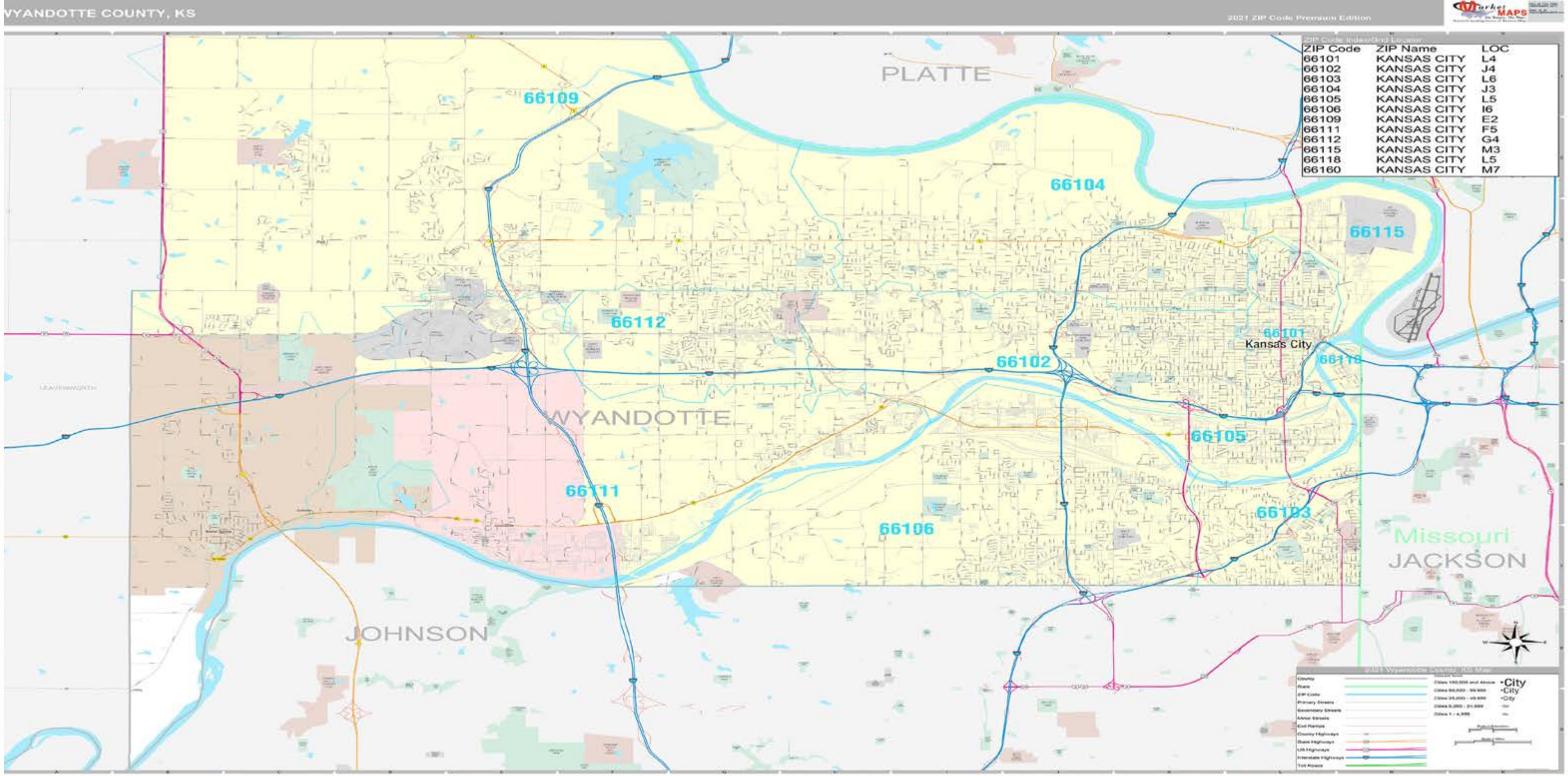
How do we serve our Customers?

Recent Enhancements

Operational Assessment & Recommendations

Next Steps

Q & A



OUR GOAL

We aim to align our efforts and drive success through effective customer service strategies and process efficiencies.

Success is defined as processing all required transactions correctly, distributing receipts correctly, and serving the residents and businesses to meet their needs in the best way possible.

NAVIGATING THE LANDSCAPE

What does DMV do?

Who do we serve?

How are we structured?

How are we funded?

WHAT DOES DMV DO?

- Motor vehicle laws, registration requirements, title standards, and taxes are created and regulated by the State of Kansas through the Kansas Department of Revenue and its Division of Vehicles.

- The State of Kansas requires county treasurer offices to directly manage local DMV offices and handle the day-to-day work locally.
  - The State provides the IT systems that must be used by the County.
  - County treasurers act as agents of the state for motor vehicle functions.

This includes:

- Vehicle titles
- Registrations and renewals
- License plate issuance
- Collection of registration fees
- Collection of state sales tax on vehicle purchases
- Property tax collection tied to vehicles
- Handicap placard issuance

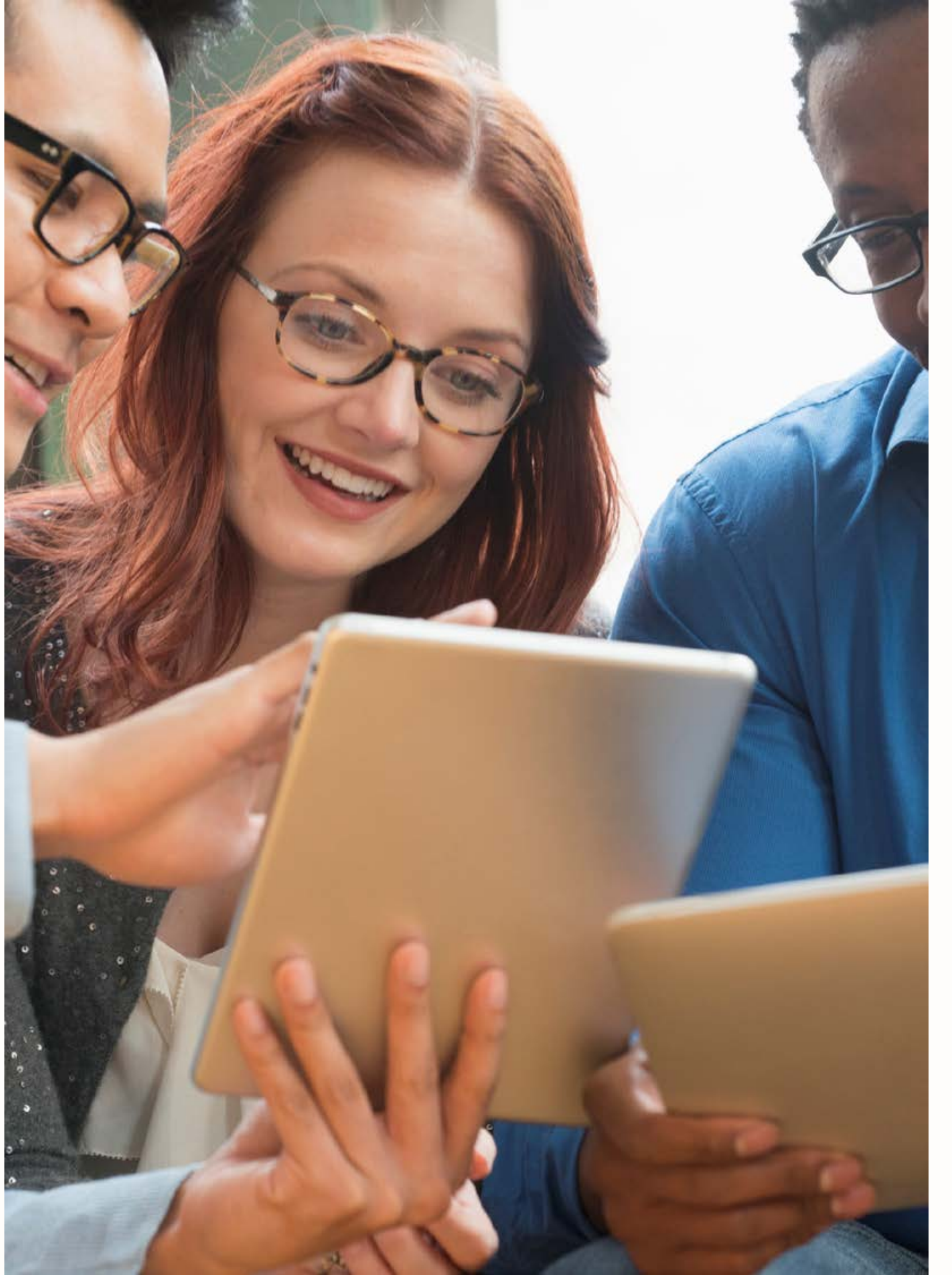
OUR CUSTOMERS

Residents must go to the DMV in the county in which they reside in to do all motor vehicles transactions – license, tags, renewal, pay taxes, etc.

Jan 2024 – June 2025

- 170,001 registrations renewals
- 72,376 new title transactions
- 144,347 miscellaneous services such as handicap placards, lienholder updates, replacement plates, and temporary plates

- 4,608 Customer Service Feedback Surveys



HOW DO WE SERVE OUR CUSTOMERS

- Three locations
- In person
- Online for items permitted by the state to be done online (renewals and pay taxes)
- Prescheduled appointments (limited slots per day)
- Walkin (limits slots per day)
- Mail
- Drop Box

BY THE NUMBERS…

Modality	Modality Average Number of Citizens Served	Other Information
In person Transactions	84,733	Jan 24 – June 25
Courthouse In Person	273 average per day	Peak months are September, October, & November
Annex In Person	289 per day	Peak months were April, May, July, August, and September
Bonner Springs Renewals only (not including commercial)	4,972 since October 2025 = 621 per month	Peak month was April, all months over 300
Online	83,646 renewals only	Jan 24 – June 25 (84,733 renewals done in person)

Jan 2024 – June 2025

170,001 registrations renewals

72,376 new title transactions

144,347 miscellaneous services such as handicap placards, lienholder updates, replacement plates, and temporary plates

Types of Transactions	Average Time to Process
Renewals / pay taxes	9 minutes
New title and registration	19 minutes
Miscellaneous transactions	10 minutes

HOW ARE WE STRUCTURED

- Unified Government Treasurer
  - Deputy Unified Government Treasurer
    - Real Estate Division (14 FTE)
    - Administrative Coordinator (MV) (26 FTEs)
      - Fiscal Support Supervisor (MV)
      - Fiscal Support Supervisor (MV)
      - Shared Motor Vehicle Team
        - Lead Fiscal Support Specialist (AFSCME) (3)
        - Fiscal Support Specialist (AFSCME) (2)
        - Fiscal Support Assistant (AFSCME) (18)

Courthouse: 9 windows assistants 5 days a week

Annex: 8 windows assistants 5 days a week

Bonner Springs: 1 window / 2 assistants 2 days a week

2 supervisors and 5 mid tier upper-level staff (back office)

HOW ARE WE FUNDED

Expenses	Funding Source	Annual Budget Amount
DMV costs the UG approximately $2.2 million annually with current level of service		
	County General Fund	$1,139,758
	$5 Fee on each transaction for new registrations and renewals	$1,060,242
	TOTAL	$2,200,000
All other fees are remitted to the State of Kansas to fund the overall systems (approximately $7.587M)		

EXAMPLE OF RECEIPT FOR NEW REGISTRATION

Yellow are fees the UG will be able to keep
Blue are fees State Fees

Total amount is $1,836.15 and UG DMV keeps $6.50 and State keeps $7.25 for DMV

Wyandotte County Treasurer's Office
Motor Vehicle Division
710 N 7TH ST
Kansas City, KS 661013094

Statement Receipt: 35241972 - Paid

Customer Information

Name: [redacted]
Address: [redacted]

Statement Information

Date: 7/2/2025 2:19:53 PM
Location: Wyandotte - Primary

Reference key(s):

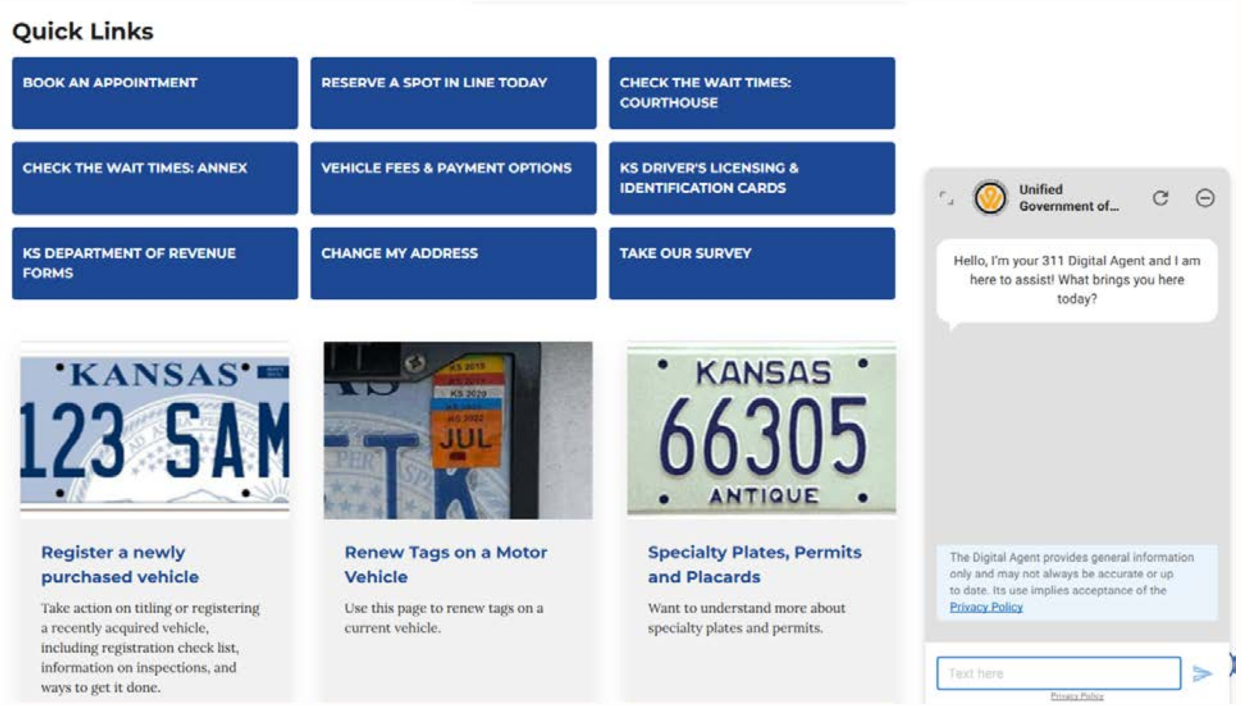
Comment(s):

Additional Customers:

Name: [redacted]
Name: Community America Credit Union

Transaction Information:	Amount	
2025 CHEVROLET Tahoe, 1GNS6RRD5SR295507		
Lien Holder Fee	$1.50	
Prior Year(s) MV Property Tax	$221.18	
Motor Vehicle Property Tax	$1,549.72	
County Service Fee	$5.00	
DMV Modernization Fee	$4.00	
VR SGF Surcharge Fee	$1.25	
KHP Staffing and Training Fee	$2.00	
Plate Fee	$0.00	
Plate Transfer Fee	$1.50	$0.75 C $0.75 S
Title Fee	$10.00	$2.00 - C $8.00 - S
Registration	$40.00	$0.75 C $39.25 S
Registration	$0.00	
Total Due:	**$1,836.15**	

RECENT ENHANCEMENTS TO IMPROVE CUSTOMER SERVICE



- Bonner Springs PILOT Renewal Only Site
- Property Tax Window – Annex Facility
- Full revamped onboarding and training program for new hires
- Implemented Staggered Scheduling and Lunch Periods
- Full revamped website (continuous improvement)
- Granicus Chatbot Gov Agent
- PayIt Point of Sale Deployment

PAIN POINTS / AREAS TO IMPROVE

Berry & Dunn Assessment

December 2025

1. **Line management**
   - Walk in turn aways (page 25) – nearly every day the walk in line is closed once the time slots are filled – this is an affecting several citizens daily (need to increase capacity)
   - Rework window and line dedication with new line management system (new technology being implemented - Qless)
   - Appointment management – 56,071 appointments in total of which 31% were no show and 8% were cancellations (require confirmations, schedule by type of appointment to maximize time slots)
2. **Reduce time to process transactions**
   - Provide checklists of needed documents / explore ways to prescreen
   - Ensure information precheck clerks are available to ensure all needed documents are with the person
3. **Encourage more online transactions**
   - Renewals – marketing and communication
   - Reason is many times because of an online failed transaction – insurance verification or < 12-month ownership
   - Work with state to allow more types of online transactions
   - Work with state to permit KIOSKS in the community

PAIN POINTS / AREAS TO IMPROVE

Berry & Dunn Assessment

December 2025

3. Physical space

- Improve Signage
- Self serve station at Courthouse and Annex for renewal or ability to join virtual line queue
- Limited by number of windows and waiting area space
- Ultimately need a space designed for DMV - long term solution

4. Staffing

- Hire additional staff to process transactions
- Work with State to offer system support beyond 4:30 p.m. and weekends to extend hours

ADDITIONAL FUNDING TO HELP MAKE IMPROVEMENTS

- SB 404 allows the local county to add up to $10 for a new per transaction fee in addition to the $5 service fee

  Potential to generate $1,662,460 in revenue ($166,246 per $1 fee)

- Recommendation

  Implement the full $10 to fund up to 3 new DMV assistants (window clerks) and balance to help reduce the subsidy from the county general fund property and sales taxes – open additional days at Bonner Springs and additional window clerk at annex and courthouse

  - $167,000 for 3 new additional FTEs (ongoing)
  - $60,000 for space needs study (one time)
  - $1,435,460 to reduce general fund subsidy and free up funding for other county funded services

Complete space needs analysis to determine best options and costs

NEXT STEPS

Implement Qless – underway

Explore pre-screening options - underway

Improve Signage – plan for next two months

Consider fee implementation (add staff and space study if approved) – need Commission guidance would go into effect January 1 ($5 can be done administratively but full $10 requires Commission approval)

Q & A